



## USER TRAINING

## THE FILER EXPERIENCE

## Revision History

Version	Date	Description of Change(s)	Author
1.0	12 Nov 2018	Initial Version	Lou Alicegary
1.1	14 Dec 2018	Incorporating SCAO feedback	Lou Alicegary
1.2	12 Apr 2019	Updating Glossary	Lou Alicegary
1.3	4 Sept 2019	Updating screen shots and information	Andrea Colen
1.4	10 Sept 2019	Incorporating SCAO feedback	Andrea Colen
1.5	12 Sept 2019	Incorporating SCAO feedback	Andrea Colen
1.6	30 Sept 2019	Incorporating SCAO feedback	Andrea Colen
1.7	28 June 2020	Adding Add Parties features	Andrea Colen
1.8	18 Aug 2020	Incorporating SCAO feedback	Andrea Colen
1.9	29 Dec 2020	Updating Add Party information	Andrea Colen
2.0	16 Jan 2021	Incorporating SCAO feedback	Andrea Colen
2.0	11 May 2021	Updating Remaining changes in Functionality	Marci Steiger
2.1	17 May 2021	Incorporating SCAO feedback	Marci Steiger
2.2	18 May 2021	Incorporating SCAO feedback	Marci Steiger
2.3	27 June 2023	Adding New Case Types and Update to Submission Successful window	Andrea Colen
2.4	25 October 2023	Updated Circuit and District Criminal Case Types	Michael Ryan
2.5	4 April 2025	Updated Connected Documents section	Andrea Colen

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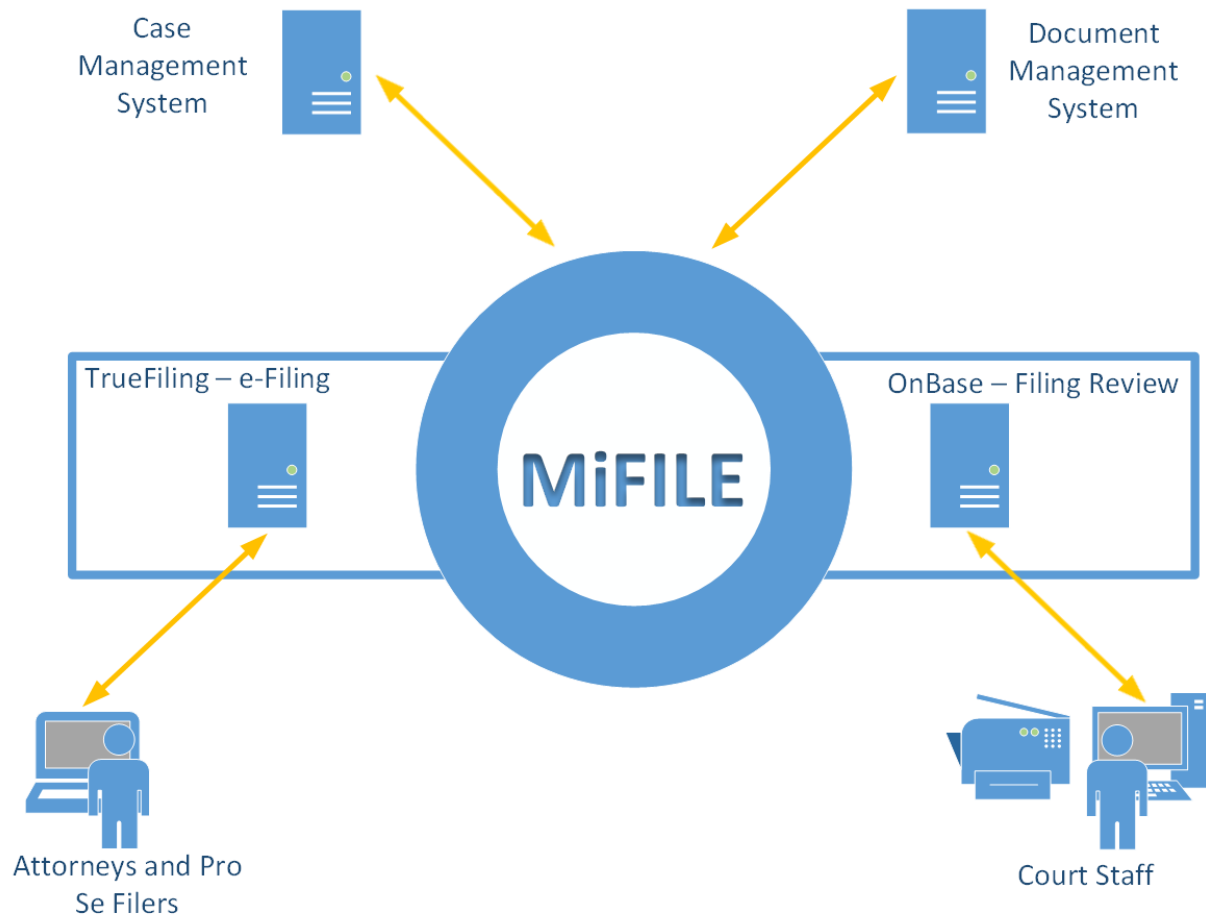
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## 1. Introduction

A primary goal of the MiFILE initiative is to make filing into court cases easier and more accessible to attorneys and the general public. The MiFILE solution consists of two major software components: the TrueFiling e-Filing platform and the OnBase Filing Review component for court staff.



**TrueFiling** is a web-based e-filing and e-service solution for **attorneys, firm staff, court reporters, and pro se (self-represented) filers**.

- It provides an intuitive user interface where filers can electronically file documents for an existing case or initiate a new case.
- Using an Internet-connected computer instead of filing paper copies at the clerk's office results in increased efficiency and accuracy.

The **OnBase Filing Review** component of MiFILE enables **court staff** to electronically accept, route, and act on filings.

- Both MiFILE components (OnBase and TrueFiling) integrate directly with the electronic document management system (DMS) and the case management system (CMS) at the clerk's office.
- For courts that do not currently have an on-premise DMS, the MiFILE solution provides an optional **Cloud DMS** solution for conveniently accessing filed documents and case records directly from within OnBase, where filing review is already done.

### To summarize:

- TrueFiling** is the part of the system with which the **filers and attorneys** interact.

**History** | My History | My Network's History | Unsubmitted | View Payment Information

Show 5 entries

Submission ...	Court	Case Num...	Filing Name	Filing Type	Matter...	Filer	Submitter	Status
08/07/2019 at ...	MI SCAO Circuit Court	TEMP-0XB577...	Case Initiation Form	ISI_CASE_INIT_FOR...		Andrea Colen (...)	Andrea Colen	Paid
08/07/2019 at ...	MI SCAO Circuit Court	TEMP-0XB577...	Answer, Civil	Appearance		Andrea Colen (...)	Andrea Colen	Paid
08/07/2019 at ...	MI SCAO Circuit Court	TEMP-0XB577...	Appearance	Jury Demand		Andrea Colen (...)	Andrea Colen	Paid
08/02/2019 at ...	MI SCAO Circuit Court	TEMP-LDDYH...	Case Initiation Form	ISI_CASE_INIT_FOR...		Andrea Colen (...)	Andrea Colen	Paid
08/02/2019 at ...	MI SCAO Circuit Court	TEMP-LDDYH...	Appearance	Appearance		Andrea Colen (...)	Andrea Colen	Paid

Showing 1 to 5 of 224 entries

- OnBase** is the part of the system with which the **court staff** interact.

**Document**

CC - Affidavit - 0912-000104-CB - AFD - AFFIDAVIT AND DEFAULT FILED - 9/11/2018 4:00:59 PM

4 Pages | 2 Notes | Revision 3 of 3

Folder Tree: Circuit Court Case File, Court Name: OAKLAND COUNTY 6TH CIRCUIT COURT, 0912-000104-CB: FOXES V WOLVES, All Case Documents, Filing Review Case File

Selected 1 of 1 Document(s): 9/12/2018, CC - Affidavit

Document Content: GARNISHEE DISCLOSURE, SEE INSTRUCTIONS ON OTHER SIDE, 1. This disclosure is for a writ of garnishment based on... 2. The garnishee is not indebted to the defendant for any amount and does not possess or control the defendant's property...

## 2. MiFILE Account Registration

Creating a filer account in MiFILE is simple.

- Navigate to the MiFILE webpage, <https://mifile.courts.michigan.gov/>
- Click the Sign Up link.

The screenshot shows the MiFILE login and registration interface. At the top left is the logo "MiFILE Powered By TrueFiling". At the top right is a "Login" button. Below the header, a welcome message states: "Welcome to MiFILE, the Michigan judiciary's electronic filing system for filing and serving documents online. This website does not provide public access to court records. If you would like to obtain a court record, please contact the court directly." In the center is a white box titled "Log In to MiFILE". Inside this box are two input fields: "Email Address" and "Password". Below these fields is a dark blue "Log in" button. Underneath the button are two links: "Forgot password" and "View Available Courts". At the bottom of the box is a "Sign Up" button, which is highlighted with a red rectangular border.

Provide your personal information.

### Sign Up for MiFILE

Email Address \*

First Name \*

Last Name \*

Firm/Organization

Address (Line 1) \*

Address (Line 1)

Address (Line 2)

Address (Line 2)

City \*

City

State/Province \*

Select State ▼

Zip Code \*

Zip Code

Password \*

Confirm password \*

Signing up for MiFILE will allow you to log in to the site and connect with other MiFILE users. Connections can file on each other's behalf and view each other's filing history.

If you file documents in a court, choose any of the following user roles that apply.

Professional Credentials

☐ I'm an attorney in one or more states / provinces

☐ I am filing on behalf of an attorney

☐ I am a court reporter / recorder

Additional Settings

☐ I will file to a case where I am representing myself (pro se)

☐ I am filing into a case but none of the above apply to me

Sign Up

Note: The email address is your unique username – you may only have one account per email address. This email address CANNOT be changed within MiFILE.

Set your password; your MiFILE password must be at least eight characters, no more than twenty characters, have at least one lower case letter, have at least one upper case letter, have at least one numeral and have at least one symbol.

Page 6

Password \*

Confirm password \*

**Password Requirements:**

- At least one lower case letter [a-z]
- At least one upper case letter [A-Z]
- At least one numeral [0-9]
- At least one symbol [!@#^&\*()+\_{}?~]
- Minimum 8 characters
- Maximum 20 characters

Select your Professional Credential and the Additional Settings that apply. Multiple roles can be chosen (or none at all). If you select either the court reporter or attorney roles, you'll be required to enter your court reporter or bar number; these numbers are not validated by the system, any validation will need to be done manually by a clerk. Attorneys may provide bar numbers from multiple states by clicking the Add State button.

Signing up for MiFILE will allow you to log in to the site and connect with other MiFILE users. Connections can file on each other's behalf and view each other's filing history.

If you file documents in a court, choose any of the following user roles that apply.

## Professional Credentials

☐ I'm an attorney in one or more states / provinces☐ I am filing on behalf of an attorney☐ I am a court reporter / recorder

## Additional Settings

☐ I will file to a case where I am representing myself (pro se)☐ I am filing into a case but none of the above apply to me

The selections made above will not determine if you will become a service recipient on a case. Service recipients are determined by court settings. To become a service recipient on a case, you must be added to the case through the case initiation process, by submitting an add party/add counsel form, or by the clerk making edits of the case participants from filings submitted.

Once you complete the MiFILE registration, an email will be sent asking you to confirm that you created an account. Click the Confirm Now button in the email. You will be redirected to MiFILE to log in.

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### Final step...


Confirm your email address to complete your TrueFiling account.  
Simply click the button below.

**Confirm now**

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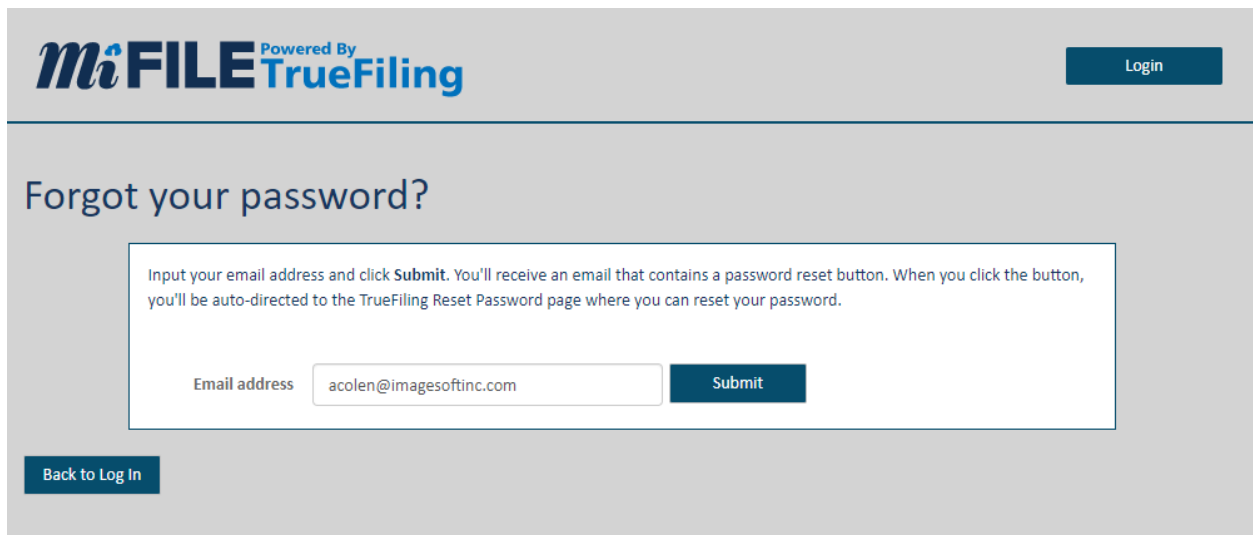
### 3. Logging into MiFILE

Enter your email address and the password specified at registration to log in.



The login screen features the MiFILE logo (Powered By TrueFiling) in the top left and a Login button in the top right. A welcome message states: "Welcome to MiFILE, the Michigan judiciary's electronic filing system for filing and serving documents online. This website does not provide public access to court records. If you would like to obtain a court record, please contact the court directly." The central "Log In to MiFILE" form includes an "Email Address" field with "acolen@imagesoftinc.com", a "Password" field with masked characters, a "Log in" button, and links for "Forgot password", "View Available Courts", and "Sign Up".

If you have forgotten your password, click the Forgot Password link, and a screen like the one shown below will be displayed. Enter your email address and click submit. A password reset link will be sent to your email.



The "Forgot your password?" screen features the MiFILE logo (Powered By TrueFiling) in the top left and a Login button in the top right. The heading "Forgot your password?" is displayed. Below it, a text box explains: "Input your email address and click **Submit**. You'll receive an email that contains a password reset button. When you click the button, you'll be auto-directed to the TrueFiling Reset Password page where you can reset your password." The form includes an "Email address" field with "acolen@imagesoftinc.com" and a "Submit" button. A "Back to Log In" button is located at the bottom left.

Open the email and click the Reset Password button to change your password. This will redirect you to MiFILE.

Please reset your password by clicking the button below.

**Reset Password**

Your email address should be prepopulated. Enter your NEW password twice and then click Reset. You will receive an on-screen confirmation of the password change and automatically be logged into MiFILE.

## Reset your Password

Email

acolen@imagesoftinc.com

Password



Confirm password

**Reset**

## Reset password confirmation.

Your password has been reset. You have been logged in.

