

CRIMINAL ATTORNEY CASE ASSIGNMENTS DISTRICT COURT INSTRUCTIONS

Create Account and Request Access

1. If you are not yet registered for this site, you will need to create an account. See tutorial for how to register at 3rdcc.org/agency-resources. If you serve multiple district courts, you will need a separate log in/registration for each district court.
2. After creating an account, you will need to contact Trial Court Services at the Third Circuit Court to associate your Criminal Attorney Case Assignments access specifically to your district court.

Access Criminal Attorney Case Assignments

1. Go to 3rdcc.org
2. Select **Agency Resources** from Essential Links menu
3. Select **Outside Agency Web Access** from Applications Access section
4. Enter Login information and select **Log In**.
5. Select **Criminal Attorney Case Assignments** from My Applications list



CRIMINAL ATTORNEY CASE ASSIGNMENTS DISTRICT COURT INSTRUCTIONS

Request Case Assignment

Case Found in Odyssey

1. Enter the **CTN** for the case in which an attorney is needed and select **Search**.

Request Case Assignment

Requesting Court: 17 District Court, Redford

Enter CTN:

2. If the CTN is found in the Third Circuit Court case management system (Odyssey), it will display the case information as seen below.

Request Case Assignment

Requesting Court: 28 District Court, Southgate

Enter CTN:

Case located in Third Circuit Court CMSI

Defendant Name: Guthrie, Nicholas Ty

Case Title: State of Michigan v Nicholas Ty Guthrie

Judge:

Charge Code	Charge Description	Tier
333/74012D3	Controlled Substance - Delivery/manufacture marijuana	4

Case Qualification Tier: 4

Hearing: Type: Date:

Upload (MC 22-3C):

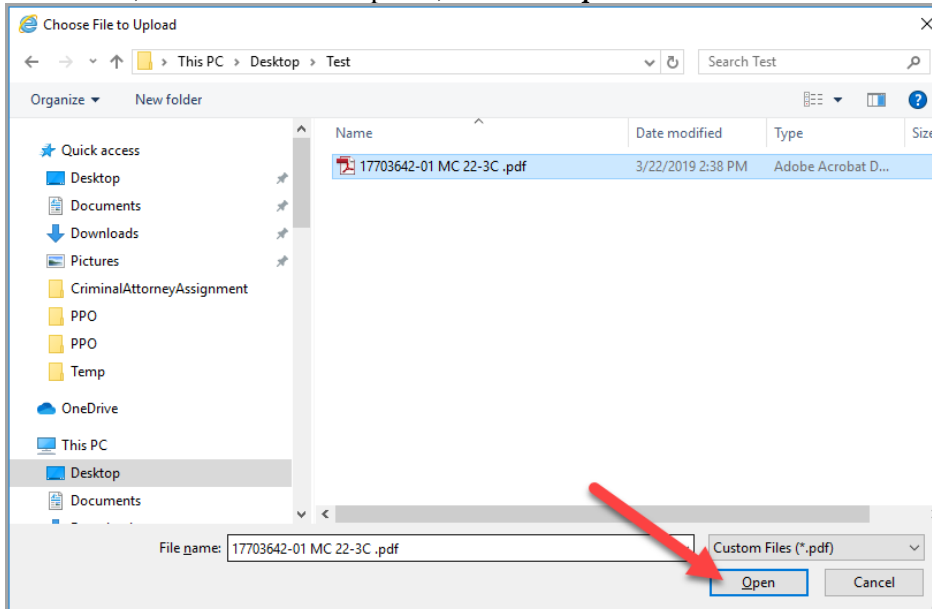
17716047-01 MC 22-3... 16.79 KB

Petition and Order for Court Appointed Attorney form

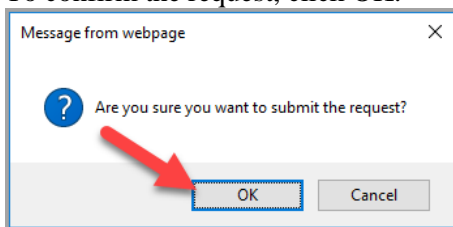
© 2020 - Third Circuit Court of Michigan

