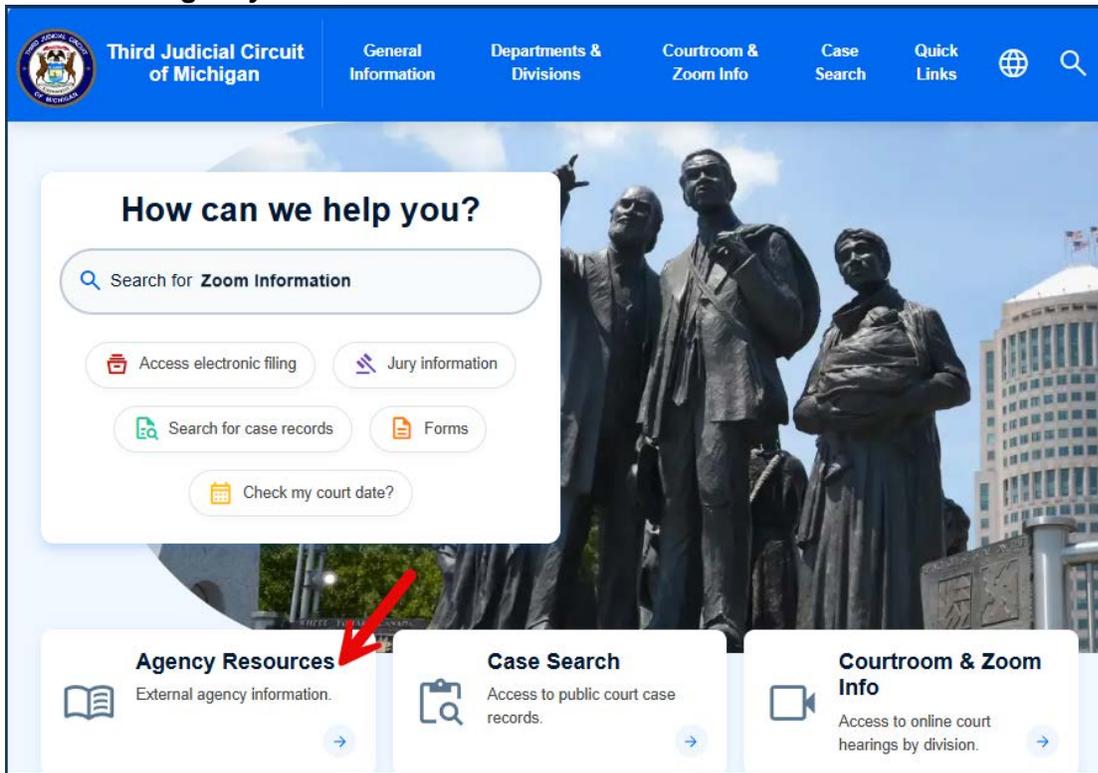


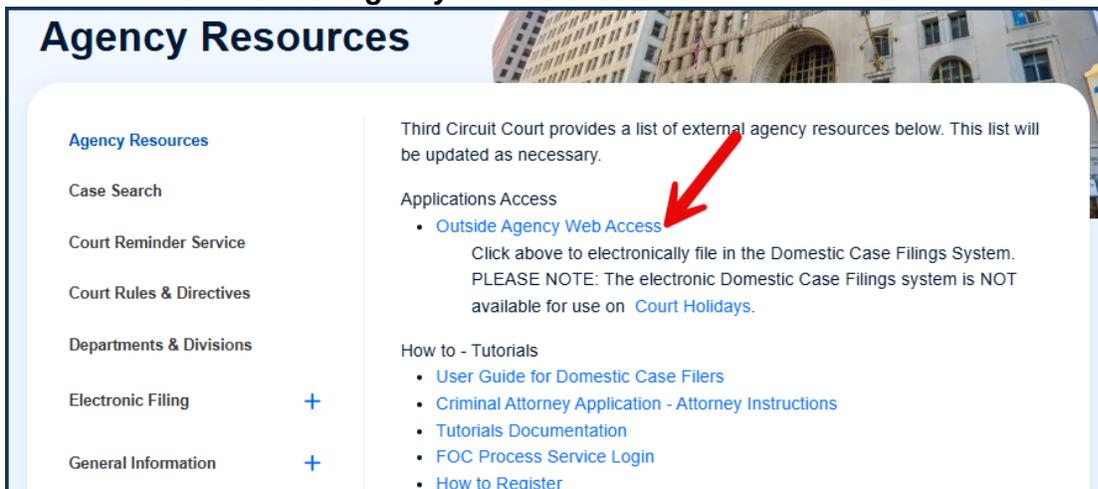
# User Guide for Domestic Case Electronic Filers

## 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.



# User Guide for Domestic Case Electronic Filers

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](mailto:helpdesk@3rdcc.org) or call 313-224-0157.

