

CRIMINAL ATTORNEY CASE ASSIGNMENTS ATTORNEY INSTRUCTIONS

Access Criminal Attorney Case Assignments

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



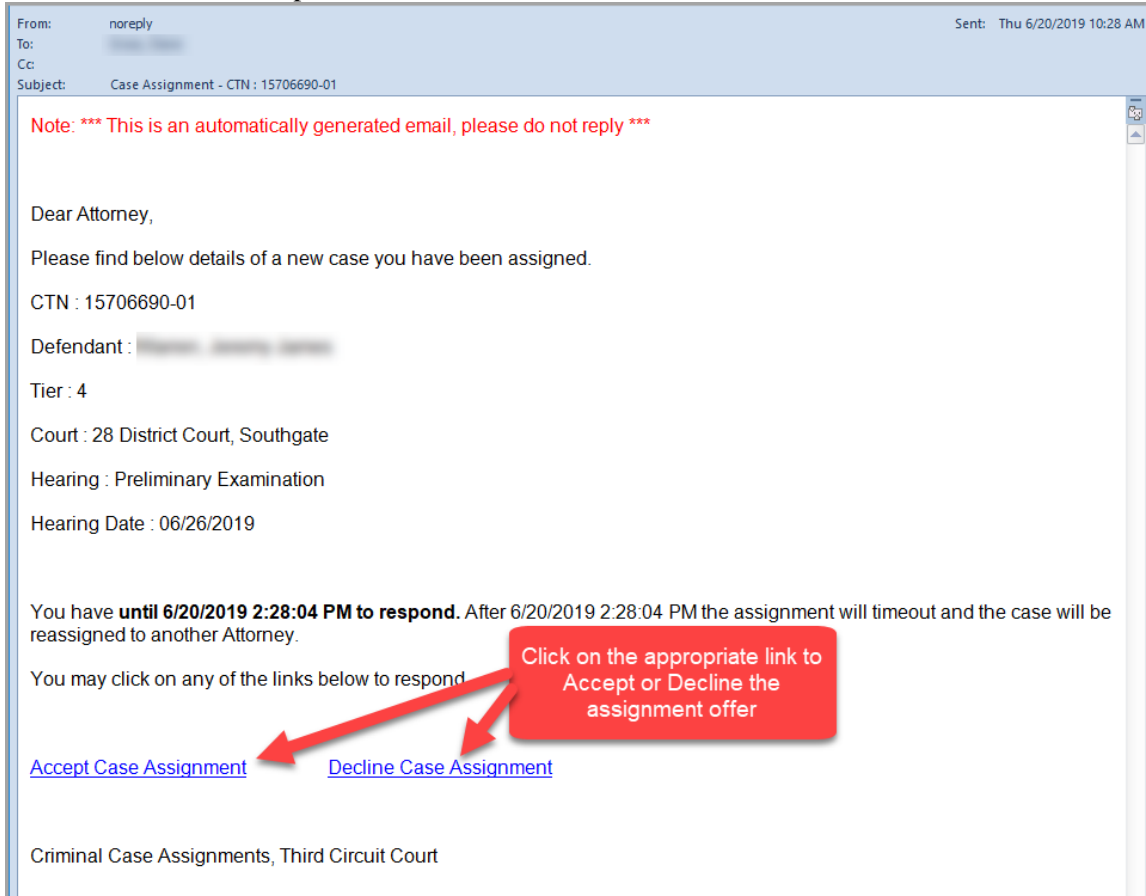
Respond to Case Assignment Offers

Once an assignment offer is made, the attorney has four (4) hours to respond. If a response is not received within four hours, the offer times out and is offered to the next attorney in line. It is preferred that an attorney respond (positive or negative) as soon as possible in order to establish an attorney for the case without delay. An assignment can be accepted or rejected by several methods. Once an assignment is accepted, rejected, or times out, a confirmation email is sent to the attorney.

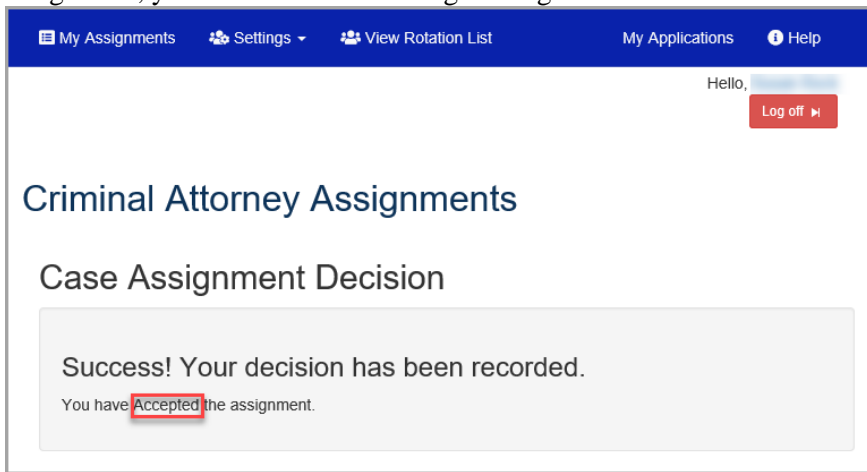
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Via Email

1. An attorney will receive an email for each new assignment offer. Click on the appropriate link within the email to Accept or Decline the offer:

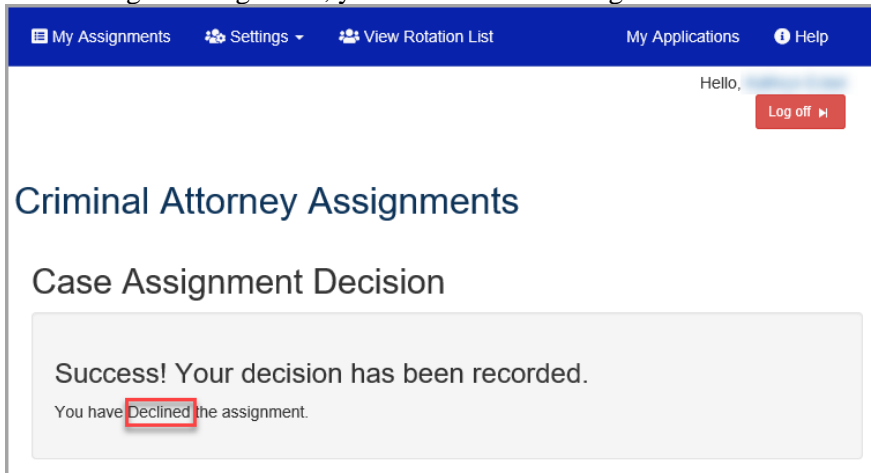


2. After selecting a link, you will be routed to the Criminal Attorney Case Assignments application on www.3rdcc.org. If not currently logged in, you will need to log in first. If accepting the assignment, you will see the following message:



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- If declining the assignment, you will see this message:



Via Criminal Attorney Case Assignments Application

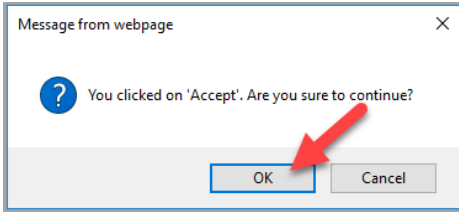
- Access the *Criminal Attorney Case Assignments* application via www.3rdcc.org.
- From the *My Assignments* tab, select the appropriate link to Accept or Decline the assignment offer from the *My Requests* list:

The screenshot shows the 'My Requests' section of the application. It features a table with columns: CTN, Case Title, Defendant, Tier, Hearing, Type, Sent On, Responded, Type, and Status. A red callout box with white text says 'Click on the appropriate link to Accept or Decline the assignment offer' and has arrows pointing to the 'Status' column of the first row. The first row shows a request for 'State of Michigan v Tommy Lee Crumpler' with a status of 'Accepted' (indicated by a green checkmark icon) and a 'Decline' link (indicated by a red 'X' icon).

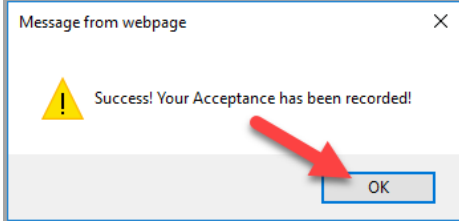
CTN	Case Title	Defendant	Tier	Hearing	Type	Sent On	Responded	Type	Status
18717501-01	State of Michigan v Tommy Lee Crumpler	Crumpler, Tommy Lee	3	01/23/2020	DCPX	01/15/2020 02:34 PM		36 District Court, Detroit	Accepted
15716323-01	State of Michigan v Twone Lawrence Walton	Walton, Twone Lawrence	4	01/24/2020	DCEX	01/14/2020 12:02 PM	01/14/2020 04:03 PM	36 District Court, Detroit	Timed Out
19716905-01	State of Michigan v Paul Bryce Brady	Brady, Paul Bryce	3	01/29/2020	DCEX	01/13/2020 09:19 AM	01/13/2020 10:19 AM	32B Municipal Courts, Grosse Pointe Farms	Timed Out
19720945-01	State of Michigan v Karilyn Renee Stevens	Stevens, Karilyn Renee	4	01/21/2020	DCEX	01/09/2020 11:13 AM	01/13/2020 10:19 AM	28 District Court, Southgate	Timed Out
19716905-01	State of Michigan v Paul Bryce Brady	Brady, Paul Bryce	3	04/06/2020	DCEX	12/23/2019 09:51 AM	12/23/2019 09:54 AM	32B Municipal Courts, Grosse Pointe Farms	Accepted
00092190-01	State of Michigan vs. Darlene Hill	Hill, Darlene	4	12/30/2019	DCEX	12/20/2019 05:58 PM	12/20/2019 06:23 PM	32B Municipal Courts, Grosse Pointe Farms	Accepted
19703259-01	State of Michigan v Sherard Alwin Youngblood	Youngblood, Sherard Alwin	4	12/18/2019	DCEX	12/18/2019 11:03 AM	12/18/2019 11:03 AM	Spot	Rejected

- If you select the link to accept the offer, you will see the following message. Select *OK* to continue:

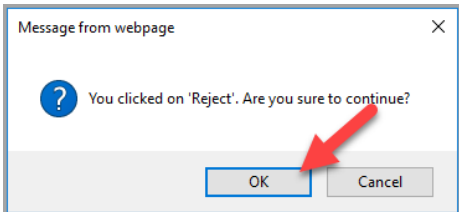
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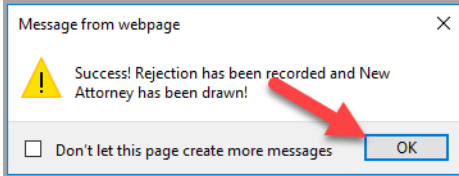
You will then receive this message. Select OK to return to your *My Requests* page:



4. If you select the link to reject the offer, you will see the following message. Select **OK** to continue:



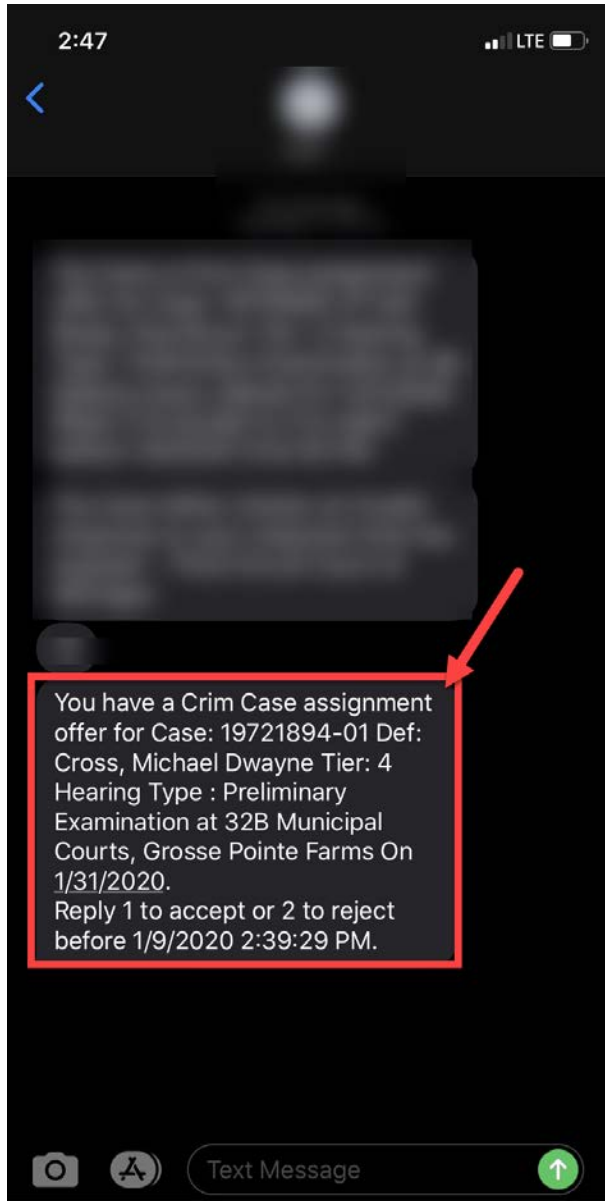
You will then receive this message. Select OK to return to your *My Requests* page:



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Via Text

Each assignment offer is also communicated to the attorney via text. This is why it is imperative that the cell number associated with your 3rdcc.org Outside Agency Web Access account be kept up to date. To respond to the offer via text, the attorney needs to reply with the number associated with the **Accept** or **Reject** option. In the example below, the attorney needs to reply with 1 to accept or 2 to reject. Reply only with the number (no other characters or spaces).



View Assignment History

The attorney can view his/her assignment offer history from the **My Assignments** tab. Information can be sorted or filtered where the filter symbol (⌵) is shown. Use paging options at the bottom of the screen to view older information.

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CTN	Case Title	Defendant	Tier	Hearing	Type	Sent On	Responded	Spot?	Court	Status
11706741-01			2	06/19/2019	DCEX	06/20/2019 11:52 AM	06/20/2019 12:01 PM	no	28 District Court, Southgate	Rejected
18058307-01			4	06/26/2019	DCEX	06/18/2019 09:41 AM	06/18/2019 09:46 AM	no	16 District Court, Livonia	Accepted
16722134-01			4	06/27/2019	DCPX	06/12/2019 09:14 AM	06/12/2019 09:15 AM	no	32B Municipal Courts, Grosse Pointe Farms	Accepted
16723446-01			4	06/27/2019	DCPX	06/12/2019 09:12 AM	06/12/2019 09:15 AM	no	32B Municipal Courts, Grosse Pointe Farms	Accepted
15057233-01			4	06/27/2019	DCEX	06/12/2019 08:54 AM	06/12/2019 08:56 AM	no	36 District Court, Detroit	Accepted
00092231-01			4	05/31/2019	DCPX	05/30/2019 02:42 PM		no	17 District Court, Redford	Timed Out
19705948-01			4	04/17/2019	DCEX	04/17/2019 02:10 PM	04/17/2019 02:10 PM	yes	34 District Court, Romulus	Accepted

Setting Spot Assignment Courts/Juvenile Waivers

An attorney can identify:

- The district courts for which he/she would like to receive spot assignments
- Whether he/she wishes to receive spot assignments at the Third Circuit Court
- Whether he/she wishes to receive Juvenile Waiver assignments

Follow these steps:

1. From the **Settings** menu, select **My Selections**.
2. Place a checkmark next to each court for which you would like to receive spot assignment offers.
3. Place a checkmark next to Juvenile Waivers to be included for these assignments.
4. Select **Save**.

The list can be updated and saved at any time. Note that the court(s) selected only apply to spot assignments. Approved attorneys will be included in all non-spot district court assignments.

If an attorney removes all district courts and Third Circuit Court for spot assignments (perhaps due to an extended absence), he/she will not receive any calls for spot assignments. When the attorney re-establishes the desired court(s) for spot assignments, his/her position in the queue will be determined by the last date/time a spot assignment was offered. This date/time value is used to determine the spot assignment rotational list.

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My Assignments Settings View Rotation List My Applications Help

Third Judicial Circuit of Michigan Criminal Attorney Assignments

My Selections

Spot Assignments

Select Courts that you would like Spot Assignments for:

