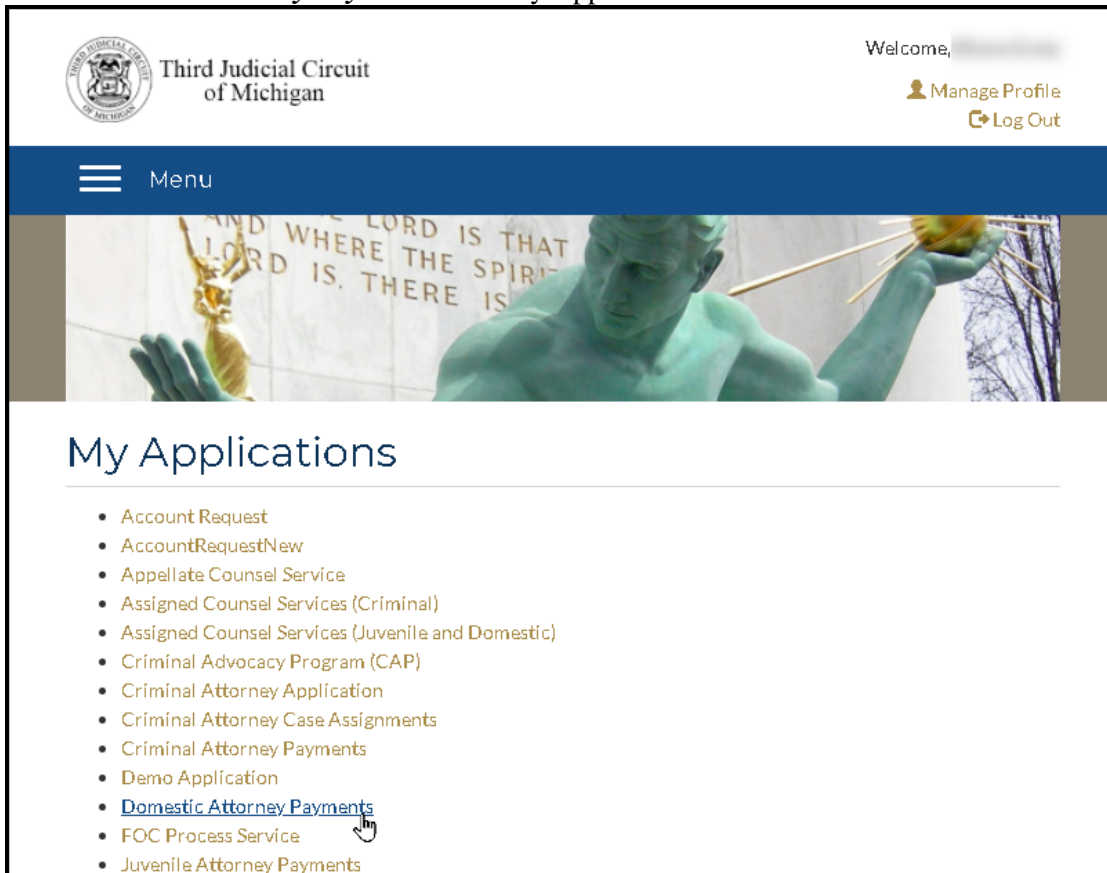


# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

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## Access Domestic Attorney Payments

1. Go to [3rdcc.org](http://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**. (If not yet registered for this site, you will need to first create an account. See tutorial for how to register at [3rdcc.org/agency-resources](http://3rdcc.org/agency-resources).)
5. Select *Domestic Attorney Payments* from My Applications list



The screenshot shows the user interface of the Third Judicial Circuit of Michigan website. At the top left is the court's logo and name. At the top right, there is a user greeting and links for 'Manage Profile' and 'Log Out'. Below this is a blue navigation bar with a 'Menu' button. A banner image features a statue and a quote: 'AND THE LORD IS THAT LORD WHERE THE SPIRIT LORD IS. THERE IS'. The main content area is titled 'My Applications' and contains a list of application types. The item 'Domestic Attorney Payments' is highlighted in blue and has a mouse cursor pointing to it.

