

STATE COURT ADMINISTRATIVE OFFICE

ASSIGNMENTS SYSTEM USER GUIDE FOR COURT USERS

VERSION: REVISION 7

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1 Introduction

This User Guide for Court Users was created for the State Court Administrative Office's Assignments System. The guide illustrates to court users and application programmers the Assignment System's screens and their functionality. This guide also describes each screen and explains the intent, navigation mechanisms, what each data field represents, and how each field is to be used.

2 Software Application Screens

2.1 Common Screen Functionality

All screens that are not pop-ups will have a link to logout out of the Michigan Court Application Portal (MCAP) (located in the upper right-hand corner of the screen), drop-down menus for navigating both the Assignments application and MCAP (located underneath the application name), and a link to the MCAP Help Desk (located at the bottom center of the screen). The drop-down menu bar contains five menus for court users: Applications, Main Menu, Manage Data, Reports, and Utilities. The Applications menu provides links to other MCAP applications to which the user has access. The Main Menu link is simply a link to the Main Menu screen. The Manage Data menu provides links to the Request for Assignment, Requests by Status, and Blanket Assignment Renewals screens. The Reports menu is simply a link to the Assignment Reports screen. The Utilities menu provides links to the various MCAP utilities: the MCAP Home Page, the Change Email screen, the Change Password screen, the MCAP Help Desk, and the Phone Look Up screen. The MCAP Help Desk menu item is a submenu consisting of the following links: Submit an error report, Ask a question, Download user guides, and View frequently asked questions. Additionally, most of the screens contain tooltips designed to give the user additional information about the fields. To see the tooltip for a field, place the mouse pointer (cursor) over that field or the label of the field. The tooltip will display in a small, light yellow box.

2.2 Court User Screens

2.2.1 Main Menu

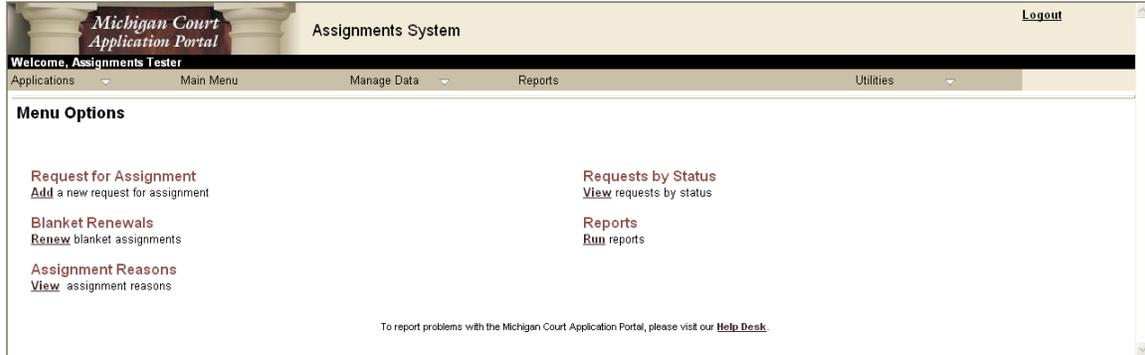


Figure 1: Main Menu Screen

2.2.1.1 Purpose

The Main Menu screen provides links to other application screens. For court users, it provides links to the Request for Assignment, Requests by Status, Blanket Assignment Renewals, Assignment Reports, and Assignment Reasons screens.

2.2.1.2 Usage

To navigate to a screen from the Main Menu screen, simply click on the appropriate link.

2.2.1.3 Screen Element Descriptions and Usage

Name	Description	Usage
Request for Assignment link	Navigates to the Request for Assignment screen.	Click this link to go to the Request for Assignment screen to enter a new request for assignment.
Requests by Status link	Navigates to the Requests by Status screen.	Click this link to go to the Requests by Status screen to view a list of requests for assignment by status.
Blanket Renewals link	Navigates to the Blanket Assignment Renewals screen.	Click this link to go to the Blanket Assignment Renewals screen to designate which blanket assignments should be renewed.
Reports link	Navigates to the Assignment Reports screen.	Click this link to go to the Assignment Reports screen to run assignment reports.
Assignment Reasons link	Displays a pop-up window of valid assignment reasons.	Click this link to view a list of all valid assignment reasons and their codes.

2.2.2 Request for Assignment

Michigan Court Application Portal Assignments System Logout

Welcome, Assignments Tester

Applications Main Menu Manage Data Reports Utilities

Request for Assignment

[Return to Main Menu](#)

The fields marked with an asterisk are required.
The request for assignment is not complete until you have clicked the Submit button at the bottom of the screen.

Assignment Information

Reason * [View Assignment Reasons](#)

Assign Judge * of the

To Preside In C30 30th Circuit Court *

Location(s) Ingham County

Start Date *

End Date

OR Specific, Noncontiguous Dates Use Calendar

If the assignment is urgent, please contact your Regional Office at (899) 772-5934.

Case Information

Case Number(s)

Case Title(s)

Attorney Name(s) for Plaintiff

Attorney Name(s) for Defendant

Time Estimate

Previous Assignment(s) and/or Judge(s)

Case Summary and Status

Description of Action (Criminal Charges, Civil Complaint, Petition, etc.)

Additional Comments

Figure 2: Request for Assignment Screen (Top)

Supporting Documentation

If you have any supporting documentation, you may upload it directly using the fields below or you can fax it. To fax the supporting documentation, please print the request for assignment (click the View or Print button located at the bottom of the screen) and fax it and the supporting document to your Regional Office at (899) 773-0457.

Document Type

Description

Document

To upload supporting documentation instead of faxing it to your Regional Office, you must first submit the request for assignment. After the request for assignment has been submitted to the Regional Office for approval, scan in the document and save it as a .pdf. Select the document type and enter a description for the document. Click the Browse button and locate the .pdf to store. Select the file from the file dialog and click the Upload button.

Submission

By submitting this request, you are certifying that the Chief Judge of your court has authorized this request for assignment.

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).

Figure 3: Request for Assignment Screen (Bottom)

2.2.2.1 Purpose

The Request for Assignment screen is to be used to enter new requests for assignment. It is also used to display existing requests for assignment.

2.2.2.2 Usage

To navigate to this screen, click the Request for Assignment link on the Main Menu screen, or select Request for Assignment from the Manage Data drop-down menu. This screen also will be displayed after clicking the Request button for a request for assignment in the grid on the Requests by Status screen.

To enter a new request for assignment when viewing an existing assignment request, click the New Request button at the bottom of the screen, which will clear the form for entry of a new request.

A reason is required to be entered for a request for assignment. Select a reason from the Reason drop-down list, located in the Assignment Information section. To view a list of all reasons and their codes, click the View Assignments Reason link located to the right of the Reason drop-down list. The Assignment Reasons screen will display. Selecting an assignment reason will determine the fields that are required, which will be marked with an asterisk. Additionally, if the request is for a disqualification or motion for disqualification, selecting the assignment reason will display the Documentation Needed screen as a pop-up window, thus informing the user that additional documentation is necessary for these types of assignments. Selecting a ceremonial assignment reason (marriage or swearing-in) will disable all fields and display the Request for Ceremonial Assignment screen as a pop-up window, instructing the user to contact the regional office with requests for ceremonial assignments. Selecting the assignment reason will also populate the Assign Judge drop-down list. Judges may not be selected by a court user for disqualification or motion for disqualification assignments, so the Assign Judge drop-down list will be disabled if one of these reasons is selected. Selecting a blanket assignment reason automatically will select all major locations for the selected court (if any).

Select a judge (if applicable) from the Assign Judge drop-down list, located in the Assignment Information section. As stated previously, a court user may not select judges for disqualification or motion for disqualification assignments. A judge must be selected for convenience of location and drug court assignments. Selection of a current judge will display the judge's court to the right of the Assign Judge drop-down list. Selection of a former judge will display "Former Judge" to the right of the Assign Judge drop-down list, and will display a check box below the drop-down list, requiring the requesting court to agree to pay all compensation and expenses of the assigned former judge. If this box is displayed, it must be checked in order to submit the request for assignment.

