

User Guide for Domestic Case Electronic Filers

Getting Started

Open a web browser and navigate to the Third Circuit Court website <http://3rdcc.org/> and then click on the Agency Resources link.



Next click on the Outside Agency Web Access link.



Home / Agency Resources

Agency Resources

Following is a list of resources available for External agencies.

Applications Access

- [Outside Agency Web Access](#) 

How to - Tutorials

- [Criminal Attorney Application - Attorney Instructions](#) 
- [Tutorials Documentation](#)
- [FOC Process Service Login](#)
- [How to Register](#)

Remote Access

- [Contempt Service](#)
- [Document Sharing](#)
- [Odyssey Web Access](#)

Enter your User Name and Password and click the Log In button.

Login

User Name (*)

Password (*) [Show Password](#)

Domain

Public 

[Forgot User Name or Password](#) [Create a New Account](#) [Log In](#)

For help with Signup please send an email to helpdesk@3rdcc.org or call 313-224-0157.

Under My Applications you should now click on the Domestic Case Filings link

My Applications

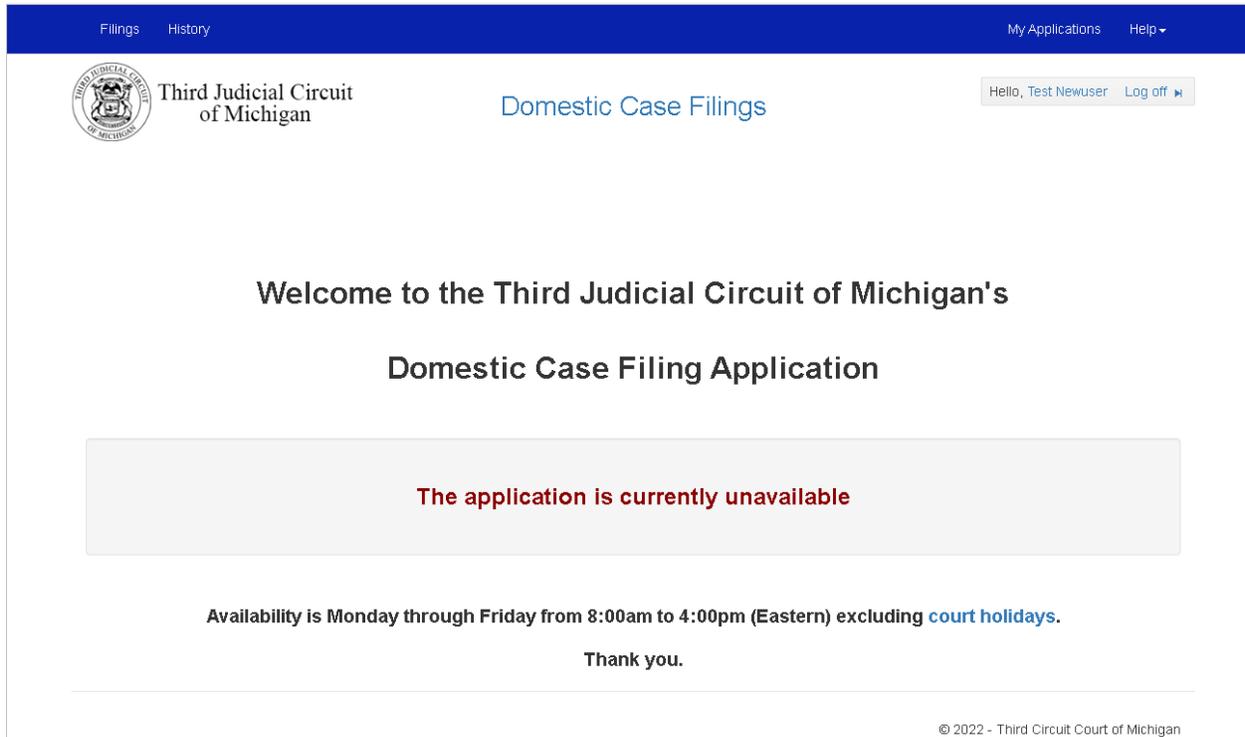
You are

- Account Request
- Asbestos Docket Manager
- Assigned Counsel Services
- Court Services Payment Requests
- Criminal Advocacy Program (CAP)
- Criminal Attorney Application
- Criminal Attorney Case Assignments
- Criminal Attorney Payments
- Domestic Attorney Payments
- Domestic Case Filings
- FOC Process Service
- Juvenile Attorney Payments
- Michigan Assigned Appellate Counsel Service [MAACS]

System Availability

The Domestic Case Electronic Filing System is available from Monday through Friday from 8:00 am to 4:00 pm (Eastern) excluding court holidays.

If you try to access the system outside of these parameters you will receive the system unavailable message.



The screenshot shows the user interface of the Domestic Case Filings application. At the top, there is a blue navigation bar with links for "Filings", "History", "My Applications", and "Help". Below the navigation bar, the page header includes the Third Judicial Circuit of Michigan logo and name, the title "Domestic Case Filings", and a user greeting "Hello, Test Newuser" with a "Log off" button. The main content area features a large heading: "Welcome to the Third Judicial Circuit of Michigan's Domestic Case Filing Application". Below this heading is a prominent red message box stating "The application is currently unavailable". Underneath the message box, the availability schedule is provided: "Availability is Monday through Friday from 8:00am to 4:00pm (Eastern) excluding court holidays." The word "court holidays" is highlighted in blue. The page concludes with a "Thank you." message and a copyright notice at the bottom right: "© 2022 - Third Circuit Court of Michigan".

If you are uncertain of the Court's holidays, you can click on the "court holidays" text (in blue) to review the Court's holiday schedule.

Filings

Pending Filings Queue

This is the default page that displays when you log on to the Domestic Case Filings application. The Pending Filings Queue has two purposes. First, you can initiate new filings from this page by clicking on the action buttons, Fee Waiver, New Case, Motion, or Pleading at the top of queue.

Second, the queue allows you to edit, review, or delete your pending filings. A filing is pending if it has not been processed by the clerk. Once a filing has been processed by the clerk, it will no longer be able to be maintained and it moves to the History Queue.

Submitted	Type	Case/Case Type	Reference	Documents	Status	Priority	As Of	Edit	Delete
07/21/2022	Fee Waiver	N/A		1	Pending		07/21/2022		
07/21/2022	Pleading	22-103624-DO	W-17519	1	Pending		07/21/2022		

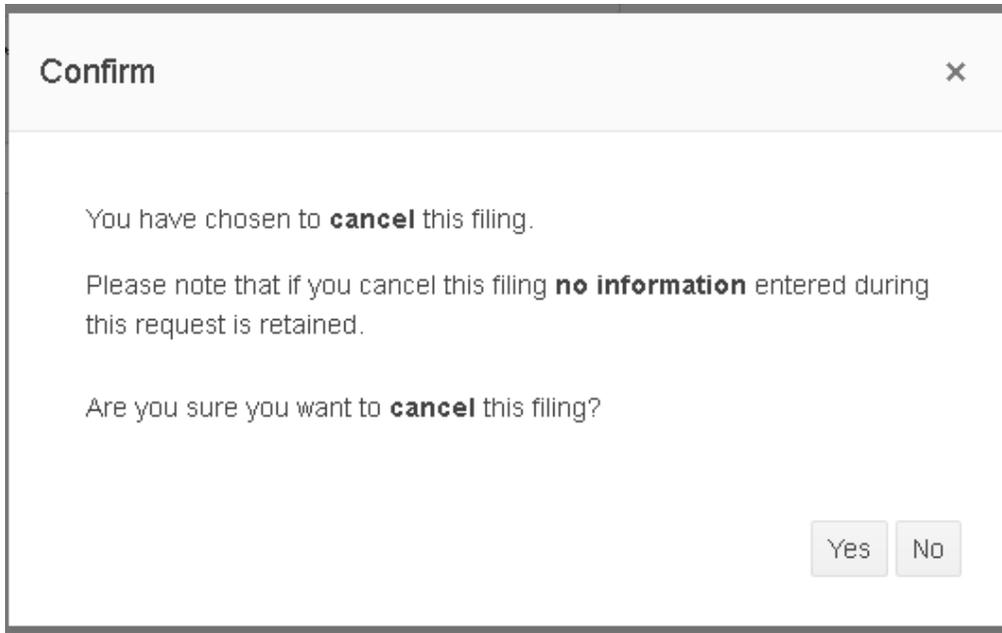
Initiate a Filing

To initiate a filing, at the top of the queue, click on the button corresponding to the type of filing you wish to request. Requesting a fee waiver, motion, or pleading consists of four steps – entering basic information, uploading required documents, uploading optional documents if necessary, and submitting the filing. Requesting a new case has an extra step allowing for the input of additional parties and related cases.

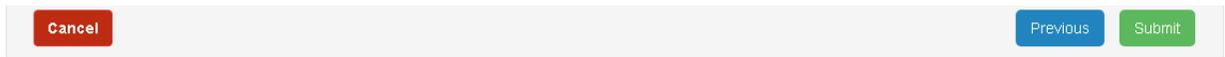
Step Navigation and Cancellation

To navigate from one step to another, click on the “previous” or “next” button at the bottom of the step (see above). At any point during the request process you can cancel the filing by clicking the “cancel” button. You will be asked to confirm your cancellation (see below).

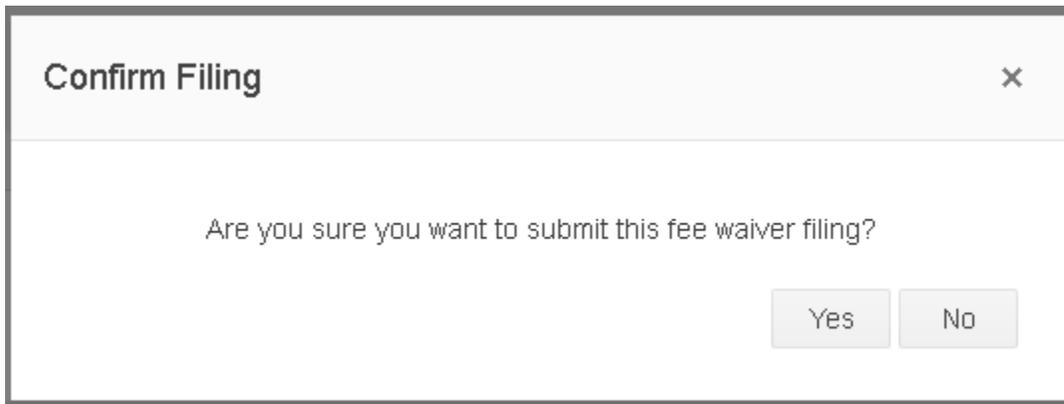
If you choose “Yes” your request will be cancelled and you will be returned to the pending queue and if you choose “No” you will be returned to your current location. Please note, if you cancel a request, none of the information you entered in any step is retained.