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

## My Applications

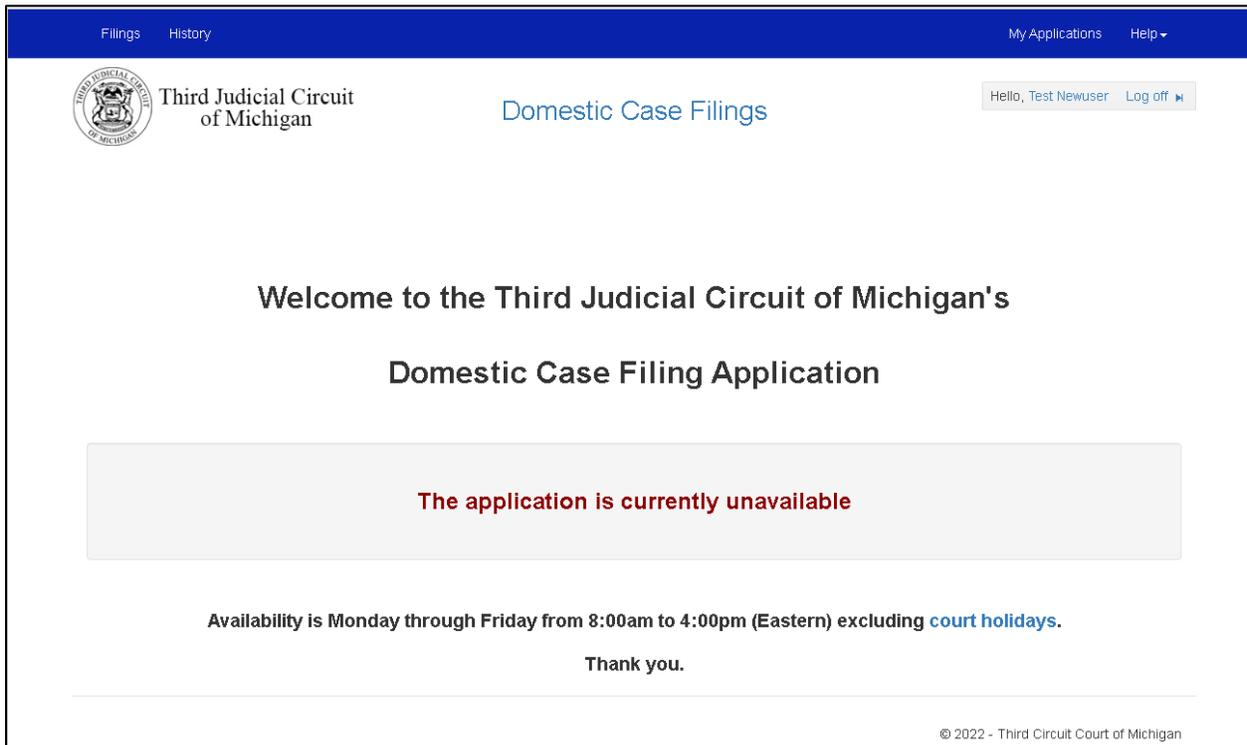
- Account Request
- Asbestos Docket Manager
- Assigned Counsel Services
- Court Services Payment Requests
- Criminal Advocacy Program (CAP)
- Criminal Attorney Case Assignments
- Criminal Attorney Payments
- Domestic Attorney Payments
- Domestic Case Filings 
- FOC Process Service
- Juvenile Attorney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

# User Guide for Domestic Case Electronic Filers

## System Availability

The Domestic Case Filings 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 displays the user interface for the Domestic Case Filings system. 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, centered message: "Welcome to the Third Judicial Circuit of Michigan's Domestic Case Filing Application". Below this, a prominent red text box states "The application is currently unavailable". Further down, a message specifies the system's availability: "Availability is Monday through Friday from 8:00am to 4:00pm (Eastern) excluding [court holidays](#)". The page concludes with a "Thank you." message and a copyright notice for 2022.

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.

# User Guide for Domestic Case Electronic Filers

## 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.

The screenshot shows the 'Domestic Case Filings' interface for the Third Judicial Circuit of Michigan. At the top, there are tabs for 'Filings' and 'History', and a user profile for 'Test Newuser'. Below the navigation, there are four buttons: 'Fee Waiver', 'New Case', 'Motion', and 'Pleading'. The main area contains a table with the following data:

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		

At the bottom of the table, there is a pagination control showing '12 items per page' and '1 - 2 of 2 items'.