Select a court (if one is not already selected) from the To Preside In drop-down list, located in the Assignment Information section. If the court user has only one assigned court, that court automatically will be selected in the drop-down list. A court must be selected in all requests for assignment. Selection of a court having multiple locations will populate the Location(s) drop-down list located below the To Preside In drop-down list. Selection of a court with only one location will display that location name instead of the Location(s) drop-down list. If a court with multiple locations is selected, the user must select at least one location from the Location(s) drop-down list. To do this, select an item from the Location(s) drop-down list and click the Add Location button. The location will be added to the Location(s) list box located below the Location(s) drop-down list. Multiple locations may be added to the list box. In order to remove a location from the list box, highlight the item in the list box by clicking on it and then click the Remove Location button. Multiple locations may be removed at the same time by holding the Ctrl

key down while selecting list box items. If a blanket assignment reason is selected in the Reason drop-down list, all major counties for a multiple-location court will be selected in the Location(s) list box automatically.

Enter a start date (if applicable) in the Start Date text box, located in the Assignment Information section. Dates may not be entered for requests for disqualification or motion for disqualification assignments. All other requests for assignment require a start date. However, if specific dates are entered for the request for assignment, the start date will be calculated from the entered dates, so, in this instance, the user does not need to enter a separate start date in the Start Date text box. Otherwise, enter a valid, recognizable, American-style date in the form of MM/DD/YYYY (slashes are provided) in the Start Date text box. Enter an end date (if applicable) in the End Date text box, located in the Assignment Information section. If specific dates are entered for the request for assignment, the end date will be calculated from the entered dates, so, in this instance, the user does not need to enter a separate end date in the End Date text box. Otherwise, enter a valid, recognizable, American-style date in the form of MM/DD/YYYY (slashes are provided) in the End Date text box. If the request for assignment is for specific dates, enter those dates in the Specific, Noncontiguous Dates text box, located in the Assignment Information section. Dates may be entered manually by entering valid, American-style dates separated by commas, or the dates may be selected from the calendar. To select specific dates by using the calendar, click the Use Calendar link located above the Specific, Noncontiguous Dates text box. A calendar will display. Select dates from the calendar by clicking on the date. The date will be added to the text box, adding commas as necessary. Change the calendar months as needed by clicking on the names of the months in the upper corners of the calendar. As stated previously, the start and end dates of the request for assignment will be automatically calculated from the specific dates. When finished using the calendar, click the Close Calendar link.

Please note that if an assignment is urgent, the user should contact the Regional Office. At the bottom of the Assignment Information section, there is a note stating the contact phone number to be used when the assignment is urgent.

Enter case information (if applicable) in the Case Information section. Case number(s) are required for convenience of location, drug court, disqualification, and motion for disqualification assignments. If applicable, enter the case number(s), including the case-type suffix, in the Case Number(s) text box (up to a maximum of 100 characters). Case title(s) are required for convenience of location, drug court, disqualification, and motion for disqualification assignments. If applicable, enter the case title(s) in the Case Title(s) text box (up to a maximum of 500 characters). If applicable, enter the name(s) of the attorney(s) for the plaintiff, up to a maximum of 500 characters, in the Attorney Name(s) for Plaintiff text box. If applicable, enter the name(s) of the attorney(s) for the defendant, up to a maximum of 500 characters, in the Attorney Name(s) for Defendant text box. If applicable, enter an estimate of the amount of time the case will take to be completed in the Time Estimate text box (up to a maximum of 20 characters). If applicable, enter any previous assignment(s) and/or judge(s) for the case in the Previous Assignment(s) and/or

Judge(s) text box (up to a maximum of 500 characters). If applicable, enter the case summary and case status in the Case Summary and Status text box (up to a maximum of 1000 characters). In the Description of Action text box, enter the description of the action (up to a maximum of 500 characters). For example, enter the charge(s) for a criminal case, enter the complaint for a civil case, or enter the petition, as applicable. If applicable, enter comments about the request for assignment in the Additional Comments text box, up to a maximum of 2000 characters.

The Supporting Documentation section contains instructions for sending the documentation to the Regional Office and uploading the documentation, as well as fields for uploading the documentation. Requests for disqualification and motion for disqualification assignments require supporting documentation. If the documentation is being sent to the Regional Office instead of being uploaded, it must be accompanied by the printed request for assignment. To print the request for assignment, click the View or Print button located at the bottom of the screen. A .pdf viewer will display the request for assignment form, which will be populated with the data that has been entered. Click the printer icon of the .pdf viewer and follow the Print dialog instructions to print a copy of the request for assignment. To upload supporting documentation, first ensure that the request for assignment has been submitted to the Regional Office. Scan in the document and save it as a .pdf. Select the appropriate document type from the Document Type drop-down list, enter a description of the document in the Description text box (up to a maximum of 200 characters), and click the Browse button of the Document file upload. Locate and select the scanned .pdf in the file dialog box, then click the Upload button. The document will be displayed in the Supporting Documentation grid. To view an uploaded supporting document, click the View button in the Supporting Documentation grid. The document will be displayed in a .pdf viewer. To delete an uploaded supporting document, click the Delete button in the Supporting Documentation grid. The document will be removed from the grid.

The Submission section verifies that the court user has confirmed that the chief judge of the particular court has authorized the submitted request for assignment.

To submit the request for assignment, click the Submit button, located at the bottom of the screen. The Request Submitted screen will display, informing the user that the request has been successfully submitted and that the user will receive a confirmation e-mail shortly. This information will also be displayed at the top of the screen, including instructions for the user if the request for assignment should need to be cancelled or modified. Also displayed, at the bottom of the screen, is the date the request for assignment was submitted and the user's name and phone number.

Once submitted, requests for assignment may not be modified, and all fields are disabled.

2.2.2.3 Screen Element Descriptions and Usage

Name	Description	Usage
Return to Main Menu link	Navigates to the Main Menu screen.	Click this link to navigate to the Main Menu screen.
Submission instructions label	Instructs the user to click the Submit button in order to complete the request for assignment.	Read-only. Displayed when entering a new request for assignment. Hidden at all other times.
Successful submission label	Informs the user that the request for assignment has been successfully submitted.	Read-only. Displayed when the request for assignment has been successfully submitted. Hidden at all other times.
Cancellation instructions label	Instructs the user to call the Regional Office if the request for assignment needs to be cancelled or modified.	Read-only. Displayed when the request for assignment has been successfully submitted. Hidden at all other times.
Not issued label	Informs the user that the request for assignment was not issued.	Read-only. Hidden unless the Regional Office marks the request for assignment as "Not Issued." Populated with the reason the assignment was not issued, as well as the name of the user who marked the assignment as not issued and the date it was so marked.
Assignment Information section	Contains basic information about the request for assignment.	Select or enter information as applicable.
Reason drop-down list	Contains all valid assignment reasons.	Required. Select the reason for the assignment from the drop-down list. Depending on the selected reason, form fields may be enabled or disabled and may be required or optional. The Assign Judge drop-down list is also populated based on the selected reason. Selecting Disqualification or Motion for Disqualification will display the Documentation Needed screen. Selecting ceremonial assignment reasons (Marriage or Swearing-in) will disable all fields and display the Request for Ceremonial Assignment screen. Hidden while displaying a request for which there isn't a valid assignment type.
View Assignment Reasons link	Displays the Assignment Reasons screen.	Click this link to display the Assignment Reasons screen.