## 4. Navigating MiFILE

Once you have logged into MiFILE, you will see a view resembling the following:

The screenshot displays the MiFILE web application interface. At the top, the header bar includes the 'miFILE Powered By TrueFiling' logo on the left, a 'Connection Requests (1)' notification badge in the center, and the user's name 'Andrea Test' with their email 'andreatestimagesoft@gmail.com' and a 'Log Out' button on the right. On the left side, there is a 'Main Pages' navigation menu with links for 'File', 'Case Search', 'History', 'Favorites', and 'Settings'. Below this is a 'Resources' section with links for 'Help / Support' and 'Email Activity'. The main content area is titled 'Case Search' and features a search form with a 'Court' dropdown menu, a text input field for 'Search by Case Number or Case Title', a checkbox for 'Search by Date', and a 'Search' button. Below the search form, a box indicates 'Search Result (0)'.

The Header Bar displays notifications (e.g. Connection Requests), the active user's information, and the Log Out button. The Navigation Pane is where most of the system's features are found.

On the left side of the screen is the Navigation Pane. The following menu options are available:

- **File:** Filers can initiate a case or submit filings to an existing case.
- **Case Search:** Filers go here to search for cases where they can view case information, add themselves as a party or attorney on the case, and view filing details.
- **History:** Filers may go here to view payment receipts for previous filings, copies of filings they've submitted, and the status of any filings currently being processed by the court.
- **Favorites:** Filers can maintain a list of "favorite" cases for easy access in the system.
- **Settings:** Filers can update contact information, view / update / remove information regarding Connections, update payment account information and configure notifications.
- **Help/Support:** MiFILE has an incredible help section, including videos, to assist end users getting acquainted with the system.
- **Email Activity:** If a filer thinks emails from MiFILE are being blocked, they can test this capability from the Email Activity page.

On the right side of the screen, once you've selected a court, you'll see the Court Information Panel that contains court specific notifications, information, and links.

## 5. Connections

Connections provide a way for users to easily share filing and payment information with other MiFILE users in their network. The most common scenario for utilizing connections is within a law firm. Often, legal assistants will be submitting filings on behalf of an attorney.

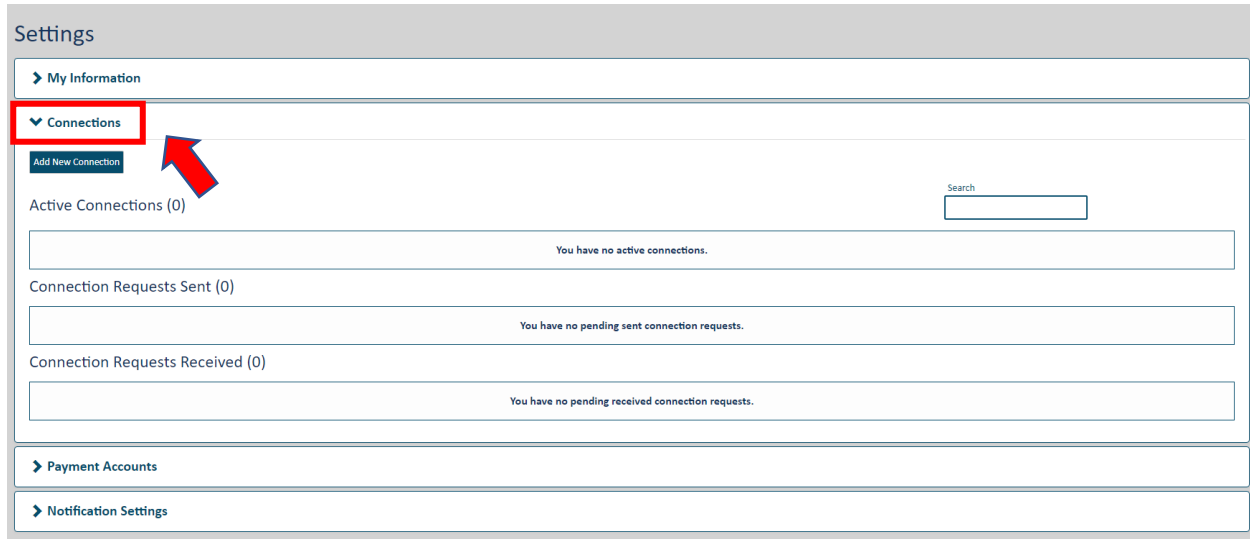
Connections will have access to payment information, so users must be vigilant about only connecting with users to whom they wish to grant this level of access. However, any user can *receive* and accept a connection request.

- Connections will not make the connected user a service recipient on a case. If attorney staff want to be copied on MiFILE notification emails for the attorney on whose behalf they file, an email rule should be set up to receive a copy of the attorney's email. See rules for two common email services at [Microsoft Outlook](#) and [Gmail](#).

To request a connection to another user, navigate to "Settings" within the navigation pane to the left.

The screenshot displays the MiFILE user interface. At the top, the header includes the 'miFILE Powered By TrueFiling' logo, a 'Connection Requests (1)' notification box, and the user's name 'Andrea Test' with the email 'andreatestimagesoft@gmail.com' and a 'Log Out' link. The left navigation pane lists 'Main Pages' (File, Case Search, History, Favorites, Settings), 'Resources' (Help / Support, Email Activity), and 'Settings'. The 'Settings' option is highlighted with a red box, and a red arrow points to it. The main content area is titled 'Case Search' and contains a search form with a 'Court' dropdown menu, a 'Search by Case Number or Case Title' input field, a 'Search by Date' checkbox, and a 'Search' button. Below the search form, a box indicates 'Search Result (0)'.

From the Settings screen, open the “Connections” panel.

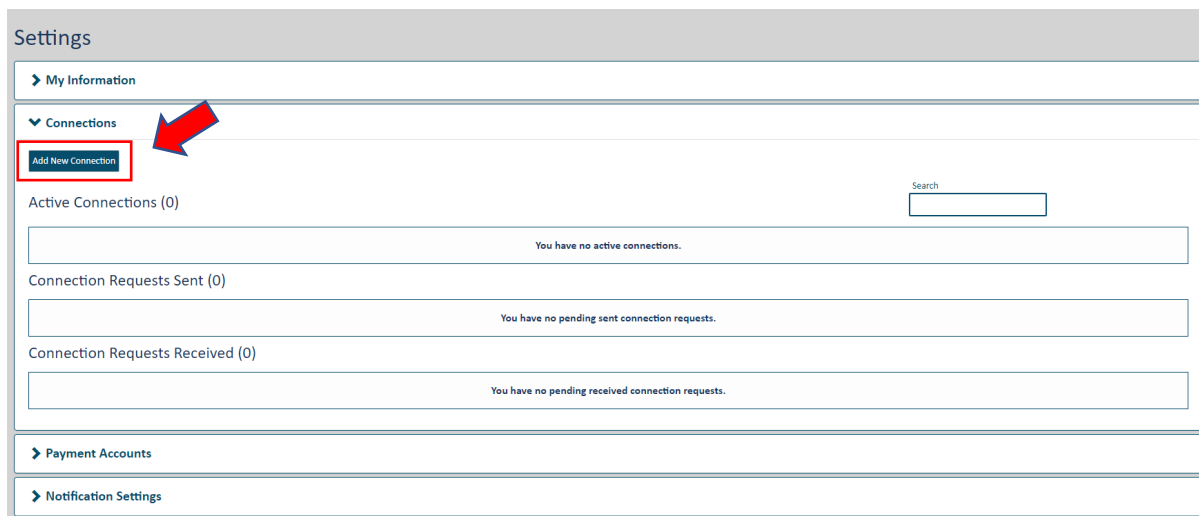


The screenshot shows the 'Settings' interface. At the top, there are three expandable sections: 'My Information', 'Connections', and 'Payment Accounts'. The 'Connections' section is expanded, and its title is highlighted with a red box. A red arrow points to the 'Add New Connection' button located just below the 'Connections' header. The main content area of the 'Connections' panel is divided into three sections: 'Active Connections (0)', 'Connection Requests Sent (0)', and 'Connection Requests Received (0)'. Each section contains a message stating 'You have no [active/pending sent/received] connection requests.' and a search bar.

The connections panel will show you accepted/active connections you currently have, outstanding connection requests you have out to other users, and connection requests you have received.

## Requesting a Connection

If you wish to request a connection with another user, you can do so by clicking the “Add New Connection” button.



This screenshot is similar to the one above, showing the 'Settings' interface with the 'Connections' panel expanded. In this view, the 'Add New Connection' button is highlighted with a red box, and a red arrow points directly to it. The rest of the interface, including the search bars and status messages for active connections and requests, remains the same.

A popup will be displayed allowing you to search for any matching users with whom you potentially wish to connect.

Add a New Connection

**IMPORTANT! Be certain you understand the following before sending a connection request.**

When you are connected to another registered user, the following capabilities are enabled:

- They will be able to file documents in cases you are connected to and you will be able to file documents to cases they are connected to.
- They will be able to see your History and you will be able to see their History.
- They will be able to view and use your non-private Payment Accounts and you will be able to view and use their non-private Payment Accounts.

Therefore, it is important to send connection requests only to trusted persons. You are responsible for any filing, service, and payment actions that you or your connected users make as a result of a connection.

Search by name or email

Search

Users found: 73

Lou Gmail loualicegary@gmail.com	ImageSoft	Withdraw
Han Dinh hdinh@imagesoftinc.com		Connect
Andrea Test andreatestimagesoft@gmail.com	ImageSoft Test	Remove
Jason Buckner jbuckner@imagesoftinc.com	Imagesoft	Connect
Kimbley Griffin kgriffin@imagesoftinc.com	ImageSoft, Inc.	Connect

Close

To request a connection to one or more users that are returned, click the connect button next to the user's search result.

Add a New Connection
×

**IMPORTANT! Be certain you understand the following before sending a connection request.**

When you are connected to another registered user, the following capabilities are enabled:

- They will be able to file documents in cases you are connected to and you will be able to file documents to cases they are connected to.
- They will be able to see your History and you will be able to see their History.
- They will be able to view and use your non-private Payment Accounts and you will be able to view and use their non-private Payment Accounts.

Therefore, it is important to send connection requests only to trusted persons. You are responsible for any filing, service, and payment actions that you or your connected users make as a result of a connection.

Search by name or email

imagesoft

Search

Users found: 73 i

Lou Gmail loualicegary@gmail.com	ImageSoft	Withdraw
Han Dinh hdinh@imagesoftinc.com		Connect
Andrea Test andreatestimagesoft@gmail.com	ImageSoft Test	Remove
Jason Buckner jbuckner@imagesoftinc.com	Imagesoft	Connect
Kimbley Griffin kgriffin@imagesoftinc.com	ImageSoft, Inc.	Connect

Close

Once the request has been made, the “Connect” button will turn into a “Withdraw” button indicating that the request is pending. To withdraw a connection request, simply click the “Withdraw” button.

Add a New Connection

IMPORTANT! Be certain you understand the following before sending a connection request.

When you are connected to another registered user, the following capabilities are enabled:

- They will be able to file documents in cases you are connected to and you will be able to file documents to cases they are connected to.
- They will be able to see your History and you will be able to see their History.
- They will be able to view and use your non-private Payment Accounts and you will be able to view and use their non-private Payment Accounts.

Therefore, it is important to send connection requests only to trusted persons. You are responsible for any filing, service, and payment actions that you or your connected users make as a result of a connection.

Search by name or email

imagesoft

Search

Users found: 73

Lou Gmail loualicegary@gmail.com	ImageSoft	Withdraw
Han Dinh hdinh@imagesoftinc.com		Connect
Andrea Test andreatestimagesoft@gmail.com	ImageSoft Test	Remove
Jason Buckner jbuckner@imagesoftinc.com	Imagesoft	Connect
Kimbley Griffin kgriffin@imagesoftinc.com	ImageSoft, Inc.	Connect

Close

When you are finished with your connection requests, click the "Close" button to close the Add New Connection popup.

Add a New Connection

**IMPORTANT! Be certain you understand the following before sending a connection request.**

When you are connected to another registered user, the following capabilities are enabled:

- They will be able to file documents in cases you are connected to and you will be able to file documents to cases they are connected to.
- They will be able to see your History and you will be able to see their History.
- They will be able to view and use your non-private Payment Accounts and you will be able to view and use their non-private Payment Accounts.

Therefore, it is important to send connection requests only to trusted persons. You are responsible for any filing, service, and payment actions that you or your connected users make as a result of a connection.

Search by name or email

imagesoft

Search

Users found: 73

Lou Gmail loualicegary@gmail.com	ImageSoft	Withdraw
Han Dinh hdinh@imagesoftinc.com		Connect
Andrea Test andreatestimagesoft@gmail.com	ImageSoft Test	Remove
Jason Buckner jbuckner@imagesoftinc.com	Imagesoft	Connect
Kimbley Griffin kggriffin@imagesoftinc.com	ImageSoft, Inc.	Connect

Close

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If you've requested any connections, you will now see these connection requests listed under the "Connection Requests Sent" heading.

Settings

➤ My Information

▼ Connections

[Add New Connection](#)

Active Connections (0) Search

You have no active connections.

**Connection Requests Sent (1)**

Lee, Ashley alee@imagesoftinc.com	Pending since 09/26/2018	<a href="#">Withdraw</a>
--------------------------------------	--------------------------	--------------------------

Connection Requests Received (0)

You have no pending received connection requests.

➤ Payment Accounts

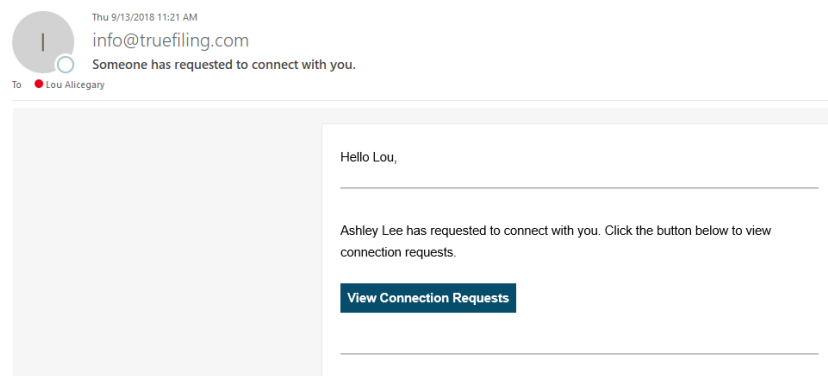
➤ Notification Settings

## Accepting Connection Requests

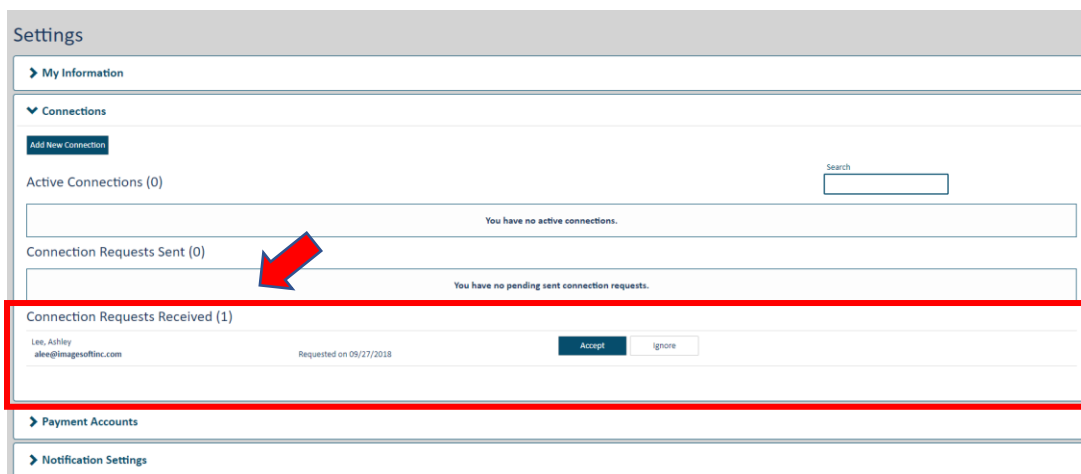
If a user has requested a connection with you, you will receive a notification in the Header Bar after logging in to MiFILE.