### Initiate a Filing

The screenshot shows the four buttons for initiating a filing: 'Fee Waiver', 'New Case', 'Motion', and 'Pleading'.

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.

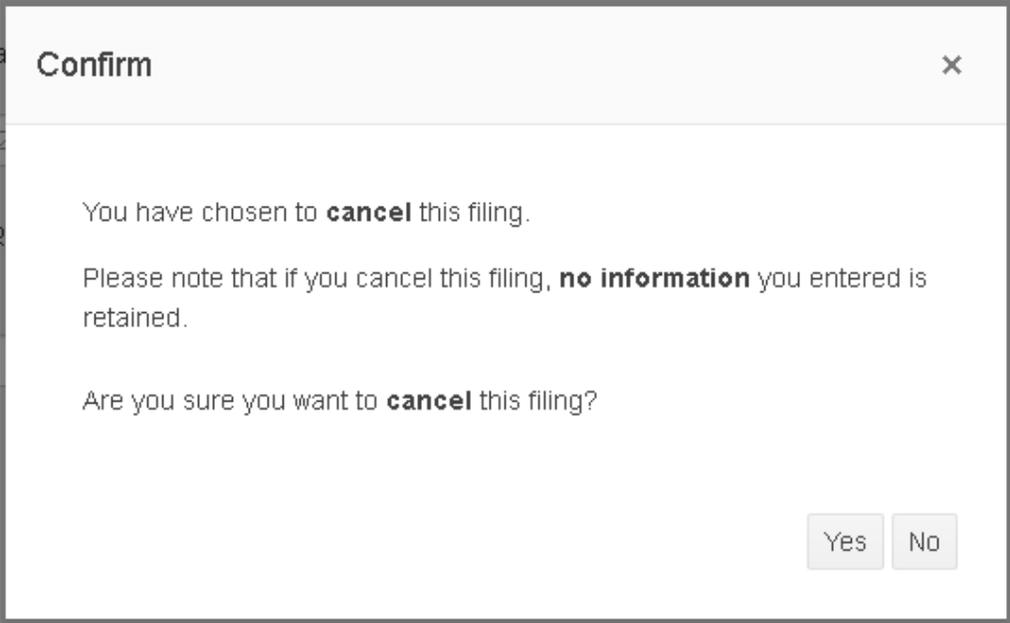
### Step Navigation and Cancellation

The screenshot shows three buttons: 'Cancel' (red), 'Previous' (blue), and 'Next' (blue).

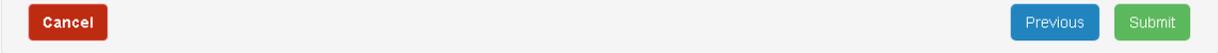
To navigate from one step to another, click on the “previous” or “next” button at the bottom of the step (see above). At any point during the request process you can cancel the filing by clicking the “cancel” button. You will be asked to confirm your cancellation (see below).

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.

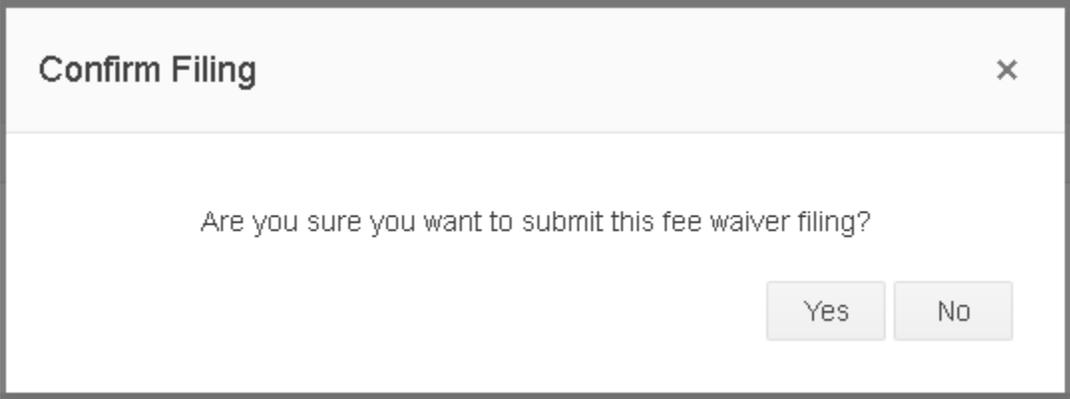
# User Guide for Domestic Case Electronic Filers



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.

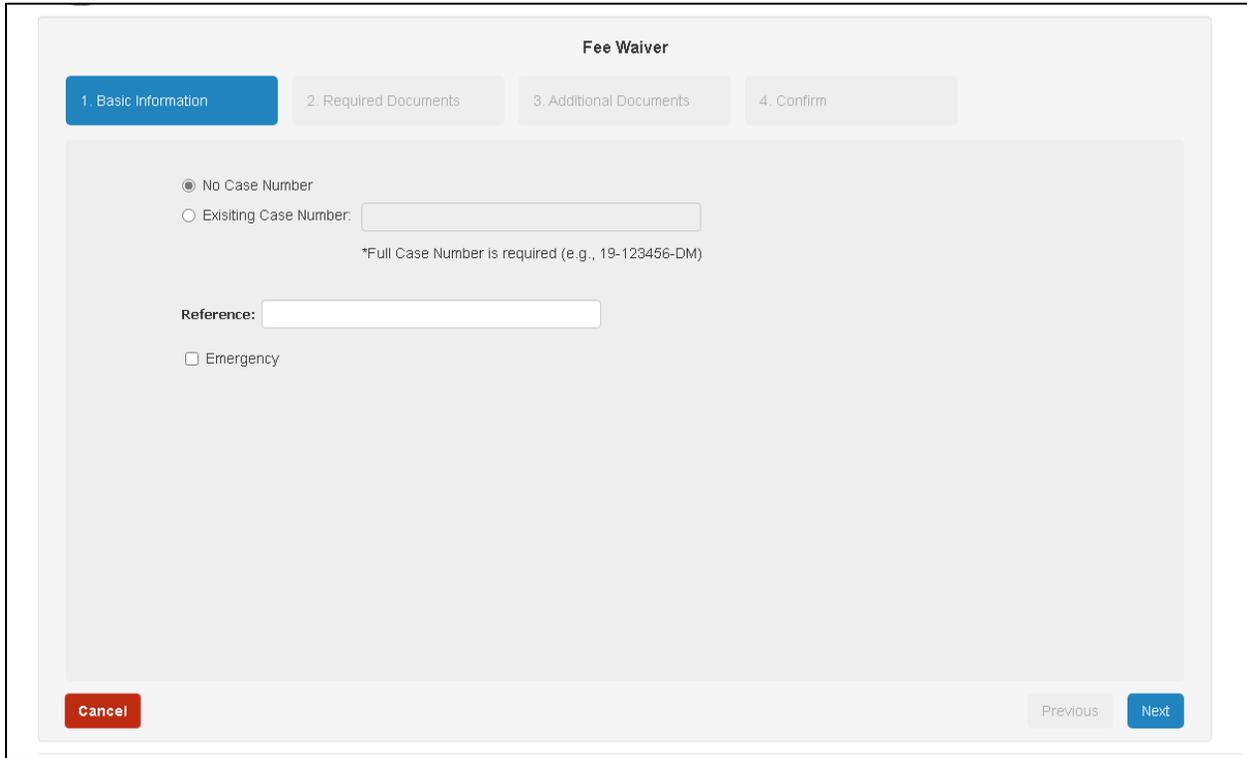
# User Guide for Domestic Case Electronic Filers

## 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". At the top, there are four tabs: "1. Basic Information" (active), "2. Required Documents", "3. Additional Documents", and "4. Confirm". Below the tabs, there are two radio button options: "No Case Number" (selected) and "Existing Case Number:" followed by a text input field. A note below the "Existing Case Number" field states: "\*Full Case Number is required (e.g., 19-123456-DM)". Below this, there is a "Reference:" label followed by a text input field. At the bottom left, there is a "Cancel" button. At the bottom right, there are "Previous" and "Next" buttons.

#### 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.*

# User Guide for Domestic Case Electronic Filers

## New Case Basic Information

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

The screenshot shows the 'New Case' form with the following details:

- Case Type:** DC - Custody Complaint
- Pay By:** Fee Waiver (selected), Allpaid Receipt Number (with Receipt Number field)
- IV-D Services:** No (selected), Yes (unselected), Application for IV-D Services (link)
- Attorney:** P- 36865 (optional)
- Plaintiff:** George Washington, 1234 Cherry Lane, Richmond, MI 48226, 2485551212, george@president.us
- Defendant:** Martha Washington
- Reference:** washington
- Emergency:**

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”, “NC”, and “NCm” 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)

# User Guide for Domestic Case Electronic Filers

- Alias (“NC” case types only) – First Name, Last Name
- Defendant/Respondent (excluding “NC” and “NCm” 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” and “NCm”
  - 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.