At the final step the “next” button becomes a “submit” button.



Click on the “submit” button and you will be asked to confirm your filing request.



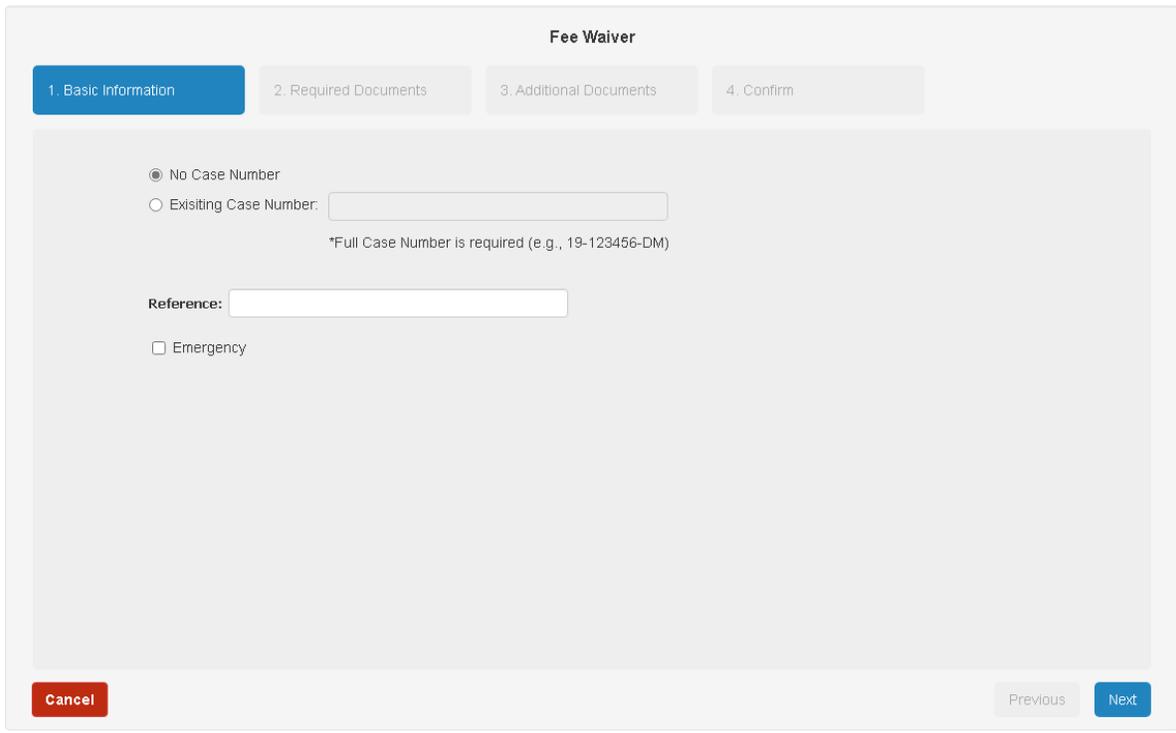
If you click “Yes” a filing acknowledgement will be displayed and then you will be returned to the pending queue and if you click “No” you will be returned to the final step. Remember, you can cancel at any time.

Filing: The Basic Information Step

The first step when requesting a filing is to enter basic information pertaining to the type of filing being requested.

Fee Waiver Basic Information

After clicking on the “Fee Waiver” button, the fee waiver basic information step is displayed.



The screenshot shows a web form titled "Fee Waiver" with four steps: 1. Basic Information, 2. Required Documents, 3. Additional Documents, and 4. Confirm. The "Basic Information" step is active. It contains the following fields and options:

- Radio button: No Case Number
- Radio button: Existing Case Number:
*Full Case Number is required (e.g., 19-123456-DM)
- Text field: Reference:
- Check box: Emergency

At the bottom, there are three buttons: "Cancel" (red), "Previous" (grey), and "Next" (blue).

Required Information:

- Choose either “No Case Number” or “Existing Case Number”.
 - If you choose “Existing Case Number” then you must provide a valid family domestic case number.

Optional Information:

- Reference – A text value that is specific to you to distinguish this filing.
- Emergency – A check box used to specify that the filing is an emergency filing.

*Please note that **Reference** and **Emergency** fields are included on the basic information step for every filing type.*

New Case Basic Information

After clicking on the “New Case” button, the new case basic information step is displayed.

New Case

1. Basic Information 2. Additional Information 3. Required Documents 4. Additional Documents 5. Confirm

Case Type: DC - Custody Complaint **Pay By:** Fee Waiver Allpaid Receipt Number:

Are you requesting IV-D Services through the Friend of the Court? Yes No [Application for IV-D Services](#)

Attorney: P- (optional)

Plaintiff: -- Please Choose --

Defendant: -- Please Choose --

Reference:

Emergency

Cancel Previous **Next**

There are different requirements specific to the chosen case type and are noted where applicable.