You'll also receive an email indicating that another user has requested a connection with you. This notification does not need to be configured; an email will always be sent when a connection request is initiated.



Clicking the link in the email will take you to the MiFILE site. From there, you'll need to click the "Connection Requests" button in the Header Bar. You will be redirected to the Connections panel in the setting menu, from there you can see the connection requests pending your approval. To reject/ignore the request, click the "Ignore" button. If a connection request is ignored, it will be removed from all lists and will no longer appear on the screen.





## Removing Connections

If you have a connection you wish to terminate, you can do so with the Remove button. You will be prompted with a confirmation window:

### Remove Connection

×

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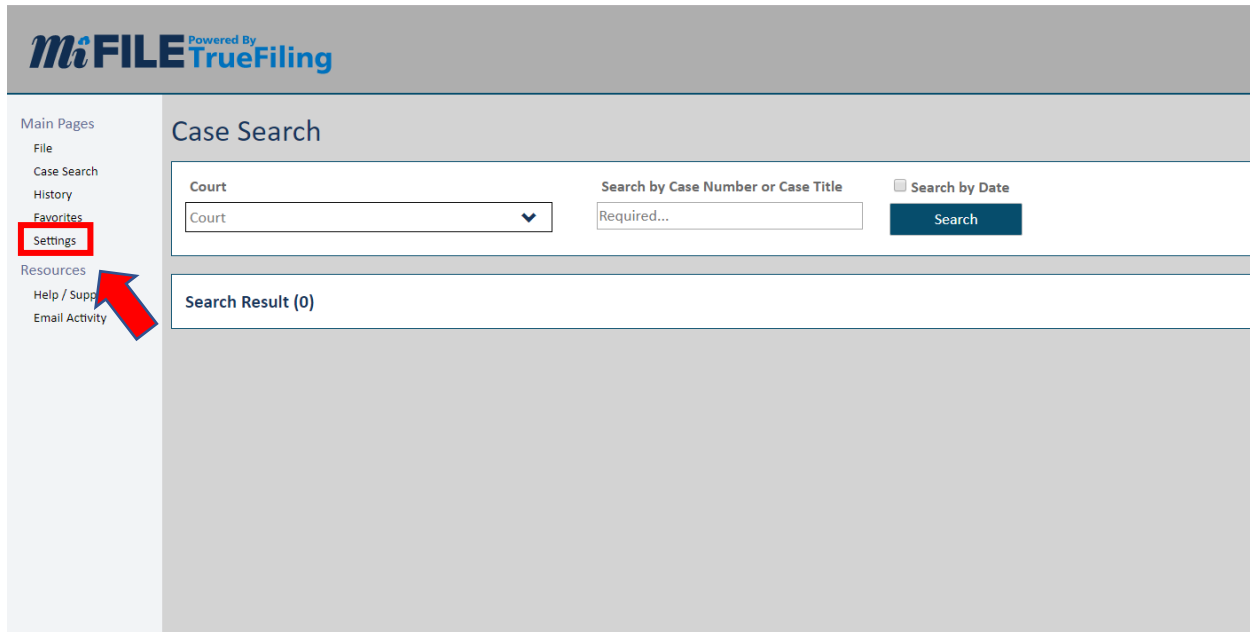
Are you sure you want to remove Ashley Lee as a connection?

---

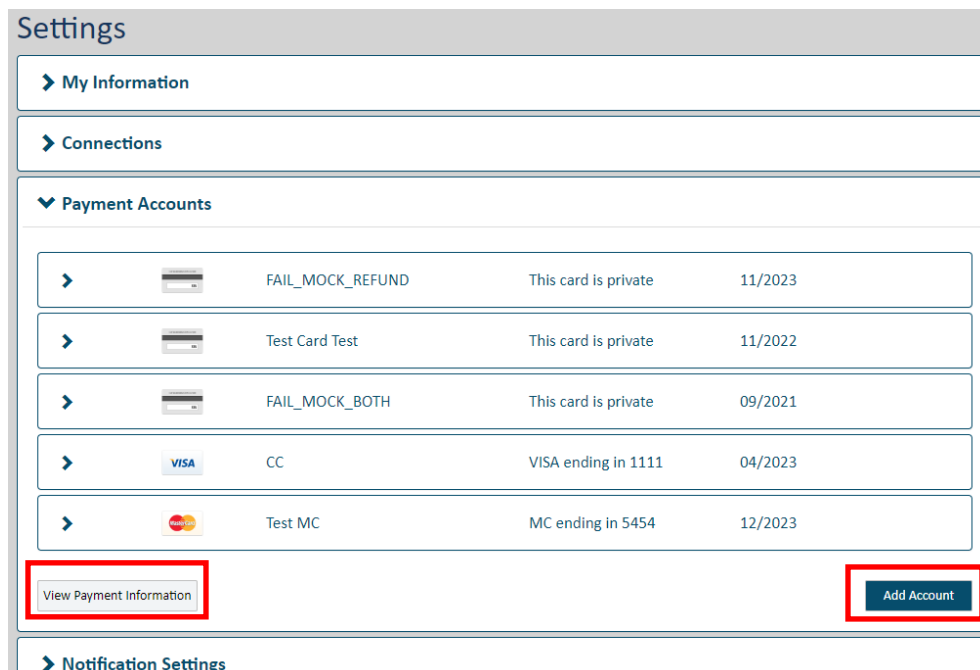
The party will not receive a notification upon termination of a connection.

## 6. Setting Up a Payment Account

A major convenience of the MiFILE platform is the ability to pay for filings via credit card from the comfort of one's own computer, without needing to physically go to the court. To access your payment information in MiFILE, click on the "Settings" menu.



To view existing payment methods, or to add a new method, expand the "Payment Accounts" panel. Click the "Add Account" button to specify a new payment account. Click the "View Payment Information" button to navigate to the payment history page.



Enter your payment information. All credit card details, including the CVV code, are required (the \* indicates a field is required). You can also optionally provide a "card nickname" to easily identify a card from multiple payment methods. Lastly, you can also indicate whether you wish to share this payment record with your network connections. Once you've entered all necessary data, press the "Add Account" button to save your information.





Add a New Payment Account

Name on card \*

Test Person

Card number \*

4111-1111-1111-1111



Accepted Cards

Billing address \*

123 Testing

City \*

Troy

State/Province \*

MI

Zip Code \*

48085-\_\_\_\_

Card nickname

My Test Card

Expiration date \*

12/2025

Security Code \*

145

☐ I would like to share this payment account with my Connection Network.

Cancel

Add Account







You'll now see your payment card in the "Payment Accounts" panel within Settings. To see more details about the payment account, click on the item.

## Settings

➤ My Information

➤ Connections

### ▼ Payment Accounts

➤		FAIL MOCK_REFUND	This card is private	11/2023
➤		Test Card Test	This card is private	11/2022
➤		FAIL MOCK_BOTH	This card is private	09/2021
➤		My Test Card	This card is private	12/2025
➤		CC	VISA ending in 1111	04/2023
➤		Test MC	MC ending in 5454	12/2023

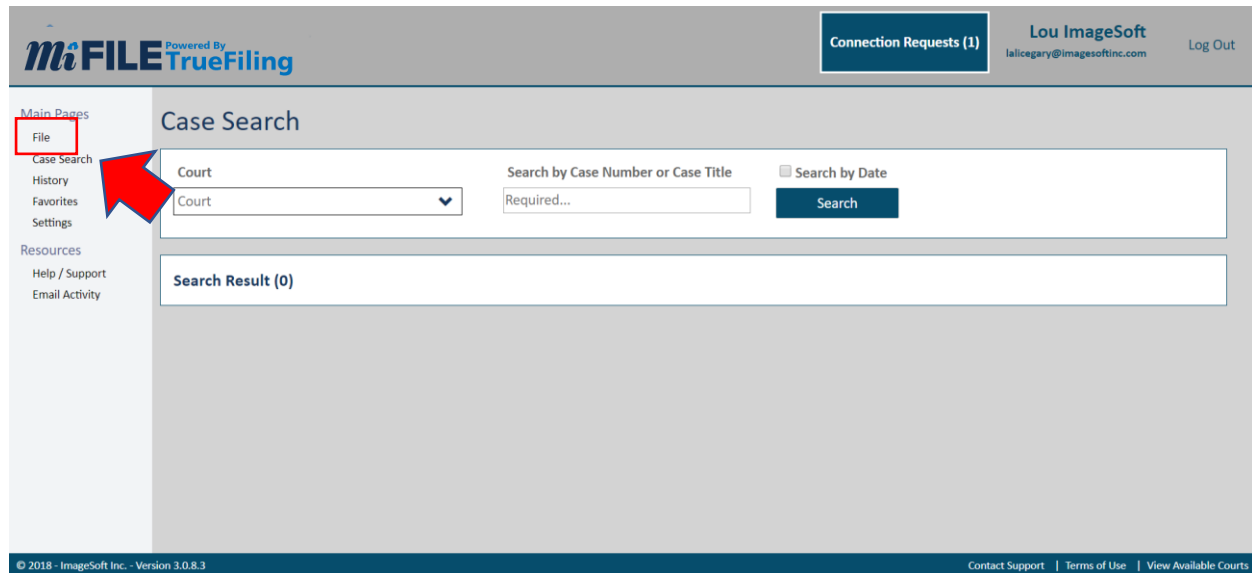
View Payment Information

Add Account

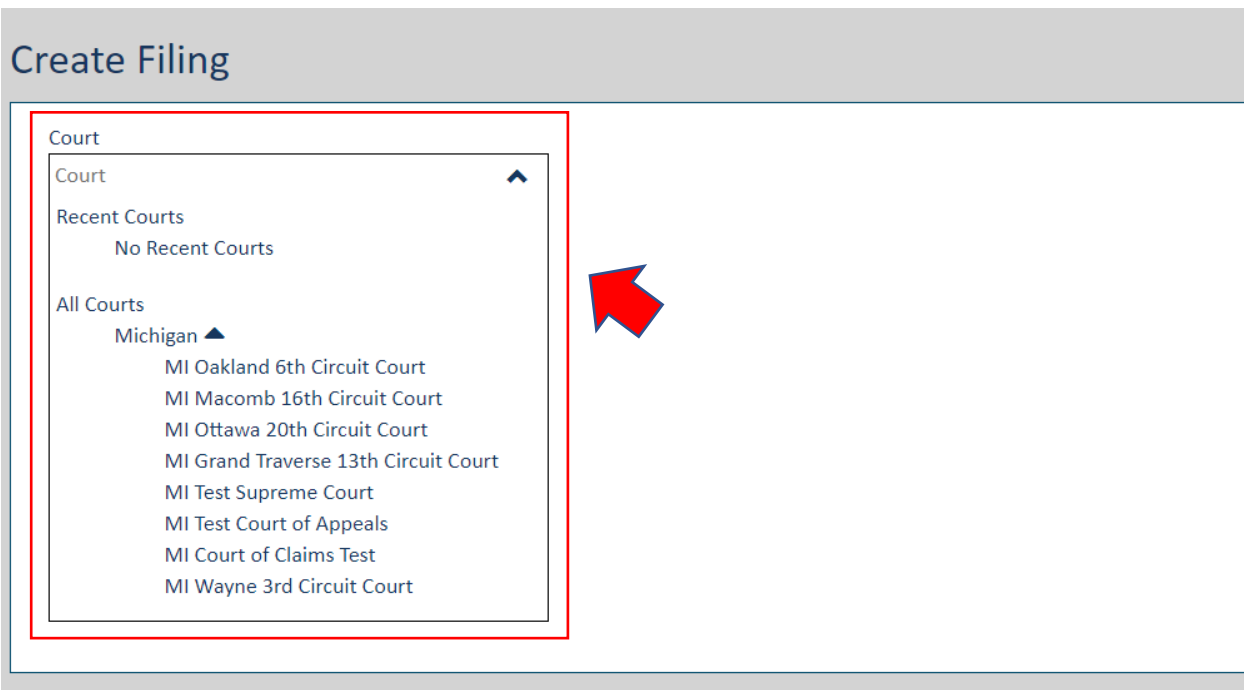
➤ Notification Settings

## 7. Case Initiation

One of MiFILE's most valuable features is the ability for litigants and attorneys to initiate a case without needing to visit the court. To initiate a case, click on "File" in the Navigation Pane.



First, you'll need to select the court to which you wish to file.



After the court has been selected, click the “Initiate a New Case” option in the Action field. You will then be asked to provide the name of the filer you are filing on behalf of. This can either be you (you’ll see an entry in the dropdown for each of your roles) or a connection (you’ll also see an entry for each of your connection’s roles).

## Create Filing

Court

MI SCAO Circuit Court

Action

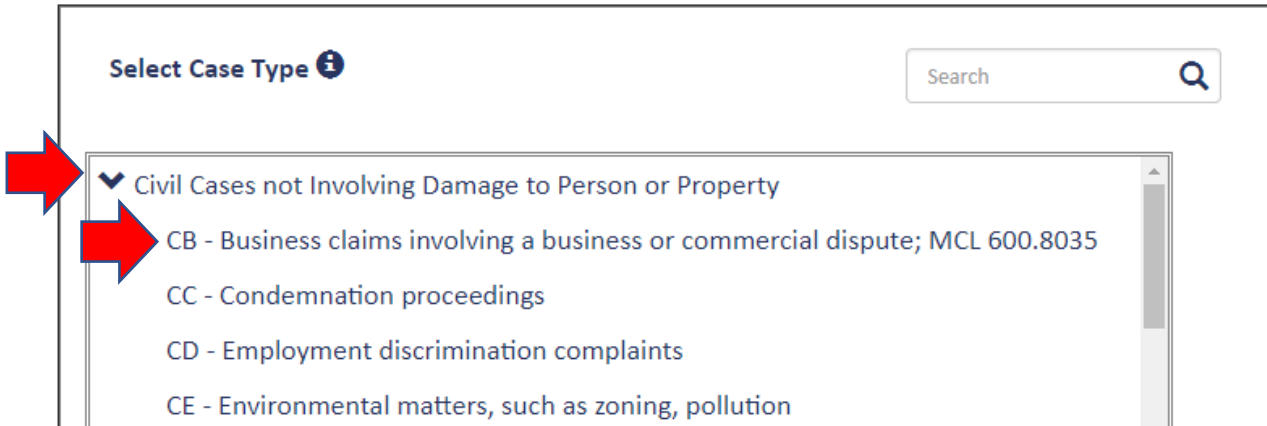
Initiate a new case

Filer

Choose Filer				
Name	Role	State	Number	Organization
Colen, Andrea	Attorney	MI	P12345	ImageSoft Inc
Test, Andrea	Attorney	MI	P123	ImageSoft Test
Schroeder, Brock	Pro Se			ImageSoft Inc.
Schroeder, Brock	Attorney	MI	12345	ImageSoft Inc.
Lee, Ashley	Pro Se			
Lee, Ashley	Attorney	MI	12345	
Kieta, Rebekka	Attorney	MI	12345	MiFILE Team
Steiger, Marci	Attorney	MI	999999	Team 1 LF

You will be presented with a list of case categories eligible for case initiation. Click on the appropriate case category, which will then expand the list of eligible case types.