Third Judicial Circuit of Michigan

Welcome, [redacted]

[Manage Profile](#)

[Log Out](#)

Menu

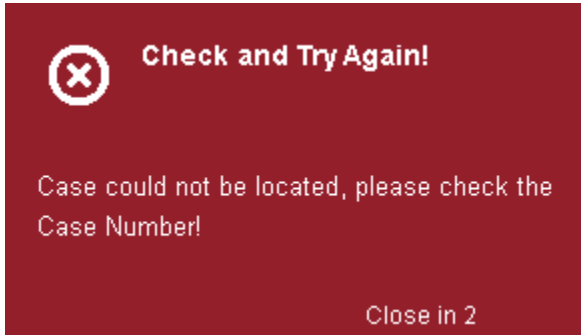
### My Applications

- Account Request
- AccountRequestNew
- Appellate Counsel Service
- Assigned Counsel Services (Criminal)
- Assigned Counsel Services (Juvenile and Domestic)
- Criminal Advocacy Program (CAP)
- Criminal Attorney Application
- Criminal Attorney Case Assignments
- Criminal Attorney Payments
- Demo Application
- [Domestic Attorney Payments](#)
- FOC Process Service
- Juvenile Attorney Payments

# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

## View Case Events

1. This is the initial screen you will see. It is used to search for the case for which you would like to request payment. When entering a Third Circuit Court Domestic case number, enter the full case number including the two-character case type at the end (e.g., 21-160200-DP).
2. After clicking on the **Search** button, if the Case Number is not valid, you will see an alert as seen below:.



3. If the Case Number is valid, you will see the case events listed in ascending chronological order.
4. All the events on the case are color coded. You will see a legend above the case events that shows you the definition of each color.

Attorney Voucher Requests | Help | My Applications

**MENDEZ, RYAN v PUTEK, JACQUELYN**

Case Number: 20-110750-DC Party Name: PUTEK, JACQUELYN  
Case Type: (DC) Custody ()  
Attorney Name: [Redacted] Assigned: Wed Dec 16, 2020 Thu Dec 16, 2021 Removed: Wed Dec 15, 2021

Color-coded legend

Legend: Pending (Yellow), Approved (Green), Denied (Red), Future Event (Orange), Non Voucherable Event (Grey), Not Your Assignment (Light Blue), Not Attended (Yellow)

Check  boxes next to all events below for which you would like payment, then click on "Request Payment" button!

Date	Case Type	Description	Assignment
12/15/2020	FD-CCINV	Confidential Case Inventory	not your assignment
12/15/2020	FD-CMPL	Complaint, Filed	not your assignment
12/15/2020	FD-FFPE	Case Filing Fee with Minor Child - Paid	not your assignment
12/15/2020	FD-SERVR	Service Review Scheduled	not your assignment
12/15/2020	FD-UCCAF	UCCJEA Affidavit	not your assignment
12/23/2020	FD-RETRN	Return of Service, filed	non voucher able event
01/29/2021	FD-CMGTC	Case Management Conference	non voucher able event

Request to Add Event

# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

## Request to Add Event

1. To request payment, click the **Request to Add Event** button. This will open the **Request to Add Event** form in a new window. Fill in all the fields to validate your request.

Check  boxes next to all events below for which you would like payment, then click on "Request Payment" button!

<input checked="" type="checkbox"/>	12/15/2020	FD-CCINV	Confidential Case Inventory	
<input checked="" type="checkbox"/>	12/15/2020	FD-CMPL	Complaint, Filed	not your assignment
<input checked="" type="checkbox"/>	12/15/2020	FD-FFPE	Case Filing Fee with Minor Child - Paid	not your assignment
<input checked="" type="checkbox"/>	12/15/2020	FD-SERVR	Service Review Scheduled	not your assignment
<input checked="" type="checkbox"/>	12/15/2020	FD-UCCAF	UCCJEA Affidavit	not your assignment
	12/23/2020	FD-RETRN	Return of Service, filed	non voucher able event
	01/29/2021	FD-CMGTC	Case Management Conference	non voucher able event

- a. Within **Pick Event Type**, select the event type that applies:

