# MICHIGAN APPELLATE ASSIGNED COUNSEL SYSTEM
## LOCAL DESIGNATED AUTHORITY USER GUIDE

**VERSION: 1**

**JULY 20, 2012**

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# Introduction

This User Guide and Specification was created for the Michigan Appellate Assigned Counsel System (MAACS). It is intended to document for end users the screen functionality of MAACS. This document lists each screen and describes the intent, navigation mechanisms, what each data field represents, and how each field is to be used. The images included are as close to complete as possible.

## *MAACS Contact Information*

To get help with the MAACS Online Application please call Jane Doyle at:
(517) 334-1200.

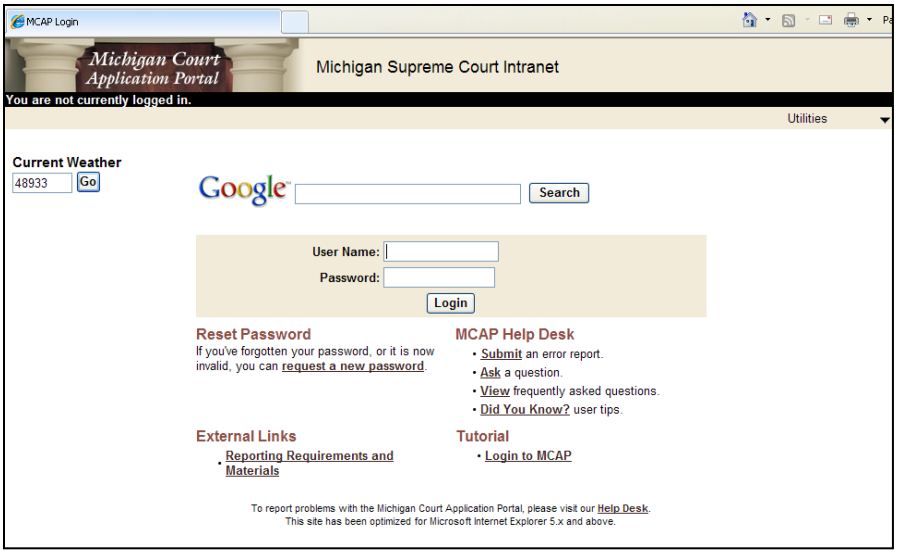
## *System Requirements*

The MAACS Online Application was designed to run within Internet Explorer Version 8 or greater. Other web browsers are not supported. A screen resolution of 1280 x 1024 is recommended.

# Logging into MCAP

The Michigan Courts Application Portal (MCAP) is a centralized internet location where authorized users can access secure applications including MAACS. To log into MCAP, navigate on the internet to: http://courts.mi.gov/MCAP/. You will see the MCAP Login screen (Figure 1). Enter your User Name and Password and click the Login button or press the Enter key on your keyboard.

**Figure 1**




From the drop-down menu, select MAACS and hit the "Go" button (Figure 2).

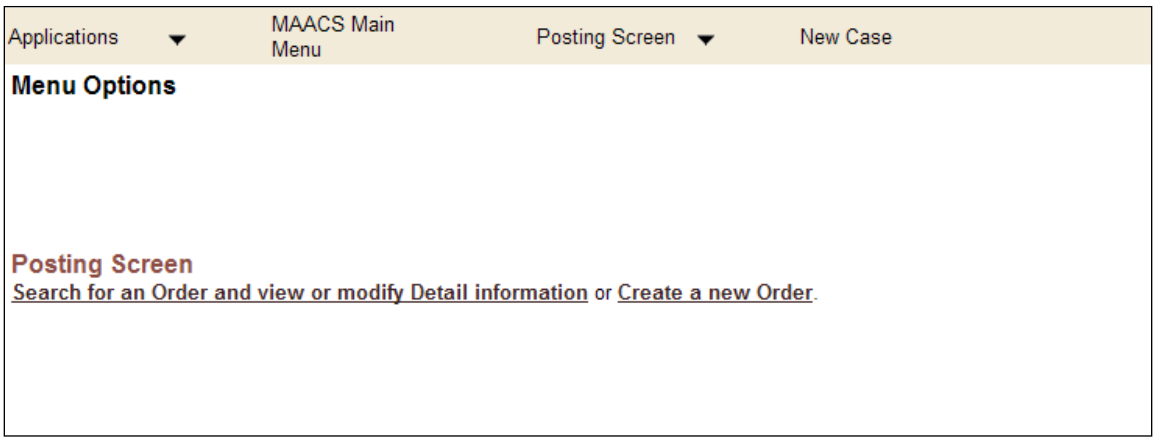
**Figure 2**

# Accessing the MAACS Application

## *Local Designated Authority (LDA) Personnel Screen*

Upon logging into the MCAP portal, LDAs will see the following screen (Figure 3), where they can modify or substitute an existing order or choose to create a new order.

**Figure 3**

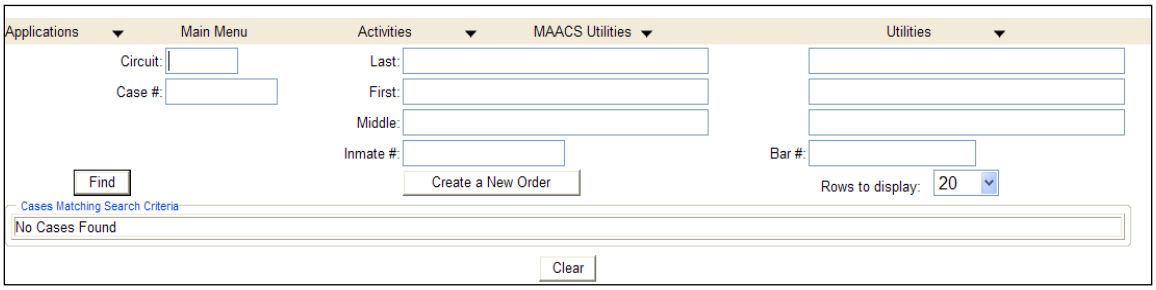



# Search for an Order

Local Designated Authority (LDA) Personnel and MAACS Administrators use the same screen to search for an order (Figure 5).

An order can be searched by, circuit court number, case number, defendant information, or assigned attorney information.

**Figure 4**




## *Search by Circuit Court Number*

- Use the Circuit field of the screen.

## *Search by Case Number*

- Use the Case number field of the screen.

### *Search by Defendant Name*

- Use the middle fields of the screen.

### *Search by Assigned Attorney*

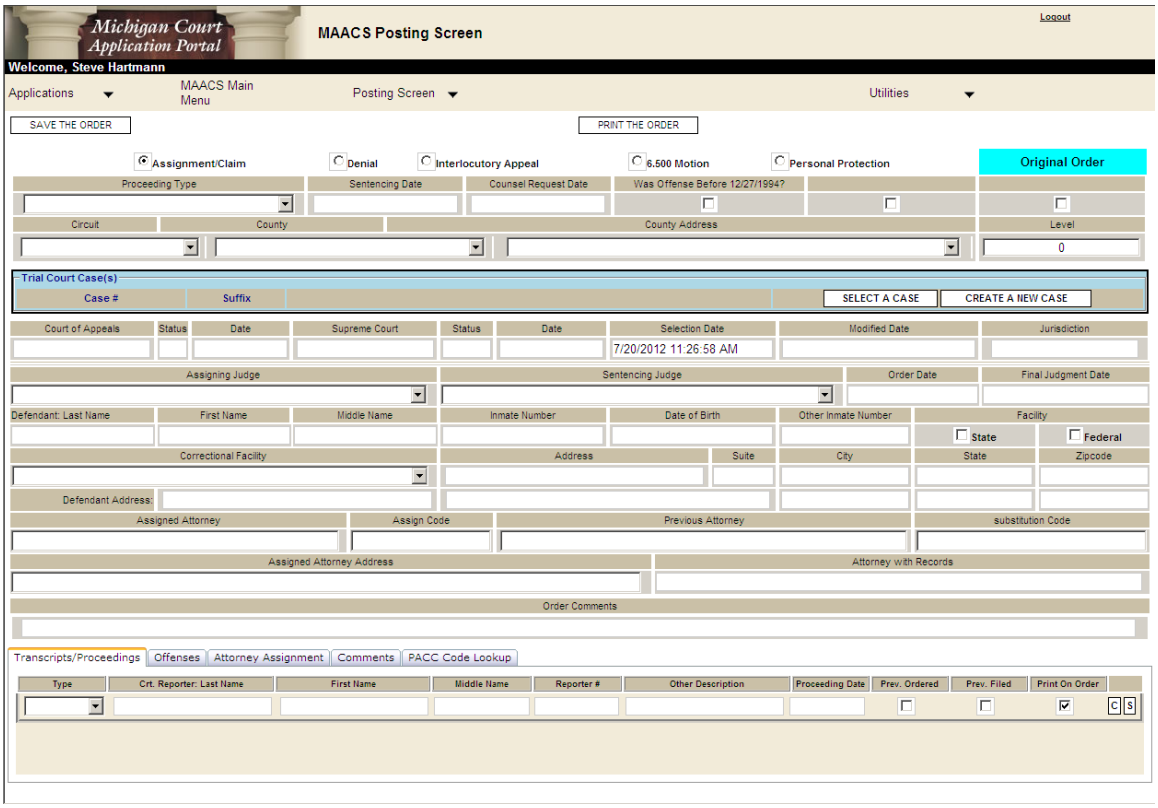
- Use the fields on the right side of the screen.

**Note**: If searching by Circuit, it is recommended that you narrow the search parameters by supplying other information, such as case number, defendant name, or attorney name. This will reduce the number of hits your search provides.

# Create a New Order

The self-explanatory design of the order entry screen (Figure 6) makes it easy to input data.

**Figure 5**




## *Filling Out the Form:*

If preparing an:
**Interlocutory Appeal, 6.500 Motion, or Personal Protection Order**

- Select the appropriate **radio button at the top of the screen** to indicate type of order, the "Proceeding Type" field gets filled in automatically.

If preparing an:
**Assignment/Claim**

- Select the appropriate radio button at the top of the screen, and then select the **Proceeding Type using the drop-down menu** located to the right of the Proceeding Type field.

- When the Proceeding Type is PV (Probation Violation), PVH (Probation Violation Hearing), or PVP (Probation Violation Plea), the order screen will change with the addition of the following two questions:

- Was the original conviction a plea?
- Was the original conviction a jury trial or waiver trial?

When preparing a:
**Denial**

- You will be prompted to select a reason for the denial.

**Sentencing Date, Counsel Request Date, Circuit, County, County Address**

- Enter the sentencing and counsel request dates manually; select the Circuit from the drop-down menu. The County and County Address will get filled in automatically.
- In the rare case that the offense occurred before 12/27/1994, check the box below this question.
- The "Level" field will get filled in automatically at a later time.

**Trial Court Case(s) area** (Figure 7)

- The "Create a New Case" button allows you to enter case information. After entering a File Number and as much information available, click "Save New Case."
- "Select a Case" button allows you to amend or delete a case.

**Figure 6**

**Court of Appeals/Status/Date and Supreme Court/Status/Date**

- These fields are only filled out if applicable, i.e., remand from Court of Appeals or Supreme Court.

**Jurisdiction**

- The Jurisdiction field is automatically filled in after entry of proceeding type, sentencing date, and counsel request date, as well as the check box "Was Offense Before 12/27/1994?" Depending on entry, it will be a Claim Case or an Order Regarding.

**Assigning Judge, Sentencing Judge**

- Select an Assigning Judge and a Sentencing Judge from the drop-down menus.

**Final Judgment Date, Order Date**

- Put in the Final Judgment Date. LDAs never enter "Order Date."

  Usually the "final judgment date" is the same as the sentencing date, but there are exceptions. The "final judgment date" may be after the sentencing date if there are events on the record after the sentencing date.

**Defendant Information**

- Add the defendant's name and as much information about the defendant that you have, including a correctional facility (if applicable) and the defendant's address.

## *Adding Offenses*

*You must add **ALL** the offenses before you assign an attorney.* Attorneys are assigned according to severity (Level) of crime, which is based on the offense(s).

- Add "Offenses" from the row of tabs at the bottom of the form.
  - To assist you, there is a "PACC Code Lookup" tab on the far right.

## *Transcript/Proceeding Information*

- Add transcript information on the "Transcript/Proceeding Information" tab from the row of tabs at the bottom of the form.

## *Assigning an Attorney*

- When you hit the "ASSIGN THIS ATTORNEY" button from the "Attorney Assignment" tab (Figure 8), the following fields get filled in automatically:
  - "Assigned Attorney"
  - "Assigned Attorney Address"
  - "Assign Code"
- Once you assign an attorney, you cannot change an offense; you must call MAACS if you need to change or add an offense.

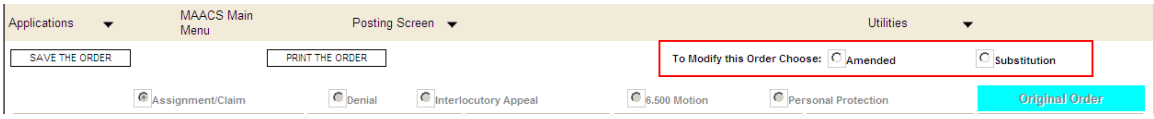
**Figure 7**

# Saving an Order

Once an order has been saved, the following applies:

- An LDA will not be able to modify it without creating an amended or substitution order.
- Once the "SAVE THIS ORDER" button has been selected, two radio buttons show up in the upper right corner. See the red box in Figure 8.

**Figure 8**




# Amending an Order

Correcting data entry errors is the biggest reason for creating an amended order. Among others, these errors might be misspellings or typos, incorrect addresses, phone numbers, dates, assigning or sentencing judge information, or incorrect correctional facility information.

To amend an order:

- Find the order you wish to amend using the Search feature.
- Select the "Amended" radio button in the upper right corner.
- Make the correction(s) and select the "SAVE THIS ORDER" button.

After saving an amended order:

- An Original order will become inactive and an amended order will be created and become active for that case number.

OR

- An Amended order will become inactive and a new amended order (with a different Order Date) will be created and become active.

Note: LDAs cannot change the Offense section of an existing order after assignment of attorney has occurred. Contact MAACS to help you in this situation.

## Substituting an Attorney on an Order

Substitution Orders are created only to replace an assigned attorney. Among other reasons, an assigned attorney might be replaced because of unavailability, he or she is deceased, there is a conflict of interest, or there has been a breakdown in the attorney-client relationship.

To substitute an attorney:

- Find the order you wish to change using the Search feature.
- Select the "Substitution" radio button in the upper right corner.
- Make the change(s) and select the "SAVE THIS ORDER" button.

After saving a Substitution Order:

- An Original order will become inactive and a Substitution Order will be created and become active for that case number.

OR

- An Amended order will become inactive and a Substitution Order will be created and become active.

## Menus

The MAACS Main Menu button in the bar at the top of the screen will open the main menu seen upon logging into the application. See the red box in Figure 9.
The Posting Screen drop down menu allows selection of one of two items. View or Edit Order opens the search screen and Create a New Order opens the Posting Screen with all values cleared so a new order can be created. See the green box in Figure 9.

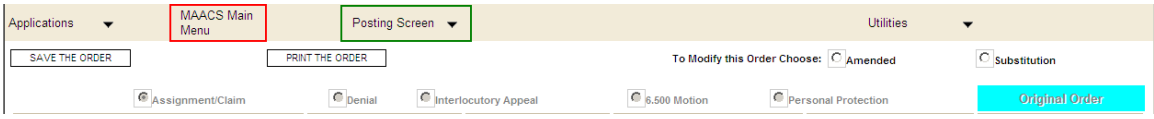



**Figure 9**