



Driver Appeal Integrated System

Michigan Department of State

Michigan Department of State

Petitioner User Guide

Driver Appeal Integrated System

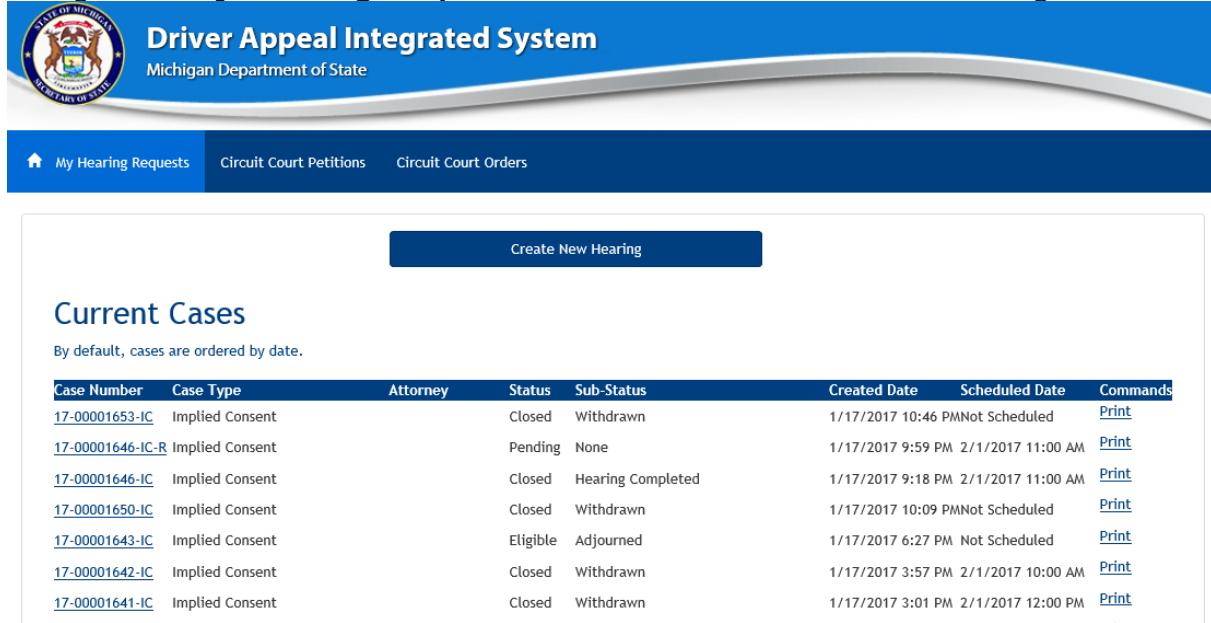
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1. Request a Hearing

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.



The screenshot shows the MDOS DAIS Home Page. At the top, there is a blue header with the Michigan Department of State logo and the text "Driver Appeal Integrated System". Below the header, there is a navigation bar with three tabs: "My Hearing Requests" (which is highlighted in white), "Circuit Court Petitions", and "Circuit Court Orders". In the center of the page, there is a section titled "Current Cases" with a sub-instruction "By default, cases are ordered by date.". Below this, there is a table listing eight cases. The table has columns for Case Number, Case Type, Attorney, Status, Sub-Status, Created Date, Scheduled Date, and Commands. Each row in the table includes a "Print" link under the "Commands" column. The cases are as follows:

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17-00001653-IC	Implied Consent		Closed	Withdrawn	1/17/2017 10:46 PM	Not Scheduled	Print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17-00001650-IC	Implied Consent		Closed	Withdrawn	1/17/2017 10:09 PM	Not Scheduled	Print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17-00001642-IC	Implied Consent		Closed	Withdrawn	1/17/2017 3:57 PM	2/1/2017 10:00 AM	Print
17-00001641-IC	Implied Consent		Closed	Withdrawn	1/17/2017 3:01 PM	2/1/2017 12:00 PM	Print

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.

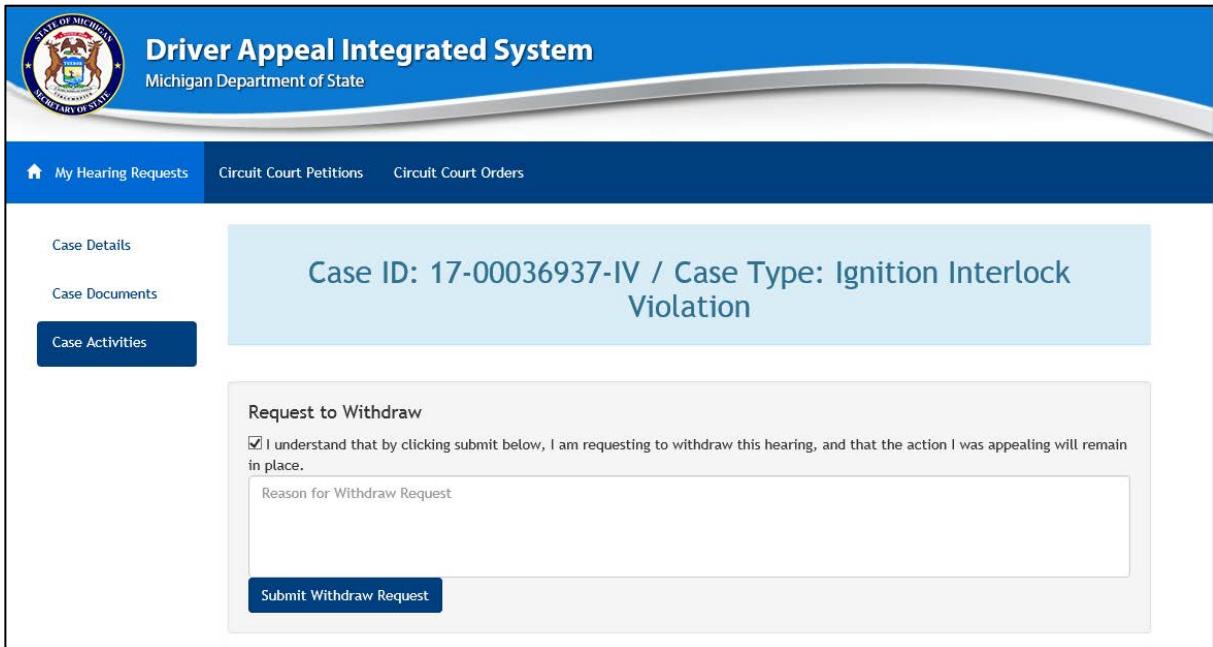
11. Click **Submit Request** button on the Hearing Request page.
12. Click **OK** on the alert dialogue box to continue with the Hearing Request Submission.
13. Once the Hearing request is submitted, no changes can be made to the hearing Request Type or the attached documents.
Note: Click **Update Hearing 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 shows the Michigan Department of State's Driver Appeal Integrated System (DAIS) interface. The top navigation bar includes the Michigan state seal, the text "Driver Appeal Integrated System", and "Michigan Department of State". Below the navigation, there are three tabs: "My Hearing Requests" (selected), "Circuit Court Petitions", and "Circuit Court Orders". On the left, a sidebar lists "Case Details", "Case Documents", and "Case Activities" (selected). The main content area displays a case summary: "Case ID: 17-00036937-IV / Case Type: Ignition Interlock Violation". Below this, a "Request to Withdraw" form is shown. It 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." A text area labeled "Reason for Withdraw Request" is empty. At the bottom of the form is a blue "Submit Withdraw Request" button.

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-based form titled "Request for Adjournment". At the top, there is a checkbox followed by a statement: "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 the checkbox is a "Written Proof of Conflict" section with a "Browse..." button. A large text area labeled "Reason for Adjournment Request" is provided for input. At the bottom of the form is a prominent blue "Submit Adjournment Request" button.

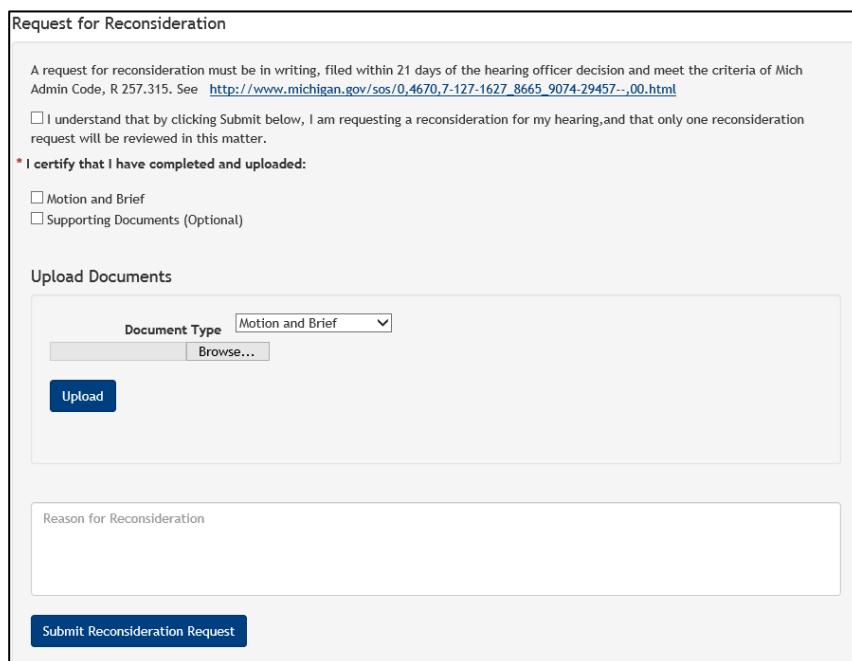
Figure 3: Request an Adjournment

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



The screenshot shows a web-based form titled 'Request for Reconsideration'. At the top, there is a note: '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'. Below this are two checkboxes: '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.' and 'I certify that I have completed and uploaded:'. Under 'I certify that I have completed and uploaded:', there are two options: 'Motion and Brief' and 'Supporting Documents (Optional)'. The next section is 'Upload Documents', which includes a 'Document Type' dropdown set to 'Motion and Brief', a 'Browse...' button, and an 'Upload' button. Below this is a large text area for 'Reason for Reconsideration'. At the bottom is a dark blue 'Submit Reconsideration Request' button.

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.

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

Upload Transcript Order Form

Figure 6: Submit Transcript Request

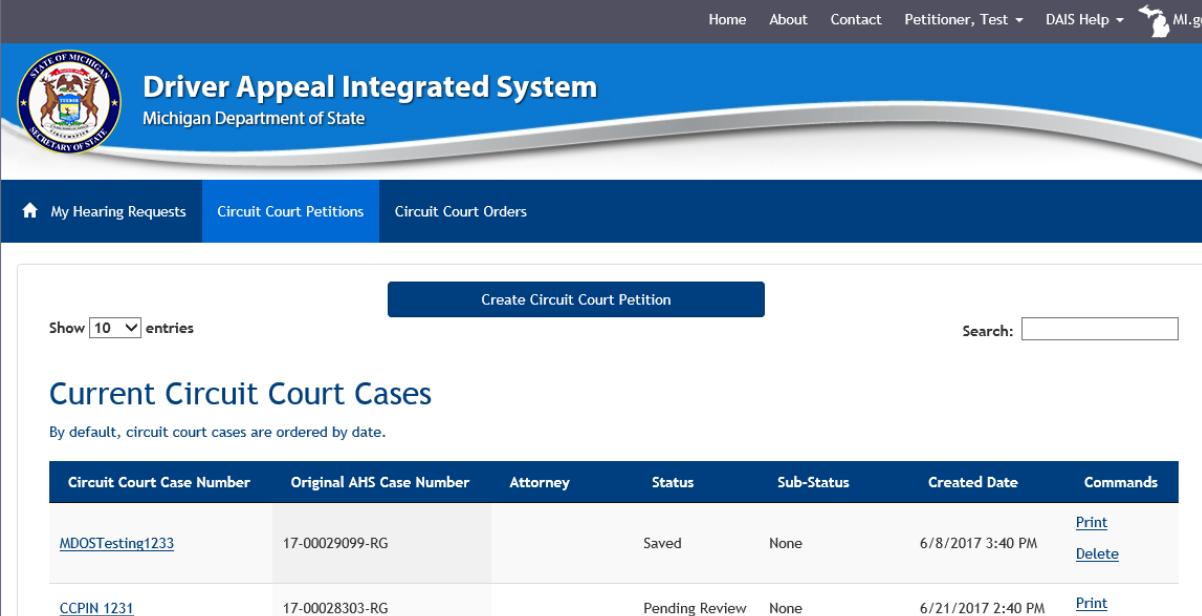
8. An email is sent to relevant parties notifying them that transcript request was received and is being processed by the Administrative Hearing Staff.

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.



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

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	<input type="text" value="TEST PETITIONER"/>
* CC Case Number	<input type="text" value="ENTER CC CASE NUMBER"/>
Circuit Court	<input type="text" value="ENTER CIRCUIT COURT NAME"/>
* CC County	<input type="text" value="--SELECT COUNTY--"/> ▼
Judge Name	<input type="text" value="ENTER JUDGE NAME"/>
Appearance Date in Court (mm/dd/yyyy)	<input type="text" value="Appearance Date in the Court mm/dd/yyyy"/>
Original AHS Case Number	<input type="text" value="ENTER ORIGINAL AHS CASE NUMBER"/>
<input type="checkbox"/> Email Communication? <input type="checkbox"/> Represented by an Attorney?	
<input style="background-color: #005a99; color: white; border: 1px solid #005a99; padding: 2px 10px; border-radius: 5px; font-weight: bold; font-size: 10px;" type="button" value="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 Case Number	Original AHS Case Number	Attorney	Status	Sub-Status	Created Date	Commands
LOVE143	17-00029099-RG		Pending Review	None	6/15/2017 4:42 PM	Print
CCO623ManGu	17-00029099-RG		Pending Review	None	6/15/2017 3:05 PM	Print
88887	17-00026852-IC		Pending Review	Additional Docs Needed	6/6/2017 4:18 PM	Print

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	<input type="text" value="TEST PETITIONER"/>
* CC Case Number	<input type="text" value=" "/>
<input type="button" value="Show Petition Search"/>	
Existing Petition	<input type="text" value="ENTER EXISTING CC PETITION NUMBER"/>
Circuit Court	<input type="text" value="ENTER CIRCUIT COURT NAME"/>
* CC County	<input style="width: 15%;" type="text" value="--SELECT COUNTY--"/>
Order Date (mm/dd/yyyy)	<input type="text" value="Order Date mm/dd/yyyy"/>
Judge Name	<input type="text" value="ENTER JUDGE NAME"/>
Appearance Date in Court (mm/dd/yyyy)	<input type="text" value="Appearance Date in the Court mm/dd/yyyy"/>
Original AHS Case Number	<input type="text" value="ENTER ORIGINAL AHS CASE NUMBER"/>
<input type="checkbox"/> 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.