



MILITARY COURT SERVICE

CASE CENTER GUIDANCE

System Access and Operation

1. To access the system users will be required to create a Case Center account. The link to register can be found on the MCS Website. [The Military Court Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk) or [Register | Thomson Reuters CaseLines](#)

Thomson Reuters Case Center

Home Support Language English (GB) Register Log On

Register: Create a New Case Center Account

Please fill in all the fields.

Account Information

Title (*Mr, Mrs,...)

First Name

Last Name

User Name

Mobile phone UK (+44)

Email

Please ensure you have entered your correct email address. You will only be able to gain access to cases if you have entered your valid email address. You will need access to your email account to verify your account before you can access cases.

Confirm Email

Confirmation email must match the email above.

Hide Email *Do not display my email address when showing me on the list of people for a case.*

Password

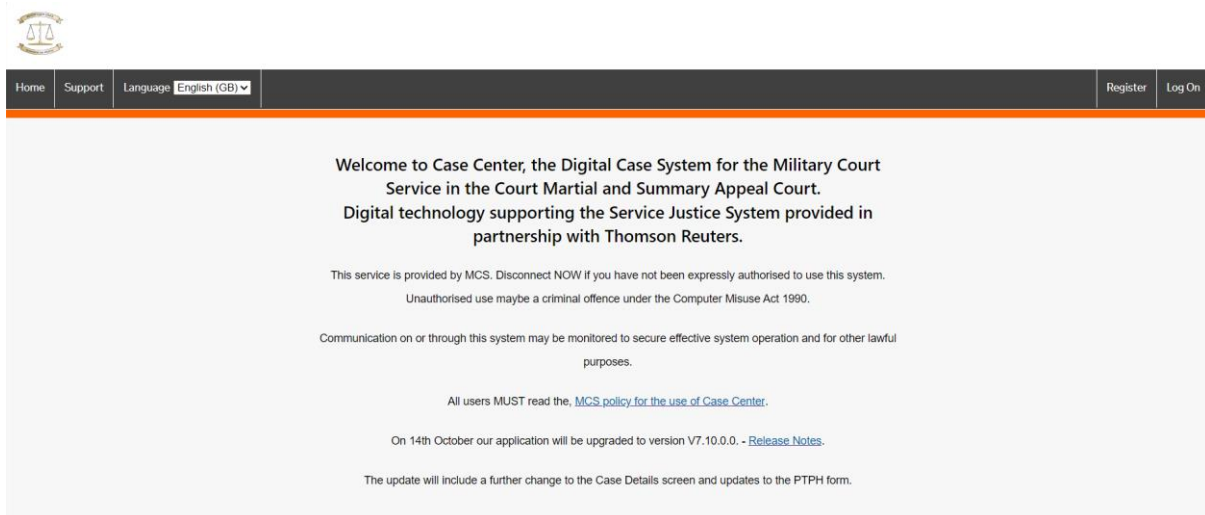
Show Password: --

Password should be at least 8 characters and contain an upper case letter, a lower case letter, a number and a special character. For example: 'TopSecret82'*

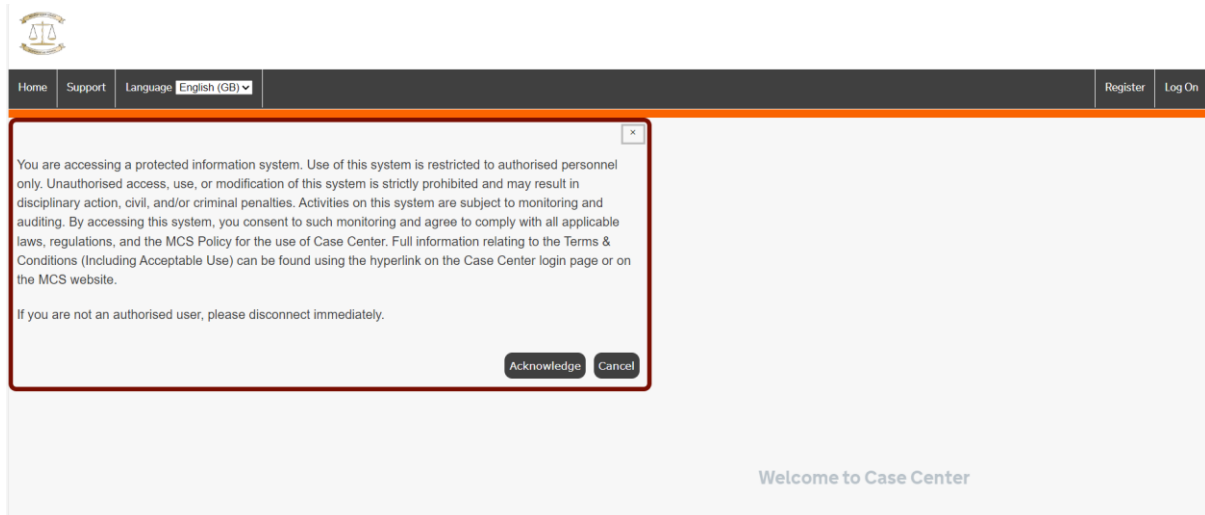
2. Users can access Case Center training site with training materials before creating an account via this website. [Home Page \(thomsonreuters.com\)](http://thomsonreuters.com).

