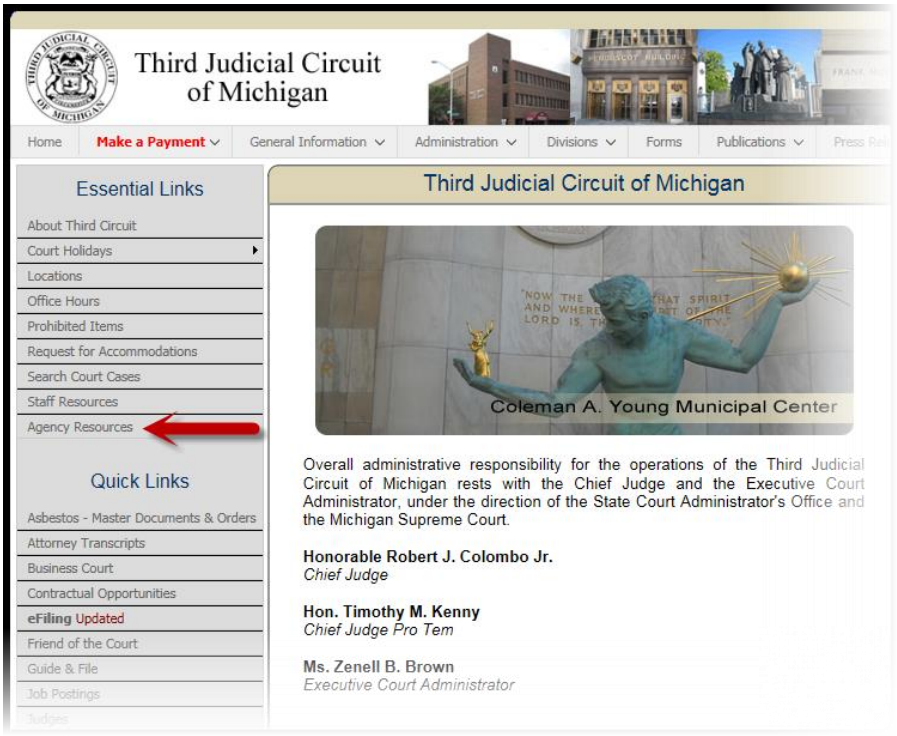
Third Judicial Circuit of Michigan
FOC Process Service Login Procedure

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:

You will then be presented with the following Login page:

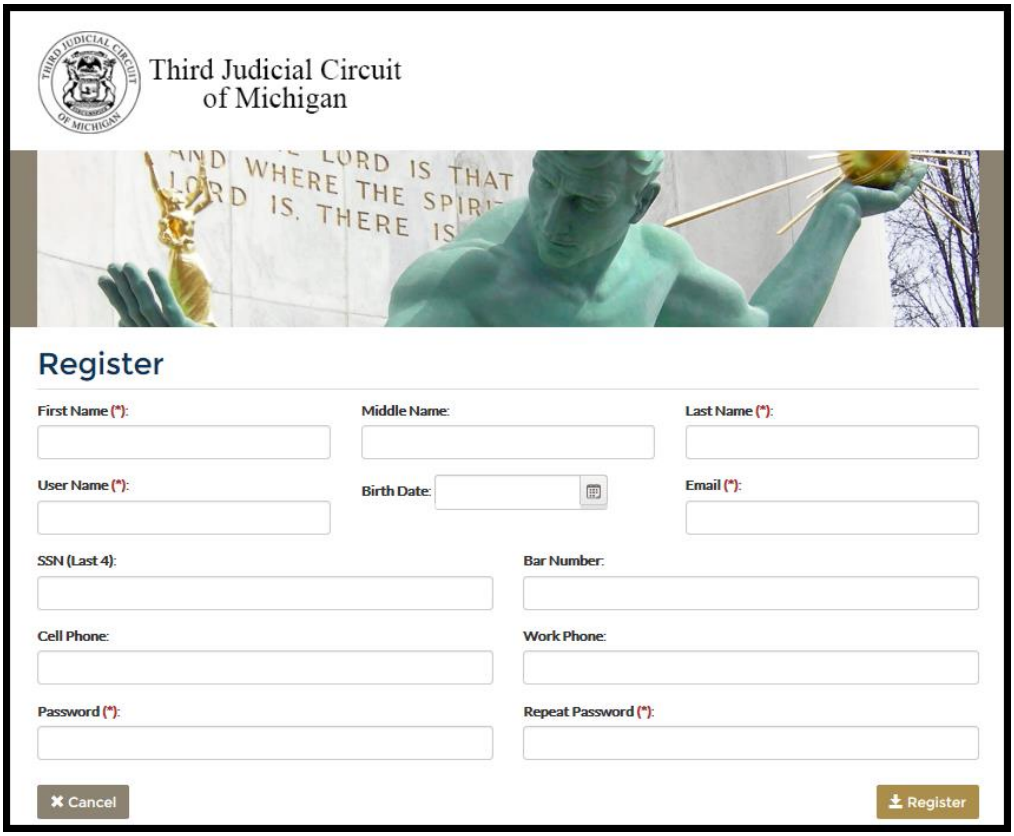
<u>Court Personnel</u>:

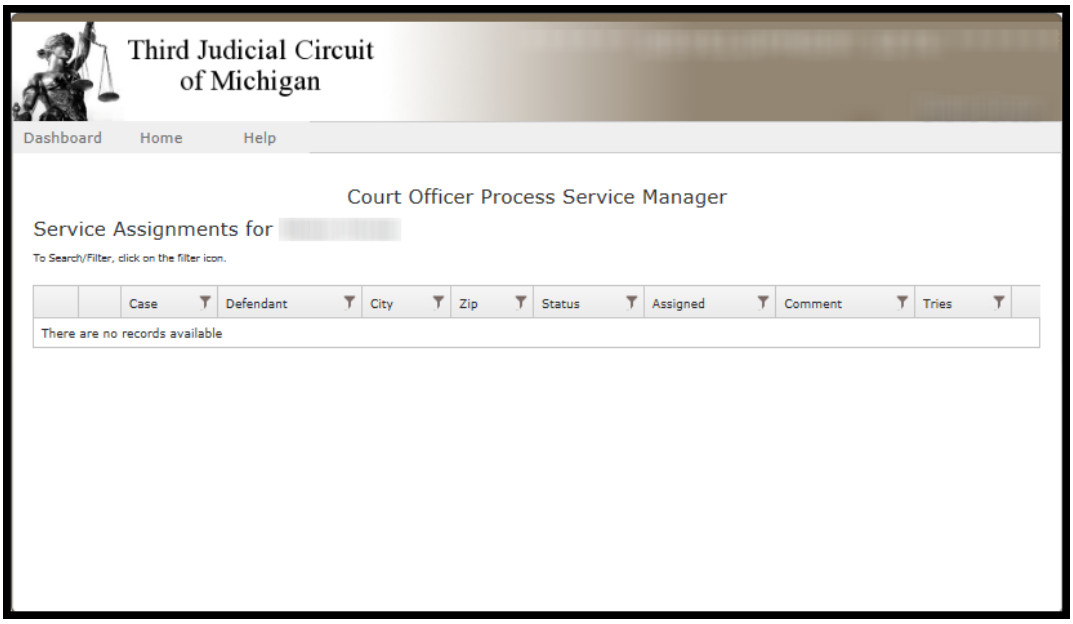
1. For court personnel, enter your Active Directory ID and password in the User Name and Password fields. This is the ID and password you use to log in to your PC.
2. Select "3rdcc" from the Domain drop-down list.
3. Select Log In
4. Click on the desired application from your approved list.

<u>Non-Court Personnel</u>:

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.

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.



   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.

5. The FOC Process Service application will be displayed: