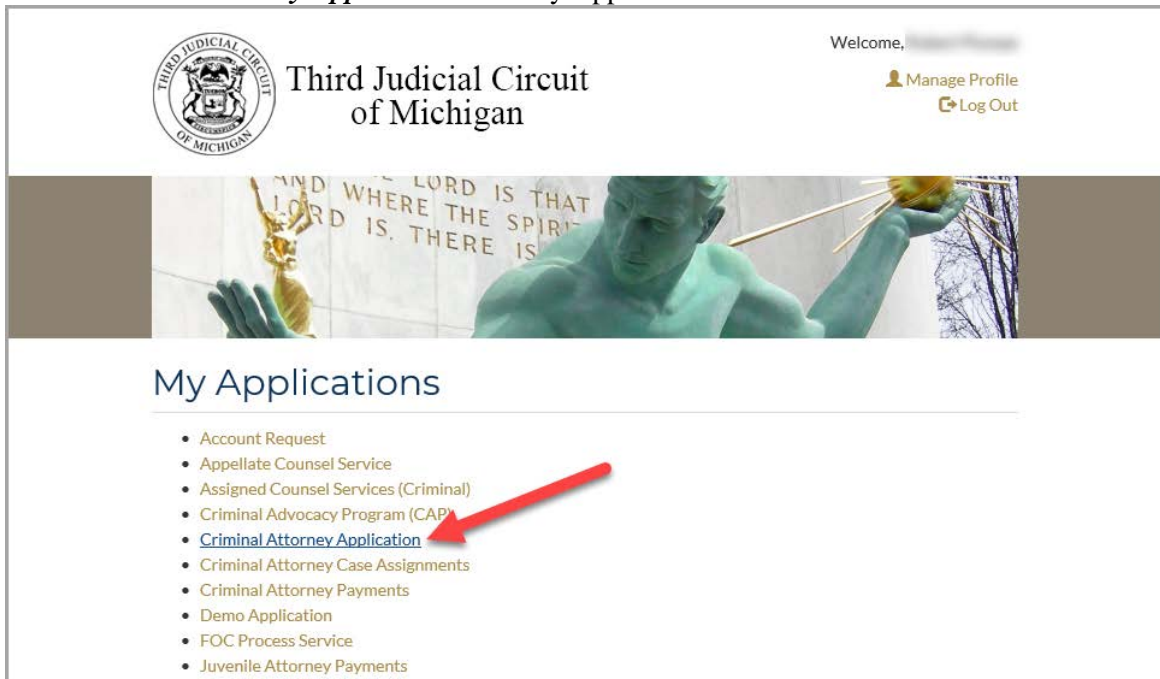


CRIMINAL ATTORNEY APPLICATION ATTORNEY INSTRUCTIONS

Access Criminal Attorney Application

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**. (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.)
5. Select *Criminal Attorney Application* 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 seal. To its right is the text "Third Judicial Circuit of Michigan". In the top right corner, there is a "Welcome, [redacted]" message and two links: "Manage Profile" and "Log Out". Below the header is a banner image featuring a statue of a man holding a scale and a sword, with a sign in the background that reads "AND WHERE THE SPIRIT OF THE LORD IS THAT LORD IS. THERE IS". Below the banner is a section titled "My Applications" which contains a list of application types. A red arrow points to the "Criminal Attorney Application" link in the list.

Third Judicial Circuit of Michigan

Welcome, [redacted]

[Manage Profile](#)

[Log Out](#)

My Applications

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

CRIMINAL ATTORNEY APPLICATION ATTORNEY INSTRUCTIONS

Create Attorney Application

Follow these instructions to create an application to serve as assigned counsel for the Third Judicial Circuit of Michigan. Once submitted, your application status will be updated as it is reviewed by officers of the court. An explanation of the status values is displayed below and on the **Home** tab:

Explanation of Application Status

Draft → **Submitted** → **Reviewed** OR **Rejected** → **Verified** OR **Rejected**

Draft → Application is **Not Submitted** yet
Submitted → Application is **Submitted**
Reviewed → Application is **Accepted** by **Assigned Counsel**
Verified → Application is **Accepted** by **Eligibility Committee**
Rejected → Application is **Rejected** by either **Assigned Counsel** or **Eligibility Committee**

Approved Applicants → View all applicants who are approved by selecting the **Approved List** menu.

An application can be submitted only during the application period defined by the court. An application in **Draft** status can be edited and submitted only during the application period. If an application has been submitted during the application period but is rejected by Assigned Counsel or the Eligibility Committee after the application period, the attorney will still have the opportunity to revise and resubmit the application, but the application must be **Verified** before the final approved list is selected by the court.

If an application is rejected by Assigned Counsel, the attorney can revise any portion of the application to provide additional and/or corrected information and can then re-submit.

If rejected by the Eligibility Committee, only the non-CAP portion of the application can be revised.

Begin Application

1. Select **Start Application** from the **Home** tab
2. Follow through the six steps to complete the application. The application is saved after each step, so you may return at a later date/time to complete and submit the application. This is how the Criminal Attorney Application screen will appear if you save your application but have not submitted it. Select **Edit** to continue with the application:

Attorney Name	Submitted On	Status	View/Edit Application
[Redacted]	6/19/2019	Draft	Edit

CRIMINAL ATTORNEY APPLICATION ATTORNEY INSTRUCTIONS

- a. Step 1: Some basic information (i.e., name, bar number, State Bar of Michigan membership date) is prefilled from the information supplied by the attorney when first registering for the Third Circuit Court applications. Fields marked with an asterisk and highlighted below are required. Enter data and select **Save and Continue**

Home Approved List My Applications Help

Third Judicial Circuit of Michigan

Criminal Attorney Application

Hello, [User Name]

Application for the Year 2019

Please Type or Print. Illegible applications will be returned. (As a requirement to receive assignments, any attorney newly admitted to the State Bar of Michigan must contact and shadow an attorney on the approved WCCDBA Mentoring Committee List. Proceedings to be viewed are outlined on the event certification form. Applications will not be accepted without the required documentation.)

STEP-1 STEP-2 STEP-3 STEP-4 STEP-5 STEP-6

Check each tier for which you are seeking qualification *

TIER - 1 TIER - 2 TIER - 3 TIER - 4

Personal Information

Last Name* First Name* Middle Name
Middle Name

Wayne County Business or Residential Address

City* State* Zip Code*
--Please Select-- Michigan (MI) [xxxxx OR xxxxx-xxxx]

Document for Address Proof:

Attach PDF

Business Phone* Cellular Number Fax Number
Eg: 999-999-9999 Eg: 999-999-9999 +1 Eg: 999-999-9999

Email* Bar Number* Member of State Bar of MI since*

Eg: Jane.Doe@gmail.com

Save and Continue

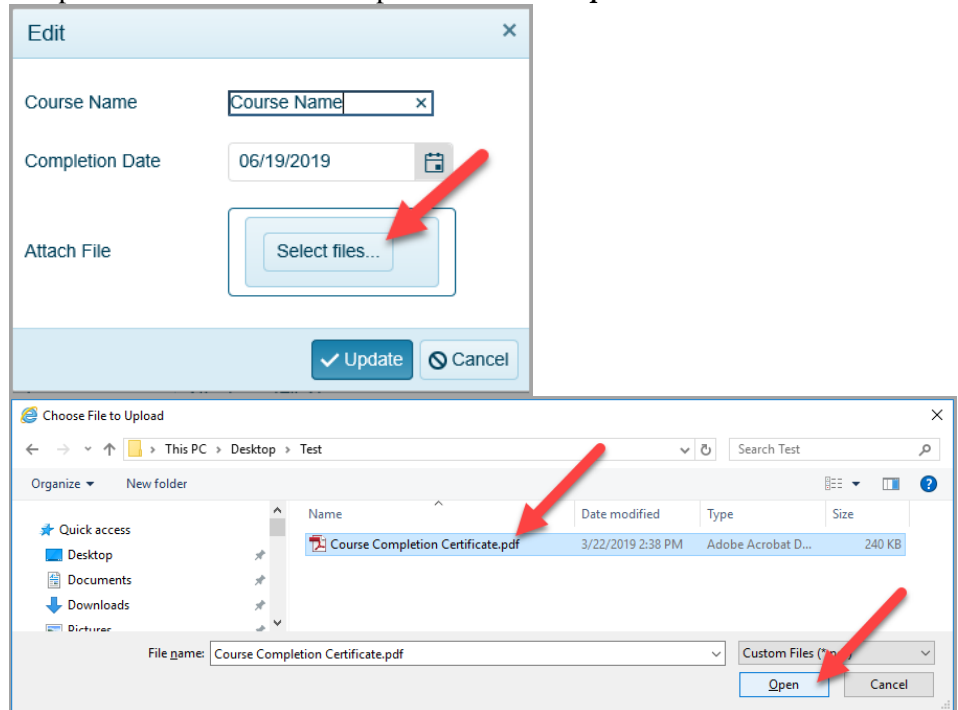
CRIMINAL ATTORNEY APPLICATION ATTORNEY INSTRUCTIONS

- b. Step 2: The screen will display CAP courses completed and entered in the CAP database. If additional non-CAP courses have been completed, select the **Add Courses** option to add the course information.