CRIMINAL ATTORNEY CASE ASSIGNMENTS DISTRICT COURT INSTRUCTIONS

3. If desired, enter the *Judge* for the case.
4. Select the *Hearing Type* from the drop-down list.
5. Select the *Date* and *Time* of the hearing from the corresponding date and time icons.
6. To upload the Petition and Order for Court Appointed Attorney form (MC 22-3C) form, click **Select File**, choose the file to upload, and click **Open**.

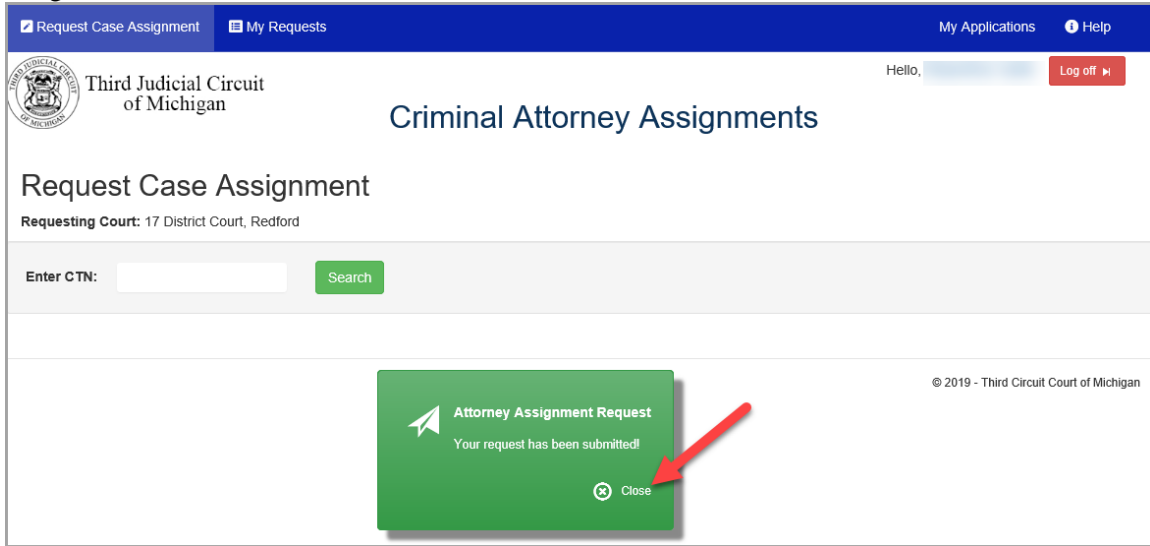


7. Select **Request Attorney Assignments** to send the request to Third Circuit Court.
8. To confirm the request, click **OK**.



CRIMINAL ATTORNEY CASE ASSIGNMENTS DISTRICT COURT INSTRUCTIONS

9. You will receive the following message. Click *Close* to return to request another case assignment.



Case Not Found in Odyssey

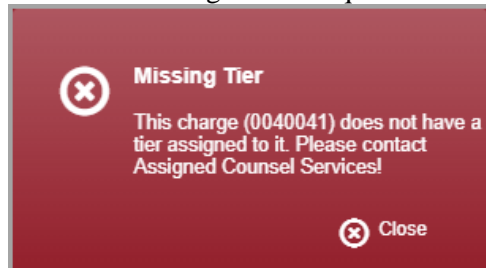
1. If the *CTN* entered is not found in Odyssey, the message *Case could not be located in Third Circuit Court CMS!* is displayed.
2. Enter the *Defendant Name*.
3. Enter the *Judge* (optional).
4. Enter the *Charge(s)* on the case:
 - a. Enter the charge code or description for the charge. While entering the code or description, the system will try to match your value from the valid charges available and

CRIMINAL ATTORNEY CASE ASSIGNMENTS DISTRICT COURT INSTRUCTIONS

display any matches.

The screenshot shows the 'Request Case Assignment' page for the Third Judicial Circuit of Michigan. The page includes a search bar for the Case Number (CTN) with the value '19724744-01'. A red box highlights a warning message: 'Case could not be located in Third Circuit Court CMSI'. Below this, the form fields are populated with: Defendant Name: 'John Doe', Case Title: 'State of Michigan vs John Doe', Judge: 'Judge Abraham Lincoln', and Charges: 'arson'. A dropdown menu is open for the Charges field, showing a list of charge codes and descriptions, with '750496 - Arson - Negligently Setting Fire to a Hotel' selected. The Hearing Type is set to 'Preliminary'.

- b. Select the charge code from the list that matches the desired code. After selecting the charge code, if you receive the message below indicating that the charge code “does not have a tier assigned to it,” you will need to contact Assigned Counsel Services before you can add this charge to the request.



- c. Repeat previous steps to add additional charges.

CRIMINAL ATTORNEY CASE ASSIGNMENTS DISTRICT COURT INSTRUCTIONS

- d. If a charge was selected in error, click on the **X** next to the charge to remove it.

Request Case Assignment | My Requests | My Applications | Help

Third Judicial Circuit of Michigan | Hello, [User] | Log off

Criminal Attorney Assignments

Request Case Assignment

Requesting Court: 28 District Court, Southgate

Enter CTN: 19724745-01 [Search]

⚠ Case could not be located in Third Circuit Court CMS!

Defendant Name: John Doe

Case Title: State of Michigan vs John Doe

Judge: Judge Abraham Lincoln

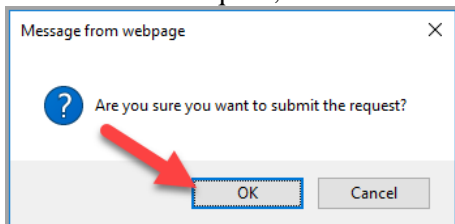
Charges: 75072-A - Arson - Dwelling House X 75072-B - Arson - Dwelling House Curtilage X

Charge Code	Charge Description	Tier
75072-A	Arson - Dwelling House	3
75072-B	Arson - Dwelling House Curtilage	4

Case Qualification Tier: 3

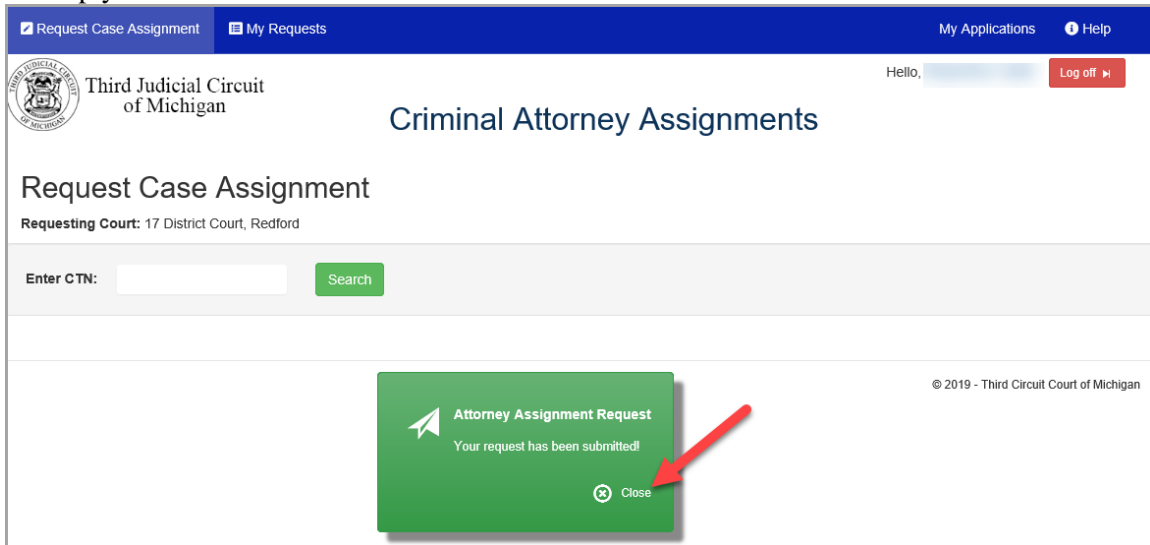
Click X to remove an unintended charge from the list

5. Select the **Hearing Type** from the drop-down list.
6. Select the **Date** and **Time** of the hearing from the corresponding date and time icons.
7. To upload the Petition and Order for Court Appointed Attorney form (MC 22-3C) form, click **Select File**, choose the file to upload, and click **Open**.
8. Select **Request Attorney Assignments** to send the request to Third Circuit Court.
9. To confirm the request, click **OK**.



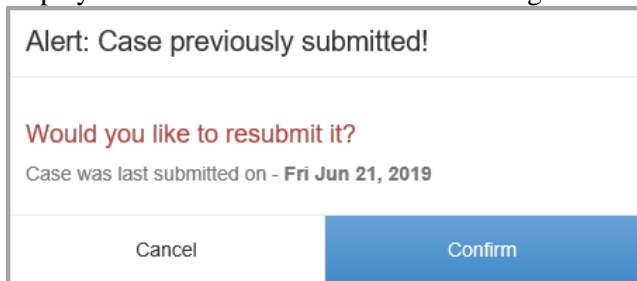
CRIMINAL ATTORNEY CASE ASSIGNMENTS DISTRICT COURT INSTRUCTIONS

10. You will receive the following message. Click *Close* to return to request another case assignment or simply finish the task.



Assignment Previously Requested

If a District Court assignment request already exists for the CTN entered, the following warning will display. Select Confirm if an additional assignment is needed or Cancel to request a different CTN:



Attorney Accepts Assignment

Once an attorney accepts an assignment, all email addresses associated with the requesting district court user's account will receive a confirmation email. In the example that follows, all the email addresses highlighted will receive a confirmation email when an assignment is filled for a case assignment requested by Jane Doe.

CRIMINAL ATTORNEY CASE ASSIGNMENTS DISTRICT COURT INSTRUCTIONS

Register

(*) - Indicates Required Fields.

First Name (*): <input type="text" value="Jane"/>	Middle Name: <input type="text"/>	Last Name (*): <input type="text" value="Doe"/>
User Name (*): <input type="text" value="JaneDoe536"/>	Birth Date: <input type="text"/>	Email (*): <input type="text" value="jane.doe@districtcourt.org"/>
Other Emails (Semicolon separated. ex) example@example.com;example2@example.com <input type="text" value="john.doe@districtcourt.org;john.doe2@districtcourt.org"/>		
SSN (Last 4): <input type="text"/>	Bar Number: <input type="text" value="P"/> (type only numbers)	
Cell Phone: <input type="text"/>	Work Phone: <input type="text"/>	
Password (*): <input type="text"/>	Repeat Password (*): <input type="text"/>	

View Requests

Select My Requests from the menu to see your requests. The default sort order is by Status. The statuses displayed include:


- Needs an Assignment – Your request for an attorney has not been offered to an attorney as yet.
- Pending – Your request for an attorney has been offered to an attorney (shown in the Attorney column) but has not yet been accepted.
- Accepted – An attorney has accepted the assignment offer (shown in the Attorney column).

Information can be sorted in ascending or descending order by selecting the column name. You can also filter the requests where the filter symbol (▼) is shown. Use paging options at the bottom of the screen

CRIMINAL ATTORNEY CASE ASSIGNMENTS DISTRICT COURT INSTRUCTIONS

to view additional requests.