Case Center Login

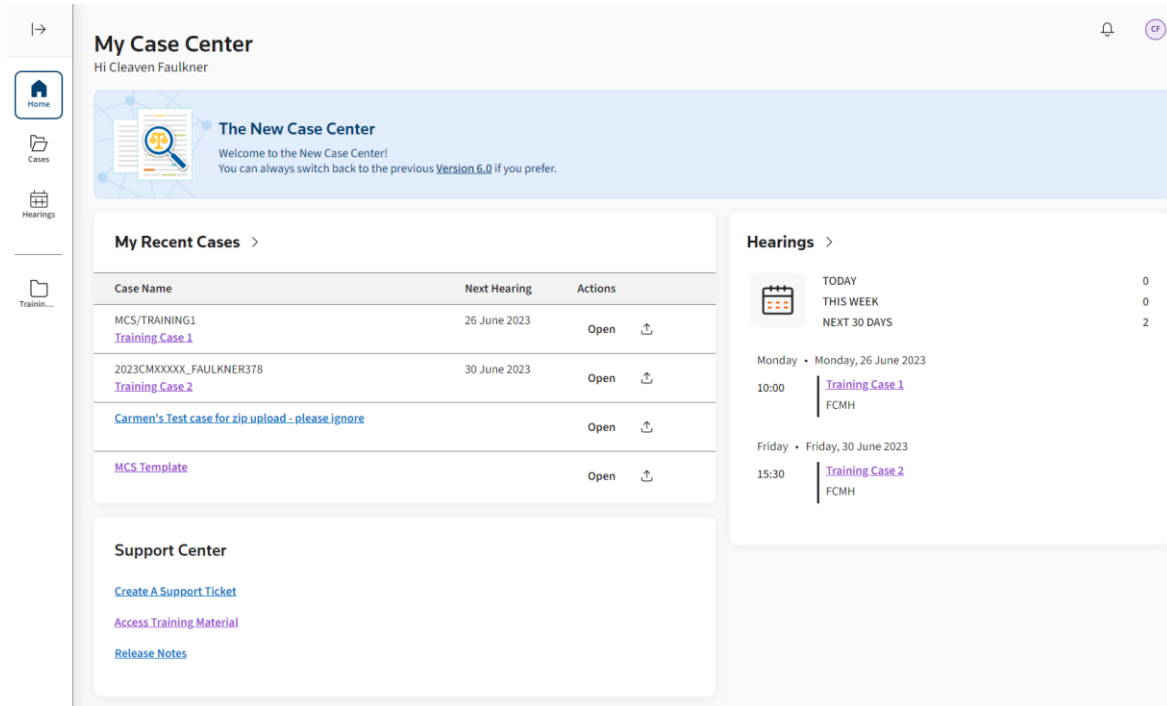
1. Navigate to our Case Center Web page.
2. <https://mcs.casecenter.thomsonreuters.com/?tlang=en-GB>.
3. Please add our address as a favourite on your web page - this will create a Case Center tab for future use.



1. You will be navigated to our landing page as below.
2. Enter your username and password and click **Log On**.



1. Once logged in the platform will open on the **My Case Center** home page.
2. This screen provides the launch pad area for navigating Case Center and will allow you to access live and training cases on the platform.
3. The screen provides users with information relating to the most recent cases they have worked on and a headline view of when the next hearings are for the cases. This will show a maximum of the next six scheduled hearings.
4. The screen also provides users with the option to access their account information depicted by your initials in the top right-hand corner. Here you can manage invite lists, your account details, support, and you can log out of your account.
5. Next to the account information icon is the notification icon. This will take you to the notifications screen where you can view notifications related to your cases.
6. The **Home** button will navigate you back to the home screen.
7. In the Support Center, users can create a support ticket, access training material and review release note information.




On the left-hand side of the screen there are five options for navigation. The **Home** button is on this page.

1. The arrow at the top left of the screen will allow you to expand and collapse the side bar menu.
2. The **Cases** button will direct users to their active case list. The **My Recent Cases** button navigates to the same location.
3. The **Hearings** button will navigate to listed hearings against cases.
4. Saved cases are those which a user stars as a highlighted case (covered later in this document).



1. On the right-hand side of the home screen, you will see **Hearings** that have been listed within the application. It will be the role of Case Officers to add the PTPH date and the date for the Summary Appeal preliminary Hearing. After this it will be the role of the Court teams to add any further hearings for the case. Adding a hearing will be covered later in the document.
2. You can see up to six hearings from your case list and they are listed in date order.

Hearings >

 TODAY 0
 THIS WEEK 0
 NEXT 30 DAYS 2

10:00 | [MCS Training Guides](#)
 TEST MEDIO LINK
 Now

The **Cases** button will navigate you to your **Case List**. You can also **Search** for a case in this window.

Case List [+ Create New Case](#)

Case Search

9 results Table Settings

Case Name ↑	Reference	Organisation	Next Hearing	Template	Last Updated	Actions
Case Center Redactions Training		The Military Court Service		Training Template - Bulford 1 Defendant	9 August 2023 at 9:11	<input type="button" value="Review"/> <input type="button" value="Open"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
MCS - Case Center Judges Training	Training case	The Military Court Service		Training Template - Bulford 1 Defendant	10 August 2023 at 9:05	<input type="button" value="Review"/> <input type="button" value="Open"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
MCS Training Guides	20230701 - Co...	The Military Court Service		MCS Training Template	11 August 2023 at 14:34	<input type="button" value="Review"/> <input type="button" value="Open"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Training case - Case Center 5th July session		Thomson Reuters			4 July 2023 at 8:13	<input type="button" value="Review"/> <input type="button" value="Open"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Training Case 1	2023FAULKNE...	Thomson Reuters			29 June 2023 at 17:44	<input type="button" value="Review"/> <input type="button" value="Open"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Training Case 2	2023CMXXXX...	Thomson Reuters			12 June 2023 at 16:47	<input type="button" value="Review"/> <input type="button" value="Open"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Training Case 3	2023CLEAVET...	The Military Court Service		MCS Training Template	17 July 2023 at 8:41	<input type="button" value="Review"/> <input type="button" value="Open"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

Rows per page 30 1

1. Users can see a list of their cases and can assign the number of rows per page.
2. At this screen, users can search for cases and may use wild cards to do so.
3. A user may click on the star at the left-hand side of the entry. This will add the case to your saved cases list. This will be useful if you want to focus upon your most recent and up and coming cases.
4. The filters button allows you to select a case by a criterion. If you want to for example, to see all training cases, this is where you select the **Training Cases** option. Remember to clear filters to see your live cases.

Filters Training Cases X Clear All (1)

Case List Filters

Training Cases Closed Cases Template Cases

Reference

Case Name

Start Date (DD/MM/YYYY)

End Date (DD/MM/YYYY)

Today Next day This Week This month This year Next year

Organisation

Select organisation

X Clear All

In the table setting COG, users can re-organise their case title order to suit your personal preferences.

On the right-hand side of the screen, you will see the following options:

1. The **Review** button will take you to the review page (the case itself). From the review screen you can see the evidence of the case. This is where the case will be managed within the court room. (Clicking on the **case name** will also navigate you to the Review Page).
2. The **Open** button will take you to the Case Management Options.
3. The **Up arrow** will allow you to navigate to the **Upload** page.
4. The down arrow next to the Upload tab navigates you to the **People** page to invite users to the case.

⚙ Table Settings

Reference	Next Hearing	Actions	
		Review	Open ↑ ↓
MCS/TRAINING1	26 June 2023	Review	Open ↑ ↓
2023CMXXXXX...	30 June 2023	Review	Open ↑ ↓

Rows per page 30 ⏪ 1 ⏩

Review Page

This is where users will manage the case in the court room and where all papers relating to the case can be viewed and presented to the court.

The review page is the heart of the system for the court. It is where we will all be able to refer to evidence and all elements of the case that are presented to the court.

The screenshot displays a legal document viewer interface. The main document is titled "1: Direction Letter (24 June 2023) in A: Case Direction (Loaded Saturday, June 24, 2023 8:30 PM GMT)". The document content includes:

- Page: 1 of 4
- Header: COURT EXHIBIT CRF/1
- Classification: OFFICIAL-SENSITIVE
- Handling Instruction: Legal Privilege may apply.
- Organization: Service Prosecuting Authority
- Address: RAF Northolt, West End Road, Ruislip, Middlesex, HA4 6NG
- Contact: Tel: 0300, Fax (Civ): 0208 842 6158, Fax (Mil): 95233 6158
- Military Email: [Redacted]
- Our Ref: [Redacted]
- Date: 6 Dec 22
- See Distribution
- Reference[s]:
 - A. HMS Sultan [Redacted] dated 7 Sep 22.
 - B. HMS Sultan Case Referral dated 28 Sep 22
- General:
 - Further to References A and B, it is directed that the enclosed charges, which are allocated for Court Martial Trial, be served on the above-named accused.


The interface also features a sidebar on the left for "Training Case 3" and a right sidebar for "CLEAVE BRIEF" with entries like "HE IS GUILTY EXPECT A PLEA" and "MY DIRECTION WILL BE WITH YOU SOON".

Case Notes

- MCS Case Officers will create the initial case note string for the four main parties to proceedings and an initial direction from JAG.
- This creation will serve to always ensure that the parties use the correct colour for messaging during all proceedings.
- Training will be provided on how to add a case note.

By default

Judges		MCS		Pros		Def	
---------------	---	------------	---	-------------	---	------------	---



Tags

DEFENCE NOTES

Edit Remove

Mr Cleaven Faulkner
19 July 2023 12:06 PM
Widely Shared Note

Reply Colour


Tags

PROSECUTION NOTES

Edit Remove

Mr Cleaven Faulkner
19 July 2023 12:06 PM
Widely Shared Note

Reply Colour



Tags

JUDGES NOTES

Edit Remove

Mr Cleaven Faulkner
19 July 2023 12:06 PM
Widely Shared Note

Reply Colour



Tags

MCS NOTES

Edit Remove

Mr Cleaven Faulkner
19 July 2023 12:05 PM
Widely Shared Note

Reply Colour


Tags

JAG has directed:

1. Parties should make a sidebar note as soon as possible with:

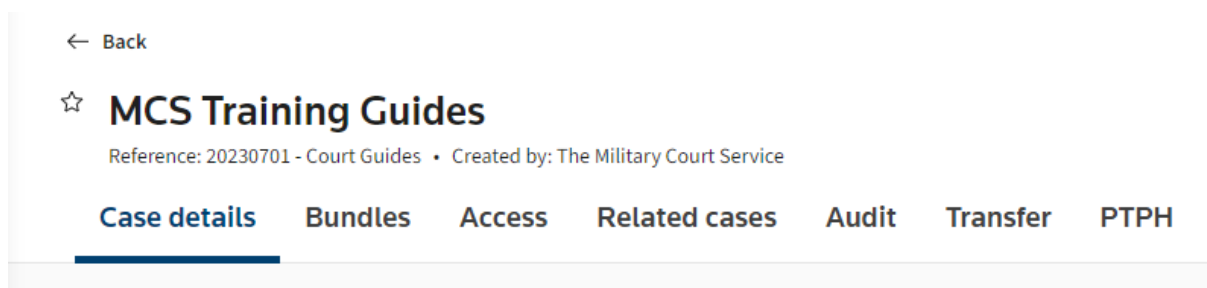
- The name of the advocate at the next hearing and solicitor if applicable
- A direct telephone number on which they can usually be reached. Personal mobile numbers may be given at the discretion of the advocate.
- A direct email address [MODNET or CJSM].
- The name of the advocate with conduct of the next hearing and their contact details if the advocate at the next hearing does not have conduct.

The parties should update the sidebar if representation changes for a hearing or for the whole case.

2. Sidebar entries DO NOT generate a notification to other parties. If you leave an entry which requires action, please send a short email drawing attention to the entry to all other parties (barrister and solicitor) and the court.

How to upload a document

Navigate to the **Upload** tab via the **Bundles Tab**



The screenshot displays the 'Upload File(s)' interface within the 'MCS Training Guides' bundle. At the top, there is a navigation bar with buttons for 'Case Home', 'Review', 'Index', 'Sections', 'People', 'My Share Group', 'Bundles', 'Search', 'Notes', 'Hyperlinks', 'Upload' (highlighted in orange), 'Linked Cases', 'Audit', 'Transfer', and 'Redactions'. Below this, the 'MCS Training Guides' title is shown, followed by the 'Upload File(s)' section. A dropdown menu is set to 'Bundle: 01: Master Bundle'. There are four main upload options: 'Upload File(s)', 'Upload bookmarked PDF into a single section', 'Upload bookmarked PDF into multiple sections', 'Upload ZIP into multiple sections', and 'Upload eDiscovery production file'. The 'Upload File(s)' option is selected. Below the options, there is a 'Select Section' dropdown, checkboxes for 'Upload using American date format' and 'Restricted', and a note: 'Please note if a file is restricted it will not display in sub-bundles unless the sub-bundle has been configured to show restricted files. This can be configured in the bundle settings.' A 'Select files' area contains a table with columns 'Filename', 'Status', and 'Size', and a 'Drag files here.' instruction. At the bottom of this area are 'Add Files' and 'Start Upload' buttons, along with '0%' and '0 kb' indicators. Below the 'Select files' area are 'Update All Documents' and 'View Section Documents' buttons. To the right of the upload options, there is a 'How to use' section with instructions on how to use the feature and a 'Please follow these instructions when uploading documents:' section with a list of guidelines. At the bottom right, there is a 'To Print to PDF:' section with a six-step process.

How to use
Use this feature to upload one or more files into a section within the case.

Please follow these instructions when uploading documents:

- Do not upload password protected documents. Remove password protection before uploading the document into CaseLines.
- If you have a PDF form, we advise you to use Microsoft 'Print to PDF' before attempting to upload.
- Please note all PDFs uploaded will be flattened automatically. The original version will be available for download.
- For best quality we recommend a document resolution of 300 DPI.

To Print to PDF:

1. Open your document in Adobe or similar PDF reader
2. Click "File"
3. Click "Print"
4. Select "Microsoft Print to PDF" and print
5. A new PDF is produced
6. Upload new PDF into CaseLines.

- From the **Case Home** page click on the **Upload** tab.
- When uploading a bookmarked PDF users need to select the Upload Bookmarked PDF into multiple sections.
- Add your file/s to be uploaded.
- Start the upload.
- Users will use the Upload File(s) button to upload any additional case files, as individual files for any further uploads.

MCS TRAINING 3

Upload bookmarked PDF into multiple sections

Bundle: 01: Master Bundle

Upload File(s) Upload bookmarked PDF into a single section **Upload bookmarked PDF into multiple sections**

Restricted:

Please note if a file is restricted it will not display in sub-bundles unless the sub-bundle has been configured to show restricted files. This can be configured in the bundle settings.

[How to use](#)

Level 1 bo


Level 2 bo
documents

Level 3 anc

Select files
Add files to the upload queue and click the start button.

Filename	Status	Size
20230606- SPA Redacted Case_Redacted.pdf	52%	5.7 mb

Drag files here.

+ Add Files + Start Upload ✖ Stop Upload  52% 5.7 mb
Uploaded 0/1 files

Upload bookmarked PDF into multiple sections

Bundle: 01: Master Bundle

Upload File(s) Upload bookmarked PDF into a single section **Upload bookmarked PDF**


Restricted:

Please note if a file is restricted it will not display in sub-bundles unless the sub-bundle has been configured to show restricted files. This can be configured in the bundle settings.

Select files
Add files to the upload queue and click the start button.

Filename	Status	Size
20230606- SPA Redacted Case_Redacted.pdf	Checking for viruses...	100% 5.7 mb

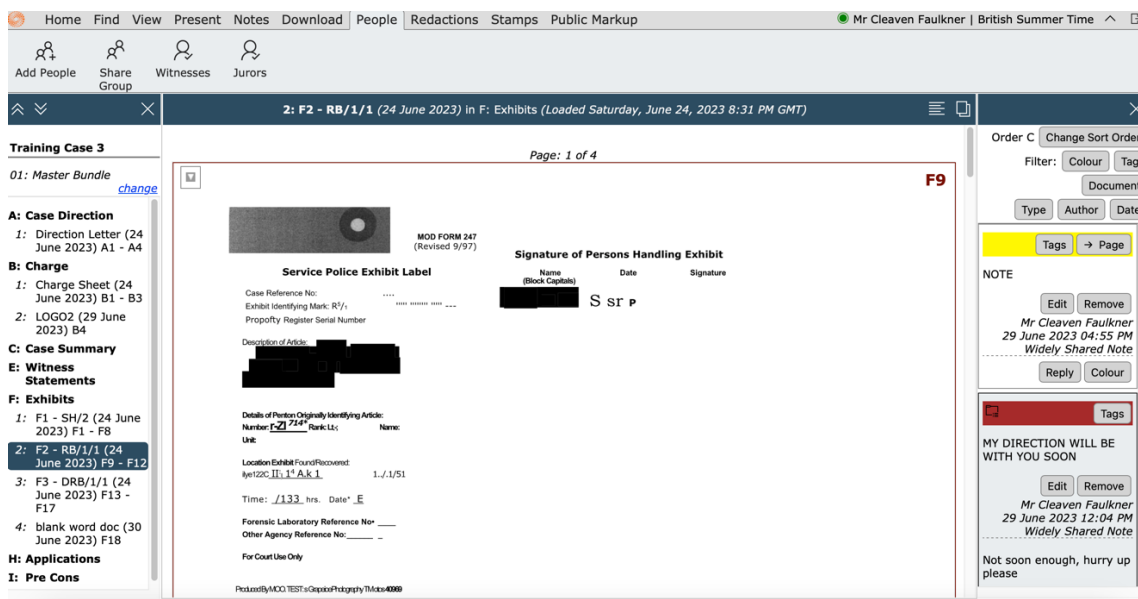
Drag files here.

+ Add Files + Start Upload ✖ Stop Upload  100% 5.7 mb
Uploaded 0/1 files

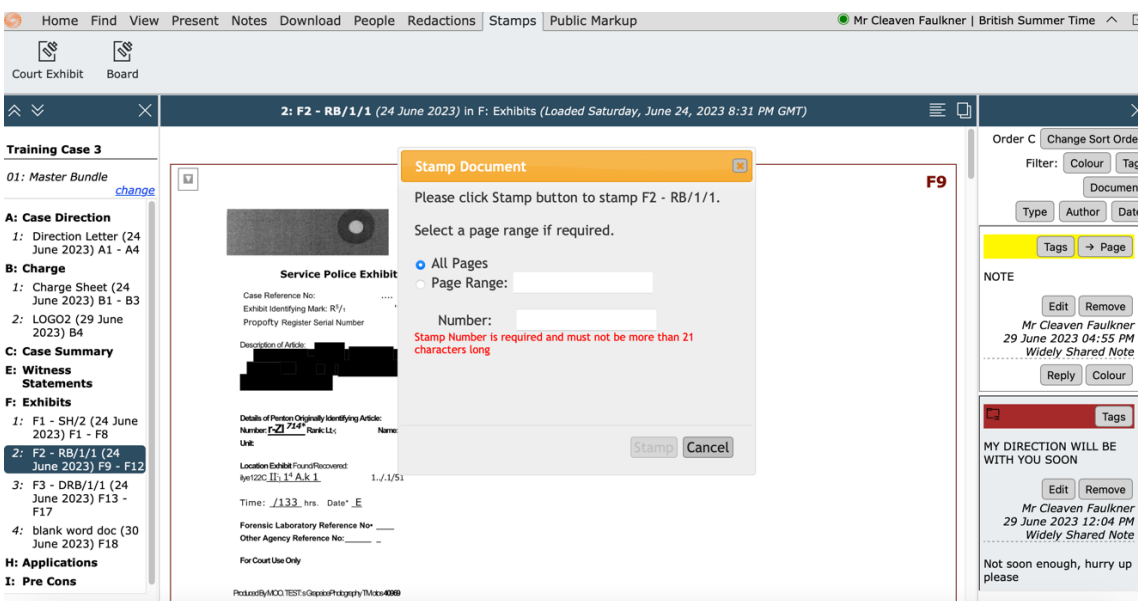
Once the file has successfully uploaded it will begin to index into the relevant section of the case. You can check indexing by clicking the **Index** tab to ensure the upload populated correctly.