#### Case Category



Select Case Type ⓘ

Search 🔍

- ✓ Civil Cases not Involving Damage to Person or Property
  - CB - Business claims involving a business or commercial dispute; MCL 600.8035
  - CC - Condemnation proceedings
  - CD - Employment discrimination complaints
  - CE - Environmental matters, such as zoning, pollution

### Circuit Court Case Types

The case types available upon case initiation are derived from the list maintained by SCAO. For circuit court cases, the following case categories/types are presented:

- **Civil Damage Suits:** ND, NF, NH, NI, NM, NO, NP, NS, NZ
- **Other Civil Matters:** CB, CC, CD, CE, CF, CH, CK, CL, CP, CR, CZ, PC, PD, PR, PS, PZ
- **Criminal Case Types:** AX, FC, FH, FJ

The circuit court case category list contains the following appellate proceedings options:

- **Appellate Proceedings for Agencies to Circuit Court:** AA, AE, AP
- **Appellate Proceedings for District/Municipal to Circuit:** AV, AR

The circuit court case category list contains the following superintending control and extraordinary writs options:

- **Administrative Review, Superintending Control, and Extraordinary Writs:** AH, AL, AS, AW

The circuit court case category list also contains the following family division options:

- **Ancillary Proceedings:** CA, CY, DD, GA, GL, GM, LG, PO
- **Domestic Relations:** DC, DM, DO, DP, DS, DZ, UD, UE, UF, UI, UM, UN

For the following family division categories, case types are listed individually:

- **Miscellaneous Proceedings:** EM, ID, NC, PH, PP, NB, PP, VP, PJ

### District Court Case Types

The case types available upon case initiation are derived from the list maintained by SCAO. For District court cases, the following case categories and case types are in use:

- **Civil Damage Suits:** GC, GZ, SC
- **Housing and Real Estate Suits:** LT, SP
- **Felony and Misdemeanor Traffic:** OT, ST
- **Felony Non-Traffic:** FT, FY
- **Felony OUIL:** FD
- **Misdemeanor Non-Traffic:** EX, OM, SM
- **Misdemeanor OUIL:** OD, SD

### Probate Court Case Types

The case types available upon case initiation are derived from the list maintained by SCAO. For Probate court cases, the following case categories and case types are in use:

- **Conservatorship and Guardianship:** CA, CY, DD, GA, GL, GM, LG, PO
- **Estates and Trusts:** DA, DE, DH, PE, TR, TT, TV
- **Miscellaneous Matters:** ML
- **Judicial Admissions and Mental Illness:** JA, MI
- **Delayed Registration of Birth:** BR
- **Civil:** CZ

After selecting the appropriate case type and clicking the Next button, you'll be presented with a case initiation form to fill out. The appearance of the form and the information it collects will differ based upon your case type selection.

Page 29

## ▼ Party Details

Party Type \*

Plaintiff

☒ Person ☐ Entity

Last Name\*

First Name\*

Middle Name

Suffix

Address\*

☐ Is this an international address?

Address Line 2

City\*

State\*

Zip Code\*

Phone

Email

☒ Attorney ☐ Self-Represented / Pro Se

### Attorney

☒ Lead Attorney

Last Name\*

First Name\*

Middle Name

Suffix

Bar Number\*

Jurisdiction\*

Firm/Organization

Email Address\*

☐ Is this an international address?

Address\*

Address Line 2

City*	<input type="text"/>
State*	<input type="text"/>
Zip Code*	<input type="text"/>
Phone	<input type="text"/>
<div>Add Attorney</div>	

Party Type *			
<div>Defendant</div>		<input checked="" type="radio"/> Person <input type="radio"/> Entity	
Last Name*	First Name*	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address* <input type="checkbox"/> Is this an international address?			
<input type="text"/>			
Address Line 2			
<input type="text"/>			
City*			
<input type="text"/>			
State*			
<input type="text"/>			
Zip Code*			
<input type="text"/>			
Phone			
<input type="text"/>			
<div>Add Party</div>			

Note: Adding all the parties known at the time of case initiation is recommended.

Fill out any additional case details required by the court, then click "Save."

**▼ Case Details**

**Related Civil Actions**

☒ There is no other pending or resolved civil action arising out of the transaction or occurrence alleged in the complaint.

☐ A civil action between these parties or other parties arising out of the transaction or occurrence alleged in the complaint was previously filed in

**Business or Commercial Dispute**

☐ This is a business case in which all or part of the action includes a business or commercial dispute under MCL 600.8035.

**Save** **Cancel**

If any required fields are not completed, the system will show the error within the Validation Issues section at the bottom of the window.

**➤ Case Details**

**Validation Issues**

- Party Details - Plaintiff attorney last name is required.
- Party Details - Plaintiff attorney first name is required.
- Party Details - Plaintiff attorney bar number is required.

After clicking “Save,” a temporary case number will be generated, and you’ll see a screen like the following:

**File to:** MI SCAO Circuit Court

**Case Number:** TEMP-Y90MKXSO

**Case Title:** ANDREA TEST v. ANDREA TEST



Filer Where's my filer?


Colen, Andrea (P12345)

Client / Matter Number (optional)

☒ File Document

☐ Serve Document

Filing Name	File Size	Filing Type <span>i</span>	Upload Status	Fee	
 Case Initiation Form	2.65 KB	CASE INIT FORM		\$0.00	<button>View</button>

 Click here to upload file(s) -or- drag and drop

Max file size: 25.00 MB

Save Progress

Cancel

Next

In the bottom pane, the case initiation information provided on the previous screen is converted by MiFILE into a case initiation form that is submitted to the court. To view the case initiation details previously entered, hit the “View” button. NOTE: The data is no longer editable at this point in the process.

To finish the case initiation process, at least one filing must be submitted. Typically, this will be a complaint or a petition. The steps needing to be taken will mirror those of the next section, “Uploading Filings.”

## 8. Uploading Filings

When ready to upload filings, you'll see a screen resembling the following:

The screenshot shows the MiFILE upload interface. At the top, there are fields for 'File to: MI SCAO Circuit Court', 'Case Number: TEMP-Y90MKXSO', and 'Case Title: ANDREA TEST v. ANDREA TEST'. To the right, there is a field for 'Client / Matter Number (optional)'. Below these, there is a 'Filer' dropdown menu showing 'Colen, Andrea (P12345)' and a 'Where's my filer?' link. To the right of the filer, there are checkboxes for 'File Document' (checked) and 'Serve Document' (unchecked). Below this is a table with columns: Filing Name, File Size, Filing Type, Upload Status, and Fee. The table contains one row: 'Case Initiation Form', '2.65 KB', 'CASE INIT FORM', a green checkmark, and '\$0.00'. To the right of the table is a 'View' button. Below the table is a large box with a cloud icon and the text 'Click here to upload file(s) -or- drag and drop'. Below this box is the text 'Max file size: 25.00 MB'. At the bottom of the interface are three buttons: 'Save Progress', 'Cancel', and 'Next'.

Filing Name	File Size	Filing Type	Upload Status	Fee
Case Initiation Form	2.65 KB	CASE INIT FORM		\$0.00

The following information is shown at the top of the page:

- File to: Indicates the court you are filing in to
- Case Number: Indicates the temporary case number
- Case Title: Indicates the case title generated by MiFILE

Other items that can be specified:

- Filer: Indicates the MiFILE user you are filing on behalf of
- Client / Matter Number (optional): Indicates a client or matter number (attorney's internal case file)

The bundle has "File" and "Serve" indicators listed in the topmost pane. *Note:* Filings submitted when starting a new case CANNOT be e-served, so the "Serve" option is not available to be selected, as shown in the above screenshot.

To upload a document, you can either drag an item from your desktop onto this square or click within it to open a dialog and select the file from your local machine or network share. *Note:* Only the following file types are supported: DOC/DOCX, PDF, RTF, TXT, JPG, TIF, PNG. Maximum file size is 25MB.

**File to:** MI SCAO Circuit Court  
**Case Number:** TEMP-Y90MKXSO  
**Case Title:** ANDREA TEST v. ANDREA TEST

Client / Matter Number (optional)

Filer  


Where's my filer?

☒ File Document  
☐ Serve Document

Filing Name	File Size	Filing Type	Upload Status	Fee	
⋮ Case Initiation Form	2.65 KB	CASE INIT FORM	✓	\$0.00	<button>View</button>
⋮ <input type="text" value="Complaint"/>	113.37 KB	<input type="text" value="Select filing type"/>	✓	\$0.00	<input type="button" value="Remove"/> <input type="button" value="View"/> <input type="button" value="Edit"/>

After upload, select and hold the stacked dots beside the filing document and then drag to connect to another filing document.

Click here to upload file(s) -or- drag and drop






Max file size: 25.00 MB

Once a document has been uploaded, you'll see it in the bundle list along with a case initiation form. You can change the name of your document to something more descriptive, if you wish. You'll be required to select a filing type for your document from the dropdown list as well. The filing type list will vary based on your case type.

Select filing type

Affidavit and Notice of Entry of Foreign Judgment - \$150.00  
Appearance - \$0.00  
Attachment - \$0.00  
Complaint - \$150.00  
Filing Fee Prepaid - \$0.00  
Jury Demand - \$85.00  
Motion - (filed with another document that requires a filing fee) - \$0.00  
Other - \$0.00  
Request for Foreign Language Interpreter - \$0.00  
Summons - \$0.00

A document can be viewed, edited, or removed with the buttons to the right. Clicking the “Edit” button will open a pane that allows you to add a note for the clerk or to flag that a document is Confidential according court rule or law or can be filed under seal (Sealed) pursuant to an order of the court. The clerk will verify this. Notes can easily be edited or removed.

Filing Name	File Size	Filing Type 	Upload Status	Fee	
 Case Initiation Form	2.65 KB	CASE INIT FORM		\$0.00	<button>View</button>
 <input type="text" value="Complaint"/>	113.37 KB	<input type="text" value="Select filing type"/>		\$0.00	<button>Remove</button> <button>View</button> <button>Edit</button>

☐ Sealed
 ☐ Confidential

200 characters remaining

## 9. Saving an In-Progress Bundle

Clicking the “Save Progress” button will allow you to pause the creation of your bundle and come back to it later. A popup will appear notifying you that you’ve successfully saved your bundle.

Your progress has been saved.

Your changes have been saved in draft form and can be accessed through the **History > Unsubmitted** page. The court will not receive your filing(s) until you click **Next** and complete the submission process.

OK

To view your saved bundles, navigate to the History page and then click on the “Unsubmitted” tab at the top. Adjust the “Start Date” and/or “End Date” on the “Unsubmitted” screen and click the “Search” button.

You’ll need to select the Incomplete Bundle from the results, which will open a popup window where you would make the appropriate selection.

### Unsubmitted Bundle

Click **Open Bundle** to return to the Upload pane and continue your work.  
Click **Cancel** to remain on the History page.  
Click **Delete Bundle** to delete your bundle and remove it from the Unsubmitted tab.

Delete Bundle

Cancel

Open Bundle

## 10. Filer Submits Payment

If you are ready to submit your bundle to the court, click the “Next” button.

**File to:** MI SCAO Circuit Court

**Case Number:** TEMP-Y90MKXSO

**Case Title:** ANDREA TEST v. ANDREA TEST

Client / Matter Number (optional)

Filer

Where's my filer?

☒ File Document  
☐ Serve Document

Colen, Andrea (P12345)

Filing Name	File Size	Filing Type	Upload Status	Fee	
Case Initiation Form	2.65 KB	CASE INIT FORM	✓	\$0.00	View
Complaint	113.37 KB	Complaint - \$150.00	✓	\$150.00	Remove View Edit

After upload, select and hold the stacked dots beside the filing document and then drag to connect to another filing document.

Click here to upload file(s) -or- drag and drop

Max file size: 25.00 MB

Save Progress
Cancel
Next

A popup will appear, indicating the bundle of filings has passed validation and you’ve provided all the necessary information. Continue by pressing the “Next” button. The Checkout screen will be displayed, which summarizes the cost of the filings in the bundle that are being submitted.

Checkout

Fees

Fee Type	Amount
Filing Fees	\$150.00
eFiling System Fee	\$25.00
Processing Fees	\$5.25
Total	\$180.25

Available Payment Accounts

Add Payment Account

Type	Card Nickname	Number	Expiration Date
VISA	Test Card	XXXX-XXXX-XXXX-1111	12/2023

Cancel
Request Fee Waiver
Submit

If you've already provided credit card information, you'll be able to select your cards from the Available Payment Accounts section. If you need to provide a new method of payment, you can do so by hitting the "Add Payment Account" button. The "Add a New Payment Account" screen will appear and allow you to add the new payment method.





Add a New Payment Account
×

Name on card \*

Test Person

Card number \*

4111-1111-1111-1111





Accepted Cards

Billing address \*

123 Testing Trail

City \*

Southfield

State/Province \*

MI

Zip Code \*

48088-\_\_\_\_

Card nickname

New Test Card

Expiration date \*

01/2025

Security Code \*

156|

☐ I would like to share this payment account with my Connection Network.

Cancel

Add Account

## 11. Fee Waivers/Exemptions

If a filer would like to request a fee waiver or is statutorily exempt from filing fees, a filer can request or indicate their exemption via the Request Fee Waiver button from the Checkout screen.

Five options are available to request a fee waiver and two options are available to make a claim that the filer is statutorily exempt from filing fees:

- "I do not have to pay a filing fee because the court already granted my request to waive fees in this case." – No additional information required.
- "I receive public assistance and my MDHHS case number is (enter MDHHS case number below). See my Fee Waiver Request, form MC 20." – Requires the filer to provide their MDHHS Case Number and to fill out (and upload) a MC 20 form. *Note for court staff:* To confirm the case number entered by the file, you must contact MDHHS. MiFILE does not have a direct link with MDHHS.
- "I receive public assistance from a source other than MDHHS. See my Fee Waiver Request, form MC 20." – Requires the filer to fill out (and upload) a MC 20 form.
- "I am represented by a legal services program or law clinic because of indigence. See my Fee Waiver Request, form MC 20." – Requires the filer to fill out (and upload) a MC 20 form.
- "I am unable to pay fees because of my indigence. See my Fee Waiver Request, form MC 20." – Requires the filer to fill out (and upload) a MC 20 form.
- "I am an agent of a government entity and the case is exempt from an Electronic Filing System (EFS) fee." – No additional information required.
- "This case is exempt from fees because: (Explain why you do not have to pay fees, e.g. I am the subject of the petition.) - A free text field is provided for filers to provide a fee exemption reason.

The filer can download a copy of the MC 20 form using the link provided on the Fee Waiver Options screen. Once the MC 20 has been downloaded, it would need to be completed / filled out, saved to a location on the computer being used and then uploaded using the "Choose File" button available for the fee waiver that has been selected.

Once a reason has been selected and any required information provided, the “Select” button will appear. Click this to submit the waiver.

Fee Waiver Options

Waiver of Filing Fee

☒ I do not have to pay a filing fee because the court already granted my request to waive fees in this case.
   
☐ I receive public assistance and my MDHHS case number is (enter MDHHS case number below). See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)

My MDHHS Case Number is:

Choose File

☐ I receive public assistance from a source other than MDHHS. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)

Choose File

☐ I am represented by a legal services program or law clinic because of indigence. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)

Choose File

☐ I am unable to pay fees because of indigence. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)

Choose File

Exempt from Fee

☐ I am an agent of a government entity and the case is exempt from an Electronic Filing System (EFS) fee.
   
☐ This case is exempt from fees because: (Explain why you do not have to pay fees, e.g. I am the subject of the petition.)
 

