CRIMINAL ATTORNEY CASE ASSIGNMENTS
DISTRICT COURT INSTRUCTIONS

Create Account and Request Access

1. If you are not yet registered for this site, you will need to create an account. See tutorial for how to register at 3rdcc.org/agency-resources. If you serve multiple district courts, you will need a separate log in/registration for each district court.

2. After creating an account, you will need to contact Trial Court Services at the Third Circuit Court to associate your Criminal Attorney Case Assignments access specifically to your district court.

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*.

5. Select *Criminal Attorney Case Assignments* from My Applications list

Request Case Assignment

Case Found in Odyssey

1. Enter the *CTN* for the case in which an attorney is needed and select *Search*.

2. If the CTN is found in the Third Circuit Court case management system (Odyssey), it will display the case information as seen below.

3. If desired, enter the *Judge* for the case.

4. Select the *Hearing Type* from the drop-down list.

5. Select the *Date* and *Time* of the hearing from the corresponding date and time icons.

6. To upload the Petition and Order for Court Appointed Attorney form (MC 22-3C) form, click *Select File*, choose the file to upload, and click *Open*.
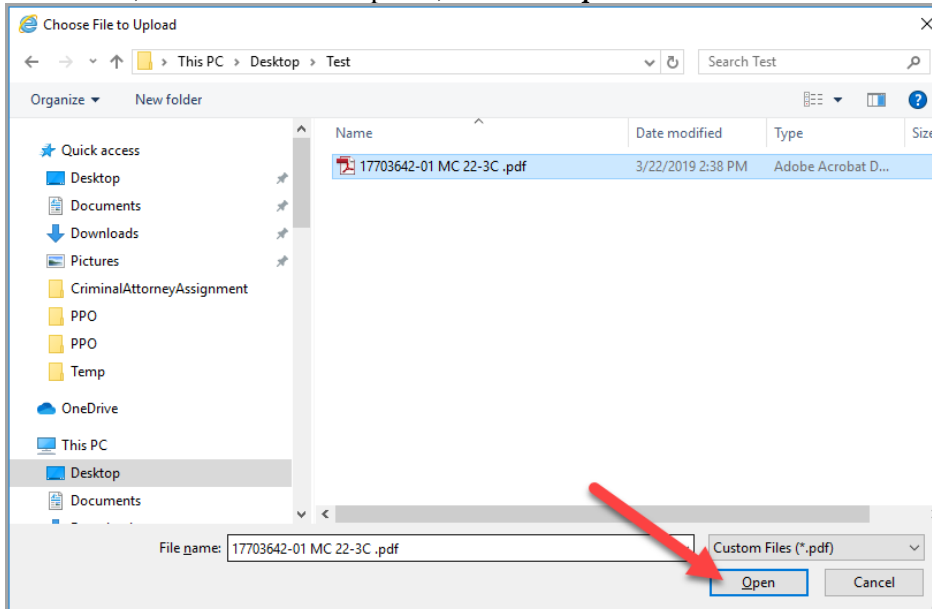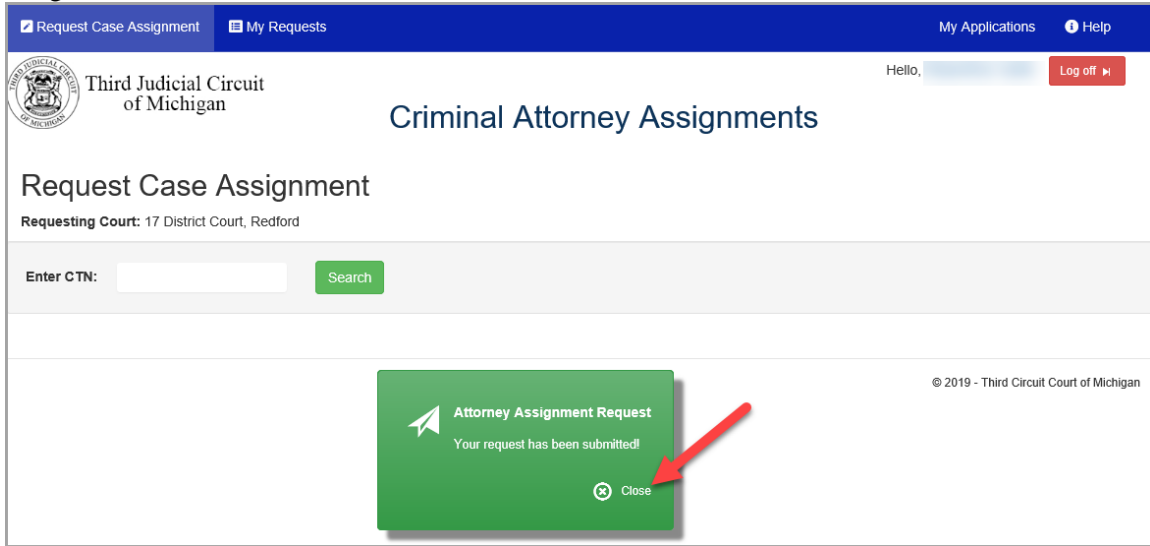