Required Information:

- Case Type – The desired case type for the new case.
- IV-D Services question (excluding “DO” and “NC” case types)
 - Select “Yes” to request IV-D services.
 - Include IV-D application in the “Required Documents” step.
 - Select “No” if IV-D services are not required.
- Pay By – Select the method used to pay for the filing
 - Fee Waiver
 - An approved fee waiver must be included in the “Required Documents” step.
 - Allpaid Receipt Number
 - Provide the allpaid receipt number.
 - Include a receipt document (pdf) in the “Required Documents” step.
- Plaintiff/Petitioner
 - First Name, Last Name
 - Street Address
 - City, State Code, Zip Code
 - Phone Number
 - Email - only if an attorney is not specified (i.e., Pro Se)
 - Alias (“NC” case types only) – First Name, Last Name
- Defendant/Respondent (excluding “NC” case types)
 - First Name, Last Name

Optional Information:

- Attorney Bar Number
- Middle Name, Name Suffix
 - Plaintiff/Petitioner – all case types
 - Defendant/Respondent – all case types excluding “NC”
 - Alias – only “NC” case types
- Email Address – except when no attorney bar number is specified.
- Reference – see Fee Waiver Basic Information > Optional information
- Emergency – see Fee Waiver Basic Information > Optional information

Motion Basic Information

After clicking on the “Motion” button, the motion basic information step is displayed.

Motion

1. Basic Information 2. Required Documents 3. Additional Documents 4. Confirm

Are you filing a motion to change your child support? Yes No [Financial Information Form](#)

Case Number:

Fee Waiver Allpaid Receipt Number:

Reference:

Emergency

Cancel Previous Next

Required Information:

- Child Support question
 - Select “Yes” if you wish to change child support.
 - Upload the Financial Information Form in the “Required Documents” step.
 - Select “No” if you do not wish to change child support.
- Case Number – Provide a valid Third Circuit Court family domestic case number.
- Pay By – Select the method used to pay for the filing
 - Fee Waiver
 - An approved fee waiver must be included in the “Required Documents” step.

- Allpaid Receipt Number
 - Provide the allpaid receipt number.
 - Include a receipt document (pdf) in the “Required Documents” step.

Optional Information:

- Reference – see Fee Waiver Basic Information > Optional information
- Emergency – see Fee Waiver Basic Information > Optional information

Pleading Basic Information

After clicking on the “Pleading” button, the pleading basic information step is displayed.

The screenshot shows a web form titled "Pleading". At the top, there are four tabs: "1. Basic Information" (highlighted in blue), "2. Required Documents", "3. Additional Documents", and "4. Confirm". Below the tabs, there are three input fields: "Case Number:" with a placeholder "E.G., 19-123456-DM", "Reference:", and a checkbox labeled "Emergency". At the bottom left is a red "Cancel" button, and at the bottom right are "Previous" and "Next" buttons.

Required Information:

- Case Number – Provide a valid Third Circuit Court family domestic case number.

Optional Information:

- Reference – see Fee Waiver Basic Information > Optional information
- Emergency – see Fee Waiver Basic Information > Optional information

Complete the Step

After filling in all the necessary information for the requested filing type, click the “Next” button to move to the “Additional Information” step for a new case filing or the “Required Documents” step for all other filing types.

Filing: The Additional Information Step (“New Case” filings only):

The next step when requesting a “New Case” filing only is to enter additional information (if necessary) regarding additional parties and prior cases.

+ add party				+ add prior case	
First Name	Last Name	Party Type		Case Number ↑	
George	Washington	Child		21-100002-DM	

Children: 1

Additional Parties

From the additional party grid (see above, pictured on the left) you can add, edit, or delete additional parties.

Add a Party

To add an additional party, click the “+ add party” button at the top of the grid to display the “Add Party” dialog box (see below).

Party Type: Child

Name: First Name Middle Name Last Name -- Please Choose --

Birthdate: mm/dd/yyyy

Select a **party type** and enter the required information (highlighted in red). Next, click the update button (the orange box with a checkmark) to accept your entry. If you wish to cancel your entry, click the cancel button (with the cancel icon).