The screenshot shows a web form titled "Motion" with four steps: 1. Basic Information (active), 2. Required Documents, 3. Additional Documents, and 4. Confirm. The form contains the following fields and options:

- Question: "Are you filing a motion to change your child support?" with radio buttons for "Yes" and "No" (selected). A link for "Financial Information Form" is provided.
- Case Number: A text input field with the example "E.G., 19-123456-DM".
- Payment Method: Radio buttons for "Fee Waiver" (selected) and "Allpaid Receipt Number:" followed by a text input field.
- Reference: A text input field.
- Emergency: A checkbox labeled "Emergency".

At the bottom, there is a red "Cancel" button on the left and "Previous" and "Next" buttons on the right.

## 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

# User Guide for Domestic Case Electronic Filers

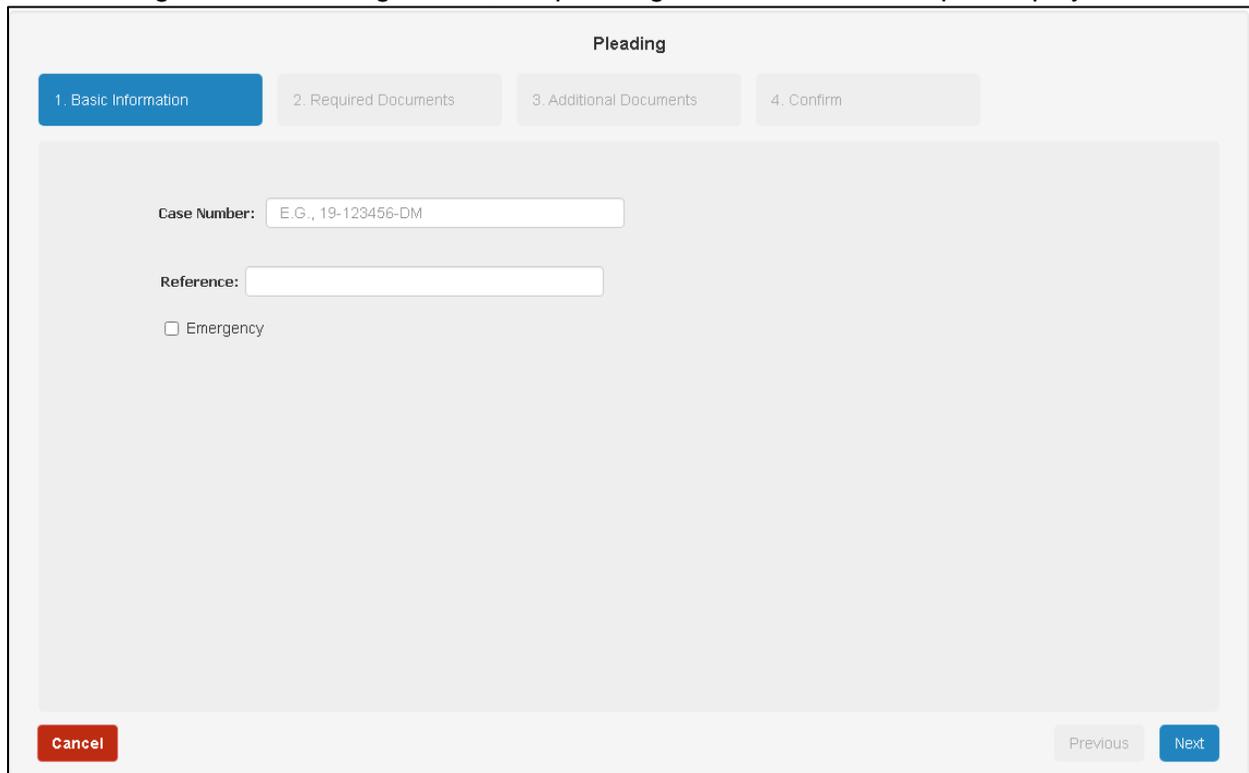
- An approved fee waiver must be included in the “Required Documents” step.
- Allpaid Receipt Number
  - Provide the Allpaid receipt number.
  - Include a receipt document (pdf) in the “Required Documents” step.

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, the form contains the following fields and options:

- Case Number:** A text input field with the placeholder text "E.G., 19-123456-DM".
- Reference:** A text input field.
- Emergency

At the bottom of the form, there are three buttons: a red "Cancel" button on the left, a grey "Previous" button in the center, and a blue "Next" button on the right.

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.

# User Guide for Domestic Case Electronic Filers

## 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.

First Name	Last Name	Party Type
George	Washington	Child

Case Number
21-100002-DM

## 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

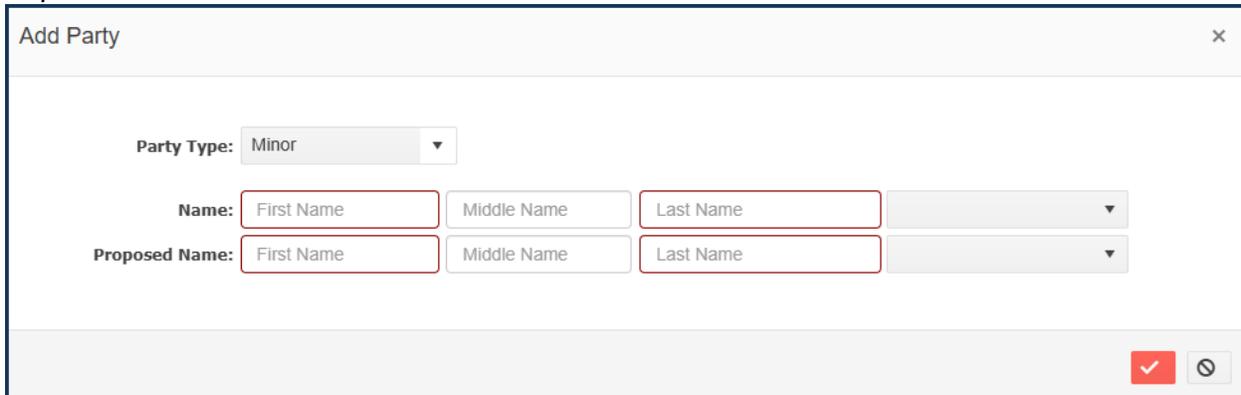
Name: First Name Middle Name Last Name -- Please Choose --

Birthdate: mm/dd/yyyy

Select a **Party Type** and enter the required information (highlighted in red).

# User Guide for Domestic Case Electronic Filers

For the “NCm” case type, the only **Party Type** available is **Minor**, and at least one must be added. The **Add Party** dialog box appears slightly different for this case type as seen below. The **First Name** and **Last Name** for both the current **Name** and **Proposed Name** fields are required:



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).

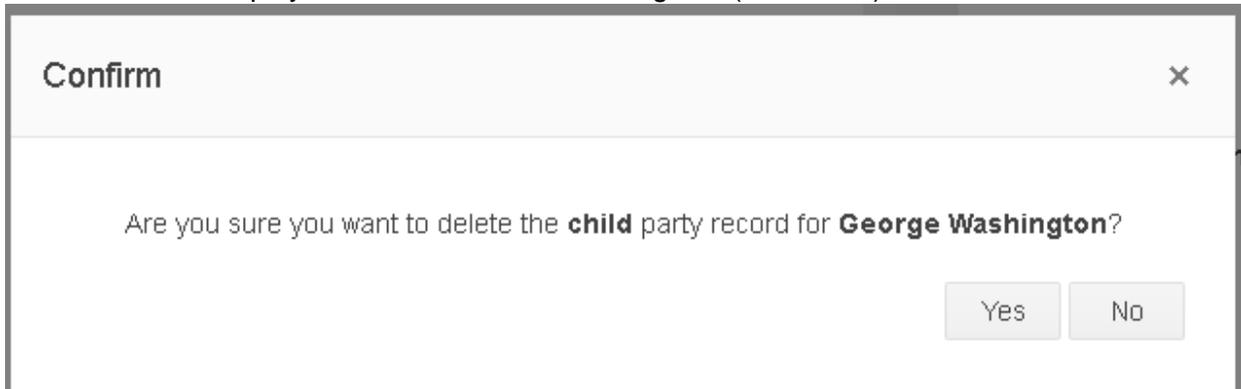
## *Edit a Party*

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.