Request to Add Event

required fields are marked by \*

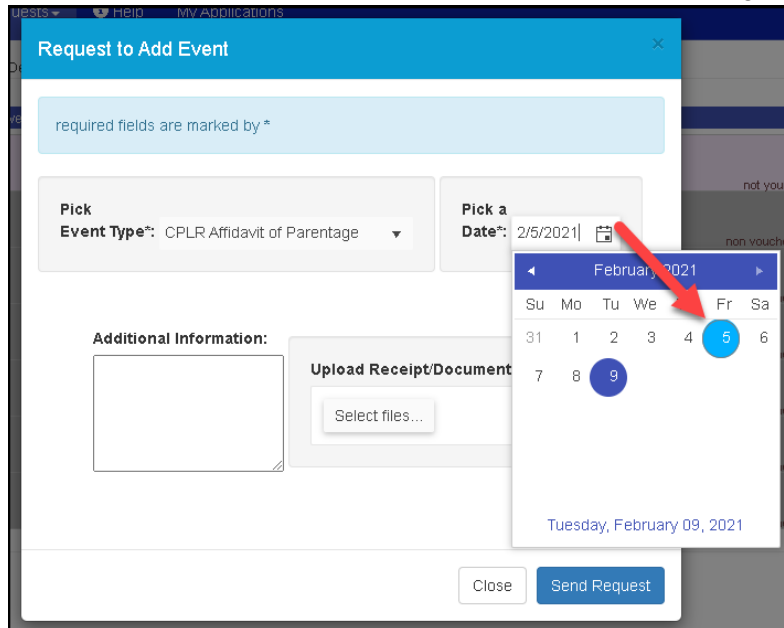
Pick Event Type\*:

CPLR Affidavit of Parentage  
CPLR Custody

- i. CPLR Affidavit of Parentage
- ii. CPLR Custody

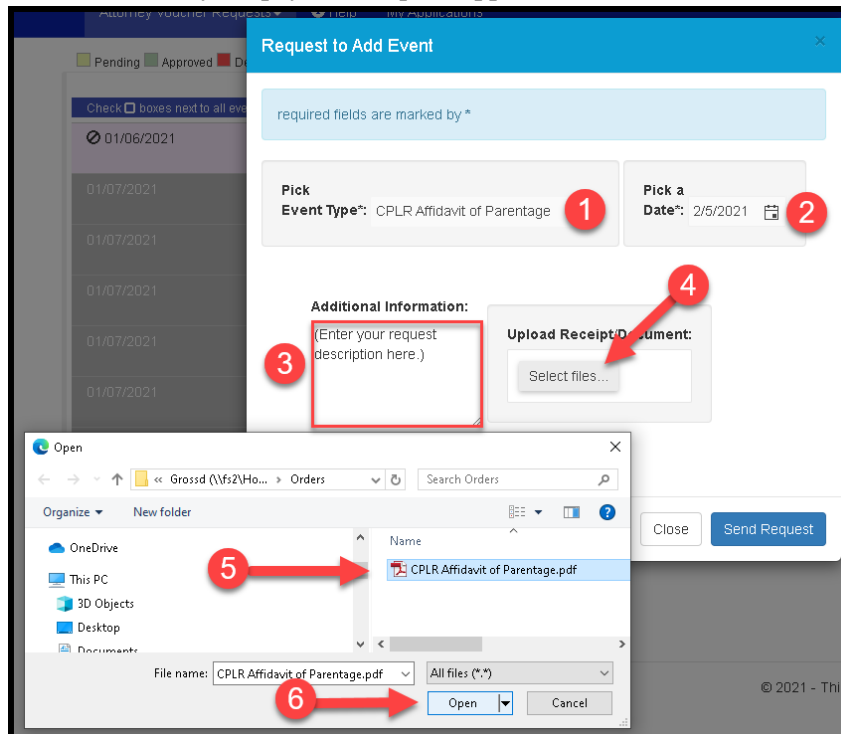
# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

- b. Within *Pick a Date*, select the date that the CPLR order was signed.



The screenshot shows the 'Request to Add Event' form. The 'Pick Event Type\*' dropdown is set to 'CPLR Affidavit of Parentage'. The 'Pick a Date\*' field shows '2/5/2021'. A date picker calendar is open, showing February 2021, with the date '5' (February 5th) highlighted. A red arrow points to the date '5'. Below the date picker is a 'Send Request' button.

- c. Within *Additional Information*, type a short description of your request, if desired.
- d. Click *Select files* to upload the CPLR order in PDF format. To select a file, locate the file within the *Open* window, select the file and click *Open*. This file must be uploaded in order to have your payment request approved.

