

Third Judicial Circuit of Michigan FOC Process Service Login Procedure

To access the FOC Process Service application, you will now go through the court's website at www.3rdcc.org. From the Home page, select "Agency Resources" from Essential Links:



From the Agency Resources page, select "Outside Agency Web Access" within Applications Access:



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You will then be presented with the following Login page:



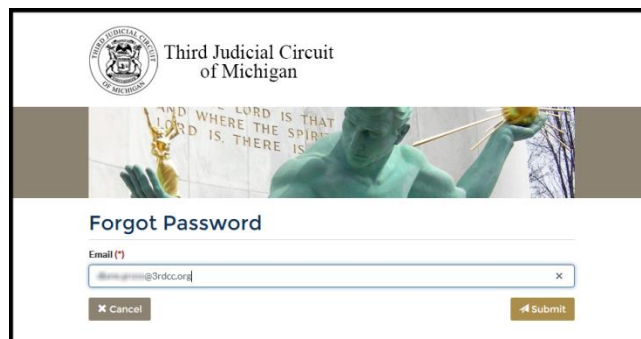
The screenshot shows the login page for the Third Judicial Circuit of Michigan. At the top left is the seal of the Third Judicial Circuit of Michigan. To its right is the text "Third Judicial Circuit of Michigan". Below this is a banner image featuring a statue of a man holding a scale and a sword, with a banner in the background that reads "AND WHERE THE SPIRIT OF THE LORD IS THAT LORD IS, THERE IS". Below the banner is the "Login" section. It contains three input fields: "User Name (*)", "Password (*)", and "Domain". The "Domain" dropdown menu is currently set to "Public". At the bottom of the login section are three buttons: "Forgot Password", "Create a New Account", and "Log In".

Court Personnel:

1. For court personnel, enter your Active Directory ID and password in the User Name and Password fields. This is the ID and password you use to log in to your PC.
2. Select "3rdcc" from the Domain drop-down list.
3. Select Log In
4. Click on the desired application from your approved list.

Non-Court Personnel:

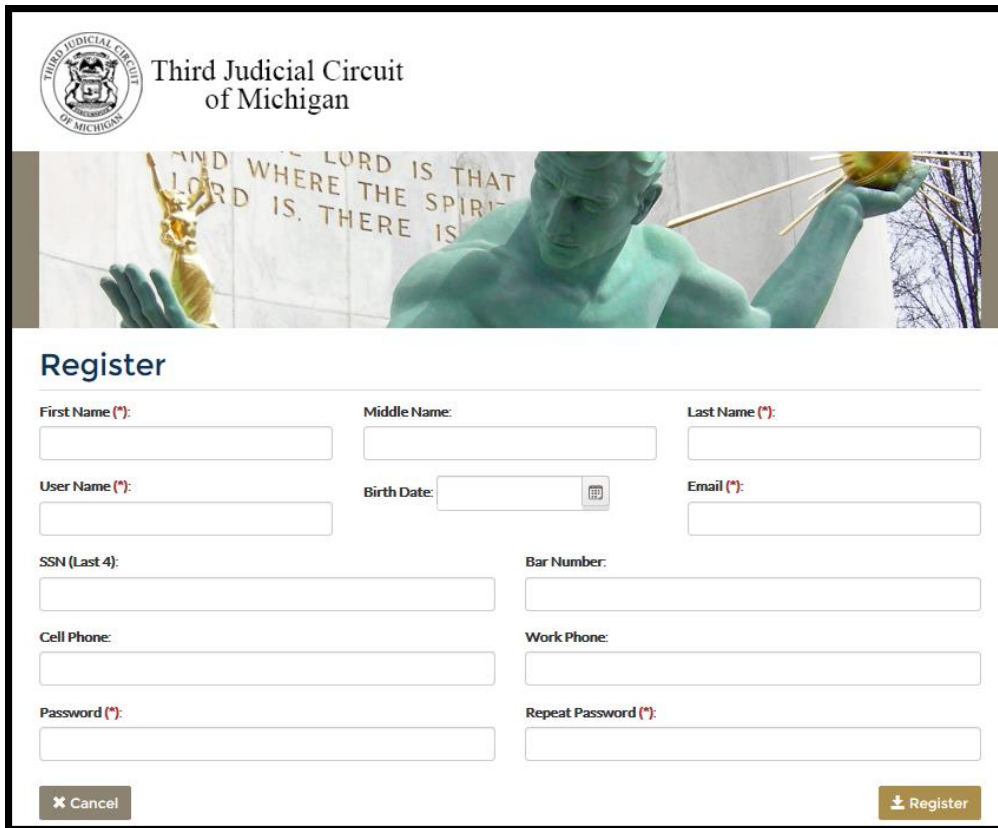
1. If you previously had access to the FOC Process Service application, the password you previously used has expired. When logging in through Agency Resources for the *first* time, you will need to establish a new password by selecting the "Forgot Password" option. Enter your email address and select "Submit" to receive a new password to your email.




The screenshot shows the "Forgot Password" page for the Third Judicial Circuit of Michigan. At the top left is the seal of the Third Judicial Circuit of Michigan. To its right is the text "Third Judicial Circuit of Michigan". Below this is a banner image featuring a statue of a man holding a scale and a sword, with a banner in the background that reads "AND WHERE THE SPIRIT OF THE LORD IS THAT LORD IS, THERE IS". Below the banner is the "Forgot Password" section. It contains one input field: "Email (*)". The email field contains the text "jones@3rdcc.org". At the bottom of the forgot password section are two buttons: "Cancel" and "Submit".

Third Judicial Circuit of Michigan FOC Process Service Login Procedure

2. If you have not previously had access to the FOC Process Service application, you will need to select the “Create a New Account” option at the bottom of the Login screen.



The screenshot shows the registration page for the Third Judicial Circuit of Michigan. At the top left is the court's seal. The header reads "Third Judicial Circuit of Michigan". Below the header is a banner image featuring a statue and a quote: "THE LORD IS THAT AND WHERE THE SPIRIT OF THE LORD IS, THERE IS". The main section is titled "Register" and contains the following fields:

- First Name (*):
- Middle Name:
- Last Name (*):
- User Name (*):
- Birth Date: 
- Email (*):
- SSN (Last 4):
- Bar Number:
- Cell Phone:
- Work Phone:
- Password (*):
- Repeat Password (*):

At the bottom left is a "Cancel" button and at the bottom right is a "Register" button.

- a. Required fields are marked with an asterisk. However, please fill out all the known applicable information and select “Register.” Note that the password must contain at least eight characters including one number, one lowercase letter, one capital letter, and one special character.
3. If not creating a new account, simply enter your User Name and Password (leaving Public as the Domain option) and select “Log In.” If you have forgotten your password, select “Forgot Password” and your password will be emailed to the email address entered provided a matching user record is found.
 4. Select FOC Process Service application from your approved application list.

Third Judicial Circuit of Michigan FOC Process Service Login Procedure



5. The FOC Process Service application will be displayed:

