



**Driver Appeal Integrated System**  
Michigan Department of State

Michigan Department of State

# Petitioner User Guide

Driver Appeal Integrated System

## Table of Contents

1.	Request a Hearing .....	2
2.	Request for Withdraw.....	5
3.	Request for Adjournment.....	6
4.	Request Reconsideration.....	7
5.	Request for Transcript.....	8
6.	Serve a Circuit Court Petition.....	9
7.	Serve a Circuit Court Order.....	11

## 1. Request a Hearing

To submit a request for hearing, User (returning user) needs to access an already created account with login credentials.

1. From MiLogin page, navigate to DAIS – Driver Appeal Integrated System page.
2. Navigate to **My Hearing Requests** Tab on the MDOS DAIS Home Page.

**Driver Appeal Integrated System**  
Michigan Department of State

My Hearing Requests | Circuit Court Petitions | Circuit Court Orders

Create New Hearing

### Current Cases

By default, cases are ordered by date.

Case Number	Case Type	Attorney	Status	Sub-Status	Created Date	Scheduled Date	Commands
<a href="#">17-00001653-IC</a>	Implied Consent		Closed	Withdrawn	1/17/2017 10:46 PM	Not Scheduled	<a href="#">Print</a>
<a href="#">17-00001646-IC-R</a>	Implied Consent		Pending	None	1/17/2017 9:59 PM	2/1/2017 11:00 AM	<a href="#">Print</a>
<a href="#">17-00001646-IC</a>	Implied Consent		Closed	Hearing Completed	1/17/2017 9:18 PM	2/1/2017 11:00 AM	<a href="#">Print</a>
<a href="#">17-00001650-IC</a>	Implied Consent		Closed	Withdrawn	1/17/2017 10:09 PM	Not Scheduled	<a href="#">Print</a>
<a href="#">17-00001643-IC</a>	Implied Consent		Eligible	Adjourned	1/17/2017 6:27 PM	Not Scheduled	<a href="#">Print</a>
<a href="#">17-00001642-IC</a>	Implied Consent		Closed	Withdrawn	1/17/2017 3:57 PM	2/1/2017 10:00 AM	<a href="#">Print</a>
<a href="#">17-00001641-IC</a>	Implied Consent		Closed	Withdrawn	1/17/2017 3:01 PM	2/1/2017 12:00 PM	<a href="#">Print</a>

Figure 1: My Hearing Request Home Page

3. Click **“Create New Hearing”** to request a new hearing.
4. On the **Request for a New Hearing** page, click **Case Details** tab.

5. Select the appropriate **Hearing Type**:
  - a. Implied Consent
  - b. Change/Removal of Restrictions
  - c. Ignition Interlock Violation
  - d. Legal Issue
  - e. Medical Application Denial
  - f. Removal of Ignition Interlock
  - g. Revocation / Denial
  - h. Sobriety Court
  - i. Traffic Safety Div. (Re-exam)
6. Opt in for email communications by checking the **Email Communications? checkbox**. (if email communication is preferred)
7. If represented by an attorney, check the **Represented by an Attorney? checkbox**.
  - a. If the **Represented by an Attorney?** checkbox is checked, provide the Last Name( mandatory field) and other details (First Name, Middle Name, P#, Email Address, Street, City, State, Zip Code and Country) associated with your attorney (if applicable).
8. Click **Save and Continue** button to save your application as a draft.
9. A Case ID is generated. This Case ID is the reference number for the Hearing Request Processing. User can access their case using this Case ID.
10. Attach the **Request for Hearing** (mandatory document) to the case.
  - a. Click **Case Documents** tab to access the Request for Hearing document.
  - b. Click the **checkbox** to consent and certify that the Hearing Request form is attached to the case. This is mandatory to continue.
  - c. Click the link provided to access available form(s).
  - d. Click **Choose File** button to select the attaching document from the local system and **Upload** button to attach the document to the case if a document is required.
  - e. Check if the case requires additional documents to be attached. (Ex: **Interlock Report (BAIID), Form 257, Form 258, Drug Screen Form, Internal Report (BAID)** based on your Hearing Type.

11. Click **Submit Request** button on the Hearing Request page.
12. Click **OK** on the alert dialogue box to continue with the Hearing Request Submission.
13. Once the Hearing request is submitted, no changes can be made to the hearing Request Type or the attached documents.

**Note:** Click **Update Hearing Request** button to update any of the following after the case is submitted.

Email communication preference, represented by an attorney, attorney related information. User can also attach additional documents after case submission.

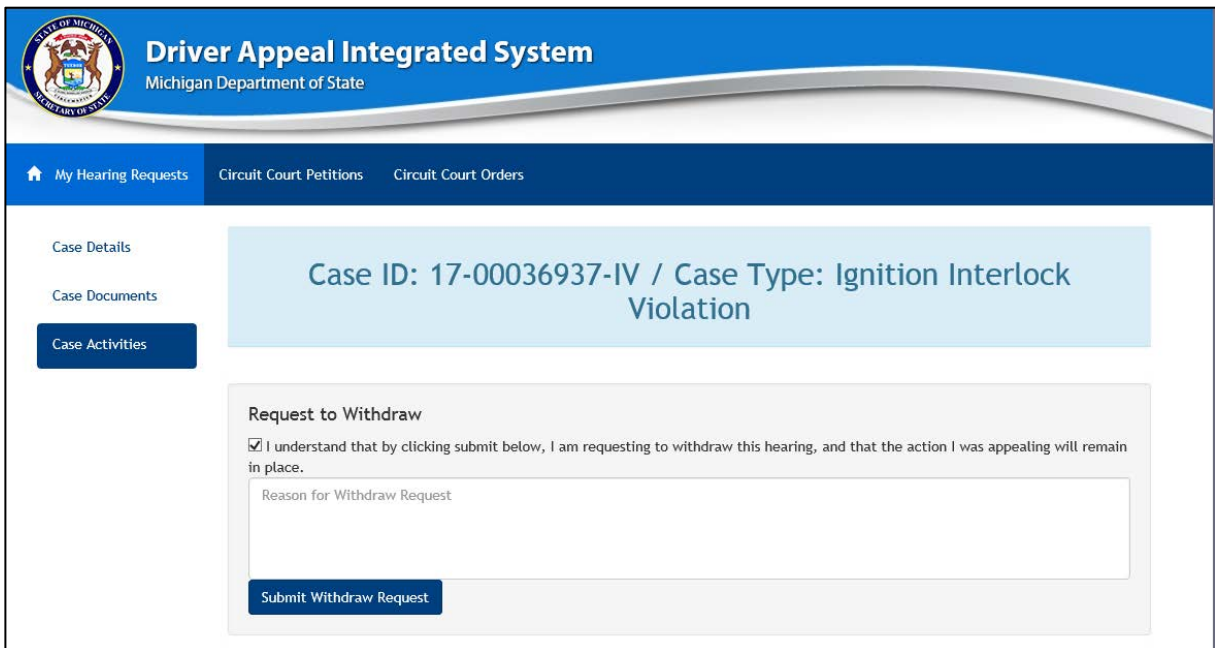
14. Case ID and submitted case details can be viewed on the **My Hearing Requests** list view.

## 2. Request for Withdraw

User can withdraw a submitted request at anytime during the process of Hearing Request Schedule before the case is closed.

**Pre-condition: The petitioner has already submitted a request for hearing and has the Case ID.**

1. Navigate to **Case Activities** Tab.
2. Click **checkbox** "Request for Withdraw" option to certify that a withdraw is requested for a submitted case and the appealing action will remain in effect.
3. Provide appropriate reason for withdraw in the description section.
4. Click the **Submit Withdraw Request** button to submit the withdraw request.



The screenshot displays the 'Driver Appeal Integrated System' interface for the Michigan Department of State. The header includes the state seal and the system title. A navigation bar contains links for 'My Hearing Requests', 'Circuit Court Petitions', and 'Circuit Court Orders'. On the left, a sidebar lists 'Case Details', 'Case Documents', and 'Case Activities' (which is highlighted). The main content area shows 'Case ID: 17-00036937-IV / Case Type: Ignition Interlock Violation'. Below this, a 'Request to Withdraw' section contains a checked checkbox with the text: 'I understand that by clicking submit below, I am requesting to withdraw this hearing, and that the action I was appealing will remain in place.' There is a text input field labeled 'Reason for Withdraw Request' and a 'Submit Withdraw Request' button at the bottom.

Figure 2: Submit a Withdraw Request

5. An email is sent to relevant parties notifying the withdraw request is received and is being processed by the Administrative Hearing Staff.

### 3. Request for Adjournment

User can request one adjournment of a case at any time after the case is scheduled and confirmed and when requesting adjournment two business days prior to the scheduled hearing.

**Pre-condition: The Hearing request is scheduled and confirmed, and the request is made at least two days prior to the scheduled hearing.**

1. Navigate to the **Case Activities** Tab.
2. Click **checkbox** on "Request for Adjournment" to certify that an adjournment is requested on a scheduled case and will only be considered after the AHS user notifies the adjournment approval.
3. Click **Choose File** button to attach the required "Written Proof of Conflict"
4. Provide appropriate reason for Adjournment Request in the description section.
5. Click the **Submit Adjournment Request** button to request an adjournment.

The screenshot shows a web form titled "Request for Adjournment". At the top, there is a checkbox with the text: "I understand that by clicking submit below, I am requesting an adjournment of my hearing. I further, understand that only one adjournment can be submitted per party. My request may be denied and I understand that a hearing is not considered adjourned until AHS notifies me it has been adjourned." Below this is a section labeled "Written Proof of Conflict" which contains a text input field and a "Browse..." button. Underneath is a larger text area labeled "Reason for Adjournment Request". At the bottom of the form is a blue button labeled "Submit Adjournment Request".

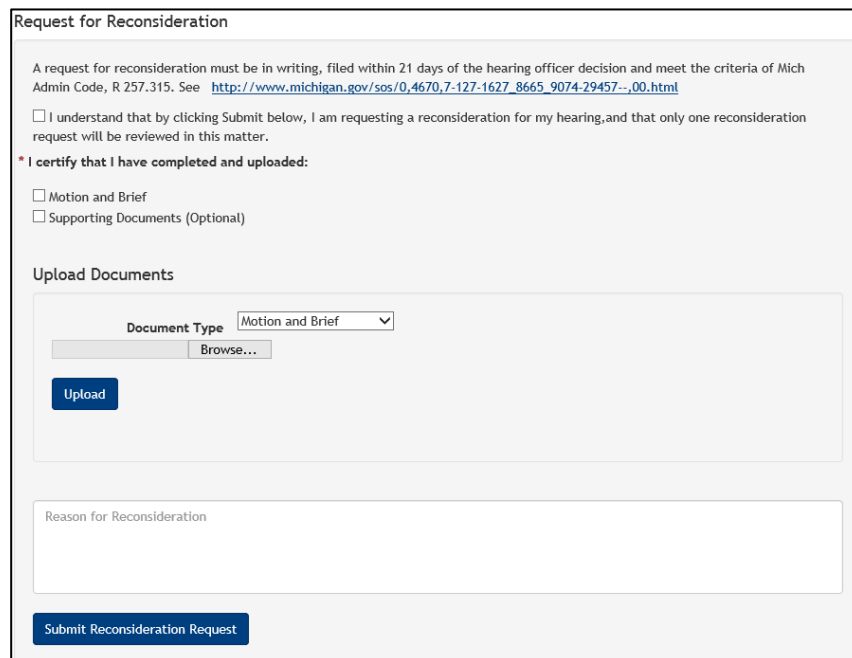
*Figure 3: Request an Adjournment*

6. An email is sent to relevant parties notifying the adjournment request is received and is being processed by the Administrative Hearing Staff.

## 4. Request Reconsideration

User can request a reconsideration within 21 days of case closure.

1. Navigate to the **Case Activities** tab.
2. Select a document type and Click **Choose File** button to attach the document type selected
3. Check required checkboxes
4. Provide appropriate reason for Reconsideration Request in the description section
5. Click **Submit Reconsideration Request** to request Reconsideration



**Request for Reconsideration**

A request for reconsideration must be in writing, filed within 21 days of the hearing officer decision and meet the criteria of Mich Admin Code, R 257.315. See [http://www.michigan.gov/sos/0,4670,7-127-1627\\_8665\\_9074-29457--,00.html](http://www.michigan.gov/sos/0,4670,7-127-1627_8665_9074-29457--,00.html)

☐ I understand that by clicking Submit below, I am requesting a reconsideration for my hearing, and that only one reconsideration request will be reviewed in this matter.

**\* I certify that I have completed and uploaded:**

☐ Motion and Brief

☐ Supporting Documents (Optional)

**Upload Documents**

Document Type: Motion and Brief

Browse...

Upload

Reason for Reconsideration

Submit Reconsideration Request

Figure 4 Request for Reconsideration

6. Case sub-status will reflect the stage in which the Reconsideration request is being processed.
7. The uploaded reconsideration document can be found in the **Case Documents** tab, as well as under the "Reconsideration Documents" section.

Reconsideration Documents		
Document Type	Name	Description
No records found.		

Figure 5 Reconsideration Documents



## 5. Request for Transcript

1. Navigate to **Case Transcript** Tab.
2. Provide basic information on the application (Ex: **Partial request**, **Circuit Court Date**, **Trial Date** and **Circuit Court County**, all optional) and **Delivery Option** (required field)
3. Click the **Audio Request checkbox** to request an Audio file on the case.
4. Click **Expedite checkbox** to expedite the request (optional). Please note that there is an additional fee.
5. Click **Email Communications?** checkbox to receive an email related to transcript process
6. Click **Choose File** button to attach and upload the "Transcript Order form".
7. Click the **Submit Transcript Request** button to request a Transcript on the case.

The screenshot shows a web form titled "Request for Transcript" with a subtitle "Please refer to help guide under 'DAIS help' drop-down". A red asterisk indicates required fields. The form includes several input fields: "Delivery Option" (a dropdown menu with "Electronic" selected), "Circuit Court Date", "Trial Date", "Circuit Court County" (a dropdown menu with "--SELECT COUNTY--" selected), and "Partial Transcript Request". Below these fields are three checkboxes: "Audio Request (Not permitted for Circuit Court use)", "Expedite (An expedited fee will be charged).", and "Email Communications?". At the bottom, there is a note about following instructions and a link to a PDF form. Below the note is a text input field for "Upload Transcript Order Form" and a "Browse..." button. At the very bottom is a blue "Submit Transcript Request" button.

Request for Transcript

Please refer to help guide under "DAIS help" drop-down

\* = required

\* Delivery Option: Electronic

Circuit Court Date: Circuit Court Date

Trial Date: Trial Date

Circuit Court County: --SELECT COUNTY--

Partial Transcript Request: Partial Transcript Request

☐ Audio Request (Not permitted for Circuit Court use)

☐ Expedite (An expedited fee will be charged).

☐ Email Communications?

Note: Follow instructions on the form. Complete the attached form, scan, and upload.  
[https://www.michigan.gov/documents/Transcript\\_order\\_form\\_19092\\_7.pdf](https://www.michigan.gov/documents/Transcript_order_form_19092_7.pdf)  
Upload Transcript Order Form

Figure 6: Submit Transcript Request

8. An email is sent to relevant parties notifying them that transcript request was received and is being processed by the Administrative Hearing Staff.

## 6. Serve a Circuit Court Petition

User can serve a Circuit Court Petition with an existing Circuit Court Case Number.

1. Navigate to **Circuit Court Petitions** tab from the home page.

From the list view, user can see Circuit Court Case Number, Original AHS Case Number, Attorney (if applicable), Status and sub-status.

The screenshot displays the DAIS web application. The header includes the Michigan Department of State logo and navigation links: Home, About, Contact, Petitioner, Test, DAIS Help, and a Michigan map icon. The main navigation bar has three tabs: My Hearing Requests, Circuit Court Petitions (selected), and Circuit Court Orders. Below the navigation bar, there is a 'Create Circuit Court Petition' button and a search bar. The main content area is titled 'Current Circuit Court Cases' with a note that cases are ordered by date. A table lists two cases with columns for Case Number, Original AHS Case Number, Attorney, Status, Sub-Status, Created Date, and Commands.