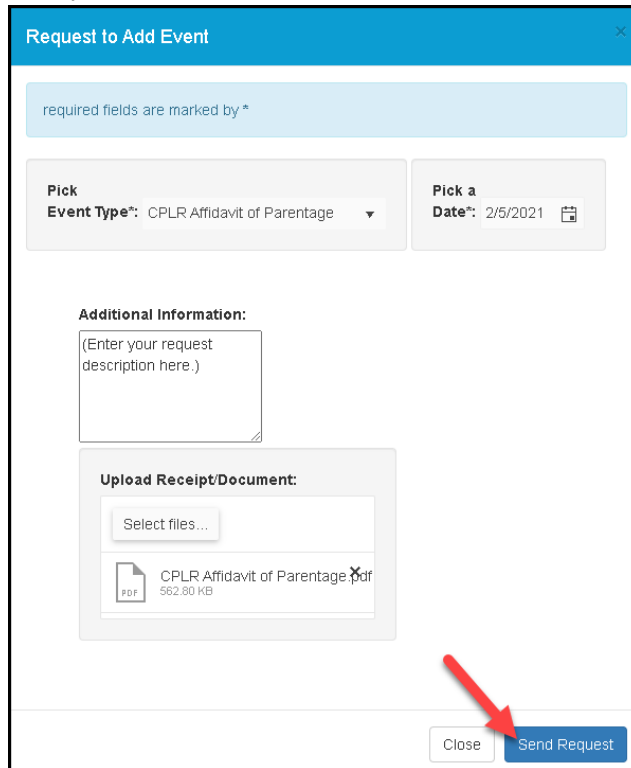


The screenshot shows the 'Request to Add Event' form with an 'Open' file dialog box open. The form has red numbered callouts: 1 points to the 'Pick Event Type\*' dropdown, 2 points to the 'Pick a Date\*' field, 3 points to the 'Additional Information' text area, and 4 points to the 'Upload Receipt/Document' 'Select files...' button. The 'Open' dialog box shows the file 'CPLR Affidavit of Parentage.pdf' selected in the 'Orders' folder. A red arrow labeled '5' points to the file name, and another red arrow labeled '6' points to the 'Open' button in the dialog box.

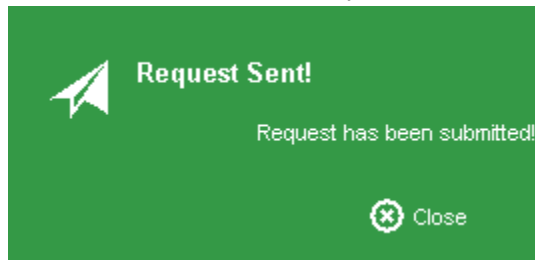
## DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

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- e. Verify all the information entered is correct and then click the **Send Request** button.



- f. On a successful submission, you will see a **Request Sent** message.



- g. After closing the message, the system adds the event to the case events view and automatically submits it for payment request. You will now see this event with a status of ***voucher pending***. Once your event request has been either approved or rejected, this status will be updated. You can also view the status of pending requests on the [View](#)

# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

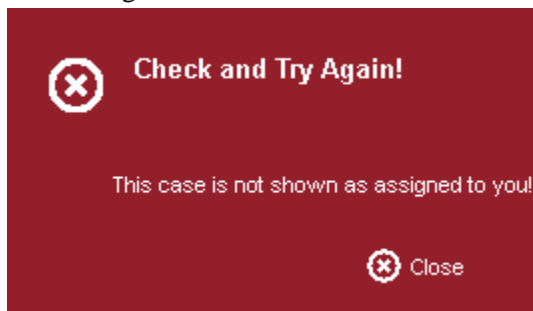
## Pending Voucher Requests screen.

Pending  Approved  Denied  Future Event  Non Voucherable Event  Not Your Assignment  Not Attended

Check  boxes next to all events below for which you would like payment, then click on "Request Payment" button!

<input checked="" type="checkbox"/> 01/06/2021	FD-FREFE	FIA Referral Received	not your assignment
01/07/2021	FD-CASFR	Case Filing Fee - No Charge	non voucher able event
01/07/2021	FD-CMPL	Complaint, Filed	non voucher able event
01/07/2021	FD-EBLOD	Exparte Motion and Order for Genetic Testing, S/F	non voucher able event
01/07/2021	FD-SERVR	Service Review Scheduled	non voucher able event
01/07/2021	MF-FVI	Family Violence Indicator	non voucher able event
01/18/2021	FD-SUMPRCO	Sent to Process Server - Court Officer	non voucher able event
<input checked="" type="checkbox"/> 02/05/2021	AF	CPLR Affidavit of Parentage	(Enter your request description here ) Voucher pending

- To view events for another case, you can replace the current case number in the search field and select the **Search** button –OR– select the **View Another Case** button to clear your screen and then enter your case number and select **Search**.
- If the case is valid but the system does not show that the case was assigned to you, you will see the message below.

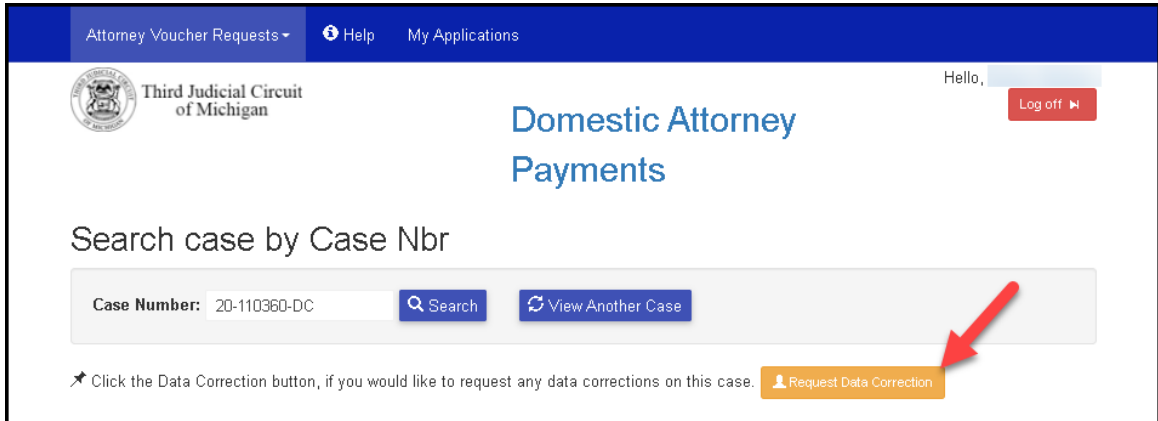


If you have entered an incorrect case number, close the message and try again. If the case number is correct, you will need to select the **Request Data Correction** option to request the assignment to be entered. (See [Request Data Correction](#) section.)

# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

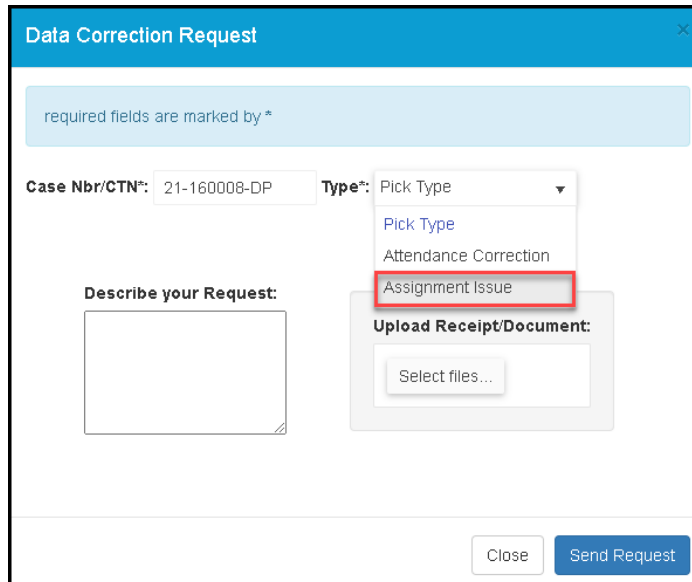
## Request Data Correction

1. Select the **Request Data Correction** button shown below:



The screenshot shows the 'Domestic Attorney Payments' web application. At the top, there is a navigation bar with 'Attorney Voucher Requests', 'Help', and 'My Applications'. The main header includes the Michigan State Seal and 'Third Judicial Circuit of Michigan'. The page title is 'Domestic Attorney Payments'. Below the header, there is a search bar with the text 'Search case by Case Nbr'. The search bar contains 'Case Number: 20-110360-DC' and buttons for 'Search' and 'View Another Case'. At the bottom of the search bar area, there is a note: 'Click the Data Correction button, if you would like to request any data corrections on this case.' and a yellow button labeled 'Request Data Correction' with a red arrow pointing to it.

2. This will open the **Data Correction Request** form in a new window. Fill in all the fields to provide information that will help the Court officer to validate your assignment.
  - a. The **Case Number** will be prefilled for you based on the value that was searched. You can change this value if needed.
  - b. Within **Type**, select the **Assignment Issue** option from the drop-down list:



The screenshot shows a 'Data Correction Request' form. At the top, it says 'required fields are marked by \*'. The form has two main sections: 'Case Nbr/CTN\*' and 'Type\*'. The 'Case Nbr/CTN\*' field contains '21-160008-DP'. The 'Type\*' dropdown menu is open, showing three options: 'Pick Type', 'Attendance Correction', and 'Assignment Issue'. The 'Assignment Issue' option is highlighted with a red box. Below the 'Type\*' dropdown is an 'Upload Receipt/Document:' section with a 'Select files...' button. At the bottom of the form, there are 'Close' and 'Send Request' buttons.

3. Within **Describe your Request**, type a short description of the issue.
4. Click the **Select files** button to upload one or more documents that support your request.

# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

5. Verify all the information entered and then click the **Send Request** button to submit your request.

**Data Correction Request**

required fields are marked by \*

**Case Nbr/CTN\*:** 20-160008-DP    **Type\*:** Assignment Issue

**Describe your Request:**

I have been assigned to this case since 1/7/2021. See attached assignment order.

**Upload Receipt/Document:**

Select files...

Assignment Order.pdf  
562.80 KB

Close    Send Request

6. On successful submission, you will be notified by a message indicating **Request Sent**. You will also receive an email confirming your request was submitted. When a decision by the court officer has been made regarding your assignment correction request, you will be notified by an email. You may also view the status of your Data Correction Requests from the [View Correction Requests](#) option. Once the assignment is corrected in the system, you will be able submit your payment request for this case.

## View Correction Requests

1. To view the status of your correction requests, select the **View Correction Requests** menu option from **Attorney Voucher Requests**:

Attorney Voucher Requests    Help    My Applications

View Case Events

**View Correction Requests**

View Pending Voucher Requests

View Paid Vouchers

Hello, [User Name]    Log off

### Domestic Attorney Payments

#### Data Correction Requests Queue

Requests received are shown below in the order they were received in. You can sort and filter ( ) the results with the tools provided on the grid below.



# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

2. You will first see your pending requests:

SubmittedOn	myreques...	Bar Num	CaseNbr ...	LineUp Date	Docs	Comments	Status	Last Viewe...
02/09/2021			20-160008-DP		<a href="#">Assign...</a> <a href="#">Order....</a>	I have been assigned to this case since 1/7/2021. See attached assignment order.	Pending	

10 items per page | 1 - 1 of 1 items

3. To see all requests (regardless of status), change the **Status** value to **All**. You can also filter the results to those requests whose status is **Approved** or **Rejected** :

### Data Correction Requests Queue

Requests received are shown below in the order they were received in. You can sort and filter ( ) the results with the tools provided on the grid below.

SubmittedOn	myreques...	CaseNbr ...	LineUp Date	Docs	Comments	Status	Last Viewe...
02/09/2021		20-160402-DP		<a href="#">Assign...</a> <a href="#">Order....</a>	I have been assigned to this case since 1/8/2021. See attached order.	Approv...	
02/09/2021		20-160008-DP		<a href="#">Assign...</a> <a href="#">Order....</a>	I have been assigned to this case since 1/7/2021. See attached assignment order.	Pending	

10 items per page | 1 - 2 of 2 items

# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

## View Pending Voucher Requests

1. To view your pending voucher requests, select the option from the *Attorney Voucher Requests* menu:

The screenshot shows the 'Attorney Voucher Requests' menu open, with 'View Pending Voucher Requests' selected. The main content area displays the 'Domestic Attorney Payments' title and a 'Pending' section. Below this is a table of pending requests with columns for Process Events, CTN, BarNum, Attorney, Pending Ev..., and SubmittedOn. The table contains four rows of data. A 'View' button is visible next to each row.

Process Events	CTN	BarNum	Attorney	Pending Ev...	SubmittedOn
<a href="#">View</a>	19-166492-DP			3	02/04/2021 19:16 pm
<a href="#">View</a>	19-166493-DP			2	02/05/2021 08:42 am
<a href="#">View</a>	19-166474-DP			1	02/05/2021 14:33 pm
<a href="#">View</a>	21-160200-DP			1	02/09/2021 13:40 pm

2. To view the detail for a request, select the *View* button that corresponds to the request.

This screenshot is identical to the previous one, but with a red arrow pointing to the 'View' button in the fourth row of the table, corresponding to the request with CTN 21-160200-DP.

Process Events	CTN	BarNum	Attorney	Pending Ev...	SubmittedOn
<a href="#">View</a>	19-166492-DP			3	02/04/2021 19:16 pm
<a href="#">View</a>	19-166493-DP			2	02/05/2021 08:42 am
<a href="#">View</a>	19-166474-DP			1	02/05/2021 14:33 pm
<a href="#">View</a>	21-160200-DP			1	02/09/2021 13:40 pm

# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

- To return to the previous screen listing all the pending voucher requests, select the **Back to Pending Queue** button:

The screenshot shows the 'Domestic Attorney Payments' interface. At the top, there is a navigation bar with 'Attorney Voucher Requests', 'Help', and 'My Applications'. The page title is 'Domestic Attorney Payments'. Below the title, there is a 'Pending' section with a message: 'All new requests received from Attorneys are shown below in the order they were received. You can sort and filter ( ) the results with the tools provided on the grid below.' A green button labeled '← Back to Pending Queue' is highlighted with a red arrow. Below the button, there are filter fields for CTN (21-160200-DP), Bar, Attorney, Category ((DP) Paternity (Domestic)), and Requested (02/09/2021 13:40 pm). A table below shows a single pending request:

Code	Date	Desc	Docs	Is Child	Fees	Status	Last Modified
AF	02/05/2021	CPLR Affidavit of Parentage	CPLR Affidavit of Parentage.pdf	N	\$200.00	Pending	02/09/2021 13:40 pm
					<b>Total:</b>		
					<b>\$0.00</b>		

## View Paid Vouchers

- To view paid vouchers, select the **View Paid Vouchers** option from the **Attorney Voucher Requests** menu:

The screenshot shows the 'Domestic Attorney Payments' interface. The 'Attorney Voucher Requests' menu is open, and the 'View Paid Vouchers' option is highlighted with a red arrow. The page title is 'Domestic Attorney Payments'. Below the title, there is a 'Voucher Runs History' section with a message: 'Presented below are Attorney Payments Voucher Run History.' A blue button labeled 'Reset Filters' is visible. Below the button, there is a table with a single row showing a voucher run date of '02/11/2021 09:06 am'. A 'View Requests' button and a 'View' button are also present. The page number '1 - 1 of 1 items' is displayed at the bottom right.

# DOMESTIC ATTORNEY PAYMENTS ATTORNEY INSTRUCTIONS

- To view the details of a past voucher run, select the *View* button associated with the desired date.

The screenshot shows the 'Domestic Attorney Payments' web application. At the top, there is a navigation bar with 'Attorney Voucher Requests', 'Help', and 'My Applications'. The page header includes the 'Third Judicial Circuit of Michigan' logo and the title 'Domestic Attorney Payments'. A user greeting 'Hello,' and a 'Log off' button are visible in the top right.

The main section is titled 'Voucher Payments' and contains a search area with 'Voucher Date: Feb 11, 2021' and 'Bar Number:'. Below this are options to 'Export to Excel' and 'Export to PDF'. A table with columns 'CTN', 'Code', 'Date', 'Desc', and 'Fees' displays two entries:

CTN	Code	Date	Desc	Fees
<b>CTN: 19-166492-DP Turner, Kelly v Peete, Kenneth</b>				
19-166492-DP	LR	02/01/2021	CPLR Custody	\$600.00
				<b>\$600.00</b>
<b>CTN: 19-166493-DP Cargins, Natasha v Terry, Enlo</b>				
19-166493-DP	LR	02/02/2021	CPLR Custody	\$600.00
				<b>\$600.00</b>
				<b>Total</b>
				<b>\$1,200.00</b>

At the bottom right of the page, the copyright notice '© 2021 - Third Circuit Court of Michigan' is displayed.