How to Manage Exhibits

- Within Case Center, the recording of court exhibits is the responsibility of the Court team using Case Center.
- When an exhibit is produced in the court room by either the Prosecution or Defence the MCS will provide the court exhibit reference number and endorse the exhibit reference on the relevant document within the Master Bundle.
- Court staff will select the relevant document in the Master Bundle.



1. Navigate to the **Stamp** tab and select **Court Exhibit**.
2. Enter the Court exhibit reference into the number field and click **Stamp**.



Stamp Document
✕

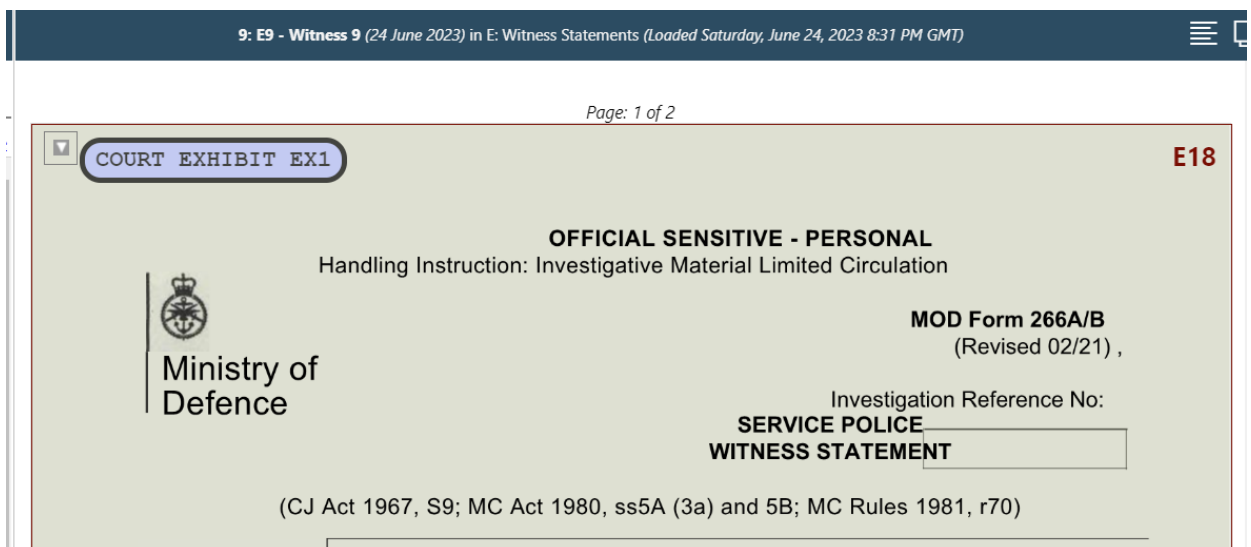
Please click Stamp button to stamp E9 - Witness 9.

Select a page range if required.

All Pages
 Page Range:

Number:

1. Court Exhibit will be prefixed with EX then the exhibit number.
2. The exhibit reference number will now appear at the top of the document.



1. By stamping a document, Case Center will automatically create an **Exhibit bundle**.
2. To view the Exhibit bundle you can click on the **Change** bundle link below the Master bundle ID.
3. Select the Court Exhibit bundle.

Home Find View Present Notes Download People Redactions Stamps Public Markup Mr Cleaven Faulkner | British Summer Time

Court Exhibit Board

2: F2 - RB/1/1 (24 June 2023) June 24, 2023 8:31 PM GMT

Choose Bundle

- 02 : Trial Bundle
- Co-01 : Court Exhibit

Training Case 3

01: Master Bundle [change](#)

A: Case Direction

1: Direction Letter (24 June 2023) A1 - A4

B: Charge

1: Charge Sheet (24 June 2023) B1 - B3

2: LOGO2 (29 June 2023) B4

C: Case Summary

E: Witness Statements

F: Exhibits

1: F1 - SH/2 (24 June 2023) F1 - F8

2: F2 - RB/1/1 (24 June 2023) F9 - F12

3: F3 - DRB/1/1 (24 June 2023) F13 - F17

4: blank word doc (30 June 2023) F18

H: Applications

I: Pre Cons

COURT EXHIBIT MCS 1

MOD FORM (Revised 9)

Service Police Exhibit Label

Case Reference No:
Exhibit Identifying Mark: R5/1
Propofly Register Serial Number
Description of Article: [REDACTED]
Details of Person Originally Identifying Article:
Number: 27744 Rank Lt: Name:
Unit:
Location Exhibit Found/Recovered:
Age: 120C II 1 Ak 1 1././1/51
Time: /133 hrs. Date: _E
Forensic Laboratory Reference No: _____
Other Agency Reference No: _____
For Court Use Only
Produced by MCO TEST to Capota Photogry TM 4000

ling Exhibit
Signature

Order C Change Sort Order
Filter: Colour Tag
Document
Type Author Date
Tags -> Page

NOTE

Edit Remove
Mr Cleaven Faulkner
29 June 2023 04:55 PM
Widely Shared Note
Reply Colour

Tags

MY DIRECTION WILL BE WITH YOU SOON
Edit Remove
Mr Cleaven Faulkner
29 June 2023 12:04 PM
Widely Shared Note
Not soon enough, hurry up please

Home Find View Present Notes Download People Stamps Public Markup Mr Cleaven Faulkner | British Summer Time

Court Exhibit CRF/1 (0001): Direction Letter (24 June 2023) in A: Case Direction (Loaded Saturday, June 24, 2023 7:30 PM GMT)

Page: 1 of 4

COURT EXHIBIT CRF/1

Master: A1
Current: 1

OFFICIAL-SENSITIVE
Handling Instruction: Legal Privilege may apply.

Service Prosecuting Authority

RAF Northolt, West End Road, Ruislip, Middlesex,
HA4 6NG
Tel: 0300
Fax (Civ): 0208 842 6158
Fax (Mil): 95233 6158
Military Email: [REDACTED]

Our Ref: [REDACTED]
Date: 6 Dec 22

See Distribution

Reference[s]:

A. HMS Sultan [REDACTED] dated 7 Sep 22.
B. HMS Sultan [REDACTED] dated 28 Sep 22.

Order C Change Sort Order
Filter: Colour Tag
Document
Type Author Date
Tags

MY DIRECTION WILL BE WITH YOU SOON
Edit Remove
Mr Cleaven Faulkner
29 June 2023 12:04 PM
Widely Shared Note
Not soon enough, hurry up please
Miss Fiona Hutchinson
29 June 2023 12:06 PM
Widely Shared Note
Reply Colour

TEST 123
Miss Fiona Hutchinson
29 June 2023 12:05 PM
Widely Shared Note
Reply

1. Any document that has been marked as an exhibit will appear in the Exhibit bundle.
2. At the end of the hearing the full court exhibit document can viewed from the **Bundles** tab or users can also download any of the bundles from the Review screen >Download tab.
- 3.

Training Case 3
Bundles

Create New Bundle Refresh All Bundles

Index	Name	Version Number	Timing	Update / Remove	Edit	Download	Redactions
01	Master Bundle	27	01 July 2023 08:44 PM <i>less than one minute</i>		Settings	Download	
02	Trial Bundle	27	01 July 2023 08:45 PM <i>less than one minute</i>	Update Remove	Settings Sections	Download	Redaction Categories
Co-01	Court Exhibit	27	01 July 2023 08:45 PM <i>less than one minute</i>			Download	Redaction Categories

1. Click on the **Download** tab next to the Court Exhibit bundle.
2. Select **Download Complete Bundle**.

Training Case 3
Co-01 : Court Exhibit

Front Page Index Bundle Parts PDF Secure Sharing

Document Indexes: Download Complete Bundle (5.0 Mb) Secure Sharing

Page Numbers: Download Bundle Index (60 Kb)

Consecutive Numbering: Download 001 1 to 4 (270 Kb)

Inserts Only:

Web Word CSV Download 002 5 to 7 (150 Kb)

Page Map CSV Download 003 8 to 16 (1.0 Mb)

Download 004 17 to 25 (4.8 Mb)

Download 005 26 to 30 (20 Kb)