Name	Description	Usage
Assign Judge drop-down list	Contains all assignable judges for the selected assignment reason.	Required for convenience of location and drug court assignments. Disabled for disqualification or motion for disqualification assignments. If applicable, select the judge to be assigned from the drop-down list. For current judges, the court information will be displayed to the right of the drop-down list. For former judges, the text "Former Judge" will be displayed to the right of the drop-down list. If a former judge is selected, a check box describing the payment of former judges will be displayed.
Judge court information label	For current judges, displays the judge's court. For former judges, displays the text "Former Judge."	Read-only. Populated to correspond to the judge selected.
Former judge payment check box	Displays the payment policy for former judges serving on assignment, which must be checked for former judges serving on assignments.	Required for former judges serving on assignments. If visible, check this box to agree that the requesting court will pay all compensation and expenses of the assigned former judge.
To Preside In drop-down list	Contains all the courts of an authorized user.	Required. If the user has only one assigned court, it automatically will be selected in the drop-down list. Otherwise, select the court from the drop-down list. This will populate the Location(s) drop-down list or label (depending on whether the selected court has multiple locations).
Location(s) label	Displays the location of a court with a single location.	Read-only. Hidden if the selected court has multiple locations.
Location(s) drop-down list	Contains all locations for a selected court with multiple locations.	Required. Select at least one location for the court and click the Add Location button to add it to the Location(s) list box.
Add Location button	Adds a selected location to the Location(s) list box.	Select a location from the Location(s) drop-down list and click this button to add the location to the Location(s) list box.
Location(s) instructions label	Instructs the user on how to select location(s) for a court with multiple locations.	Read-only. Hidden if the selected court has only one location.

Name	Description	Usage
Location(s) list box	Lists the location(s) for which the request for assignment applies.	Required. Defaults to the major counties of multi-county courts if a blanket assignment reason is selected. Select a location from the Location(s) drop-down list and click the Add Location button to add it to this list. To remove a location from this list, click on it and click the Remove Location button. Multiple locations may be removed at the same time by holding the Ctrl key while clicking on the locations.
Remove Location button	Removes the selected location(s) from the Location(s) list box.	Select location(s) from the Location(s) list box and click this button to remove the location(s) from the list box.
Start Date text box	Displays or allows editing of the start date of the assignment being requested.	Disabled for requests for disqualification and motion for disqualification assignments. Required for all other assignments, but if specific dates are entered, the start date will automatically be inserted. Otherwise, enter a valid, American-style date in the form of MM/DD/YYYY (slashes are provided).
End Date text box	Displays or allows editing of the end date of the assignment being requested.	Disabled for requests for disqualification and motion for disqualification assignments. Optional for all other assignments. If specific dates are entered, the end date will automatically be inserted. Otherwise, enter a valid, American-style date in the form of MM/DD/YYYY (slashes are provided), as appropriate.
Specific dates calendar	Allows selection of individual dates.	Disabled for requests for disqualification and motion for disqualification assignments. Hidden until the Use Calendar link is clicked. Select specific dates for the request for assignment by clicking on the dates in the calendar. Change the calendar month by clicking on the months displayed in the upper corners of the calendar.
Use/Close Calendar link	Displays or hides the Specific dates calendar.	Disabled for requests for disqualification and motion for disqualification assignments. If the calendar is hidden, the link reads "Use Calendar," and, if clicked, will display the calendar. If the calendar is visible, the link reads "Close Calendar," and, if clicked, will hide the calendar.

Name	Description	Usage
Specific, Noncontiguous Dates text box	Displays or allows editing of the specific dates (if any) for the request for assignment.	Disabled for requests for disqualification and motion for disqualification assignments. Optional for all other assignments. Enter specific dates by using the calendar as described above, or enter the dates directly in the text box by typing valid, recognizable, American-style dates separated by commas.
Urgent assignment label	Instructs the user to call the Regional Office if the assignment is urgent.	Read-only. Populated by data of the user's region.
Case Information section	Contains information about the case(s) in which the assignment is requested.	Enter information as appropriate.
Case Number(s) text box	Displays or allows editing of the case number(s) of the request for assignment.	Required for disqualification, motion for disqualification, convenience of location, and drug court assignments. If applicable, enter the case number(s), including the case-type suffix, in the text box, up to a maximum of 100 characters.
Case Title(s) text box	Displays or allows editing of the case title(s) of the request for assignment.	Required for disqualification, motion for disqualification, convenience of location, and drug court assignments. If applicable, enter the case title(s). Accepts input up to a maximum of 500 characters.
Attorney Name(s) for Plaintiff text box	Displays or allows editing of the name(s) of the plaintiff's attorney(s).	Optional. If applicable, enter the name(s) of the plaintiff's attorney(s), up to a maximum of 500 characters.
Attorney Name(s) for Defendant text box	Displays or allows editing of the name(s) of the defendant's attorney(s).	Optional. If applicable, enter the name(s) of the defendant's attorney(s), up to a maximum of 500 characters.
Time Estimate text box	Displays or allows editing of the estimated amount of time for the case.	Optional. If applicable, enter the estimated amount of time needed to complete the case, up to a maximum of 20 characters.
Previous Assignment(s) and/or Judge(s) text box	Displays or allows editing of the previous assignment(s) and/or judge(s) for the case.	Optional. If applicable, enter previous assignment(s) and/or judge(s) for the case, up to a maximum of 500 characters. As an example, if a judge hearing a case left the bench and the case was reassigned to a different judge, enter the previous judge and assignment in this text box.
Case Summary and Status text box	Displays or allows editing of the case summary and its status.	Optional. If applicable, enter the case summary and case status, up to a maximum of 1000 characters.

Name	Description	Usage
Description of Action text box	Displays or allows editing of the description of the action (criminal charge(s), civil complaint, petition, etc.).	Optional. If applicable, enter the description of the action, up to a maximum of 500 characters. For example, enter the charge(s) for a criminal case, enter the complaint for a civil case, or enter the petition.
Additional Comments text box	Displays or allows editing of additional comments about the request for assignment.	Optional. If applicable, enter additional comments about the request for assignment, up to a maximum of 2000 characters.
Supporting Documentation section	Contains instructions for submitting supporting documentation and fields for uploading the documentation.	Populated by data of the user's region and with any supporting documentation that has been uploaded by the court user.
Documentation instructions label	Instructs the user how to submit supporting documentation if it will not be uploaded.	Read-only. Populated by date of the user's region.
Document Type drop-down list	Contains all document types for supporting documentation.	Required for uploading a document. Disabled unless the request for assignment has been submitted to the Regional Office for approval. Select the supporting document type from the drop-down list.
Description text box	Allows entry of the supporting document description.	Required for uploading a document. Disabled unless the request for assignment has been submitted to the Regional Office for approval. Enter the supporting document description in the text box, up to a maximum of 200 characters.
Document file upload	Allows selection of a supporting document.	Required for uploading a document. Disabled unless the request for assignment has been submitted to the Regional Office for approval. Click the Browse button and locate select the .pdf to be uploaded in the file dialog box.
Upload button	Uploads the selected supporting document.	Disabled unless the request for assignment has been submitted to the Regional Office for approval. Click this button to upload the supporting document and display it in the Supporting Documentation grid.
Upload instructions label	Instructs the user how to upload supporting documentation.	Read-only. Populated with instructions on uploading supporting documentation.
Supporting Documentation grid	Displays the supporting documentation uploaded by the court user.	Populated with the supporting documents uploaded by the court user.
View button column	Displays the supporting document in a .pdf viewer.	Click this button to display the supporting document in a .pdf viewer.

