**Child and Parent Legal Representation (CPLR) Referral and Appointment Process for Representation in Domestic Relations Matters**

| **Process Step** | **Entity Responsible** | **Detail** |
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| 1. | Juvenile Jurist | Jurist concludes that Neglect/Abuse (NA) case may be resolved and child(ren) achieve permanency if Court considers issuance of Domestic Relations Order for legal custody, child support, parenting time and/or establishment of legal paternity. Jurist states it on the record.  Alternatively, the jurist determines that an Affidavit of Parentage (AOP) should be filed with State of Michigan - Vital Records to obtain a new updated, accurate, certified birth certificate. Jurist states it on the record. |
| 2. | Office of the DCA | Sends updated current list of certified parents attorneys eligible to receive appointment to represent parent in Domestic Relations matter on Monday morning of each week to Juvenile Bench. |
| 3. | Juvenile Jurist or Judge’s Courtroom Clerk | Checks list of certified parents’ attorneys to ensure parent attorney is certified to seek Domestic Relations Order (and/or file an AOP and obtain a certified birth certificate). |
| 4.. | Juvenile Jurist | If the attorney is certified, issues order to appoint attorney to seek Domestic Relations Order (and/or file AOP and obtain a certified birth certificate), states it on the record, and places language in Juvenile Order, (e.g. JC11b, JC17, JC19, JC49, or JC75).  If the attorney is not certified, Juvenile Jurist will email Referee Intake Office to the dedicated email address, [CPLRInbox@3rdcc.org](mailto:CPLRInbox@3rdcc.org), to obtain the name of the next certified juvenile attorney on the list. |
| 5. | Referee Intake Office | If contacted by the Juvenile Jurist courtroom to seek the names of the next certified attorney, reviews the list of certified attorneys and provides name, Bar #, etc. of next certified attorney on the list to the Juvenile Jurist courtroom. |
| 6. | Juvenile Jurist | If Juvenile Jurist receives name of next certified attorney from Referee Intake, issues order appointing attorney to seek Domestic Relations custody order (and/or file an AOP to obtain a certified birth certificate), states it on the record and places language in Juvenile Order, (e.g. JC11b, JC17, JC19, JC49, or JC75). |
| 7. | Juvenile Jurist | Must inquire of the parties and make a determination as to whether there is a pre-existing custody order.   * If there is a pre-existing custody order, the jurist orders the filing of a MOTION for custody and includes the Domestic Relations case number in the order. * If there is no pre-existing custody order, the jurist orders the filing of a COMPLAINT and puts this in the Juvenile Court Order.   (Note: If the Juvenile Jurist seeks to have an attorney carry out a CPLR function for multiple parties/fathers then the Court must specifically indicate so on the record and in the written order.  Likewise, if the Juvenile Jurist seeks to have an attorney carry out CPLR function for a party with multiple sets of children then the Juvenile Jurist must specifically indicate so on the record and in the written order). |
| 8. | Juvenile Referee or Judge’s Administrative Assistant | Fills out CPLR Attorney Referral and Appointment form with all necessary information, including case name, jacket number, Domestic Relations Case #, if any, child(ren)’s name, parents’ names, attorney appointed for parent, and reason for appointment. Sends completed form to dedicated email address: [CPLRInbox@3rdcc.org](mailto:CPLRInbox@3rdcc.org) establishing appointment of attorney(s). Additionally, sends a copy of the Order appointing the attorney to dedicated email address. |
| 9. | Referee Intake Office | Reviews CPLR Attorney Referral and Appointment form sent to dedicated email address: [CPLRInbox@3rdcc.org](mailto:CPLRInbox@3rdcc.org) and reviews each referral for completeness, accuracy, and compliance with CPLR grant. Reviews Order appointing the attorney.  If it is determined that more information is needed, communication with ordering jurist is made for further clarification. |
| 10. | Referee Intake Office | Once it is determined that the information is complete and correct, sends notice to Assigned Counsel Services to make appropriate entries for appointment of attorney to carry out ordered function along with the Order of Appointment and updates data base for CPLR Grant activities.  (Note: If Juvenile Jurist seeks to have attorney carry out a CPLR function for multiple parties/fathers and orders it, the Referee Intake Office sends notice to Assigned Counsel Services to make appropriate multiple entries for appointment of attorney to carry out court ordered function and updates database for CPLR Grant activities.  If Juvenile Jurist seeks to have an attorney carry out CPLR function for a party with multiple sets of children, and orders it, then Referee Intake Office sends notice to Assigned Counsel Services to make appropriate multiple entries for appointment of attorney to carry out court ordered function and updates database for CPLR Grant activities). |
| 11. | Assigned Counsel Services | Receives notice from Referee Intake Office, and Order of Appointment, reviews Attorney Referral and Appointment Form, determines if there is a pre-existing Domestic Relations case, and, if so, makes appropriate entries in Domestic Relations Odyssey establishing appointment of attorney to carry out CPLR function, and sends notification to attorney of appointment.  If there is no current open Domestic Relations case, then Assigned Counsel Services maintains the Attorney Referral and Appointment form and holds for processing when a Domestic Relations case is opened.  If attorney declines this appointment, the attorney notifies Assigned Counsel Services that they do not accept this appointment. Assigned Counsel Services notified Juvenile Jurist that the attorney declined the appointment. |
| 12. | Juvenile Jurist | Communicates with Referee Intake Office through [CPLRInbox@3rdcc.org](mailto:CPLRInbox@3rdcc.org) to request the next certified attorney. Repeat steps 5-11. |
| 13. | Certified Attorney | Receives notification of appointment to carry out CPLR Grant activity.  If there is no pre-existing Domestic Relations case, then the attorney files Complaint in Domestic Relations Sections. Once a Domestic Relations case is opened, the attorney receives a Domestic Relations case number. The attorney then emails Assigned Counsel Services Department with the Domestic Relations case number and requests Appointment for his/her client to be entered into Domestic Relations Odyssey. |
| 14. | Assigned Counsel Services | Receives request from attorney to have Appointment reflected in Domestic Relations Odyssey and checks records to ensure receipt of Attorney Appointment Form and Order. If there is an Attorney Appointment Form and corresponding order, then processes the request and enters appointment in Domestic Relations Odyssey.  If there is no corresponding Attorney Appointment Form and Order, then communicates with attorney to seek necessary form and order from the courtroom of origin.  Once Assigned Counsel Services has/or receives form and order, and there is an open Domestic Relations case, enters Appointment in Domestic Relations Odyssey. |
| 15. | Certified Attorney | Follows court order, files motion, complaint, (or affidavit). Participates in subsequent hearing, completing the court ordered CPLR task. |
| 16. | Juvenile Jurist | Issues order establishing that attorney has completed CPLR function (e.g. sought custody order for certified birth certificate) and makes oral declaration for the record |
| 17. | Courtroom Clerk | Makes entry into Domestic Relations Odyssey of the outcome of Domestic Relations hearing (or seeking certified birth certificate) and attaches copy of order. |
| 18. | Juvenile Referee or Judge’s Administrative Assistant | Sends copy of Order establishing that attorney has completed CPLR Function to dedicated email address, [CPLRInbox@3rdcc.org](mailto:CPLRInbox@3rdcc.org) that includes the outcome. |
| 19. | Certified Attorney | Fills out Domestic Relations electronic voucher, delineating the authorized service completed and attaches Domestic Relations Custody Order (or Juvenile Order indicating AOP has been received). |
| 20. | Budget & Finance Department | Issues payment for authorized service pursuant to fee schedule (i.e. $600 for custody resolution and $200 for certified birth certificate) to certified attorney. |