# User Guide for Domestic Case Electronic Filers

## *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.

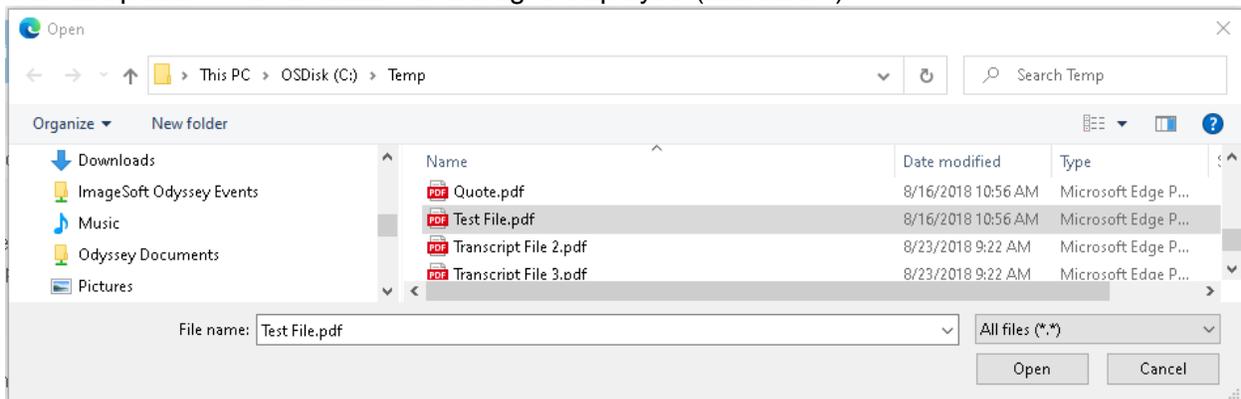
Based on the filing type and - in the instance of a “New Case” filing type - the case type, the required documents grid is loaded with the list of documents that need to be uploaded to complete the step.

# User Guide for Domestic Case Electronic Filers

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	

## 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).

# User Guide for Domestic Case Electronic Filers

New Case

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

Document Type: --- Please Choose --- Select a document ...

Document Type	File	View	Delete
Motion	Test File		

Cancel Previous Next

## 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.

Document Type: --- Please Choose --- Select a document ...

Note that for the “NCm” case type, no additional documents have been set up. Just select “Next” to continue.

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”).

# User Guide for Domestic Case Electronic Filers

## Documents Grid

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

### 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.

# User Guide for Domestic Case Electronic Filers

## 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

New Case

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

**Basic Information**

Additional Information Case Type: **DC - Custody Complaint**

Documents 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**

Cancel Previous Submit

# User Guide for Domestic Case Electronic Filers

## Additional Information

**New Case**

1. Basic Information

2. Additional Information

3. Required Documents

4. Additional Documents

5. Confirm

Basic Information

**Additional Information**

Documents

**Parties**

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 CustodyAction Cover Sheet	Test File	
Complaint	Test File	
Confidential Case Inventory	Test File	
Fee Waiver	Test File	
MC97a for Plaintiff	Test File	
UCCJEAAffidavit	Test File	
Verified Statement	Test File	
Motion	Test File	

Cancel

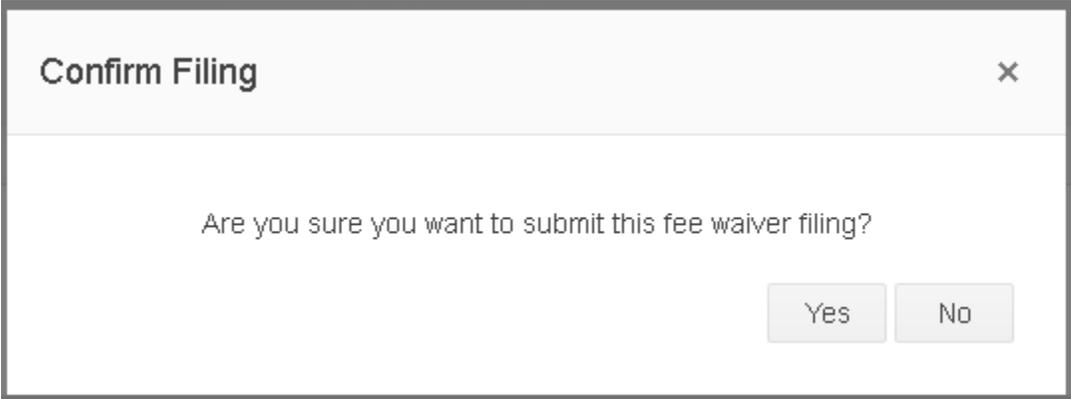
Previous

Submit

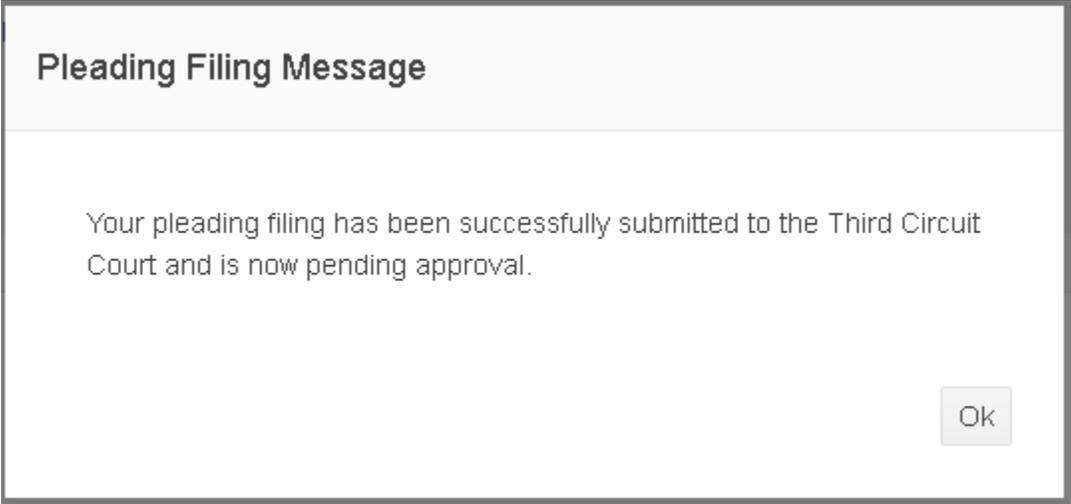
# User Guide for Domestic Case Electronic Filers

## 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.



# User Guide for Domestic Case Electronic Filers

## 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** ×

---

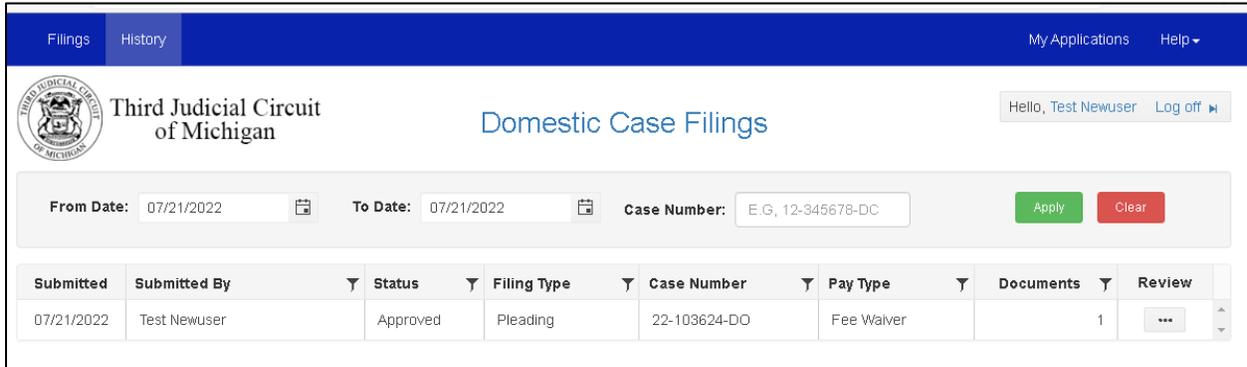
Are you sure you want to delete the **Pleading** filing submitted on **07/23/2022**?

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

# User Guide for Domestic Case Electronic Filers

## 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.



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.

# User Guide for Domestic Case Electronic Filers

## Reviewing a Filing

The screenshot shows the 'Domestic Case Filings' page. At the top, there are navigation tabs for 'Filings' and 'History', and user options for 'My Applications' and 'Help'. The page header includes the Third Judicial Circuit of Michigan logo and name, and the title 'Domestic Case Filings'. A search bar contains filters for 'From Date' (02/01/2025), 'To Date' (03/07/2025), and 'Case Number' (E.G., 12-345678-DC). Below the search bar is a table with columns: Submitted, Status, Filing Type, Case Number, Pay Type, Reference, Docs, and Review. The table contains three rows of filing data. A pagination bar at the bottom indicates '21 - 23 of 23 items'.

Submitted	Status	Filing Type	Case Number	Pay Type	Reference	Docs	Review
02/06/2025	Approved	Pleading	25-100001-DM	N/A	Pleading for New Case	3	...
02/05/2025	Approved	New Case - DM	25-100001-DM	Receipt	Lincoln DM Case	7	...
02/04/2025	Approved	Fee Waiver	21-100002-DM	N/A	This is a test of a longer description in the reference field. This is a test of a long reference.	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. Note that the optional **Reference** value added during step one of the filing process is displayed here.

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.

The screenshot shows the 'Filing Review Page' for a specific filing request. The page header is identical to the previous screenshot. The main content area is divided into three sections: 'Filing Info', 'Documents', and 'Status Info'. The 'Filing Info' section contains a table with columns: Submitted, Case Number, Submitted By, Priority, Filing Type, Pay Type, and Receipt. The 'Documents' section contains a table with columns: Document Type, Docket Event, and View. The 'Status Info' section contains a table with columns: Date, User, Status, and Reason. A 'Go Back' button is located at the bottom left of the page.

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	

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