<input checked="" type="checkbox"/> 16 District Court, Livonia	<input checked="" type="checkbox"/> 17 District Court, Redford
<input checked="" type="checkbox"/> 18 District Court, Westland	<input checked="" type="checkbox"/> 19 District Court, Dearborn
<input checked="" type="checkbox"/> 20 District Court, Dearborn Heights	<input checked="" type="checkbox"/> 21 District Court, Garden City
<input checked="" type="checkbox"/> 22 District Court, Inkster	<input checked="" type="checkbox"/> 23 District Court, Taylor
<input checked="" type="checkbox"/> 24 District Court, Allen Park	<input checked="" type="checkbox"/> 25 District Court, Lincoln Park
<input checked="" type="checkbox"/> 26A District Court, River Rouge	<input checked="" type="checkbox"/> 26B District Court, Ecorse
<input checked="" type="checkbox"/> 27 District Court, Wyandotte	<input checked="" type="checkbox"/> 28 District Court, Southgate
<input checked="" type="checkbox"/> 29 District Court, Wayne	<input checked="" type="checkbox"/> 30 District Court, Highland Park
<input checked="" type="checkbox"/> 31 District Court, Hamtramck	<input checked="" type="checkbox"/> 32A District Court, Harper Woods
<input checked="" type="checkbox"/> 32B Municipal Courts, Grosse Pointe City	<input checked="" type="checkbox"/> 32B Municipal Courts, Grosse Pointe Farms
<input checked="" type="checkbox"/> 32B Municipal Courts, Grosse Pointe Park	<input checked="" type="checkbox"/> 32B Municipal Courts, Grosse Pointe Shores
<input checked="" type="checkbox"/> 32B Municipal Courts, Grosse Pointe Woods	<input checked="" type="checkbox"/> 33 District Court, Woodhaven
<input checked="" type="checkbox"/> 34 District Court, Romulus	<input checked="" type="checkbox"/> 35 District Court, Plymouth
<input checked="" type="checkbox"/> 36 District Court, Detroit	<input checked="" type="checkbox"/> Criminal Division

Juvenile Waivers

Select for Juvenile waiver assignments:

Juvenile Waivers

Save

View Rotational List

Attorneys can view the current attorney queue for district court and spot assignments by tier and year. The **Rotation List** screen will also show any currently inactive attorneys. These attorneys are not considered for assignment while inactive.

1. View District Court Rotation
 - a. Select **District Court** for **Type** selection.
 - b. Select the desired **Tier** from the drop-down list.
 - c. Select the desired **Year** from the drop-down list.
 - d. The **Court** value will be protected when viewing the District Court rotation.
 - e. Click the **Go** button.

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Third Judicial Circuit of Michigan

Criminal Attorney Assignments

Rotation List

Type: District Court Tier: Tier 4 Year: 2020 Court: Select Court... [Go](#) [Refresh](#)

AttorneyName	Court	BarNum	Tier	Last Req Date
[Redacted]	32B Municipal Courts, Grosse Pointe Farms	[Redacted]	4	01/15/2020 06:11 AM
[Redacted]	28 District Court, Southgate	[Redacted]	4	01/15/2020 11:10 AM
[Redacted]	28 District Court, Southgate	[Redacted]	4	01/15/2020 11:21 AM
[Redacted]	36 District Court, Detroit	[Redacted]	4	01/15/2020 11:21 AM
[Redacted]	32B Municipal Courts, Grosse Pointe Farms	[Redacted]	4	01/15/2020 11:21 AM
[Redacted]	32B Municipal Courts, Grosse Pointe Farms	[Redacted]	4	01/15/2020 11:21 AM
[Redacted]	32B Municipal Courts, Grosse Pointe Farms	[Redacted]	4	01/15/2020 11:21 AM
[Redacted]	32B Municipal Courts, Grosse Pointe Farms	[Redacted]	4	01/16/2020 08:22 AM
[Redacted]	28 District Court, Southgate	[Redacted]	4	01/16/2020 08:22 AM

Current Inactive Attorneys List

Attorney Name

- [Redacted]
- [Redacted]

2. View Spot Rotation



- Select **Spot** for **Type** selection.
- Select the desired **Tier** from the drop-down list.
- Select the desired **Year** from the drop-down list.
- Select the desired **Court** from the drop-down list.
- Click the **Go** button.

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My Assignments Settings View Rotation List My Applications Help

Third Judicial Circuit of Michigan Criminal Attorney Assignments

Rotation List

Type: Spot Tier: Tier 4 Year: 2020 Court: 36 District Court, D...  

AttorneyName	Court	BarNum	Tier	Last Req Date
	36 District Court, Detroit		4	
	36 District Court, Detroit		4	
	36 District Court, Detroit		4	11/11/2019 02:25 PM
	36 District Court, Detroit		4	11/11/2019 02:26 PM
	36 District Court, Detroit		4	11/12/2019 01:49 PM

Current Inactive Attorneys List

Attorney Name