Circuit Court Case Number	Original AHS Case Number	Attorney	Status	Sub-Status	Created Date	Commands
<a href="#">MDOSTesting1233</a>	17-00029099-RG		Saved	None	6/8/2017 3:40 PM	<a href="#">Print</a> <a href="#">Delete</a>
<a href="#">CCPIN 1231</a>	17-00028303-RG		Pending Review	None	6/21/2017 2:40 PM	<a href="#">Print</a>

Figure 7 Circuit Court Petition List View

2. Enter Circuit Court case number (mandatory)
3. Enter Circuit Court Name
4. Select Circuit Court County (mandatory)
5. Enter Judge Name, Appearance Date in Court, and / or Original AHS Case number if applicable.
6. Enter Email Communication
7. If represented by an attorney, enter attorney information, such as name, P#, and email address.
8. Click **Save & Continue**

## Circuit Court Petition

\* = Required

Full Name	TEST PETITIONER
* CC Case Number	ENTER CC CASE NUMBER
Circuit Court	ENTER CIRCUIT COURT NAME
* CC County	--SELECT COUNTY-- <span style="float: right;">▼</span>
Judge Name	ENTER JUDGE NAME
Appearance Date in Court (mm/dd/yyyy)	Appearance Date in the Court mm/dd/yyyy
Original AHS Case Number	ENTER ORIGINAL AHS CASE NUMBER

☐ Email Communication?
   
☐ Represented by an Attorney?

Save & Continue

Figure 8 Serve Circuit Court Petition

9. Click on the **Case Documents** tab to upload document(s).
10. Click on the hyperlink to retrieve required forms. Upon filling it out, click **Browse** to upload the document(s).
11. Select the type of document being uploaded.
12. Check all necessary boxes.
13. Click "**Submit Request**" to submit the Circuit Court Petition.

## 7. Serve a Circuit Court Order

User can serve a Circuit Court Order on an existing Petition, or the Order on its own (without Petition).

1. Navigate to **Circuit Court Orders** tab from the home page.

From the list view, user can see Circuit Court Case Number, Original AHS Case Number, Attorney (if applicable), Status and sub-status.

Circuit Court Orders						
Create Circuit Court Order						
Show 10 entries Search:						
Current Circuit Court Cases						
By default, circuit court cases are ordered by date.						
Circuit Court Case Number	Original AHS Case Number	Attorney	Status	Sub-Status	Created Date	Commands
<a href="#">LOVE143</a>	17-00029099-RG		Pending Review	None	6/15/2017 4:42 PM	<a href="#">Print</a>
<a href="#">CC0623ManGu</a>	17-00029099-RG		Pending Review	None	6/15/2017 3:05 PM	<a href="#">Print</a>
<a href="#">88887</a>	17-00026852-IC		Pending Review	Additional Docs Needed	6/6/2017 4:18 PM	<a href="#">Print</a>

Figure 9 Circuit Court Order List View

2. If there is an existing Petition, enter the CC Case number, then click **Show Petition Search**
3. Select the Petition in which the Order is associated with
4. If there is an existing Petition on the Order, the fields on CC will be automatically populated. Go directly to **Save & Continue**
5. If there is not an existing Petition, enter CC Case Number (mandatory)
6. Enter Circuit Court Name
7. Select Circuit Court County (mandatory)
8. Enter Order Date, Judge Name, Appearance Date in Court, and / or Original AHS Case number if applicable.
9. Enter Email Communication
10. If represented by an attorney, enter attorney information, such as name, P#, and email address.
11. Click **Save & Continue**

Circuit Court Order

\* = Required

Full Name

\* CC Case Number

Show Petition Search

Existing Petition

Circuit Court

\* CC County 

--SELECT COUNTY--
▼

Order Date  
(mm/dd/yyyy)

Judge Name

Appearance Date  
in Court  
(mm/dd/yyyy)

Original AHS Case  
Number

☐ Email Communication?

Figure 10 Serve Circuit Court Order

14. Click on the **Case Documents** tab to upload document(s).
  15. Click on the hyperlink to retrieve required forms. Upon filling it out, click **Browse** to upload the document(s).
  16. Select the type of document being uploaded.
  17. Check all necessary box.
- Click "**Submit Request**" to submit the Circuit Court Order.