7. Select *Request Attorney Assignments* to send the request to Third Circuit Court.

8. To confirm the request, click OK.
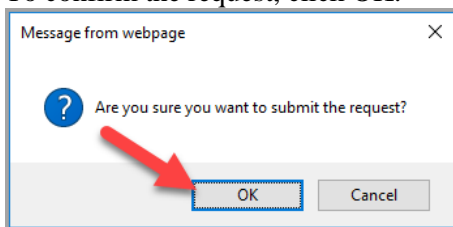
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9. You will receive the following message. Click **Close** to return to request another case assignment.
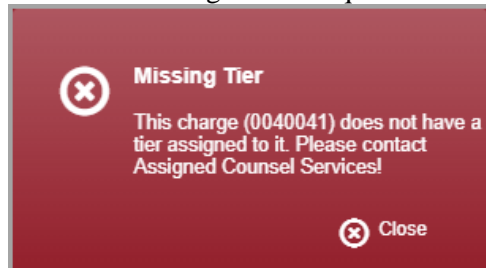

Case Not Found in Odyssey

1. If the **CTN** entered is not found in Odyssey, the message **Case could not be located in Third Circuit Court CMS!** is displayed.

2. Enter the **Defendant Name**.

3. Enter the **Judge** (optional).

4. Enter the **Charge(s)** on the case:

   a. Enter the charge code or description for the charge. While entering the code or description, the system will try to match your value from the valid charges available and

display any matches.

b. Select the charge code from the list that matches the desired code. After selecting the charge code, if you receive the message below indicating that the charge code "does not have a tier assigned to it," you will need to contact Assigned Counsel Services before you can add this charge to the request.

c. Repeat previous steps to add additional charges.

d. If a charge was selected in error, click on the *X* next to the charge to remove it.

5. Select the *Hearing Type* from the drop-down list.

6. Select the *Date* and *Time* of the hearing from the corresponding date and time icons.

7. To upload the Petition and Order for Court Appointed Attorney form (MC 22-3C) form, click *Select File*, choose the file to upload, and click *Open*.

8. Select *Request Attorney Assignments* to send the request to Third Circuit Court.

9. To confirm the request, click OK.
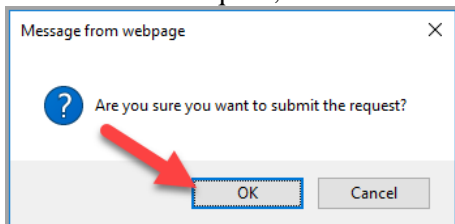
10. You will receive the following message. Click *Close* to return to request another case assignment or simply finish the task.
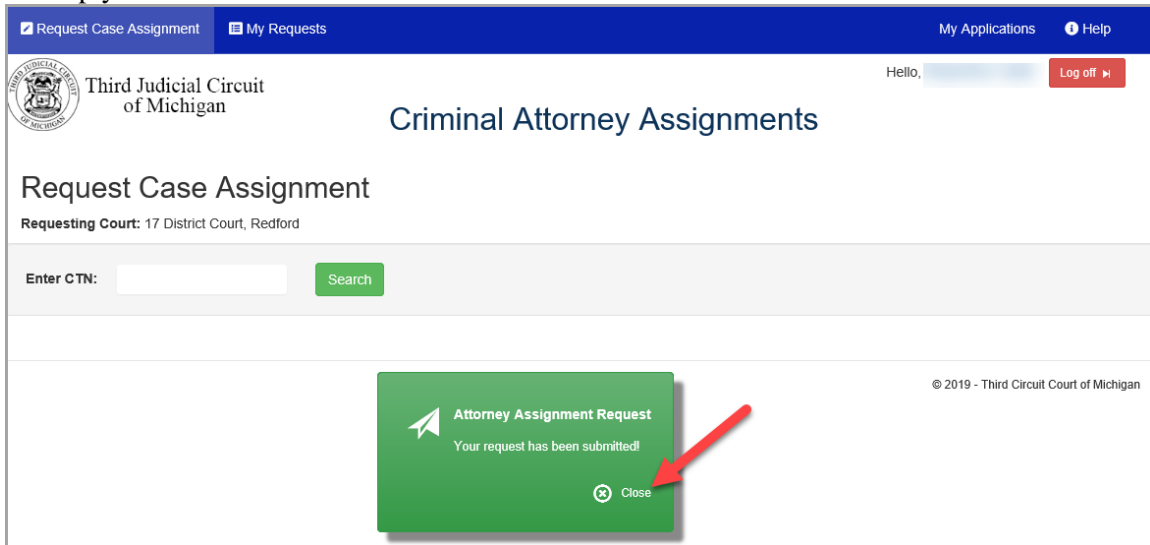
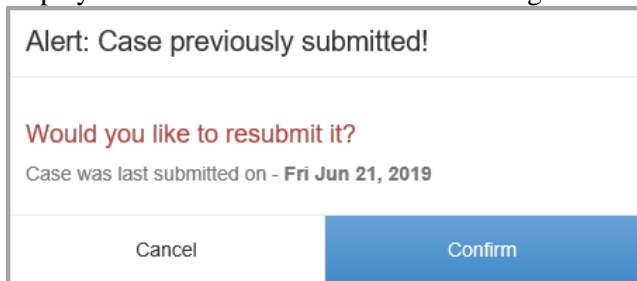## Assignment Previously Requested

If a District Court assignment request already exists for the CTN entered, the following warning will display. Select Confirm if an additional assignment is needed or Cancel to request a different CTN:

Attorney Accepts Assignment

Once an attorney accepts an assignment, all email addresses associated with the requesting district court user's account will receive a confirmation email. In the example that follows, all the email addresses highlighted will receive a confirmation email when an assignment is filled for a case assignment requested by Jane Doe.

Register

(*) - Indicates Required Fields.

First Name (*):
Jane

Middle Name:

Last Name (*):
Doe

User Name (*):
JaneDoe536

Birth Date:

Email (*):
jane.doe@districtcourt.org

Other Emails (Semicolon separated. ex) example@example.com;example2@example.com)
john.doe@districtcourt.org;john.doe2@districtcourt.org

SSN (Last 4):

Bar Number:
P ___ (type only numbers)

Cell Phone:

Work Phone:

Password (*):

Repeat Password (*):

✖ Cancel   ± Register

View Requests

Select My Requests from the menu to see your requests. The default sort order is by Status. The statuses displayed include:

- Needs an Assignment – Your request for an attorney has not been offered to an attorney as yet.
- Pending – Your request for an attorney has been offered to an attorney (shown in the Attorney column) but has not yet been accepted.
- Accepted – An attorney has accepted the assignment offer (shown in the Attorney column).

Information can be sorted in ascending or descending order by selecting the column name. You can also filter the requests where the filter symbol (▼) is shown. Use paging options at the bottom of the screen

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to view additional requests.

CTN	Defendant	Status	Attorney	Judge	Type	Hearing On	Req Date ↓
19705788-01		Accepted	John Kennedy	Judge Piccoli	DCEX	02/10/2020 09:00 AM	02/10/2020 09:56 AM
16716249-02		Accepted	William Winters	Judge Corona	DCPX	02/14/2020	02/07/2020 01:17 PM
19704419-01		Accepted	Kathryn Eckel	Reed	DCEX	02/07/2020 09:00 AM	02/07/2020 10:48 AM
19703856-01		Pending	Sreerekha Sharma	Reynolds	DCEX	02/07/2020 10:00 AM	02/07/2020 10:45 AM
19703856-01		Pending	Evan Callanan	Reynolds	DCEX	02/07/2020 10:00 AM	02/07/2020 10:45 AM
19703856-01		Pending	Kimberly Lewis	Reynolds	DCEX	02/07/2020 10:00 AM	02/07/2020 10:45 AM
19703856-01		Pending	Clifford Woodards	Reynolds	DCEX	02/07/2020 10:00 AM	02/07/2020 10:45 AM
19703856-01		Pending	Richard Dwyer	Reynolds	DCEX	02/07/2020 10:00 AM	02/07/2020 10:45 AM
19724745-01		Need an Assignment		Judge Abraham Lincoln	DCEX	02/06/2020	02/06/2020 08:37 AM
19724744-01		Need an Assignment			DCEX	02/06/2020	02/06/2020 08:30 AM

Request Case Assignment   My Requests   My Applications   Help

Hello,   Log off ▶

Third Judicial Circuit of Michigan

Criminal Attorney Assignments

My Requests

☐ Show all cases for Court : 28 District Court, Southgate

|◄ ◄ **1** 2 3 4 5 6 7 8 9 10 … ► ►| 10 ▼ items per page   1 - 10 of 130 items ⟳

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If you would like to view requests by all users registered with your district court, select the checkbox shown below: