

**Request to Remove Assignment from Standard 6 Case Count – Misdemeanor**

Attorney: P-Number:  
 Appointment ID: Appointment Date:  
 Defendant Name: Case Number:

Were you the initial attorney appointed to this case? Yes No

Events that can trigger a case count removal include being retained out, issuance of a bench warrant, dismissal of the case, or reassignment. Did any of these events happen in this case?

Yes No If yes, which one:

According to the MIDC’s *Grant Manual*, “Reassignments do not count as a case for an attorney where reassignment is requested before significant work is performed.” Please review the following table and check the applicable box. Note the following: in this context, “motion” does not include a motion to withdraw. If the “Counts as an assignment” box says YES for your situation, **do not submit this form**. You cannot get the case removed.

Check Applicable	Removal Point	Counts as an Assignment?
	Up to two pretrials – no motion or evidentiary hearing.	NO
	Three pretrials or more.	<b>YES</b>
	One pretrial with a motion or evidentiary hearing.	<b>YES</b>
	One pretrial where a plea is taken.	<b>YES</b>
	Sentencing	<b>YES</b>

*Simultaneous Services in Companion Case*

Regardless of the box you checked above, do you believe that the assignment should not be counted because you provided simultaneous services to the same client?

Yes No

Did the cases have the same judge and mostly the same hearing dates?

Yes No

“Mostly the same” means that one or two proceedings can be on different dates, but for the most part the cases are being handled together. (Sometimes cases need a chance to catch up with each other.)

*Note on Significant Work*

The MIDC has indicated that there may be times when a case should not be added to an attorney’s case count and times when a case should be removed from an attorney’s case count. If the amount of time/work an attorney has put into a case is substantial, it should count as an assignment even though the attorney did not complete the case.

Do not submit this form if you put significant work into the case.

I believe that this case assignment is eligible for removal from my Standard 6 case count and certify that the information above is correct to the best of my knowledge.

Signature

Date

\*If this request is approved, the attorney should serve a copy of the approval on each system in which they accept assignments.

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*For appointing authority office use only*

The request above is:            approved            .            denied

Signature

Date

Notes: