

	<b>REQUIREMENTS FOR APPLICATION TO THE ASSIGNED HOUSE COUNSEL FAMILY DIVISION – DOMESTIC</b>	<b>NUMBER:</b> 3CC-AHC-0100
		<b>REVISION DATE:</b> 12/09/2024

The 2025-2028 Assigned House Counsel Family Division – Domestic List is now open. You must meet all of the following requirements before you will be considered for placement on the approved list for House Counsel, Family Division – Domestic (Show Cause Hearings, Bench Warrants, and PPO Docket). Proof of completion of the following requirements (with the exception of #3) as well as a fully completed attorney profile form must be submitted together to Case Processing in Room 770 of the Coleman A. Young Municipal Center no later than 4:00pm on March 31, 2025. Incomplete or late applications will not be accepted. Completion of an application does not guarantee acceptance onto the Assigned House Counsel List.

**NOTE TO ALL ATTORNEYS ON THE CURRENT HOUSE COUNSEL LIST: YOU WILL HAVE TO REAPPLY TO BE CONSIDERED FOR THE 2025 – 2028 LIST.**

The current list is valid until June 30, 2025. To be considered for the 2025-2028 list, you must meet the requirements listed below and complete and apply by March 31, 2025.

APPLICANTS MUST:

1. **BE IN GOOD STANDING WITH THE MICHIGAN STATE BAR**
2. **MUST HAVE MIDC CERTIFICATION AND PROVIDE CERTIFICATE OF COMPLETION AS FOLLOWS:**
  - A. 12 Hours of MIDC approved training
  - B. 16 Hours of MIDC approved training (Attorneys two years or fewer experience as a criminal defense attorney in **Michigan**.)

**NOTE:** For purposes of the application, you must show proof that you completed the required amount of MDIC trainings between January 1, 2024 and December 31, 2024

3. **ATTEND WAYNE COUNTY THIRD CIRCUIT COURT ANNUAL TRAINING IN 2025 AND RECEIVE CERTIFICATE OF COMPLETION**
4. **MAINTAIN MALPRACTICE INSURANCE** (and provide current proof of insurance with application)
5. **COMPLETE ATTORNEY PROFILE FORM**  
Form is attached to this announcement and can be obtained from Case Processing, 2 Woodward Ave., 770 CAYMC, Detroit, MI 48226.

## **PROFICIENCY WITH FOC MOTION PACKETS**

As the attorney representing defendants in various FOC proceedings, it is imperative that you be familiar with the forms available for the motions necessary to properly advise your clients. You should know what forms are needed, where the forms are located, how to fill them out and when and where to file them.

### **Available Packets:**

Motion to Change Custody (FD/FOC 4018)  
Motion to Set Aside Affidavit/Acknowledgement of Parentage (FD/FOC 4021)  
Motion to Address General Financial Issues (FD/FOC 4124)  
Motion for a Referee Hearing (FD/FOC 4030)  
Motion to Change Parenting Time (FD/FOC 4031)  
Motion to Transfer your Case to Another Michigan County (FD/FOC 4033)  
Motion to Modify Child Support (FD/FOC 4035)  
Miscellaneous Motion Packet (FD/FOC 4037)  
Motion to Set Aside Order of Filiation & Genetic Testing (FD/FOC 4038)  
Parenting Time/Custody Enforcement Request (FD/FOC 4052)  
Motion for Payment Plan (FD/FOC 4100)  
Motion to Adjust Arrears Upon Completion of Payment Plan (FD/FOC 4200)  
Request for Discharge of State Arrears (FD/FOC 4127)

### **Form/Packet Locations:**

Information Service Area – 1st Floor of the Penobscot Building  
Room 900A – Coleman A Young Municipal Center  
Third Circuit Court Website: [www.3rdcc.org](http://www.3rdcc.org)

## **ANNUAL REVIEW**

If you are accepted to be on the Assigned House Counsel List, you must resubmit proof of the requirements listed in paragraphs 1-4 above by the first Friday of February every year.

To ensure that defendants in domestic cases continue to receive high-standard legal representation, the Family Division – Domestic House Counsel Committee meets annually to review: A) the documents submitted by approved attorneys to establish continued compliance with the requirements enunciated in paragraphs 1 – 4; and B) Performance Checklists completed by the Judges and Case Processing staff.

