

THIRD JUDICIAL CIRCUIT OF MICHIGAN CRIMINAL DIVISION

Assigned Counsel Services

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WELCOME TO ASSIGNED COUNSEL SERVICES

- ❖ My name is Yvonne Barnett Greene. I am the Assigned Counsel Services Manager
- ❖ The department of Assigned Counsel Services handles all Wayne County felony petitions and orders for court appointed attorneys
- ❖ The office is located on the 9th floor of Frank Murphy Hall of Justice, Room 909
- ❖ The hours of operation are 8:30 a.m. to 4:30 p.m. daily, except for court holidays and as otherwise posted for sign-ups
- ❖ The phone number to our office is (313) 224-0593

PURPOSE

The purpose of Assigned Counsel Services is to provide indigent defendants counsel pursuant to the Sixth Amendment to the United States Constitution and Gideon vs. Wainwright in criminal matters.



ATTORNEY ELIGIBILITY REQUIREMENTS

Every attorney seeking assignments from the Criminal Division must:

- ❖ Complete an Attorney Profile Application
- ❖ Be a member in good standing with the State Bar of Michigan
- ❖ Complete legal education certification from the Detroit-Wayne County Criminal Advocacy Program (CAP) on an annual basis
- ❖ Provide a statement/description of experience in criminal law
- ❖ Provide proof of Wayne County residency or business address

LOCAL ADMINISTRATIVE ORDER (LAO) 2006-08

- ❖ Pursuant to MCR 8.123(B), the LAO outlines the Courts Plan for Assignment of Counsel
- ❖ Monitors Judicial and Attorney assignment limits
- ❖ The LAO can be located on the court website at: www.3rdcc.org

ASSIGNED COUNSEL SERVICES FUNCTION

- ❖ Maintaining an attorney eligibility list for appointments
- ❖ Coordinating the various sign-ups for house counsel assignments (i.e. AOI, 36th District, Line-ups/Show-ups and Juvenile Waivers)
- ❖ Monitoring assignment limits and providing notification to the attorneys and the Bench when those limits are reached based upon the guidelines set in the LAO
- ❖ Coordinating the meeting of the Attorney Review Committee; which consists of the Presiding Judge, 2 Judges serving in the Criminal Division and the Assigned Counsel Service Manager, when matters regarding attorneys arise including review of applications and attorney complaints
- ❖ Transferring attorney payment vouchers to Budget and Finance
- ❖ Communicating with out-county district courts regarding the need for spot-assignments of attorneys

THINGS TO KNOW

- ❖ Arraignment on the Information (AOI) house counsel sign-ups are held quarterly
- ❖ Sign-ups for Thirty-Sixth District Court House Counsel and Line-ups are quarterly and held on the same day
- ❖ Juvenile Waiver sign-up is held the 15th of each month
- ❖ Felony Non-Support assignments are done through a blind draw system
- ❖ We are moving toward a phone tree notification system to contact attorneys regarding assignments
- ❖ All informational postings will be placed in ACS, the County Clerks Office (Rm. 901) and in Room 810
- ❖ All schedules and calendars will be shared with the WCCDBA to post on their website
- ❖ Commencing October 1st we will require the use of a revised jail visit slip