Name	Description	Usage
Delete button column	Deletes the supporting document.	Click this button to delete the supporting document and remove it from the Supporting Documentation grid.
Description column	Displays the supporting document description.	Read-only. Populated with the description of the supporting document.
Type column	Displays the type of the supporting document.	Read-only. Populated with the document type of the supporting document.
Submission section	Contains instructions for and information about the submission of the request for assignment.	Populated based on whether the request for assignment has been submitted.
Certification label	Instructs the user that he or she is confirming that the chief judge of the specific court has authorized the request for assignment being submitted.	Read-only. Hidden once the request for assignment has been submitted.
New Request button	Clears the screen for entry of a new request for assignment.	Hidden while in the process of adding a new request for assignment. Click this button to clear the screen for data entry of a new request for assignment.
Submit button	Submits the request for assignment to the Regional Office for approval.	Hidden once the request for assignment has been submitted. Click this button to submit the request for assignment to the Regional Office for approval.
View or Print button	Displays the Request for Assignment form in a .pdf viewer, populated with values from the screen.	Click this button to display the Request for Assignment in a .pdf viewer. The Request for Assignment may be printed from the .pdf viewer.
Cancel button	Clears the screen of entered data that has not yet been submitted.	Hidden once the request for assignment has been submitted. Click this button to clear the screen of the entered data.
Submission date label	Displays the date the request for assignment was submitted	Read-only. Hidden until the request for assignment has been submitted.
Submitter name label	Displays the name of the user who submitted the request for assignment.	Read-only. Hidden until the request for assignment has been submitted.
Submitter phone number label	Displays the phone number of the user who submitted the request for assignment.	Read-only. Hidden until the request for assignment has been submitted.

2.2.3 Assignment Reasons

Assignment Reasons

Print Close

Code	Description
A	Assist with Docket
AL	Vacation/Annual Leave
BA	Blanket Assist - Non-Disqualification Matters
BD	Blanket Disqualification
C	Convenience of Location
CF	Conference, Seminar or Meeting
CS	Consolidation
DM	Motion for Disqualification
DQ	Disqualification
HV	Vacancy
M	Marriage
ML	Medical Leave
O	Other
S	Swearing-in to the State Bar of Michigan
SM	Swearing-in Other (not the State Bar of Michigan)

Figure 4: Assignment Reasons Screen

2.2.3.1 Purpose

The Assignment Reasons screen lists all codes and descriptions for valid assignment types that are available for court users to select when completing a request for assignment.

2.2.3.2 Usage

This screen may be displayed from a number of locations. The Assignment Reasons link on the Main Menu screen will display this screen, as well as the View Assignment Reasons links located on the Request for Assignment, Requests by Status, and Blanket Assignment Renewals screens. If any of these links are clicked, the Assignment Reasons screen will display in a pop-up window.

To print the list of assignment reasons, click the Print button (located above the Assignment Reasons grid) and follow the instructions on the Print dialog box. To close the window, click the Close button, located above the Assignment Reasons grid.

2.2.3.3 Screen Element Descriptions and Usage

Name	Description	Usage
Print button	Displays the Print dialog box in order to print the window.	Click this button to display the Print dialog box in order to print the window.
Close button	Closes the window.	Click this button to close the window.
Assignment Reasons grid	Lists all valid assignment types available for court users to select.	Read-only. Populated with valid, non-rotation assignment types.
Code column	Displays the code abbreviation for the assignment type.	Read-only. Populated with the code abbreviation for the assignment type.
Description column	Displays the description of the assignment type.	Read-only. Populated with the description for the assignment type.

2.2.4 Documentation Needed

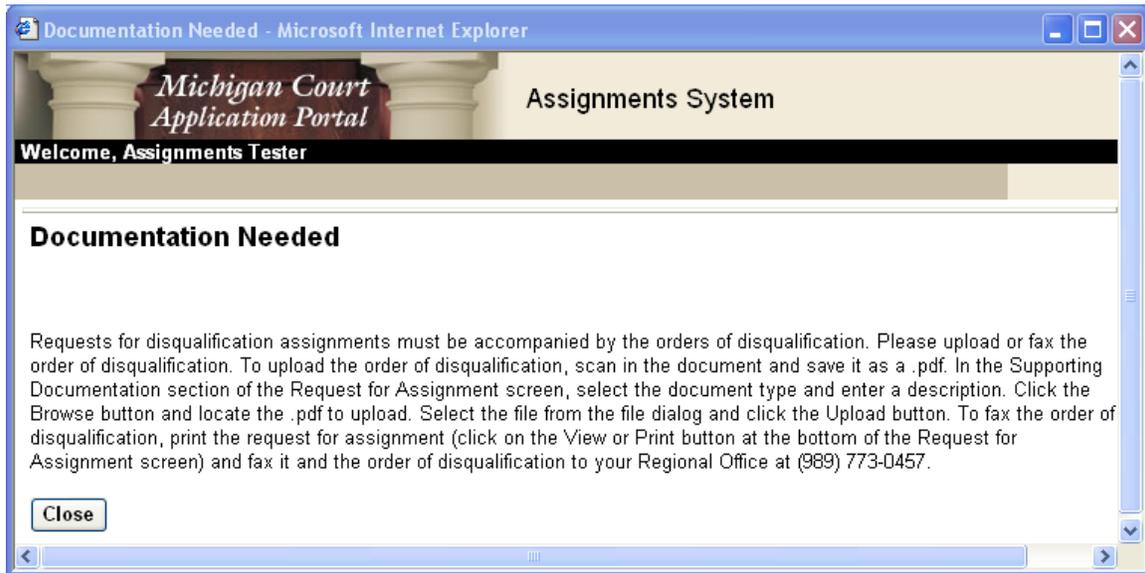


Figure 5: Documentation Needed Screen

2.2.4.1 Purpose

The Documentation Needed screen instructs the user to submit the necessary documentation for a disqualification or motion for disqualification assignment.

2.2.4.2 Usage

This screen is displayed as a pop-up window when either Disqualification or Motion for Disqualification is selected from the Reason drop-down list on the Request for Assignment screen. It informs the user which type of documentation is needed and provides the fax number of the Regional Office, as well as instructions on how to upload the documentation. To close the window, click the Close button, located below the instructional text.

2.2.4.3 Screen Element Descriptions and Usage

Name	Description	Usage
Documentation instructions label	Instructs the user to submit the necessary documentation for a disqualification or motion for disqualification assignment.	Read-only. Populated based on the selected assignment type and the user's region.
Close button	Closes the pop-up window.	Click this button to close the pop-up window.

2.2.5 Request for Ceremonial Assignment

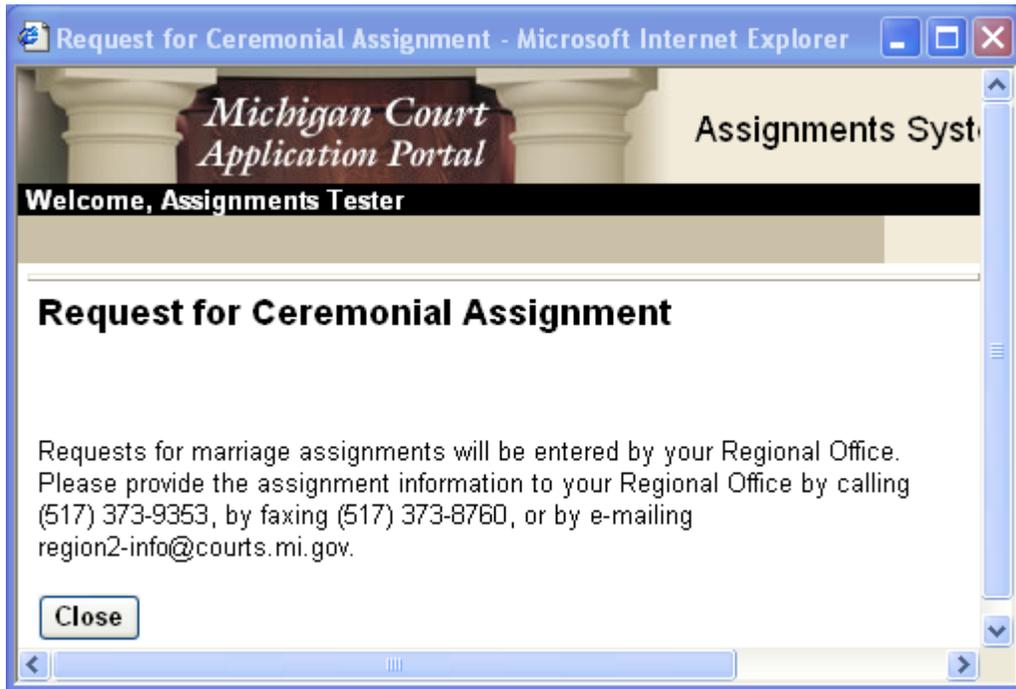


Figure 6: Request for Ceremonial Assignment Screen

2.2.5.1 Purpose

The Request for Ceremonial Assignment screen instructs the user to contact the Regional Office with requests for ceremonial assignments (marriages or swearings-in).

2.2.5.2 Usage

This screen is displayed as a pop-up window when Marriage, Swearing-in to the State Bar of Michigan, or Swearing-in Other (not the State Bar of Michigan) is selected from the Reason drop-down list on the Request for Assignment screen. It instructs the user to contact the Regional Office with requests for ceremonial assignments, and provides the Regional Office contact information. To close the window, click the Close button, located below the instructional text.

2.2.5.3 Screen Element Descriptions and Usage

Name	Description	Usage
Instructions label	Instructs the user to contact the Regional Office with requests for ceremonial assignments.	Read-only. Populated based on the user's region.
Close button	Closes the pop-up window.	Click this button to close the pop-up window.

2.2.6 Upload Successful

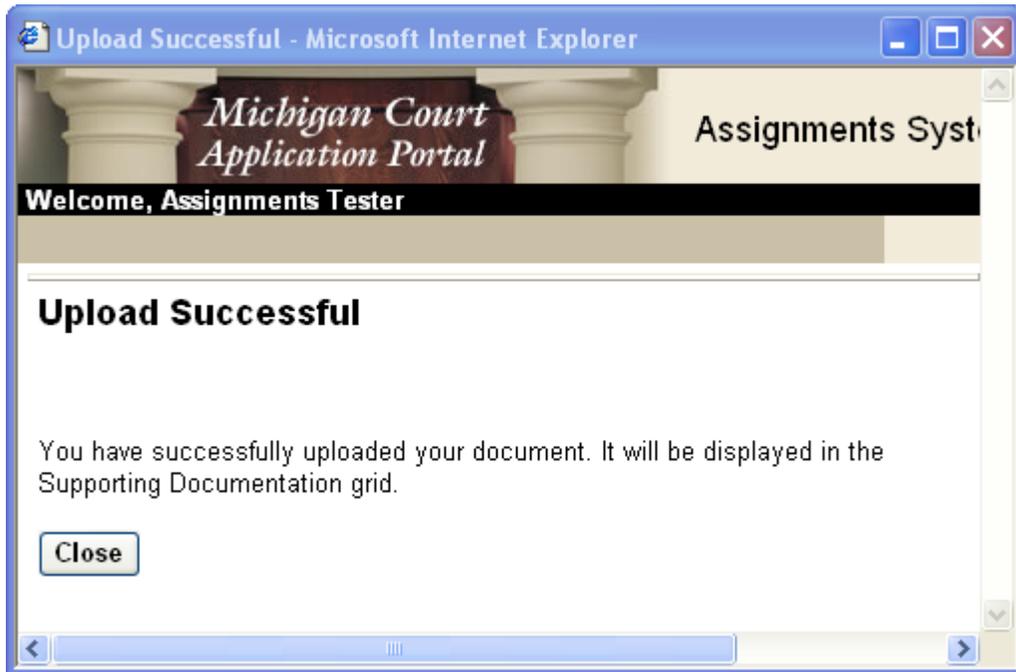


Figure 7: Upload Successful Screen

2.2.6.1 Purpose

The Upload Successful screen informs the user that the supporting document has been successfully uploaded.

2.2.6.2 Usage

This screen is displayed as a pop-up window when the user clicks the Upload button on the Request for Assignment screen. It informs the user that the supporting document has been uploaded. To close the window, click the Close button located below the informational text.

2.2.6.3 Screen Element Descriptions and Usage

Name	Description	Usage
Upload successful label	Informs the user that the supporting document has been successfully uploaded.	Read-only. Text provides information to the user that the upload was successful.
Close button	Closes the pop-up window.	Click this button to close the pop-up window.

2.2.7 Request Submitted



Figure 8: Request Submitted Screen

2.2.7.1 Purpose

The Request Submitted screen informs the user that the request for assignment has been successfully submitted.

2.2.7.2 Usage

This screen is displayed as a pop-up window when the user clicks the Submit button on the Request for Assignment screen. It informs the user that the request has been submitted, and that the user will receive a confirmation e-mail shortly. It also informs the user that another e-mail will be sent when the request has been approved. To close the window, click the Close button located below the informational text.

2.2.7.3 Screen Element Descriptions and Usage

Name	Description	Usage
Successful submission label	Informs the user that the request for assignment has been successfully submitted.	Read-only. Text provides information to the user that the submission was successful and that the user will receive another e-mail when the request is approved.
Close button	Closes the pop-up window.	Click this button to close the pop-up window.

2.2.8 Requests by Status

Requests by Status

Return to Main Menu

Court: C30 30th Circuit Court

Status: New OR

Submitted Date

From

To

Search Clear Search

View Assignment Reasons

Select	Request	Order	Assignment	Into Court	Judge	Reason	Date Submitted	Start Date	End Date
<input type="checkbox"/>	Request	Order		C30	Honorable James P. Adair	Assist with Docket	04/01/2009	04/15/2009	
<input type="checkbox"/>	Request	Order		C30		Disqualification	04/01/2009		

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).

Figure 9: Requests by Status Screen

2.2.8.1 Purpose

The Requests by Status screen lists the assignment requests for the specified court, status or submitted date, and optional date range.

2.2.8.2 Usage

To navigate to this screen, click the Requests by Status link on the Main Menu screen, or select Requests by Status from the Manage Data drop-down menu.

To search for requests for assignment, select a court, select a status or enter a submitted date, optionally enter a date range, and click the Search button. (If searching for Approved and Mailed requests for assignment, the date range is not optional.)

If the court user only has one court, that court will be automatically selected in the Court drop-down list. Also, if the user has already performed a search for requests for assignment, the previously selected court will be automatically selected in the drop-down list. When a court user has more than one court, the user should select the appropriate court from the drop-down list.

If the user has already performed a search for requests for assignment by status, the previously selected status will be automatically selected in the Status drop-down list. If necessary, select a status from the drop-down list. Status selection choices are New, Hold, Waiting for Approval, Approved, Approved and Mailed, and Not Issued. A request with a status of New is one that has been submitted to the Regional Office but has not yet been reviewed. A request with a status of Hold has been reviewed by the Regional Office, but is on hold for additional information. A request with a status of Waiting for Approval has been reviewed by the Regional Office and submitted to the Regional Administrator for approval. A request with a status of Approved has been approved by the Regional Administrator but has not yet been mailed to all the recipients of the assignment order. (For example, this could happen when one or more of the

recipients does not have an e-mail address and the assignment order must be printed and mailed separately.) A request with a status of Approved and Mailed has been approved and the assignment order has been sent to all recipients. Occasionally, a Regional Office will mark a request with the Not Issued status if it is unable to approve the request for assignment.

If the user has already performed a search for requests for assignment by submitted date, the previously-entered submitted date automatically will be entered in the Submitted Date text box. If desired, the user may enter or modify the date in the text box, using a valid, American-style date in the form MM/DD/YYYY (slashes are provided). If a submitted date is entered, any status selected in the Status drop-down list and any date range entered in the From and To text boxes will be ignored for purposes of the search.

If a user has already performed a search for requests for assignment, the previously-entered date range automatically will be entered in the From and To text boxes. If desired, the user may enter, modify, or delete the dates in the text boxes, using valid, American-style dates in the form MM/DD/YYYY (slashes are provided). It is not necessary to enter a range of dates. It is possible to enter a date in only the From text box or only the To text box. If only a beginning date of a date range is entered, then the requests with status dates on or after that date will be displayed. If only an end date of a date range is entered, then the requests with status dates before or on that date will be displayed. If both dates of the range are entered, then only requests with status dates in that range will be displayed.