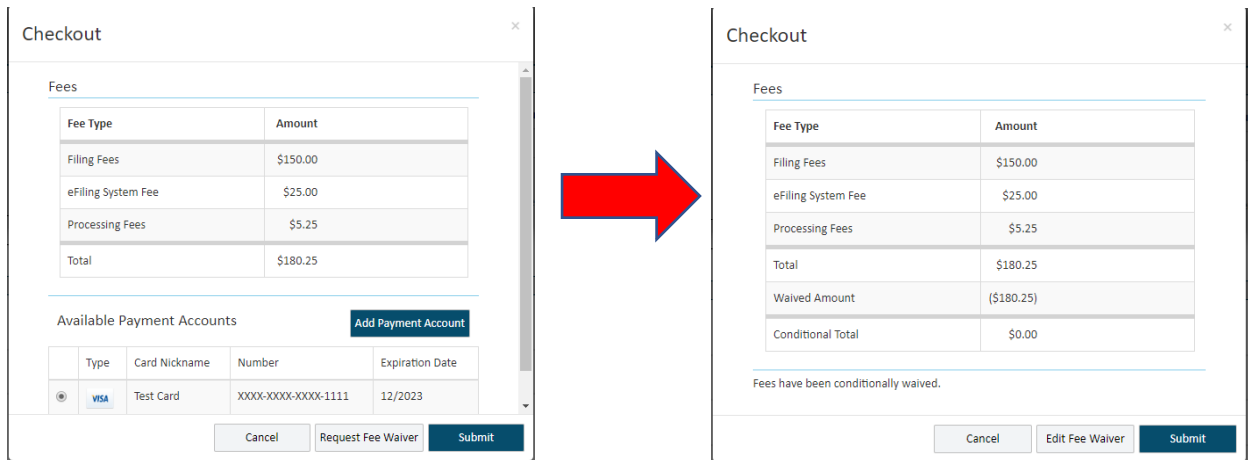
Reason:

Cancel

Select

On the Payment Options screen, you can see the Fee Waiver has been conditionally applied to the total and the total due is now \$0.00. The court must still grant the fee waiver request; if it is denied, the court will instruct you how to proceed and your bundle may be rejected. See Michigan Court Rule 2.002 for details. If your bundle is rejected, you will need to resubmit the bundle and pay the filing fee, unless you complete a new request for fee waiver form with different information for the court to consider.

If you want to edit the fee waiver information you've provided before submitting it to the court, click the "Edit Fee Waiver" button. Or, to move forward with submitting your filings to the court, press the "Submit" button.



Checkout

Fees

Fee Type	Amount
Filing Fees	\$150.00
eFiling System Fee	\$25.00
Processing Fees	\$5.25
<b>Total</b>	<b>\$180.25</b>

Available Payment Accounts Add Payment Account

Type	Card Nickname	Number	Expiration Date
<input checked="" type="radio"/> VISA	Test Card	XXXX-XXXX-XXXX-1111	12/2023

Cancel
Request Fee Waiver
Submit

➔

Checkout

Fees

Fee Type	Amount
Filing Fees	\$150.00
eFiling System Fee	\$25.00
Processing Fees	\$5.25
<b>Total</b>	<b>\$180.25</b>
Waived Amount	(\$180.25)
<b>Conditional Total</b>	<b>\$0.00</b>

Fees have been conditionally waived.

Cancel
Edit Fee Waiver
Submit

If the submission was successful and you are filing into a Probate or Circuit court, you'll see the following popup. Click "OK" to complete the process.

Submission Successful

**Your submission was successful.** If the documents that you filed were prepared on the Michigan Legal Help website, please respond to a two-minute anonymous survey at <https://www.surveymonkey.com/r/KVKR8FP> to give us feedback about your experience.

OK

If the submission was successful and you are filing into a District court, you'll see the following popup. Click "OK" to complete the process.

Submission Successful

**Your submission was successful.**

Once your case is accepted for filing by the court, you are required to have your document served on the other parties in the case according to court rule or law. If you are uncertain how to get your document served, contact the court or go to Michigan Legal Help for information. If you filed a small claims case and want help with service, you can contact the court for instructions.

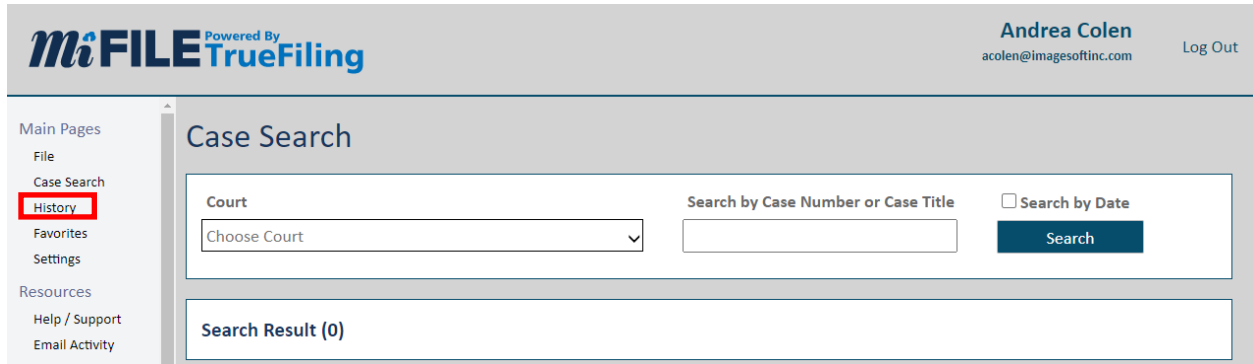
If the documents that you filed were prepared on the Michigan Legal Help website, please respond to a two-minute anonymous survey at <https://www.surveymonkey.com/r/KVKR8FP> to give us feedback about your experience.

OK

**Note:** Michigan Court Rule 2.002 requires clerks to grant requests for fee waiver for all but the last Fee Waiver Option shown on the previous page. If the last option is checked (I am unable to pay fees because of indigence), the request must be routed to the judge for a decision. The judge has three (3) days to grant or deny a fee waiver request. If the request is granted, the filing will be file-stamped with the date it was submitted to the court, and not the date the judge signed the order granting the request or the date the clerk processed and accepted the filing.

## 12. Viewing Your Filing History

The “History” pane allows you to see the status of all your filings and those of your connections. Click the “History” item in the navigation pane.



**miFILE** Powered By **TrueFiling**

Andrea Colen  
acolen@imagesoftinc.com Log Out

Main Pages  
File  
Case Search  
**History**  
Favorites  
Settings

Resources  
Help / Support  
Email Activity

### Case Search

Court: Choose Court

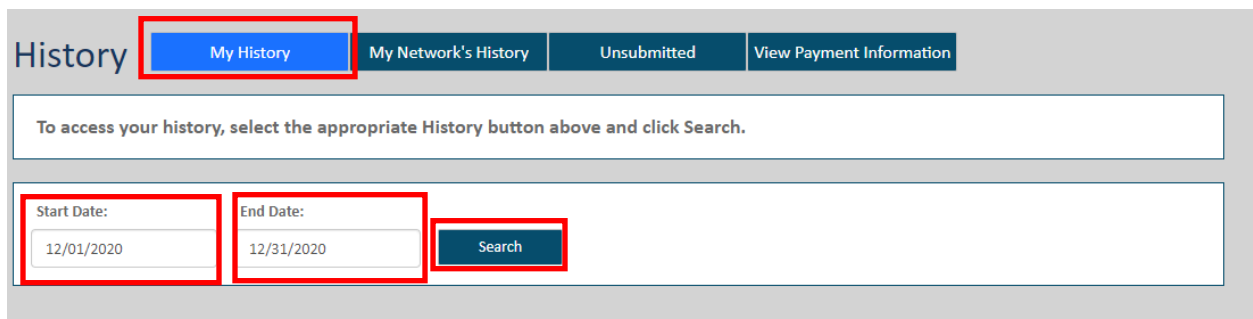
Search by Case Number or Case Title

☐ Search by Date

Search

Search Result (0)

By default, the history pane will show the “My History” list, which contains all the filings you’ve submitted along with their current status. Adjust the “Start Date” and/or “End Date” on the screen and click the “Search” button.



### History

**My History** My Network's History Unsubmitted View Payment Information

To access your history, select the appropriate History button above and click Search.

Start Date: 12/01/2020 End Date: 12/31/2020 Search

One of the most important items to view from this page is the status of any filings you've submitted.

## History

My History
My Network's History
Unsubmitted
View Payment Information

To access your history, select the appropriate History button above and click Search.

Start Date:
12/01/2020
End Date:
12/31/2020
Search

Filing View
Show 15 entries
Search:

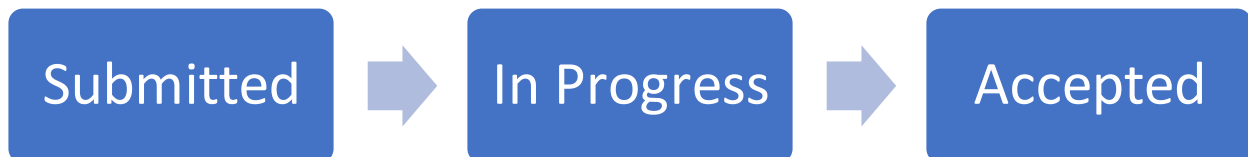
Submission...	Court	Case Nu...	Filing Name	Filing Type	Matte...	Filer	Submitt...	Status
12/30/2020 at...	MI SCAO Circuit Court	TEMP-Y90M...	Case Initiation Form	ISI_CASE_INIT_FO...		Colen, Andrea...	Andrea Col...	Paid
12/30/2020 at...	MI SCAO Circuit Court	TEMP-Y90M...	Complaint	Complaint		Colen, Andrea...	Andrea Col...	Paid
12/17/2020 at...	MI 22nd Circuit Cou...	17-000452-E...	Associate Party Request...	ISI_ASSOCIATE_PA...		Andrea Colen	Andrea Col...	Filed
12/11/2020 at...	MI 22nd Circuit Cou...	89-037628-DS	Associate Party Request...	ISI_ASSOCIATE_PA...		Andrea Colen	Andrea Col...	Filed
12/10/2020 at...	MI 22nd Circuit Cou...	20-000718-CH	Add Counsel Update: A...	ISI_ADD_COUNSE...		Colen, Andrea...	Andrea Col...	Paid
12/10/2020 at...	MI 22nd Circuit Cou...	20-000718-CH	Appearance	Appearance		Colen, Andrea...	Andrea Col...	Paid

Showing 1 to 6 of 6 entries

Previous 1 Next

The following filing statuses may be shown on the history screen:

- **Submitted:** The filing was submitted to the court via MiFILE
- **In Progress:** The filing has reached the court's filing review system but has not yet been reviewed.
- **Accepted:** The filing is ready for payment to be collected by the payment processor.



**Note:** At this point, the court has NOT yet interacted with the filing and the filing is NOT a part of the official court record.

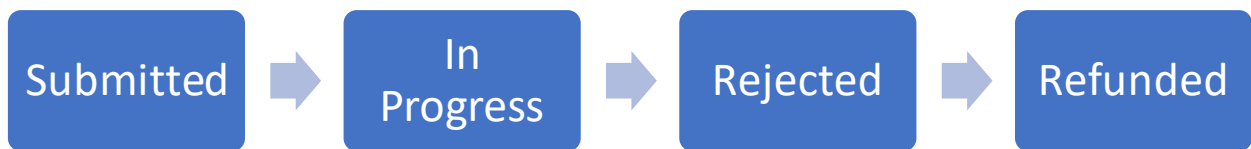
- **Paid:** Payment processing has been completed successfully
- **Payment Rejected:** Payment for the filing failed. Typical reasons include expired credit card, insufficient funds, card deleted from TrueFiling

- **Filed:** The filing has been accepted by the clerk



**Note:** Only when a Filed status is received by MiFILE has a document been made part of the official court record.

- **Rejected:** The filing has been rejected by the clerk. If a fee was associated with the filing, it will be refunded in a subsequent step.
- **Refunded:** Once a refund has been generated by the payment processor, the filing status will be updated to Refunded and an email will be sent notifying the filer the fee was refunded.



**Note:** Rejected Filings are not maintained as part of the court record.

- **Not Filed:** When a serve-only filing is successfully processed by the system, this will be the final status shown.

## History

My History
My Network's History
Unsubmitted
View Payment Information

To access your history, select the appropriate History button above and click Search.

Start Date:
10/01/2020
End Date:
12/31/2020
Search

Filing View
Show 15 entries
Search:

Submission...	Court	Case Nu...	Filing Name	Filing Type	Matt...	Filer	Submi...	Status
11/11/2020 at...	MI 22nd Circuit Cou...	20-001084-DP	Add Counsel Update: A...	ISI_ADD_COUNSE...		Colen, Andrea...	Andrea Co...	Filed
11/11/2020 at...	MI 22nd Circuit Cou...	20-001084-DP	Appearance	Notice		Colen, Andrea...	Andrea Co...	Filed
11/11/2020 at...	MI 22nd Circuit Cou...	20-000709-CE	Add Party Update: And...	ISI_ADD_PARTY_F...		Colen, Andrea...	Andrea Co...	Filed
11/11/2020 at...	MI 22nd Circuit Cou...	20-000709-CE	Complaint	Notice		Colen, Andrea...	Andrea Co...	Not Filed
11/10/2020 at...	MI SCAO Circuit Co...	2020-10080...	Add Party Update: Mar...	ISI_ADD_PARTY_F...		Colen, Andrea...	Andrea Co...	Paid
11/10/2020 at...	MI SCAO Circuit Co...	2020-10080...	Complaint	Other		Colen, Andrea...	Andrea Co...	Paid

Filings that have been rejected by court staff will be marked in red within your history.

## History

My History
My Network's History
Unsubmitted
View Payment Information

To access your history, select the appropriate History button above and click Search.

Start Date:
End Date:

08/01/2020
12/31/2020
Search

Filing View
Show 15 entries
Search:

Submission...	Court	Case Nu...	Filing Name	Filing Type	Matt...	Filer	Submi...	Status
09/30/2020 at...	MI SCAO District Co...	2020-07140...	Appearance	Notice		Andrea Colen ...	Andrea Co...	Filed
09/29/2020 at...	MI SCAO District Co...	2020-07140...	Associate Party Reques...	ISI_ASSOCIATE_P...		Andrea Colen	Andrea Co...	Filed
09/21/2020 at...	MI SCAO District Co...	2020-07140...	Appearance	Jury Demand		Andrea Colen ...	Andrea Co...	Filed
09/21/2020 at...	MI SCAO District Co...	2020-07140...	Complaint	Motion		Andrea Colen ...	Andrea Co...	Refunded
09/21/2020 at...	MI 37th District Co...	094905GC	1 page	Garnishment Rele...		Andrea Colen ...	Andrea Co...	Rejected
Andrea Colen: SCAO-approved form out-of-date; MCR 1.109(D)(1)(a) (15368303)								
09/21/2020 at...	MI 37th District Co...	094905GC	2 pages	Garnishment Rele...		Andrea Colen ...	Andrea Co...	Filed

To view more information about a filing, including stamped copies from the court and the original copy of the filing, click on the item.

Filing View
Show 15 entries
Search:

Submission Date	Court	Case Number	Filing Name	Filing Type	Matter Number	Filer	Submitter	Status
09/30/2020 at 10:40:33 AM	MI SCAO District Court	2020-071402-GC	Appearance	Notice		Andrea Colen (P12345)	Andrea Colen	Filed
09/29/2020 at 2:05:46 PM	MI SCAO District Court	2020-071402-GC	Associate Party Request: Roseanne Cran...	ISI_ASSOCIATE_PARTY_REQUES...		Andrea Colen	Andrea Colen	Filed
09/21/2020 at 9:57:53 PM	MI SCAO District Court	2020-071402-GC	Appearance	Jury Demand		Andrea Colen (P12345)	Andrea Colen	Filed

Properties

Status Updates

Service Recipients / Status

Court: MI SCAO District Court
Matter Number: N/A
Fees: \$51.50
Bundle ID: 8564

Flags: N/A

Case Information: 2020-071402-GC DANIEL SPEYER V. JASON TENNIER

Filer Information: Submitted on September 21st, 2020 by Andrea Colen (P12345)

Received Stamped Copy
Original copy
Proof of Service

If a filing has been accepted by the court, the FILED stamped copy can be found via the Status Updates tab. Payment receipts can also be found on this tab.

09/21/2020 at 9:57:53 PM		MI SCAO District Court	2020-071402-GC	Appearance	Jury Demand	Andrea Colen (P12345)	Andrea Colen	Filed
<div><div>Properties</div><div>Status Updates</div><div>Service Recipients / Status</div></div>								
Status	Date	Comments						
Filed	09/21/2020 10:13:09 PM	Andrea Colen: This document has been officially filed with the court (15368308)					<div>Filed Stamped Copy</div>	
Paid	09/21/2020 10:01:02 PM	INFO: Payment Accepted. OrderId: 9f8c13c9-c6f8-4092-a442-8ff0ca2cb909, Tracking Id: 1d6d930e-687c-406f-80f5-6d914429844d. Original Filing Id: 9fdc673c-c211-48e8-ba8c-52aff837fe32					<div>Payment Receipt</div>	
Accepted	09/21/2020 10:01:02 PM	Pending Payment: Filing has not been reviewed, accepted or filed by the clerk and should not be considered filed at this time (15368308)						
In Progress	09/21/2020 09:57:56 PM	Your filing (Jury Demand) has been received by the court. Tracking ID: 9fdc673c-c211-48e8-ba8c-52aff837fe32						
Submitted	09/21/2020 09:57:54 PM	Submitted on September 21st, 2020 by Andrea Colen						
						Received Stamped Copy	Original Copy	Proof of Service

The Service Recipients / Status tab provides information on when individuals who have been served documents have downloaded the documents.

09/21/2020 at 9:57:53 PM		MI SCAO District Court	2020-071402-GC	Appearance	Jury Demand	Andrea Colen (P12345)	Andrea Colen	Filed
<div><div>Properties</div><div>Status Updates</div><div>Service Recipients / Status</div></div>								
Name	Email	Company	Service Type	Last Email Status		Last Recipient Activity		
Carl Crandall	cc@xxx.com		e-Serve	Failed; Recipient error-Bounce - SoftBounce - at Sep 22 2020 2:00PM		Failed; Recipient error-Bounce - SoftBounce - at Sep 22 2020 2:00PM		
Pauline Crandall	rebekkieta@att.net		e-Serve	Delivered on Sep 21 2020 9:58 PM		Delivered on Sep 21 2020 9:58 PM		
<div><div>Received Stamped Copy</div><div>Original Copy</div><div>Proof of Service</div></div>								

You can also view the status of filings for any users you are connected to via the “My Network’s History” option. *Note:* This screen will show the filings submitted by you and your network.

History

My History

My Network's History

UnsubmittedView Payment Information

To access your history, select the appropriate History button above and click Search.

Start Date:08/01/2020End Date:12/31/2020Search

Filing View

Show 15 entries

Search:

Submission Date	Court	Case Number	Filing Name	Filing Type	Matter Number	Filer	Submitter	Status
12/30/2020 at 4:48:47 PM	MI SCAO Circuit Court	TEMP-Y90MKXSO	Case Initiation Form	ISI_CASE_INIT_FORM_DT		Colen, Andrea (P12345)	Andrea Colen	Paid
12/30/2020 at 4:48:47 PM	MI SCAO Circuit Court	TEMP-Y90MKXSO	Complaint	Complaint		Colen, Andrea (P12345)	Andrea Colen	Paid
12/17/2020 at 1:48:06 PM	MI 22nd Circuit Court - Washtenaw	17-000452-EM	Associate Party Request: Dayon Patterson	ISI_ASSOCIATE_PARTY_REQUES...		Andrea Colen	Andrea Colen	Filed
12/11/2020 at 2:59:45 PM	MI 22nd Circuit Court - Washtenaw	89-037628-D5	Associate Party Request: Artie Tomlin	ISI_ASSOCIATE_PARTY_REQUES...		Andrea Colen	Andrea Colen	Filed
12/10/2020 at 2:10:23 PM	MI 22nd Circuit Court - Washtenaw	20-000718-CH	Add Counsel Update: Ashley Lee	ISI_ADD_COUNSEL_FORM_DT		Colen, Andrea (P12345)	Andrea Colen	Paid
12/10/2020 at 2:10:23 PM	MI 22nd Circuit Court - Washtenaw	20-000718-CH	Appearance	Appearance		Colen, Andrea (P12345)	Andrea Colen	Paid
12/02/2020 at 10:08:14 PM	MI 22nd Circuit Court - Washtenaw	TEMP-GORW3423	Case Initiation Form	ISI_CASE_INIT_FORM_DT		Schroeder, Brock (Pro Per)	Brock Schroeder	Paid
12/02/2020 at 10:08:14 PM	MI 22nd Circuit Court - Washtenaw	TEMP-GORW3423	TEST ISI Document 2	Attachment		Schroeder, Brock (Pro Per)	Brock Schroeder	Paid
12/02/2020 at 3:16:15 PM	MI 22nd Circuit Court - Washtenaw	20-000562-EM	Add Party Update: Stephon Diggs	ISI_ADD_PARTY_FORM_DT		Schroeder, Brock (Pro Per)	Brock Schroeder	Filed

Filings that have been saved, but not yet submitted, may be accessed via the Unsubmitted button. *Note:* This will only show YOUR saved unsubmitted filings and not those from your network connections.

The screenshot shows the 'History' page with tabs for 'My History', 'My Network's History', 'Unsubmitted', and 'View Payment Information'. The 'Unsubmitted' tab is highlighted in red. Below the tabs, there is a message: 'To access your history, select the appropriate History button above and click Search'. Below this, there are input fields for 'Start Date' (12/01/2020) and 'End Date' (12/31/2020), and a 'Search' button. A red arrow points to the 'Unsubmitted' tab.

Last Activity Date	Court	Case Number	Bundle Information	Matter Number	Filer	Submitter	Status
12/17/2020 at 11:07:10 AM	MI 22nd Circuit Court - Washtenaw	TEMP-DWRM0069	Incomplete Bundle for (TEMP-DWRM0069) with...		Andrea Colen	Andrea Colen	Unsubmitted

Showing 1 to 1 of 1 entries

You can view a payment history from your filings, as well as your connections' payments, from the "View Payment Information" screen.

The screenshot shows the 'View Payment Information' page. At the top, there are buttons for 'Create PDF Receipt' and 'Create Spreadsheet'. Below these, there is a date range filter set to '12/02/2020 - 12/31/2020'. Below the filter, there is a search bar and a table of payment transactions. The table has columns for 'Filer', 'Submitter', 'Filing Name', 'Filing Type', 'Matter Number', 'Case Number', 'Court Name', 'Auth DateTime', 'Auth Code', 'Filer Number', 'Amount', 'Payment ID', and 'Payment Account'. A single transaction is shown for Andrea Colen, with a payment amount of \$180.25.

Filer	Submitter	Filing Name	Filing Type	Matter Number	Case Number	Court Name	Auth DateTime	Auth Code	Filer Number	Amount	Payment ID	Payment Account
Andrea Colen	Andrea Colen	Complaint	Complaint		TEMP-Y90MKXSO	MI SCAO Circuit Court	12/30/2020	Mock_Authorization_Code	P12345	\$180.25	A35ADD5F-AF5D-4608-B7C5-5992FBAF195F	1f685acf-732f-4dc7-b488-85eeae474daad

Showing 1 to 1 of 1 entries

If you wish to filter down to certain results, an advance search filter and a date range filter are available at the top of the screen.

This screenshot is identical to the previous one, but with a red box highlighting the date range filter '12/02/2020 - 12/31/2020' at the top right of the page.

Transactions can be selected via the checkboxes to the left and exported to either a pdf file or an excel spreadsheet. *Note:* Transactions for filings where a fee waiver was submitted are also shown on this screen and are available for export.

History
My History
My Network's History
Unsubmitted
View Payment Information

Create PDF Receipt
Create Spreadsheet

08/05/2019 - 09/03/2019

Show 25 entries
Search:

	Filer	Submitter	Filing Name	Filing Type	Matter Number	Case Number	Court Name	Auth DateTime	Auth Code	Filer Number	Amount	Payment ID	Payment Account
<input type="checkbox"/>	Rebekka Kieta	Rebekka Kieta	Claim of Appeal	APPEAL		2016-156606-NM	MI 6th Circuit Court - Oakland	08/30/2019	FEES WAIVED	12345	\$0.00	7256CAF0-5004-43E8-8882-B46E2D880926	FEES WAIVED
<input checked="" type="checkbox"/>	Marci Staiger	Marci Staiger	Testing	Complaint for Superintending Control (EPS Fee Exempt)		TEMP-C62M3290	MI Supreme Court	08/29/2019	REFUND	999999	-\$186.25	38C3410E-14884-AC39-BB0097	61733028-b9c4-49c4-4e5c-08d6248de332
<input checked="" type="checkbox"/>	Rebekka Kieta	Rebekka Kieta	Claim of Appeal	Appeal from Circuit with copy of claim/application		2012-128697-CZ	MI SCAO Circuit Court	08/29/2019	Mock_Authorization_Code	12345	-\$15.00	7256CAF0-5004-43E8-8882-B46E2D880926	3e7799b8-88eb-49af-bb4c-6e1ab3a0e06a

## 13. Searching for a Case

To search for case information, select "Case Search" from the Navigation Pane. First, you'll need to select the court in which you'd like to search for the case.

**Case Search**

**Court**

Recent Courts

- MI SCAO Circuit Court
- MI 22nd Circuit Court - Washtenaw
- MI 6th Circuit Court - Oakland

All Courts

Michigan ▲

- MI 6th Circuit Court - Oakland
- MI 16th Circuit Court - Macomb
- MI 20th Circuit Court - Ottawa
- MI 13th Circuit Court - Grand Traverse
- MI Court of Claims Test
- MI SCAO Probate Court
- MI SCAO District Court
- MI SCAO Circuit Court
- MI Court of Appeals
- MI Supreme Court
- MI 37th District Court
- MI 22nd Circuit Court - Washtenaw
- MI Ottawa County Probate Court
- MI 3rd Circuit Court - Wayne

Search by Case Number or Case Title

☐ Search by Date

**Search**

Then you'll need to provide your main search criteria, which is either a portion of the case number or case name. The search will return any cases with a case number or a case title that contains your main search criteria. An exact match is not required.\* Optionally, by clicking the "Search by Date" box as shown below, you can specify a date range to refine your search.

**Case Search**

**Court**

MI SCAO Circuit Court ▼

Search by Case Number or Case Title

☒ Search by Date

**Search**

Case opened on or after

Case opened on or before

\*If the case has been marked by the court as "Non Public," you will need to provide the entire case number in order to pull up the case. You will not be able to search using a portion of the case number or the case name to locate the case in TrueFiling.

## Case Details

### [NON-PUBLIC CASE]

2020-011320-CB  
MI SCAO Circuit Court  
Case Type: CB

File to this Case

Add Party to Case

Add Counsel to Case

### Case Parties (0)

Case party information is unavailable because this is a non-public case.

### Counsel (0)

Attorney information is unavailable because this is a non-public case.

Click on an individual line to view the search results and then Case Details page will display. The Case Details page allows filers to view and file a request to add parties or attorneys, view filings for the case that you have permissions to view, and file to the case.

## Case Search

Court:  Search by Case Number or Case Title:  ☐ Search by Date

**Search Result (36)**

Case Number	Court	Case Title	Date
2018-121218-CR	MI SCAO Circuit Court	ALEX TRIBECK V. JEOPARDY LLC	10/19/2018 12:00:00 AM
2019-000023-DP	MI SCAO Circuit Court	BILLY JEAN V. MICHAEL JACKSON	2/26/2019 4:01:11 PM
2019-123456-CB	MI SCAO Circuit Court	ERIC BUCK V. LILJUL LKDKLJUKJ	1/24/2019 11:16:52 AM

When completing a case search, only 50 results will be returned. If your search term is too general, you'll see the warning below and the case you're looking for may not appear.

## Case Search

Court:  Search by Case Number or Case Title:  ☐ Search by Date

**Search Result (50+)** (Your search criteria returned more than 50 results. Please refine your search if your desired case is not listed below.)

Case Number	Court	Case Title	Date
2019-224242-CD	MI SCAO Circuit Court	ALISSA BITEL V. WINSTON DERRIG	4/19/2019 6:19:18 PM
2019-111111-PS	MI SCAO Circuit Court	APOLLO MULADORE V. JACQUELYNN DERRIG	4/19/2019 6:27:50 PM
2019-030246-DO	MI SCAO Circuit Court	CAMILLA WALES V. CHARLES WALES	4/29/2019 12:45:15 PM

## 14. Submitting Filings to an Existing Case

Apart from the method you've seen of filing to cases from the Case Search screen, you can also file to an existing case via the "File" menu item in the navigation pane. Select the court within which the case you wish to file into resides and select the "File to an existing case" option in the drop down, which will take you to the Case Search screen.

**miFILE** Powered By **TrueFiling**

Main Pages  
File  
Case Search  
History  
Favorites  
Settings  
Resources  
Help / Support  
Email Activity

### Create Filing

Court  
MI SCAO Circuit Court

Action  
Choose Action  
File to an existing case  
Initiate a new case

In the scenario shown below, we are searching for any cases that have "-CZ" in the number or title and then click the "Search" button.

### Case Search

Court  
MI SCAO Circuit Court

Search by Case Number or Case Title ☒ Search by Date

-CZ

Search

Search Result (0)

When you locate your case, select it from the list.

## Case Search

**Court**  

MI SCAO Circuit Court

☐ **Search by Date**  

Search

**Search by Case Number or Case Title**  

-CZ

### Search Result (36)

Case Number	Court	Case Title	Date
2012-128697-CZ	MI SCAO Circuit Court	ABERLICH,MICHAEL,, vs. MANAIA,ANTHONY,G,	8/13/2012 12:00:00 AM
2010-109023-CZ	MI SCAO Circuit Court	AMERICAN EXPRESS BANK vs. CLAPPERTON,J,MICHAEL,	3/31/2010 12:00:00 AM
2019-061709-CZ	MI SCAO Circuit Court	ANNA A ANDERSON V. CARL C CRANSTON SR.	4/19/2019 1:54:13 PM
2020-101320-CZ	MI SCAO Circuit Court	BETTY BOOP V. OLIVE OYL	10/13/2020 2:28:32 PM
2019-110101-CZ	MI SCAO Circuit Court	CARLA JUNKER V. GREGORY JUNKER	11/01/2019 2:22:52 PM
2008-095420-CZ	MI SCAO Circuit Court	CHASE MANHATTAN BANK USA vs. SANCHEZESTRADA,SETA,,	10/20/2008 12:00:00 AM
2020-071506-CZ	MI SCAO Circuit Court	DENISE ATKINS V. MONICA BINTZ	7/15/2020 7:23:43 PM

Once you select your case, you'll see a screen very similar to what we saw during case initiation, with some exceptions.

First, because we are not initiating a new case, the bundle does not contain an e-form (such as the case init e-form).

Second, we now have the option to serve the filings within the bundle we are creating. By default, filings within a bundle are set to be filed to the court AND served to the service recipients. However, you can deselect either the "File Document" check box or the "Serve Document" check box. One reason you may want to deselect the "Serve Document" when filing documents is because you want to defer service until after you receive your submitted documents back from the court with the FILED stamp on them. See section 20 for details on Marking a Bundle for Service.

### Case Details

**BETTY BOOP V. OLIVE OYL**  
2020-101320-CZ  
MI SCAO Circuit Court  
Case Type: CZ

☆

File to this Case
Pay Additional Amount
Add Party to Case
Add Counsel to Case

▼ Counsel (0)

Name	Firm	Parties Represented
No attorneys found.		

▼ Case Parties (2)

Name	Party Type	Represented By
Betty Boop	Plaintiff	Self-Represented
Olive Oyl	Defendant	

I am this Person
I am this Person

> Filings (0)

☐ Show all filings

## 15. Associating Party or Attorney to Current User

A MiFILE user can associate themselves as a party or counsel on a case if their name is already listed but their email address/information is not associated with the party or counsel on file.

A user may view the approved Attorneys or Case Parties on a case by navigating to the “Case Details” screen or the “Filing” screen. The user would select the “**I am this Person**” button to associate their MiFILE registration information, including email address, to the listed party or attorney. **Note:** The “**I am this Person**” button will not display if an email is already associated with the Attorney or Case Party.

**ANDREA TEST V. JOHN DOE**  
2020-081320-CK  
MI SCAO Circuit Court  
Case Type: CK

☆

File to this Case
Pay Additional Amount
Add Party to Case
Add Counsel to Case

▼ Counsel (1)

Name	Firm	Parties Represented
Marci Steiger (MI-P12345)	ImageSoft Test	Andrea Test, Plaintiff 1

▼ Case Parties (2)

Name	Party Type	Represented By
Andrea Test	Plaintiff 1	Marci Steiger (MI-P12345)
John Doe	Defendant	

I am this Person
I am this Person

The “Associate Party” screen will display, and the user needs to confirm that they are the named person when they select the “**I am this Person**” button. Click the “**Submit**” button to proceed. **Note:** These requests are not sent to the court when a user is associating themselves to an existing Case Party or Attorney on the case.

Associate Party ×

By checking this box I am affirming that I am the person named as a party on this case, or that I am authorized to file on this person’s behalf under a valid power of attorney agreement, guardianship order, next friend appointment, or other legally-recognized authority explicitly permitting me to submit documents on behalf of the named person. I further affirm that I have read the [MiFILE Michigan Electronic Filing Terms of Use](#).

I understand that falsely representing myself as another person is a violation of law and the MiFILE Michigan Electronic Filing Terms of Use, and may result in any remedial actions available at law and in equity for such violation.

Cancel
Submit

A new "Associate Party" window will open, click the "**Close**" button.

## Associate Party



Your request was submitted successfully. Once your request is processed, you will be associated with this case.

Close

## 16. Adding New Parties to Existing Cases

### TrueFiling Add Party Process

A MiFILE user may have a need to request themselves or another individual be added as a party on a case that was previously initiated with a MiFILE court. The Add Party to Case feature will allow the party to submit their information along with the supporting document for review and handling by the court.

**Note:** Parties that are listed and have a corresponding email address will receive electronic service when filings are selected to be served. A connected user, however, will not receive electronic service when filings are selected to be served because they are not a service recipient on a case.

To begin, search for and select the case that the party intends to be added to. Select “**Add Party to Case**” button on the Case Details screen.

**Note:** If the “File to this Case” button is selected, the “**Add Party to Case**” button will be available for selection on the filing screen.

Case Details

BETTY BOOP V. OLIVE OYL

2020-101320-CZ

MI SCAO Circuit Court

Case Type: CZ

☆

File to this Case

Pay Additional Amount

Add Party to Case

Add Counsel to Case

▼ Counsel (0)

Name	Firm	Parties Represented
No attorneys found.		

▼ Case Parties (2)

Name	Party Type	Represented By
Betty Boop	Plaintiff	Self-Represented
Olive Oyl	Defendant	

TrueFiling will display the "Add Case Party" screen.

Each of the fields marked with a red asterisk (\*) is mandatory and needs to be completed before moving off the "Add Case Party" screen.

## Add Case Party

Party Type \*

-- Select An Option Below --

☒ Person ☐ Entity

Enter a new contact

Last Name \*

First Name \*

Middle Name

Suffix

Address \*

☐ Is this an international address?

Address Line 2

City \*

State \*

Zip Code \*

Phone

(XXX) XXX-XXXX

Email Address

SMS (Text Msg) Phone

(XXX) XXX-XXXX

Reason for Request / Comments

### Attorney Representation \*

- ☐ This party is self-represented
- ☐ Barry Zuckerkorn (MI-P22222) - Attorney
- ☐ This party's attorney is not listed or unknown

### Validation Issues

None

Save

Cancel

- 1) **Party Type:** Use the dropdown box to select the appropriate party type that is being added.
- 2) **Enter a new contact:** Select one of the names shown in the dropdown to automatically populate the mandatory fields on the "Add Case Party" screen or select "Enter a new contact" to type in all the mandatory fields.
- 3) **Attorney Representation:** Check the box to select the option that indicates the attorney that is representing the party being added. **Note:** If the party being added does not have an attorney, they will select "This party is self-represented." If the party has attorney representation but does not see the name of their attorney listed, the party will select "This party's attorney is not listed or unknown." The party's attorney would add themselves to the case later using the Add Counsel request after the party being added is accepted by the court. **Note:** If an attorney is filing an Add Party request on behalf of a party, the attorney will select "This party's attorney is not listed or unknown," and can also file with the Add Party request an Appearance containing the attorney's name and email address for e-service and the name of the party whom the attorney is representing; using this information, the clerk will add the attorney to the case when the party is added to the case. Alternatively, the attorney can wait for the add party request to be accepted, and then submit an add attorney request (see item 17 below).

To proceed, select the "**Save**" button. If any information is missing, the errors will be listed in the "Validation Issues" section.

After all the mandatory fields have been completed, the system will return to the filing screen. Upload the supporting documentation that corresponds with the Add Party request being submitted and select the appropriate "Filing Type" from the list in the dropdown box. **Note:** If an attorney is filing the Add Party request on behalf of the party, an appearance can be filed at the same time, but the Add Counsel request would not be completed (the MiFILE system does not permit an attorney to be added through TrueFiling without the represented party first being accepted by the court).

File to: MI SCAO Circuit Court

Case Number: 2020-101320-CZ

Case Title: BETTY BOOP V. OLIVE OYL

Client / Matter Number (optional)

Filer

Where's my filer?

Colen, Andrea (P12345)

☒ File Document
 ☒ Serve Document

Add Party to Case

Add Counsel to Case

Counsel (0)

Parties (2)

Filing Name	File Size	Filing Type	Upload Status	Fee	
Add Party Update: Ashley Lee	1.89 KB	ADD PARTY FORM		\$0.00	<div>View</div>

Click here to upload file(s) -or- drag and drop

Max file size: 25.00 MB

1 Select Recipients

Name	Role	Email	Type	<input type="checkbox"/> All
Marci Steiger	Attorney (MI-P12345)	andreatestimagesoft@gmail.com	E-Serve	<input checked="" type="checkbox"/>
John Doe	Defendant	unknown	Not Served	<input type="checkbox"/>

Note: A courtesy copy recipient is not considered a service recipient.

2 Send Courtesy Copy

Preview Proof of Service

3

If a Service Recipient is grayed out, their email address is currently unknown or invalid. They may need to be served the document by another method as required by court rule or law.

Save Progress

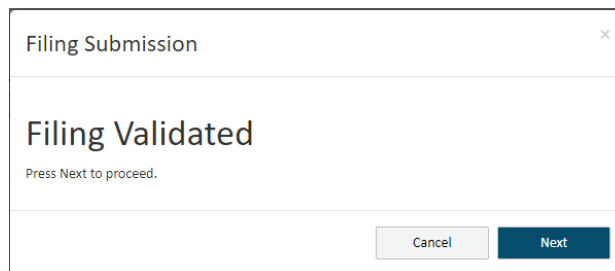
Cancel

Next

- 1) **Select Recipients:** This section displays the list of parties and attorneys associated with the case. All the service recipients with associated email addresses in the list will receive electronic service of the documents being filed if the "Serve Document" checkbox is selected. Filers are unable to deselect any of the confirmed parties or attorneys when serving documents through MiFILE.
- 2) **Send Courtesy Copy:** If a person not shown in the list of service recipients needs to receive a copy of the document, select this button to add the person and their email address. A courtesy copy of the document will be emailed to this person; however, they will not be added to the list of service recipients and will not be shown on the electronic Proof of Service that is generated. If the case is nonpublic, this button will not show.
- 3) **Preview Proof of Service:** If this button is selected, a preview of the electronic Proof of Service will display to the user logged in and filing to the case.

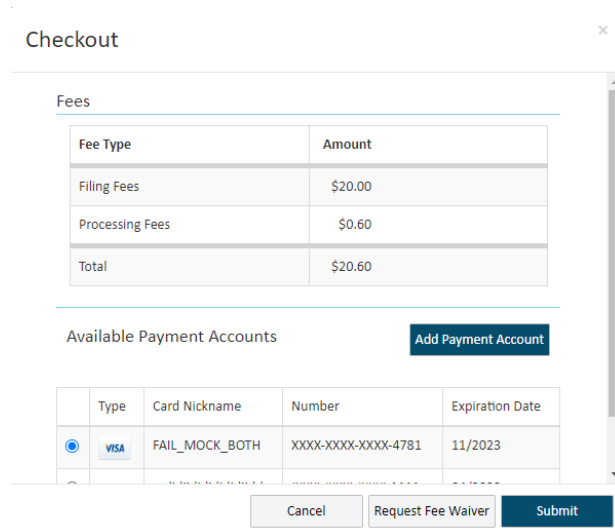
To proceed, select the "**Next**" button. If any information is missing, the errors will be listed in the "Validation Issues" section.

The "Filing Submission" screen will display, select "**Next**" to proceed.



The screenshot shows a modal window titled "Filing Submission" with a close button (X) in the top right corner. The main heading is "Filing Validated" in a large, bold font. Below it, in a smaller font, is the instruction "Press Next to proceed." At the bottom right of the modal, there are two buttons: a light gray "Cancel" button and a dark blue "Next" button.

The "**Checkout**" screen will display. Select the appropriate credit card, "Request Fee Waiver" button, or if there are no fees associated with the filings being submitted, the "**Submit**" button.



The screenshot shows a modal window titled "Checkout" with a close button (X) in the top right corner. The main heading is "Fees" in a blue font. Below it is a table with two columns: "Fee Type" and "Amount".

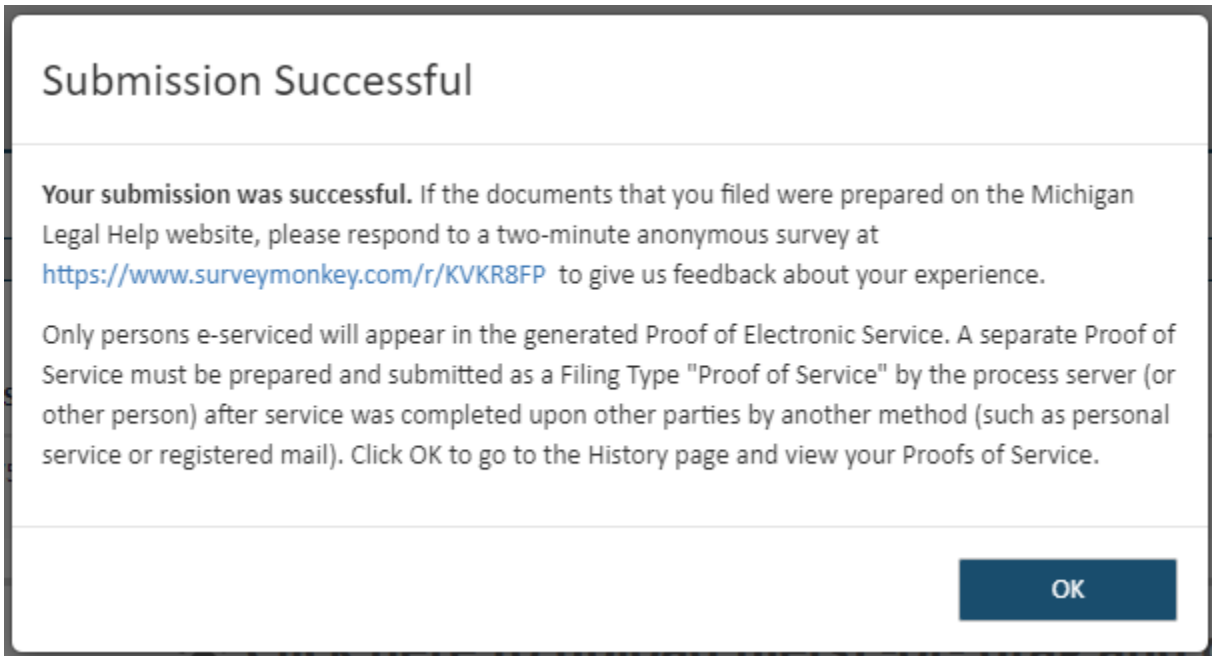
Fee Type	Amount
Filing Fees	\$20.00
Processing Fees	\$0.60
<b>Total</b>	<b>\$20.60</b>

Below the table is a section titled "Available Payment Accounts" with an "Add Payment Account" button. Below this is a table with four columns: "Type", "Card Nickname", "Number", and "Expiration Date".

Type	Card Nickname	Number	Expiration Date
<input checked="" type="radio"/> VISA	FAIL MOCK_BOTH	XXXX-XXXX-XXXX-4781	11/2023

At the bottom of the modal, there are three buttons: a light gray "Cancel" button, a light gray "Request Fee Waiver" button, and a dark blue "Submit" button.

The "Submission Successful" window will display. Select the "**OK**" button to proceed.



## 17. Adding New Attorneys to Existing Cases

### TrueFiling Add Attorney Process


A MiFILE user may have a need to request themselves or another individual be added as an attorney on a case that was previously initiated with a MiFILE court. The Add Counsel to Case feature will allow the attorney to submit their information along with the supporting documentation for review and handling by the court. The Add Attorney feature is to be used only when the new attorney is filing a document for a party already named in the case. If an attorney is attempting to add themselves and a party to the case at the same time, they should file an Appearance at the same time they complete the Add Party request; see Item 16 above.

- **Note:** Attorneys that are listed and have a corresponding email address will receive electronic service when filings are selected to be served. A connected user, however, will not receive electronic service when filings are selected to be served because they are not a service recipient on a case. Therefore, if attorney staff want to be copied on MiFILE notification emails for the attorney on whose behalf they file, an email rule should be set up to receive a copy of the attorney's email. See rules for two common email services at [Microsoft Outlook](#) and [Gmail](#).

To begin, search for and select the case that the party intends to be added to. Select "**Add Counsel to Case**" button on the Case Details screen. **Note:** If the "File to this Case" button is selected, the "**Add Counsel to Case**" button will be available for selection on the filing screen. If the person logged in is not a party on the case, this button will not show for nonpublic cases.

### Case Details

**BETTY BOOP V. OLIVE OYL**  
2020-101320-CZ  
MI SCAO Circuit Court  
Case Type: CZ



File to this Case

Pay Additional Amount

Add Party to Case

Add Counsel to Case

▼ Counsel (0)

Name	Firm	Parties Represented
No attorneys found.		

▼ Case Parties (2)

Name	Party Type	Represented By
Betty Boop	Plaintiff	Self-Represented
Olive Oyl	Defendant	

TrueFiling will display the "Add Attorney to Case" screen.