Request Case Assignment
My Requests
My Applications
Help


Third Judicial Circuit of Michigan
Hello,
Log off

Criminal Attorney Assignments

My Requests

Show all cases for Court : 28 District Court, Southgate


CTN	Defendant	Status	Attorney	Judge	Type	Hearing On	Req Date
19705788-01	[REDACTED]	Accepted	John Kennedy	Judge Piccoli	DCEX	02/10/2020 09:00 AM	02/10/2020 09:56 AM
16716249-02	[REDACTED]	Accepted	William Winters	Judge Corona	DCPX	02/14/2020	02/07/2020 01:17 PM
19704419-01	[REDACTED]	Accepted	Kathryn Eckel	Reed	DCEX	02/07/2020 09:00 AM	02/07/2020 10:48 AM
19703856-01	[REDACTED]	Pending	Sreerekha Sharma	Reynolds	DCEX	02/07/2020 10:00 AM	02/07/2020 10:45 AM
19703856-01	[REDACTED]	Pending	Evan Callanan	Reynolds	DCEX	02/07/2020 10:00 AM	02/07/2020 10:45 AM
19703856-01	[REDACTED]	Pending	Kimberly Lewis	Reynolds	DCEX	02/07/2020 10:00 AM	02/07/2020 10:45 AM
19703856-01	[REDACTED]	Pending	Clifford Woodards	Reynolds	DCEX	02/07/2020 10:00 AM	02/07/2020 10:45 AM
19703856-01	[REDACTED]	Pending	Richard Dwyer	Reynolds	DCEX	02/07/2020 10:00 AM	02/07/2020 10:45 AM
19724745-01	[REDACTED]	Need an Assignment		Judge Abraham Lincoln	DCEX	02/06/2020	02/06/2020 08:37 AM
19724744-01	[REDACTED]	Need an Assignment			DCEX	02/06/2020	02/06/2020 08:30 AM

1 2 3 4 5 6 7 8 9 10 ...
10 items per page
1 - 10 of 130 items

CRIMINAL ATTORNEY CASE ASSIGNMENTS DISTRICT COURT INSTRUCTIONS

If you would like to view requests by all users registered with your district court, select the checkbox shown below:

Request Case Assignment
My Requests
My Applications
Help



Criminal Attorney Assignments

My Requests

Hello, Log off

Show all cases for Court : 36 District Court, Detroit

CTN	Defendant	Status	Attorney	Judge	Type	Hearing On	Req Date
16719220-02	[REDACTED]	Need an Assignment	-	Judge Martin	DCEX	02/05/2020	01/29/2020 09:58 AM
16723530-01	[REDACTED]	Need an Assignment	-	Judge Washington	DCPX	02/03/2020 01:00 PM	01/29/2020 09:56 AM
16724049-01	[REDACTED]	Need an Assignment	-	Judge Husband	DCEX	01/30/2020 09:30 AM	01/29/2020 09:27 AM
17056657-01	[REDACTED]	Need an Assignment	-	Judge Breedlove	DCPX	01/31/2020 09:00 AM	01/29/2020 09:26 AM
17716977-01	[REDACTED]	Need an Assignment	-	Judge George Shaw	DCPX	02/06/2020 10:30 AM	01/28/2020 10:15 PM
19720945-01	[REDACTED]	Need an Assignment	-	Jade Goodwin	DCPX	01/31/2020	01/28/2020 05:41 PM
15710050-01	[REDACTED]	Need an Assignment	-	-	DCPX	12/19/2019	12/12/2019 03:29 PM
44444444-44	[REDACTED]	Need an Assignment	-	-	DCEX	05/31/2019	05/21/2019 10:33 AM
33333333-33	[REDACTED]	Need an Assignment	-	-	DCEX	05/27/2019	05/21/2019 10:32 AM
44444444-44	[REDACTED]	Need an Assignment	-	-	DCEX	05/28/2019	05/21/2019 10:27 AM

1 2 3 4 5 6 7 8 9 10 ...

items per page

1 - 10 of 166 items