The screenshot shows the 'Criminal Attorney Application' web interface. At the top, there is a navigation bar with 'Home', 'Approved List', 'My Applications', and 'Help'. The page title is 'Criminal Attorney Application' and the user is logged in as 'Hello, [username]'. A 'Log off' button is visible. Below the title, there is a section for 'Application for the Year 2019' with a warning icon and text: 'Please Type or Print. Illegible applications will be returned. (As a requirement to receive assignments, any attorney newly admitted to the State Bar of Michigan must contact and shadow an attorney on the approved WCCDBA Mentoring Committee List. Proceedings to be viewed are outlined on the event certification form. Applications will not be accepted without the required documentation.)' A progress bar at the top shows six steps, with 'STEP-2' highlighted. The main content area is titled 'Continuing Legal Education' and contains two sections: 'List of Wayne County Criminal Advocacy Program (CAP) Courses which you have completed and the date completed' and 'List All Non CAP Continuing Legal Education Courses you have attended'. The first section shows a table with columns 'Course Name' and 'Date Completed', and the text 'There are no courses completed.' The second section shows a table with columns 'Course Name', 'Date Completed', 'AttachmentFileName', and 'Update/Delete', and the text 'No items to display'. A red arrow points to the '+ ADD COURSE(S)' button in the second section. At the bottom right, there are 'Previous' and 'Save and Continue' buttons.

CRIMINAL ATTORNEY APPLICATION ATTORNEY INSTRUCTIONS

- i. Enter the course name and choose *Select files* to attach proof of the course completion. Select the file to upload and select *Open*:



- ii. When finished with adding non-CAP courses attended, select *Save and Continue*.

CRIMINAL ATTORNEY APPLICATION ATTORNEY INSTRUCTIONS

- c. Step 3: Answer each question and select *Save and Continue*. Be certain that the percentage totals entered for the “nature of your practice” equals 100%.

Home Approved List My Applications Help

Third Judicial Circuit of Michigan Criminal Attorney Application

Application for the Year 2019

Please Type or Print. Illegible applications will be returned. (As a requirement to receive assignments, any attorney newly admitted to the State Bar of Michigan must contact and shadow an attorney on the approved WCCDBA Mentoring Committee List. Proceedings to be viewed are outlined on the event certification form. Applications will not be accepted without the required documentation.)

STEP-1 STEP-2 STEP-3 STEP-4 STEP-5 STEP-6

Questionnaire

The nature of your practice* **⚠ Total of percentages must equal 100**

0 % Criminal 0 % CIVIL 0 % Juvenile 0 % Domestic

Do you have any experience with the Federal Defender's Office? *

Yes No

Are you fluent in a second language? *

Yes No If yes, please specify

Are you certified in American Sign Language? *

Yes No

Are you approved to receive criminal assignments for indigent defendants in Federal District for Eastern District? *

Yes No

Attorney Disciplinary Action

If you answer yes to any of the following you must attach a statement outlining the specific details including the dates of when, where and how it was resolved

Have you ever been disciplined or admonished by the Attorney Grievance Commission? *

Yes No

Have you ever been held in contempt of court? *

Yes No

Has any court ruled that you were ineffective in representing a criminal defendant? *

Yes No

Have you ever admitted being ineffective in any Ginther hearing or motion for new trial or motion to set aside a guilty plea? *

Yes No

Previous Save and Continue

CRIMINAL ATTORNEY APPLICATION ATTORNEY INSTRUCTIONS

- d. Step 4: Enter positions held within the justice system and assigned counsel performance history. Select the **+Add Position(s)** button to add any positions held. Select **+Add Details** button for any applicable performance history. After entering any necessary information, select **Save and Continue**.

Home Approved List My Applications Help

Third Judicial Circuit of Michigan Criminal Attorney Application

Application for the Year 2019

Please Type or Print. Illegible applications will be returned. (As a requirement to receive assignments, any attorney newly admitted to the State Bar of Michigan must contact and shadow an attorney on the approved WCCDBA Mentoring Committee List. Proceedings to be viewed are outlined on the event certification form. Applications will not be accepted without the required documentation.)

STEP-1 STEP-2 STEP-3 **STEP-4** STEP-5 STEP-6

Justice System Positions

List any positions held within the Justice system (date by year, specify county or federal entity)

+ ADD POSITION(S)

Position	Date (by year)	County/Federal Entity	Update/Delete

Assigned Counsel Performance History

Have you ever been admonished, suspended or removed by the 3rd Circuit Court Assigned Counsel Committee, or any other tribunal, for tardiness or absenteeism? *

Yes No

If there any cases that you moved to withdraw from and the basis for which you asked to be removed from representation within the last 3 years, Please list them.

+ ADD DETAILS

Case Name	Case Number	Reason	Update/Delete

If there any cases where you were sua sponte removed from representation by a judge and the judge who removed you within the last 3 years, Please list them.