If the user has already performed a search for requests for assignment, the results of that search will already be displayed in the grid. For a new search, however, once the court, status or submitted date, and date range have been selected or entered, click the Search button to display the requests for assignment in the grid.

To clear the current search criteria and results, click the Clear Search button. If the user only has one court, however, it will still be selected in the Court drop-down list.

If an assignment has been issued for the request, the grid lists the assignment number, the court into which the assignment is being made, the name of the assigned judge, the reason for the assignment, the date the request was submitted (if searching by status), the current status (if searching by submitted date), the start date of the assignment, and the end date (if any) of the assignment. If an assignment has not yet been issued for the request, the grid lists the court into which the assignment is being made, the name of the judge (if any) on the request for assignment, the reason for the assignment from the request, the date the request was submitted (if searching by status), the current status (if searching by submitted date), the start date (if any) on the request for assignment, and the end date (if any) on the request for assignment.

The grid also contains a Select check box and two buttons: Request and Order. The Select check box is for use by the Regional Office and will always be disabled for court

users. Click the Request button to display the Request for Assignment screen for that particular request. The Order button will only be enabled if the request has been approved and an assignment has been issued. Click the Order button to display a .pdf of the assignment order. If the assignment was issued before the Assignments System was deployed, the .pdf will not include the signature of the Regional Administrator.

2.2.8.3 Screen Element Descriptions and Usage

Name	Description	Usage
Return to Main Menu link	Navigates to the Main Menu screen.	Click this button to navigate to the Main Menu screen.
Court drop-down list	Lists all the courts for the court user.	Required. If the court user only has one assigned court, it will be automatically selected in the drop-down list. If the user has already searched for requests for assignment, the previously selected court will be automatically selected in the list. When necessary, select a court from the drop-down list.
Status drop-down list	Lists all status codes.	Required if not searching by submitted date. If the user has already searched for requests for assignment by status, the previously selected status will be automatically selected. If necessary, select a status from the drop-down list.
Submitted Date text box	Allows entry of the submitted date for which to search for requests.	Required if not searching by status. If the user has already searched for requests for assignment by submitted date, the previously-entered submitted date will be displayed. If necessary, enter or modify the submitted date for which to search for requests. Enter a valid, American-style date in the form MM/DD/YYYY (slashes are provided). If a submitted date is entered, any status selected in the Status drop-down list and any date range entered in the From and To text boxes will be ignored for purposes of the search.
From text box	Allows entry of the beginning date of the range for which to search for requests.	Optional unless searching for Approved and Mailed requests for assignment. If the user has already searched for requests for assignment, the previously-entered range beginning date will be displayed. If desired, enter, change, or delete the range beginning date. Enter a valid, American-style date in the form MM/DD/YYYY (slashes are provided). It is not necessary to also enter a range end date. If no range end date is entered, the requests for assignment with status dates on or after the range beginning date will be displayed.

Name	Description	Usage
To text box	Allows entry of the end date of the range for which to search for requests.	Optional unless searching for Approved and Mailed requests for assignment. If the user has already searched for requests for assignment, the previously-entered range end date will be displayed. If desired, enter, change, or delete the range end date. Enter a valid, American-style date in the form MM/DD/YYYY (slashes are provided). It is not necessary to also enter a range beginning date. If no range beginning date is entered, the request for assignment with status dates before or on the range end date will be displayed.
Search button	Displays the requests for assignment meeting the specified search criteria in the grid.	Click this button to search for and display the requests for assignment meeting the specified search criteria.
Clear Search button	Clears the current search criteria and search results.	Click this button to clear the current search criteria and search results.
Approved and Mailed search instructions label	Instructs the user that a date range must be entered if searching for Approved and Mailed requests for assignment.	Read-only. Hidden unless Approved and Mailed is selected from the Status drop-down list and no date range is entered.
View Assignment Reasons link	Displays the Assignment Reasons screen in a pop-up window.	Click this link to display the Assignment Reasons screen in a pop-up window.
Requests grid	Displays the requests for assignment that meet specified search criteria.	Read-only. Populated with the requests for assignment that meet specified search criteria. If no requests for assignment meet the specified search criteria, a message to this effect will be displayed instead of the grid.
Select check box	Allows Regional Office users to be processing the request for assignment.	Disabled for court users.
Request button column	Navigates to the Request for Assignment screen.	Click this button to display the Request for Assignment screen for the request.
Order button column	Displays the assignment order in a .pdf viewer.	Disabled if the request has not been approved. Click this button to display the assignment order in a .pdf viewer. If the assignment was issued before the Assignments System was deployed, the .pdf will not include the Regional Administrator's signature.
Assignment column	Displays the assignment number for the request, if an assignment has been issued.	Read-only. Populated with the assignment number for the request, if an assignment has been issued.
Into Court column	Displays the court code for the court into which the assignment is being made.	Read-only. Populated with the court into which the assignment is being made.

Name	Description	Usage
Judge column	Displays the full name of the assigned judge.	Read-only. Populated with the full name of the assigned judge, if the assignment has been issued, or with the full name of the judge (if any) on the request for assignment if the assignment has not yet been issued.
Reason column	Displays the reason for the assignment.	Read-only. Populated with the assignment reason if the assignment has been issued, and with the assignment type of the request for assignment if the assignment has not yet been issued.
Date Submitted column	Displays the date the request for assignment was submitted to the Regional Office	Read-only. Hidden if searching for requests for assignment by submitted date. Populated with the date the request for assignment was submitted to the Regional Office.
Status column	Displays the current status of the request for assignment.	Read-only. Hidden if searching for requests for assignment by status. Populated with the current status meaning of the request for assignment.
Start Date column	Displays the start date, if any, from the request for assignment.	Read-only. If the assignment has been issued, populated with the start date of the assignment. Otherwise, populated with the start date (if any) on the request for assignment.
End Date column	Displays the end date, if any, from the request for assignment.	Read-only. If the assignment has been issued, populated with the end date (if any) of the assignment. Otherwise, populated with the end date (if any) on the request for assignment.

2.2.9 Assignment Reports



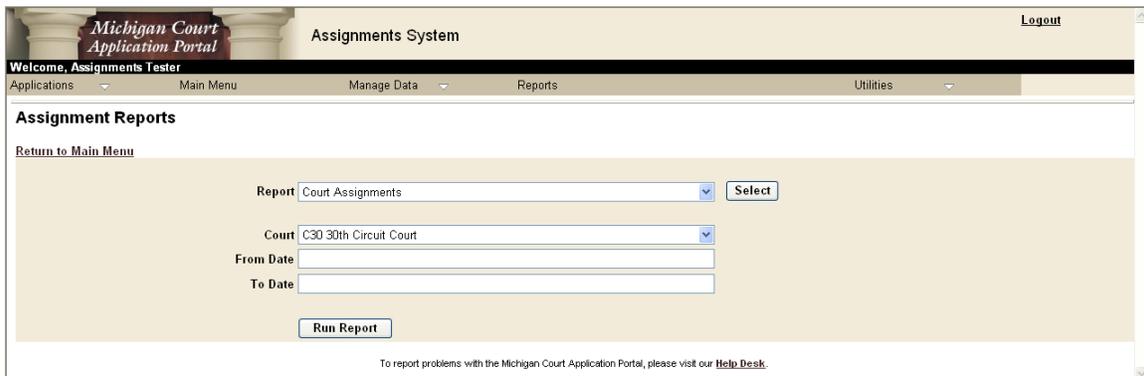
The screenshot shows the 'Assignment Reports' screen in the Michigan Court Application Portal. The page header includes the logo and 'Assignments System' with a 'Logout' link. A navigation bar contains 'Applications', 'Main Menu', 'Manage Data', 'Reports', and 'Utilities'. The main content area is titled 'Assignment Reports' and includes a 'Return to Main Menu' link. A 'Report' dropdown menu is open, showing a list of options. A 'Select' button is positioned to the right of the dropdown. At the bottom, there is a link to the 'Help Desk' for reporting problems.

Figure 10: Assignment Reports Screen



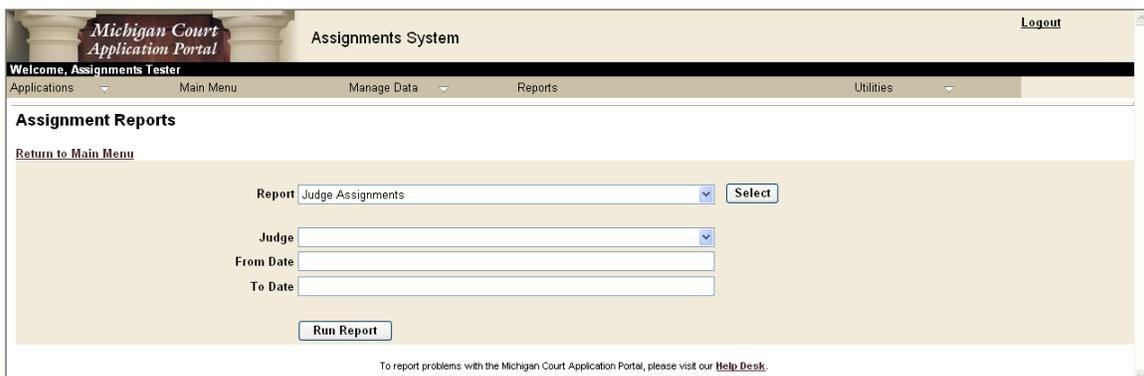
This screenshot shows the 'Assignment Reports' screen with 'Assignment Order' selected in the 'Report' dropdown menu. Below the dropdown is an 'Assignment Number' text input field. A 'Run Report' button is located below the input field. The 'Select' button is still visible to the right of the dropdown. The 'Help Desk' link is at the bottom.

Figure 11: Assignment Reports Screen (Assignment Order Report Selected)



This screenshot shows the 'Assignment Reports' screen with 'Court Assignments' selected in the 'Report' dropdown menu. Below the dropdown are three more input fields: 'Court' (with 'C30 30th Circuit Court' selected), 'From Date', and 'To Date'. A 'Run Report' button is positioned below these fields. The 'Select' button is to the right of the dropdown. The 'Help Desk' link is at the bottom.

Figure 12: Assignment Reports Screen (Court Assignments Report Selected)



This screenshot shows the 'Assignment Reports' screen with 'Judge Assignments' selected in the 'Report' dropdown menu. Below the dropdown are three more input fields: 'Judge', 'From Date', and 'To Date'. A 'Run Report' button is positioned below these fields. The 'Select' button is to the right of the dropdown. The 'Help Desk' link is at the bottom.

Figure 13: Assignment Reports Screen (Judge Assignments Report Selected)

2.2.9.1 Purpose

The Assignment Reports screen is used to produce assignment-related reports and display them in a .pdf viewer.

2.2.9.2 Usage

To navigate to this screen, click the Reports link on the Main Menu screen or click the Reports menu located underneath the application name.

To run a report, select a report from the Report drop-down list and click the Select button. The appropriate fields for the selected report's parameters will display, along with a Run Report button. Enter or select the values for the report's parameters and click the Run Report button. The report will display in a .pdf viewer.

For court users, there are three available reports: Assignment Order, Court Assignments, and Judge Assignments.

The Assignment Order report will display the assignment order for the specified assignment. If the assignment has not yet been approved, nothing will be displayed. If the assignment order was issued before the Assignments System was deployed, the assignment order will not include the signature of the Regional Administrator. To run the Assignment Order report, enter the assignment number in the Assignment Number text box and click the Run Report button.

The Court Assignments Report lists the assignments that were made into the specified court during the specified date range. When the Court Assignments report is selected, the following will be displayed: the Court drop-down list, the From Date text box, and the To Date text box. The Court drop-down list will be populated with the court(s) for the specific court user. If the user only has one court, it will be automatically selected in the list. Otherwise, select a court from the drop-down list. Enter the beginning date of the range for which to print the report in the From Date text box. Enter the end date of the range for which to print the report in the To Date text box. Enter valid, American-style dates in the form MM/DD/YYYY (slashes are provided). Click the Run Report button. Assignments made into the specified court with start dates in the specified date range will be listed on the report.

The Judge Assignments report lists the assignments taken by the specified judge during the specified date range. When the Judge Assignments report is selected, the following will be displayed: the Judge drop-down list, the From Date text box, and the To Date text box. The Judge drop-down list will be populated with the names of judge(s) for the specific court user. If the user only has one judge, that judge will automatically be selected in the list. Otherwise, select a judge from the drop-down list. Enter the beginning date of the range for which to print the report in the From Date text box. Enter the end date of the range for which to print the report in the To Date text box. Enter valid, American-style dates in the form MM/DD/YYYY (slashes are provided). Click the

Run Report button. Assignments that have been taken by the specified judge with start dates in the specified date range will be listed on the report.

2.2.9.3 Screen Element Descriptions and Usage

Name	Description	Usage
Return to Main Menu link	Navigates to the Main Menu screen.	Click this link to navigate to the Main Menu screen.
Report drop-down list	Lists reports available to court users.	Required. Select a report from the drop-down list and click the Select button.
Select button	Displays the selected report's parameter fields.	Click this button to display the selected report's parameter fields.
Assignment Number text box	Allows entry of the assignment number for which to display the Assignment Order report.	Required for Assignment Order report. Enter the assignment number in the text box and click the Run Report button to display the Assignment Order report.
Court drop-down list	Lists all courts available to the court user.	Required for Court Assignments report. If the court user only has one court, it will automatically be selected. Otherwise, select a court from the drop-down list.
Judge drop-down list	Lists all judges for the court user.	Required for Judge Assignments report. If the court user only has one judge, that judge automatically will be selected. Otherwise, select a judge from the drop-down list.
From Date text box	Allows entry of the beginning date of the range for which to print the assignment report.	Required for Court Assignments and Judge Assignments reports. Enter a valid, American-style date in the form of MM/DD/YYYY (slashes are provided).
To Date text box	Allows entry of the end date of the range for which to print the assignment report.	Required for Court Assignments and Judge Assignments reports. Enter a valid, American-style date in the form of MM/DD/YYYY (slashes are provided).
Run Report button	Displays the report in a .pdf viewer.	Select or enter the data for the selected report's parameters and click this button to display the report in a .pdf viewer.

2.2.10 Blanket Assignment Renewals

Blanket Assignment Renewals

Return to Main Menu

Court: C30 30th Circuit Court

Assignments Ending In: 2008

[View Assignment Reasons](#)

Unrenewed blanket assignments for the selected year that have been e-mailed to the court for renewal:
Select the blanket assignments that should be renewed.

Select All

Select	Details	Assignment	Into Court	Judge	Payment	Reason	E-Mailed	Reason Not Renewed
<input type="checkbox"/>	Details	0820057	C30	Honorable Richard D. Ball	<input type="checkbox"/>	BLANKET ASSIST NON-DISQUALIFICATION MATTERS	01/21/2009	Edit No longer needed
<input type="checkbox"/>	Details	0820065	C30	Honorable Amy Krause	<input type="checkbox"/>	BLANKET ASSIST NON-DISQUALIFICATION MATTERS	01/21/2009	Edit
<input type="checkbox"/>	Details	0820066	C30	Honorable Albert J. Neukom	<input checked="" type="checkbox"/>	BLANKET ASSIST NON-DISQUALIFICATION MATTERS	01/21/2009	Edit
<input type="checkbox"/>	Details	0820067	C30	Honorable Rosemarie Elizabeth Aquilina	<input type="checkbox"/>	BLANKET ASSIST NON-DISQUALIFICATION MATTERS	01/21/2009	Edit
<input type="checkbox"/>	Details	0820068	C30	Honorable Thomas P. Boyd	<input type="checkbox"/>	BLANKET ASSIST NON-DISQUALIFICATION MATTERS	01/21/2009	Edit

* The requesting court agrees to pay all the compensation and expenses of the assigned former judge.

[Renew](#)

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).

Figure 14: Blanket Assignment Renewals Screen

2.2.10.1 Purpose

The Blanket Assignment Renewals screen allows court users to designate which blanket assignments should be renewed.

2.2.10.2 Usage

To navigate to this screen, click the Blanket Renewals link on the Main Menu screen or select Blanket Renewals from the Manage Data drop-down list.

To display the blanket assignments that may be renewed, select a court from the Court drop-down list and select a year from the Assignments Ending In drop-down list. If a court user only has one court, it automatically will be selected in the Court drop-down list. If the current date is in the first half of the calendar year, the previous year automatically will be selected in the Assignments Ending In drop-down list. If the current date is in the second half of the calendar year, the current year automatically will be selected in the Assignments Ending In drop-down list. Only those blanket assignments that have been e-mailed to the court will be displayed in the grid. If a Regional Office has not yet e-mailed a court the blanket assignments, nothing will be displayed in the grid.

To view the details of a blanket assignment up for renewal, click the Details button in the Details column of the grid. The Request for Assignment screen will display, populated with the blanket assignment information.

To renew blanket assignments, select them from the grid and click the Renew button. To renew all blanket assignments in the grid, check the Select All check box. To renew all but a few of the assignments in the grid, check the Select All check box, then uncheck the check box(es) in the Select column of the grid for the assignment(s) that will not be

renewed. If the assigned judge for the blanket assignment is a former judge, the check box in the Payment column will be enabled. This check box must be checked in order to renew the former judge's blanket assignment. Checking the box indicates that the requesting court agrees to pay all compensation and expenses of the assigned former judge. Once the assignments have been renewed, they will no longer be listed in the grid on the Blanket Assignment Renewals screen. Instead, they will be listed on the Requests by Status screen as New requests for assignment. Additionally, automatic e-mails will be sent to the court user, informing him or her that the new requests for assignment have been successfully submitted.

If a blanket assignment is not going to be renewed, enter the reason why it will not be renewed by clicking the Edit button in the Reason Not Renewed column of the grid. The Edit button will be replaced with a Save button and a Cancel button, and a text box will be displayed. Enter the reason why the blanket assignment will not be renewed (up to a maximum of 50 characters) and click the Save button. The Save and Cancel buttons will be replaced with the Edit button, and the text box will be replaced with a label displaying the reason just entered. If necessary, you may edit this reason by clicking the Edit button, modifying the reason in the text box, and clicking the Save button. To cancel out of adding or modifying the not renewed reason, click the Cancel button. The Save and Cancel buttons will be replaced with the Edit button, the text box will be replaced with a label, and the modifications will not be applied. If a blanket assignment has a not renewed reason, the Select check box will be disabled, and the assignment will not be able to be renewed.

2.2.10.3 Screen Element Descriptions and Usage

Name	Description	Usage
Return to Main Menu link	Navigates to the Main Menu screen.	Click this link to navigate to the main Menu screen.
Court drop-down list	Lists the courts for the court user.	Required. If the court user only has one court, it automatically will be selected in the drop-down list. Otherwise, select a court from the drop-down list to display the blanket assignments in the grid.
Assignments Ending In drop-down list	Lists all years for which there is assignment data.	Required. If the current date is in the first half of the year, the previous year automatically will be selected in the drop-down list. If the current date is in the last half of the year, the current year automatically will be selected in the drop-down list. To display blanket assignments for a different year in the grid, select that year from the drop-down list.
View Assignment Reasons link	Displays the Assignment Reasons screen in a pop-up window.	Click this link to display the Assignment Reasons screen in a pop-up window.

Name	Description	Usage
Grid contents description label	Informs the user that the assignments listed in the grid are the blanket assignments for the selected year that have been e-mailed to the court for renewal.	Read-only. Populated based on whether or not a court is selected. (Regional users will see different text when they do not have a court selected.)
Select All check box	Selects or deselects all blanket assignments that are or are not able to be renewed in the grid.	Check this box to select all blanket assignments that can be renewed in the grid. Uncheck this box to deselect all blanket assignments in the grid.
Blanket assignments grid	Lists the blanket assignments for the selected year that have been e-mailed to the selected court for renewal.	Read-only. Populated based on the selected court and year.
Select check box column	Selects the blanket assignment for renewal.	Disabled if the blanket assignment has a reason it was not renewed. Check this box to select the blanket assignment for renewal.
Details button column	Navigates to the Request for Assignment screen.	Click this button to display the Request for Assignment screen for the blanket assignment.
Assignment column	Displays the assignment number for the blanket assignment.	Read-only. Populated with the blanket assignment number.
Into Court column	Displays the court code for the blanket assignment.	Read-only. Populated with the court code into which the judge is assigned.
Judge column	Displays the full name of the judge serving on the blanket assignment.	Read-only. Populated with the full name of the judge serving on the blanket assignment.
Payment check box column	Indicates that the court agrees to pay all compensation and expenses of the assigned former judge.	Disabled for current judges. Required for former judges. Check this box to indicate that the court agrees to pay all compensation and expenses of the assigned former judge.
Reason column	Displays the reason for the blanket assignment.	Read-only. Populated with the reason for the blanket assignment.
E-Mailed column	Displays the date the Regional Office e-mailed the court with the blanket assignment renewals.	Read-only. Populated with the date the Regional Office e-mailed the court with the blanket assignment renewals.
Reason Not Renewed column	Displays the reason the blanket assignment was not renewed, if any.	To add or modify a reason why the blanket assignment was not renewed, click the Edit button. The Edit button will be replaced with Save and Cancel buttons, and any label will be replaced with a text box. Enter or modify the reason why the blanket assignment was not renewed in the text box (up to a maximum of 50 characters) and click the Save button. The Save and Cancel buttons will be replaced with the Edit button, and the text box will be replaced by a label.

Name	Description	Usage
Reason Not Renewed Edit button	Opens up the grid row's reason not renewed for editing.	Click this button to add or modify the reason for not renewing the blanket assignment. This button will be replaced by Save and Cancel buttons, and any label will be replaced by a text box.
Reason Not Renewed Save button	Saves the entered or modified reason for not renewing the blanket assignment.	Click this button to save the entered or modified reason for not renewing the blanket assignment. This button and the Cancel button will be replaced by the Add button, and the text box will be replaced by a label.
Reason Not Renewed Cancel button	Cancels the modifications to the reason for not renewing the blanket assignment.	Click this button to cancel out of modifications to the reason for not renewing the blanket assignment. This button and the Save button will be replaced by the Edit button, and the text box will be replaced by a label.
Reason Not Renewed label	Displays the reason for not renewing the blanket assignment.	Read-only. Populated with the reason for not renewing the blanket assignment.
Reason Not Renewed text box	Displays and allows editing of the reason for not renewing the blanket assignment.	Optional. Populated with the reason for not renewing the blanket assignment, if any. Enter or modify the reason for not renewing the blanket assignment (up to a maximum of 50 characters).
Former judge payment agreement label	Displays the agreement of the requesting court to pay all compensation and expenses of assigned former judges.	Read-only. Hidden if no former judges are listed in the blanket assignments grid, but otherwise populated with the agreement of the requesting court to pay all compensation and expenses of assigned former judges.
Renew button	Renews selected blanket assignments.	Click this button to renew the selected blanket assignments. The assignments will no longer be listed in the grid on the Blanket Assignment Renewals screen. Instead, they will be listed as New requests on the Requests by Status screen. Additionally, the court user will receive e-mails stating that the requests for assignment have been successfully submitted.