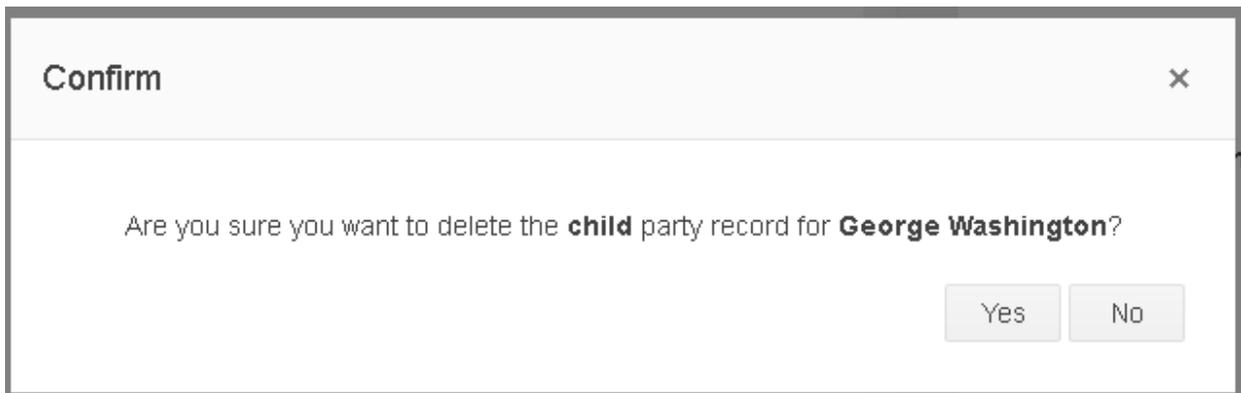
Edit a Party

To edit an additional party, click the edit button (green pencil) in the row of the party you wish to edit. This will display the “Edit Party” dialog – the “Edit Party dialog is the same as the “Add Party” dialog except the title is different - with the selected party’s information filled in.

Change any information and click the update button to save the new information or the cancel button to discard your changes.

Delete a Party

To delete an additional party, click the delete button (red “x”) in the row of the party you wish to delete. This will display a delete confirmation dialog box (see below).



Click the “Yes” button to confirm the party deletion or “No” to cancel it.

Prior Cases

From the prior cases grid (see grids above, pictured on the right) you can add, edit, or delete prior cases.



Add a Prior Case

To add a prior case, click the “+ add prior case” button at the top of the prior cases grid (pictured left).

The prior cases grid uses inline editing, so a new line is added to the grid where you can directly type a new “prior case” number.

Click the update button on the new row to save the prior case record or click the cancel button to discard it.

Edit a Prior Case

To edit a prior case record, click the edit button (green pencil) in the row of the prior case you wish to edit. Since the prior cases grid uses inline editing, the case number column of the selected row becomes editable and the edit and delete buttons are replaced by update and cancel buttons.

Change the case number and click the update button to save the change or the cancel button to discard it.

Delete a Prior Case

To delete a prior case, click the delete button (red “x”) in the row of the prior case you wish to delete. This will display a delete confirmation dialog box (see below). Click the “Yes” button to confirm the prior case deletion or “No” to cancel it.

Complete the Step

After providing additional party information or listing prior cases, click the “Next” button to move to the “Required Documents” step.

Filing: The Required Documents Step

The next step is to upload the required documents pertaining to the type of filing being requested. After clicking “Next” from the previous step, the required documents grid is displayed.

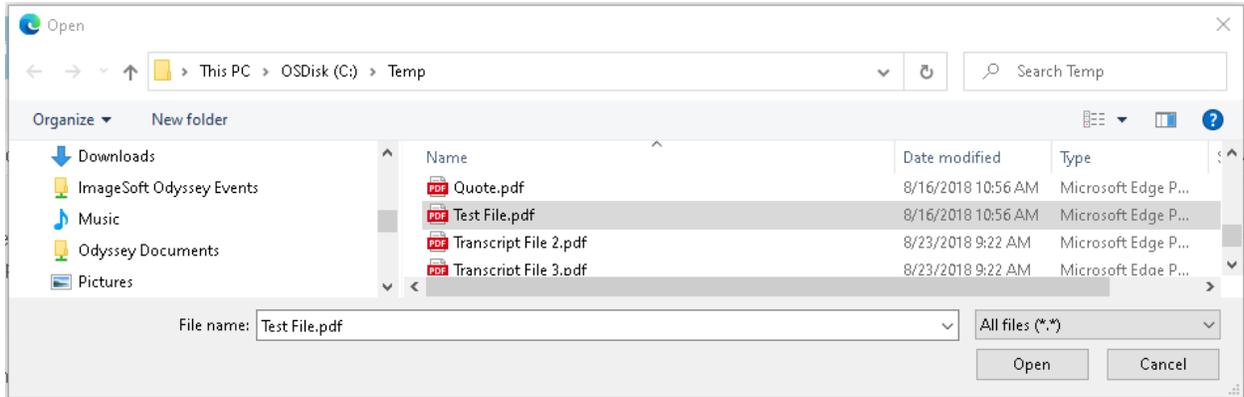
Based on the filing type and -in the instance of a “New Case” filing type - the case type, the required documents grid is loaded with the list of documents that need to be uploaded to complete the step.

Document Type	File	View
Certificate on Behalf of Plaintiff RE Exparte/Interim Order	Choose file ✓ Test File.pdf File(s) uploaded successfully.	
Child Custody Action Cover Sheet	Choose file ✓ Test File.pdf File(s) uploaded successfully.	
Complaint	Choose file	
Confidential Case Inventory	Choose file	
Fee Waiver	Choose file	

Cancel Previous Next

Upload a Document

To upload a document, click on the “Choose file” button in the row of the document type you wish to upload. The “Choose file” dialog is displayed (see below).



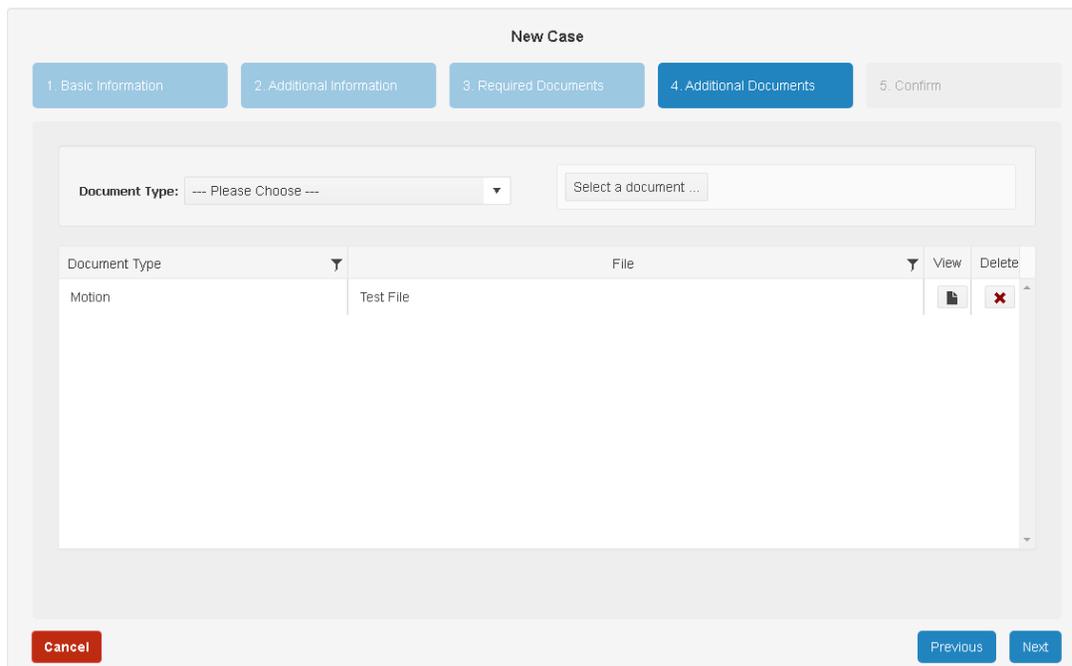
From the “Choose file” dialog, click on the file you wish to upload. The file **must be a pdf** formatted file and be **less than 25 MB** in size. Once you have selected the desired file from your computer, click the “Open” button to upload the file.

Complete the Step

In order to move to the next step, you must upload a document for every document type listed in the required documents grid. After you have all the documents uploaded, click the “Next” button to proceed to the “Additional Documents” step.

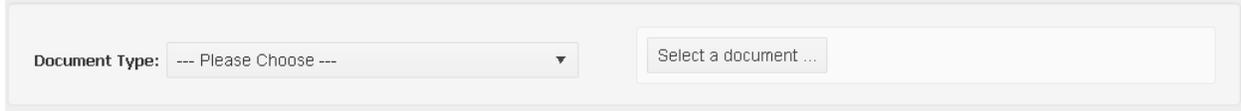
Filing: The Additional Documents Step

The next step when requesting a filing is to upload any additional documents (if necessary).



Additional Document Entry

The “Additional Documents” step consists of a document entry area where you choose a document type and upload the document by clicking the “Select a document” button (see below) and a grid to view or delete the additional documents.

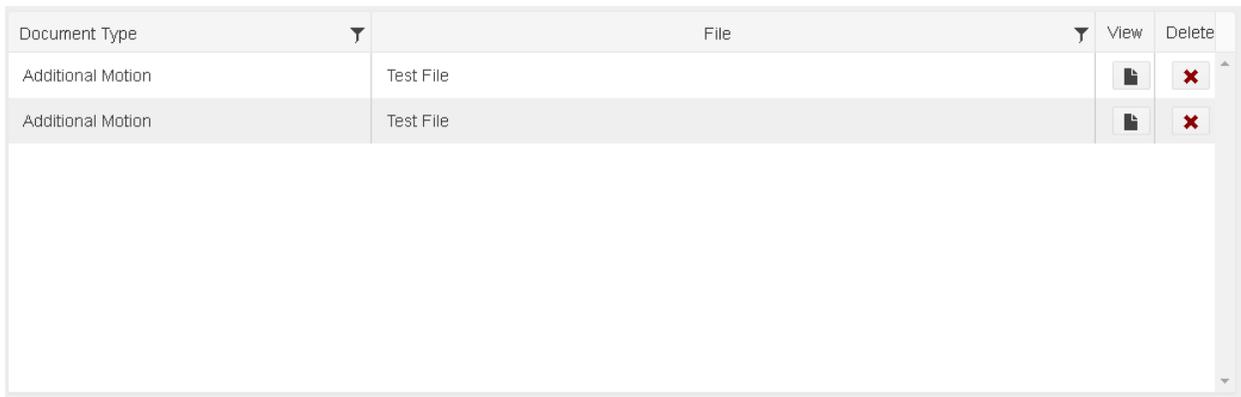


The screenshot shows a form with two main components. On the left, there is a dropdown menu labeled "Document Type:" with the text "--- Please Choose ---" and a downward-pointing arrow. To the right of this is a rectangular button with the text "Select a document ...".

To upload an additional document, first select a document type from the document type list. Then, click the “Select a document” button to initiate the “Choose file” dialog. Follow the same procedure described in “*The Required Documents Step > Upload a Document*” section above.

Every document you enter shows up in the documents grid (see below). For any document in the documents grid, you can view it by clicking on the view button (page icon) in that row and you can delete it from the grid by clicking on the delete button (red “x”).

Documents Grid



Document Type	File	View	Delete
Additional Motion	Test File		
Additional Motion	Test File		

The screenshot shows a table with four columns: "Document Type", "File", "View", and "Delete". There are two rows of data. Each row contains "Additional Motion" in the first column, "Test File" in the second column, a page icon in the third column, and a red "x" icon in the fourth column. The table is contained within a larger container that has a scroll bar on the right side.

Viewing an Uploaded Additional Document

If you click on the view button for a document, the document will open in a new tab or window based on your browser settings.

Deleting an Uploaded Additional Document

If you click on the delete button for a document, you will be prompted to confirm the deletion. Please note that you cannot edit an additional document. If you wish to replace an additional document, you must first delete it and then re-enter the new document.

Complete the Step

When you are satisfied that you have all the additional documents that you need uploaded, click the “Next” button to move to the “Confirm” step.

Filing: The Confirm Step

The final step, the “Confirm” step, allows you to review all of the information you have entered and all of the documents you have uploaded and then, if you are satisfied, to submit the filing request to the Third Circuit Court.

Review Type Selection

On the left-hand section of the *Confirm* step (see below) there is a list of the type of information that you can review. To change the type of information that is displayed, hover on the review type section.

As you hover on the list, the description of the type of information that can be displayed is highlighted. Click on the highlighted item to change the display. The three types of displays are shown below.

Each list item in the review type section corresponds to the step of the same name. The Documents review display combines both the required and additional (optional) documents into one grid.

Basic Information

The screenshot displays the 'New Case' confirm step interface. At the top, there are five navigation buttons: '1. Basic Information', '2. Additional Information', '3. Required Documents', '4. Additional Documents', and '5. Confirm'. The '1. Basic Information' button is highlighted in a darker blue, indicating it is the active review type. Below the navigation buttons, the main content area is titled 'Basic Information'. On the left side of this area, there is a list of review options: 'Basic Information', 'Additional Information', and 'Documents'. The 'Basic Information' option is highlighted in blue. The main content area displays the following information:

- Case Type: **DC - Custody Complaint**
- Are you requesting IV-D Services through the Friend of the Court? **No**
- Pay By: **Fee Waiver**
- Attorney: **David Baatenburg (36865)**
- Plaintiff: **George Washington**
1234 Cherry Lane
Richmond, MI 48226
2485551212
george@president.us
- Defendant: **Martha Washington**
- Reference: **washington**
- Emergency: **No**

At the bottom of the interface, there are three buttons: a red 'Cancel' button on the left, a blue 'Previous' button in the center, and a green 'Submit' button on the right.

Additional Information

New Case

1. Basic Information
2. Additional Information
3. Required Documents
4. Additional Documents
5. Confirm

Basic Information

Additional Information

Documents

First Name	Last Name	Party Type
George	Washington	Child

Prior Cases

Case Number ↑
21-100002-DM

Cancel
Previous
Submit

Documents

New Case

1. Basic Information
2. Additional Information
3. Required Documents
4. Additional Documents
5. Confirm

Basic Information

Additional Information

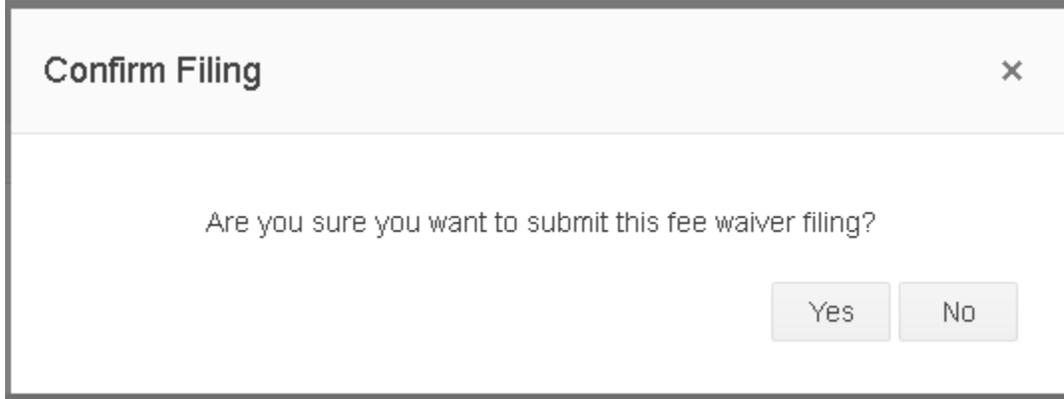
Documents

Document Type	File	View
Certificate on Behalf of Plaintiff RE Exparte/Interim Order	Test File	
Child Custody Action Cover Sheet	Test File	
Complaint	Test File	
Confidential Case Inventory	Test File	
Fee Waiver	Test File	
MC97a for Plaintiff	Test File	
UCCJEA Affidavit	Test File	
Verified Statement	Test File	
Motion	Test File	

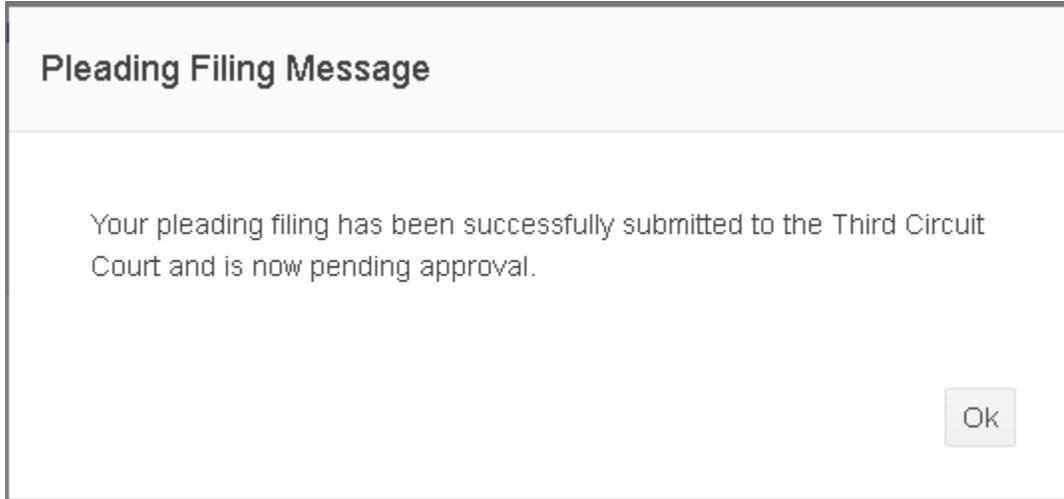
Cancel
Previous
Submit

Submitting Your Filing Request

To submit your filing request, click the “Submit” in the lower right portion of the “Confirm” page. You will be prompted to confirm your submission. Click “Yes” to submit your filing or click “No” to continue reviewing or modifying your filing.



If you click “Yes” a submission acknowledgement is displayed (see below). Click the “Ok” button and you will be returned to the “Pending Queue” and your new request is now displayed in the pending filings grid. From the pending filings grid, you can edit or delete your new request until the request is processed by the clerk.



Editing and Deleting

To edit or delete an existing filing request, navigate to the desired row and click the edit or delete action button at the end of the row.

Submitted	Type	Case/Case Type	Reference	Documents	Status	Priority	As Of	Edit	Delete
07/21/2022	Fee Waiver	N/A		1	Pending		07/21/2022		

Edit a Filing Request

To edit an existing filing request, click the edit button (green pencil) in the row of the filing request you wish to edit. This will display the filing steps with the filing's information filled in. Follow the steps in the same manner as when you created the filing.

Change or delete any information or replace any documents. On the final step, click the "Submit" button to save the new information or the "Cancel" button to discard your changes.

Please note that if you edit and submit an existing filing, the filing date is updated to the current date if it is different from the original date.

Delete a Filing Request

To delete an existing filing request, click the delete button (red "X") in the row of the filing request you wish to delete. This will display a delete confirmation dialog box (see below).

Confirm ×

Are you sure you want to delete the **Pleading** filing submitted on **07/23/2022**?

Click "Yes" to delete the filing request or click "No" to cancel the deletion.

History

The “History” page consists of two sections. The search criteria section at the top of the page and history grid directly below the criteria section. The purpose of the History page is to allow you to review your filing request history. Your history is comprised of filing requests that you have submitted and that have been processed by the clerk.

Submitted	Submitted By	Status	Filing Type	Case Number	Pay Type	Documents	Review
07/21/2022	Test Newuser	Approved	Pleading	22-103624-DO	Fee Waiver	1	...

Reviewing Your History

Entering Search Criteria

The first step to review your history is to populate the grid. To populate the grid, enter your date criteria in the “From Date” and “To Date” fields or a case number in the “Case Number” field and then click the “Apply” button.

In the date fields you can also use the calendar button on the right side of the field to bring up a calendar from which you can select a date.

Submitted	Submitted By	Status	Filing Type	Case Number	Pay Type	Documents	Review
07/21/2022	Test Newuser	Approved	Pleading	22-103624-DO	Fee Waiver	1	...

Any cases that match the criteria are displayed in the grid. If no cases match the criteria the “no cases matched the latest applied criteria” message is displayed in the grid.

Clearing the Search Criteria

Click the “Clear” button in the search criteria area to clear out the search criteria and empty the grid.

Reviewing a Filing

Submitted	Submitted By	Status	Filing Type	Case Number	Pay Type	Documents	Review
07/21/2022	Test Newuser	Approved	Pleading	22-103624-DO	Fee Waiver	1	...

Once you have populated the grid, click on the review button at the end of the row of the filing request you would like to review.

Also, you can refine the items displayed in the grid by clicking the filter icon (funnel) in any column where it appears.

The Filing Review Page

After clicking the review button, the complete history of the selected filing request is displayed.

Filings History My Applications Help ▾

 **Third Judicial Circuit
of Michigan** Domestic Case Filings Hello, Test Newuser Log off ▾

Filing Info						
Submitted	Case Number	Submitted By	Priority	Filing Type	Pay Type	Receipt
07/21/2022	22-103624-DO	Test Newuser	Regular	Pleading	Fee Waiver	N/A

Documents		
Document Type	Docket Event	View
Pleading	Answer to Complaint, filed	

Status Info			
Date	User	Status	Reason
07/21/2022	David Vigna	Approved	

[← Go Back](#)

To review another filing, click the “Go Back” button. Clicking the “Go Back” button returns you to the grid where you can review a different filing request or perform another search.