+ ADD DETAILS

Case Name	Case Number	Judge Name	Reason	Update/Delete

Previous Save and Continue

CRIMINAL ATTORNEY APPLICATION ATTORNEY INSTRUCTIONS

- e. Step 5: Enter your professional experience by selecting the appropriate **+Add Details** button and entering the history details. Select **Save and Continue** to go to the final step.

Home Approved List My Applications Help

Third Judicial Circuit of Michigan Criminal Attorney Application Hello, [User] Log off

Application for the Year 2019

Please Type or Print. Illegible applications will be returned. (As a requirement to receive assignments, any attorney newly admitted to the State Bar of Michigan must contact and shadow an attorney on the approved WCCDBA Mentoring Committee List. Proceedings to be viewed are outlined on the event certification form. Applications will not be accepted without the required documentation.)

STEP-1 STEP-2 STEP-3 STEP-4 **STEP-5** STEP-6

Professional Experience

For the tier you are applying, indicate the number of Jury Trials in each Tier.*

TIER - 1 0 TIER - 2 0 TIER - 3 0 TIER - 4 0

Non Capital Jury Trials list the following: (1) Name of Case (2) Court Where Case was Conducted and (3) whether you acted as First or Second Chair (Attach Additional Pages if Necessary)

+ ADD DETAILS

Case Name	Case Number	Court Location	First/Second Chair?	Attach Document(s)	Update/Delete
-----------	-------------	----------------	---------------------	--------------------	---------------

Number of Capital Jury Trials Conducted within past 5 years (1) Name of Case (2) Court Where Case was Conducted and (3) whether you acted as First or Second Chair (Attach Additional Pages if Necessary)

+ ADD DETAILS

Case Name	Case Number	Court Location	First/Second Chair?	Update/Delete
-----------	-------------	----------------	---------------------	---------------

If seeking qualification, second chair experience applicant must complete supplemental second chair verification form

Yes No

Background/Legal Experience

Is there any background or legal experience you would like the committee to consider in this application?

Yes No

Previous Save and Continue

CRIMINAL ATTORNEY APPLICATION ATTORNEY INSTRUCTIONS

- f. Step 6: Add any additional documents you deem necessary for your application by selecting the **+Add Documents** button and selecting the document(s) for upload. When you are ready to submit your application, type your first and last name in the Signature field and select **Submit**. Once you submit your application, it cannot be revised unless it is rejected.

Home Approved List My Applications Help

Third Judicial Circuit of Michigan Criminal Attorney Application Hello, [User] Log off

Application for the Year 2019

Please Type or Print. Illegible applications will be returned. (As a requirement to receive assignments, any attorney newly admitted to the State Bar of Michigan must contact and shadow an attorney on the approved WCCDBA Mentoring Committee List. Proceedings to be viewed are outlined on the event certification form. Applications will not be accepted without the required documentation.)

STEP-1 STEP-2 STEP-3 STEP-4 STEP-5 STEP-6

Acknowledgement

If appointed to represent indigent defendants in Wayne County, I agree to represent my client at all proceedings. If I cannot attend a proceeding on behalf of my client, I agree to obtain substitute counsel, consistent with LAO who is deemed certified by the Trial Court Services department. If unable to do so, I agree to notify the Court in a timely manner of my absence.

If appointed I will comply with Third Circuit Court Plan for Assignment of Counsel Criminal Division LAO.

If appointed I will comply with MCL 775.18 which states, "Only 1 attorney in any 1 case shall receive the compensation above contemplated, nor shall he be entitled to this compensation until he files his affidavit in the office of the county clerk, in which such trial or proceedings may be had, that he has not, directly or indirectly, received any compensation for such services from any other source."

I further agree to comply with all Continuing Legal Education requirements. Failure to provide certification of completion of CLE will result in my removal from the Assigned Counsel List.

I hereby certify that the above information is true. Falsifying any information will result in my ineligibility to receive assignments from Third Circuit Court—Criminal Division.

+ ADD DOCUMENT(S)

AttachmentFileName	Delete
No Items to display	

Signature: John Doe

Cancel Previous Submit

CRIMINAL ATTORNEY APPLICATION ATTORNEY INSTRUCTIONS

View Approved List of Applicants

You can view the approved list of applicants by year and tier from the *Approved List* tab. Use the drop-down lists provided to select the desired tier and application year.

The screenshot shows the 'Approved List' tab selected in the navigation bar. The page title is 'Criminal Attorney Application'. Below the navigation bar, there are two dropdown menus: 'Tier' set to 'Tier 4' and 'Year' set to '2019'. Below these filters, there is a section titled 'Approved List of Applicants for the year 2019' with a thumbs-up icon. A table displays the following data:

Tier	Year	Bar Number	Attorney Name
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]
Tier4	2019	[Redacted]	[Redacted]