Tip: Tab 2--Tasks and Timeline to Preferral

- Goal: Preferral NLT 21 days from receipt of ROI

- Caveat: **Begin proof analysis prior to receiving ROI** and work with OSI to determine when JA may review evidence and begin witness interviews

- Note: In sexual assault cases, coordinate early with SVC on victim inputs and availability (See documents in [subfolder](../4.%20%20Charge%20Sheet,%20Flyer,%20Referral%20docs,%20Convening%20Order,%20Immunity,%20PTA/Sexual%20Assault%20Preferral%20Documents) in Tab 4)

- Notional timeline for accomplishing tasks prior to preferral:

* Days 1-2
  + Trial Team assigned
    - Consult CMJ, DSJA or SJA to determine if your team will consult STC
  + Review evidence
  + Note potential charges in [proof analysis](Proof%20Analysis%20Template.docx)
  + Identify potential witnesses in [witness chart](Witness%20Chart.docx)
  + Complete within 2 days
* Days 3-4
  + Draft charges and identify elements
  + Trial counsel provides calendar openings to schedule interviews
  + Case paralegal schedules key witness interviews within 1-2 days
  + On Art. 120 and other complex cases, begin coordination with STC
    - Review and fill out the [STC Request Form](Tip%20on%20STC%20Request%20Form%20and%20Interaction.docx) (adjust form to your reflect your Circuit’s counsel using [FLITE Roster](https://roster.jag.af.mil/pls/rosterdad/initialize_roster.showhomepage) and search for “circuit”)
* Days 7-10
  + Trial team interviews witnesses over next 7-10 days
  + Fill in proof analysis evidence for elements as you go
* Day 11
  + Finalize specs and turn in proof analysis (within 1 day of last interview)
* Days 12-14
  + Review within office
  + Set Appointment for Preferral with CC for day 24-ish
* Days 14-20
  + Prepare [initial discovery memo](../5.%20%20Discovery%20and%20Subpoenas/Discovery%20Memo%20Templates/Govt%20Discovery%20Memo%20for%20Preferral.docx), evidence, and witness list
  + Prepare [preferral package](../4.%20%20Charge%20Sheet,%20Flyer,%20Referral%20docs,%20Convening%20Order,%20Immunity,%20PTA/Tips%20for%20Preferral.docx)
  + HHQ review
* Days 21-24
  + Incorporate changes
  + Finalize preferral package (see [subfolder](../4.%20%20Charge%20Sheet,%20Flyer,%20Referral%20docs,%20Convening%20Order,%20Immunity,%20PTA/Preferral%20Docs%20for%20Meeting%20with%20CC) for preferral documents)
  + Coord with unit
* Day 24
  + Prefer charges