Each of the fields marked with a red asterisk (\*) is mandatory and needs to be completed prior to moving off the "Add Attorney to Case" screen.

## Add Attorney to Case

Please select one or more parties to the case the attorney is representing and add personal information about the attorney below. All new parties should be added BEFORE any attorneys are added to the case.

1

### Parties Represented\*

- ☐ Betty Boop - Plaintiff  
☐ Olive Oyl - Defendant

2

### Attorney Information

Enter a new contact ▼

Last Name\* First Name\* Middle Name Suffix

Licensed State/Province\* Bar Number\* Firm/Organization

Address\* ☐ Is this an international address?

Address Line 2

City\*

State\*

Zip Code\*

Phone

Email Address

SMS (Text Msg) Phone

Reason for Request / Comments

### Validation Issues

None

Save

Cancel

- 1) **Parties Represented:** Select the checkbox next to one or more of the parties shown to indicate who the attorney being added represents. **Note:** The parties need to be added and accepted to the case by the court before their information will display in the **"Parties Represented"** pane.
- 2) **Enter a new contact:** Select one of the names shown in the dropdown to automatically populate the mandatory fields on the "Add Attorney to Case" screen or select "Enter a new contact" to type in all the mandatory fields. **Note:** The email address and SMS (Text Msg) Phone fields will be prefilled with the user's MiFILE registration information.

**Note:** Another field may display called **Enter new attorney information:** Select one of the available options to populate the applicable attorney "Licensed State/Province", "Bar Number" and "Firm/Organization" fields. This field will display if a selection is made in the "Enter a new contact" field, allowing the user to ensure the licensing state, bar number, and firm/organization were populated properly before proceeding. If there is only one licensing state and bar number associated with the contact selected, these values will automatically default in the fields.

To proceed, select the **"Save"** button. If any information is missing, the errors will be listed in the "Validation Issues" section.

After all the mandatory fields have been completed, the system will return to the filing screen. Upload the supporting documentation that corresponds with the add counsel request being submitted and select the appropriate "Filing Type" from the list in the dropdown box.

File to: MI SCAO Circuit Court

Case Number: 2020-081320-CK

Case Title: ANDREA TEST V. JOHN DOE

Client / Matter Number (optional)

Filer

Where's my filer?

Colen, Andrea (P12345)

☒ File Document

☒ Serve Document

Add Party to Case

Add Counsel to Case

Counsel (1)

Parties (2)

Filing Name	File Size	Filing Type	Upload Status	Fee	
Add Counsel Update: Rebekka Kieta	3.43 KB	ADD COUNSEL FORM		\$0.00	<div>View</div>
Appearance	19.18 KB	Appearance - \$0.00		\$0.00	<div>Remove</div> <div>View</div> <div>Edit</div>

After upload, select and hold the stacked dots beside the filing document and then drag to connect to another filing document.

Click here to upload file(s) -or- drag and drop

Max file size: 25.00 MB

1

Select Recipients

Name	Role	Email	Type	<input type="checkbox"/> All
Marci Steiger	Attorney (MI-P12345)	andreatestimagesoft@gmail.com	E-Serve	<input checked="" type="checkbox"/>
John Doe	Defendant	unknown	Not Served	<input type="checkbox"/>

Note: A courtesy copy recipient is not considered a service recipient.

2

Send Courtesy Copy

Preview Proof of Service

3

If a Service Recipient is grayed out, their email address is currently unknown or invalid. They may need to be served the document by another method as required by court rule or law.

Save Progress

Cancel

Next

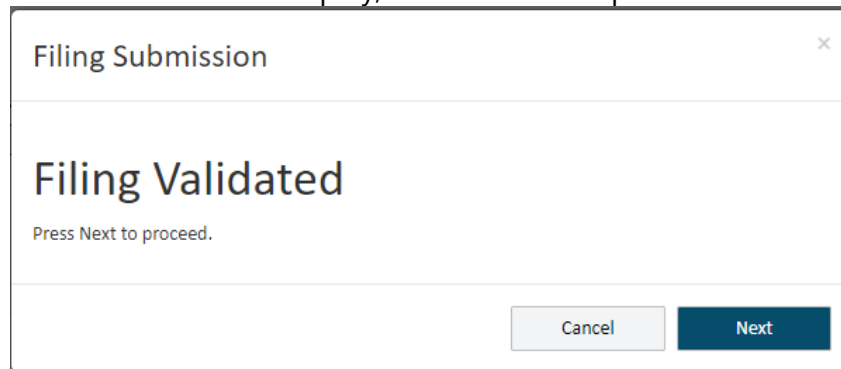
- 1) **Select Recipients:** This section displays the list of parties and attorneys associated with the case. All the service recipients that have associated email addresses in the list will receive electronic service of the documents being filed if the "Serve

Document” checkbox is selected. Filers are unable to deselect any of the confirmed parties or attorneys when serving documents through MiFILE.

- 2) **Send Courtesy Copy:** If a person not shown in the list of service recipients needs to receive a copy of the document, select this button to add the person and their email address. A courtesy copy of the document will be emailed to this person; however they will not be added to the list of service recipients and will not be shown on the electronic Proof of Service that is generated.
- 3) **Preview Proof of Service:** If this button is selected, a preview of the electronic Proof of Service will display to the user logged in and filing to the case.

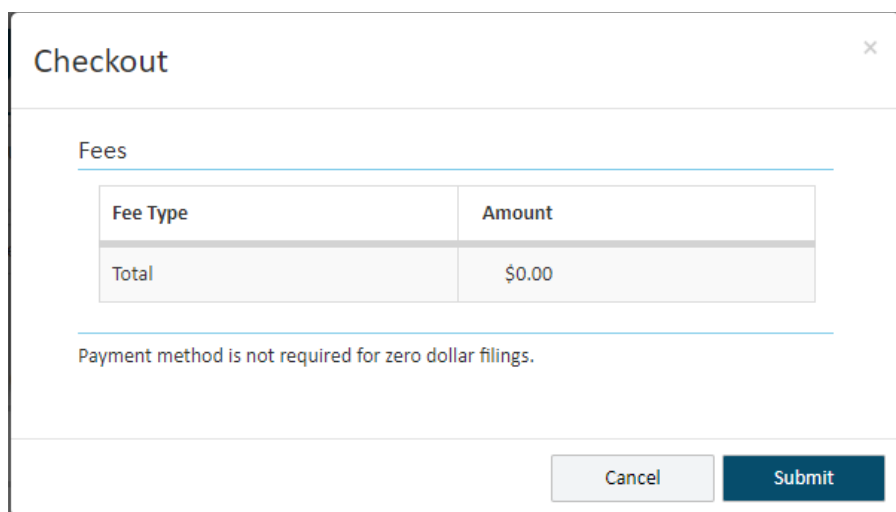
To proceed, select the “**Next**” button. If any information is missing, the errors will be listed in the “Validation Issues” section.

The “Filing Submission” screen will display, select “**Next**” to proceed.



A dialog box titled "Filing Submission" with a close button (X) in the top right corner. The main text reads "Filing Validated" in a large, bold font. Below it, in a smaller font, it says "Press Next to proceed." At the bottom right, there are two buttons: a light gray "Cancel" button and a dark blue "Next" button.

The “**Checkout**” screen will display. Select the appropriate credit card, “Request Fee Waiver” button, or if there are no fees associated with the filings being submitted, the “Submit” button.

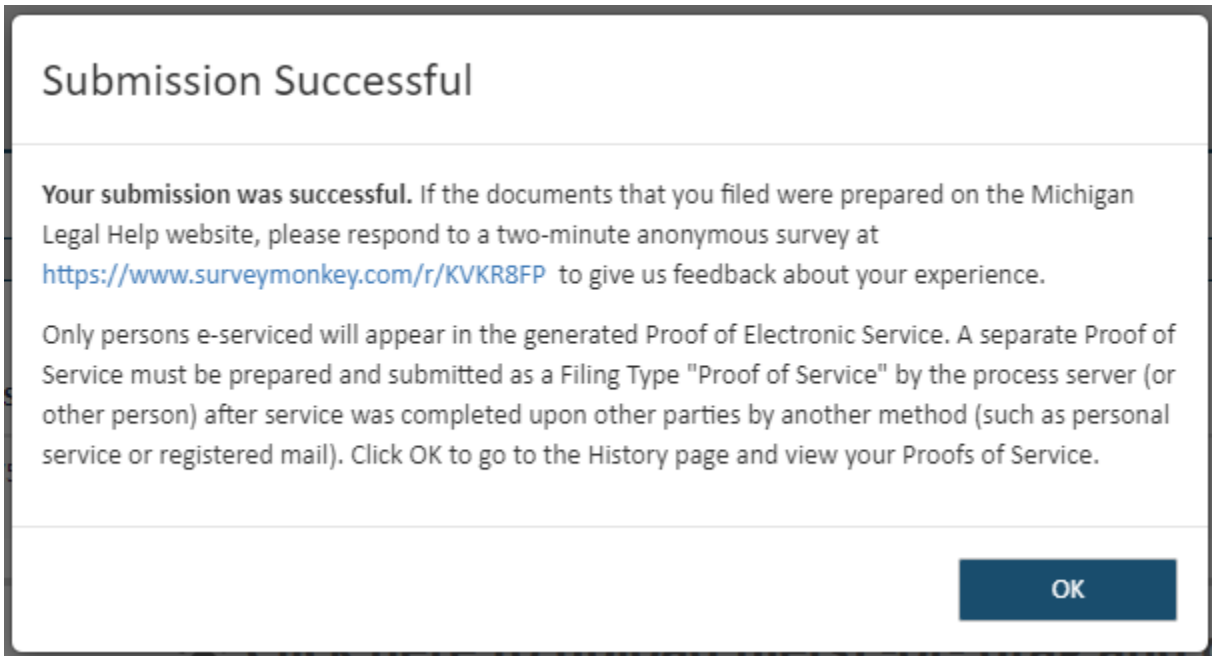


A dialog box titled "Checkout" with a close button (X) in the top right corner. Below the title is a section labeled "Fees" with a horizontal line underneath. Inside this section is a table with two columns: "Fee Type" and "Amount".

Fee Type	Amount
Total	\$0.00

Below the table, there is a horizontal line and a line of text that reads "Payment method is not required for zero dollar filings." At the bottom right, there are two buttons: a light gray "Cancel" button and a dark blue "Submit" button.

The "Submission Successful" window will display, select the "OK" button to proceed.



## 18. Service Recipients

ANDREA TEST V. JOHN DOE

2020-081320-CK

MI SCAO Circuit Court

Case Type: CK

File to this Case

Pay Additional Amount

Add Party to Case

Add Counsel to Case

▼ Counsel (1)

Name	Firm	Parties Represented
Marci Steiger (MI-P12345)	ImageSoft Test	Andrea Test, Plaintiff 1

▼ Case Parties (2)

Name	Party Type	Represented By
Andrea Test	Plaintiff 1	Marci Steiger (MI-P12345)
John Doe	Defendant	

- Service Recipients are individuals that have a legal interest on a given case. Any MiFILE user can request to add themselves as a service recipient if they have a legal interest in the case and are filing a document that supports that request. Examples are an attorney appearance, a motion to intervene, a third-party complaint, an acceptance of trust, or a request for service as a person interested in the case through court-ordered appointment (such as a receiver). A staff person for an attorney is not a service recipient and does not have a legal interest in the case even if they are a connected user. If attorney staff want to be copied on MiFILE notification emails for the attorney on whose behalf they file, they must not file a request to add themselves to the case. Instead, an email rule should be set up to receive a copy of the attorney's email. See rules for two common email services at [Microsoft Outlook](#) and [Gmail](#).

## 19. Status on Add Party or Add Counsel Requests

Users may view their **add party** or **add counsel** requests and statuses on the History page in MiFILE.

History

My History

My Network's History

Unsubmitted

View Payment Information

Start Date:

End Date:

05/15/2020

06/14/2020

Search

Filing View

Show 15 entries

Search:

Submission ...	Court	Case Num...	Filing Name	Filing Type	Matte...	Filer	Submitter	Status
06/14/2020 at ...	MI SCAO Circuit Court	2020-000001...	ISI_ASSOCIATE_PARTY_R...	ISI_ASSOCIATE_PA...		Andrea Colen	Andrea Colen	In Progress
06/14/2020 at ...	MI SCAO Circuit Court	2020-000001...	Add Counsel Update	ISI_ADD_COUNSEL...		Andrea Colen (...)	Andrea Colen	Paid
06/14/2020 at ...	MI SCAO Circuit Court	2020-000001...	Appearance	Appearance		Andrea Colen (...)	Andrea Colen	Paid
06/14/2020 at ...	MI SCAO Circuit Court	2020-000001...	Add Party Update	ISI_ADD_PARTY_F...		Andrea Colen (...)	Andrea Colen	Paid
06/14/2020 at ...	MI SCAO Circuit Court	2020-000001...	Motion to Intervene	Motion		Andrea Colen (...)	Andrea Colen	Paid

## 20. Marking a Bundle for Service

Whether you select “File and Serve” or “Serve” only, the ability to serve filings is on the bundle level, not on an individual document level. A bundle is one or more documents submitted or served together. Therefore, if you are submitting five documents to the court in a single bundle, the available service recipients for that bundle will be eServed all five documents.

When the “Serve Document” checkbox is selected, you’ll notice that the “Select Recipients” pane displays after you’ve uploaded a document for filing or service. As stated in item 18, only parties, attorneys, or others that have a legal interest in the case are listed as service recipients and they are preselected for service and cannot be deselected. If a service recipient does not have an email address recorded in MiFILE, their name will be grayed-out, and documents must be served on them as otherwise required by Michigan Court Rule. If a party is represented by an attorney, the party’s name will not be listed as a service recipient even though they are named in the case.

File to: MI SCAO Circuit Court  
Case Number: 2020-081320-CK  
Case Title: ANDREA TEST V. JOHN DOE

Client / Matter Number (optional)

Filer  
Colen, Andrea (P12345)

Where's my filer?

☒ File Document  
☒ Serve Document

Counsel (1)

Parties (2)

Filing Name	File Size	Filing Type	Upload Status	Fee	
Add Counsel Update: Rebekka Kieta	3.43 KB	ADD COUNSEL FORM		\$0.00	<input type="button" value="View"/>
Appearance	19.18 KB	Appearance - \$0.00		\$0.00	<input type="button" value="Remove"/> <input type="button" value="View"/> <input type="button" value="Edit"/>

After upload, select and hold the stacked dots beside the filing document and then drag to connect to another filing document.

Click here to upload file(s) -or- drag and drop

Max file size: 25.00 MB

Select Recipients

Name	Role	Email	Type	<input type="checkbox"/> All
Marci Steiger	Attorney (MI-P12345)	andreatestimagesoft@gmail.com	E-Serve	<input checked="" type="checkbox"/>
John Doe	Defendant	unknown	Not Served	<input type="checkbox"/>

Note: A courtesy copy recipient is not considered a service recipient.

If a Service Recipient is grayed out, their email address is currently unknown or invalid. They may need to be served the document by another method as required by court rule or law.

You can also add a recipient who is not a party or attorney to receive a copy of the document(s) being filed and served via the "Send Courtesy Copy" button. Any Courtesy Copy recipient is a one-time recipient and would have to be added every time you want them to receive a courtesy copy of a filed document.

Note: A courtesy copy is not legal service.

Select Recipients

Name	Role	Email	Type	<input type="checkbox"/> All
Atticus F Evil III	Attorney (MI-P12345)	msteiger@imagesoftinc.com	E-Serve	<input checked="" type="checkbox"/>
B A	Attorney	unknown	Not Served	<input type="checkbox"/>
Michelle Telecky	Attorney (MI-030680)	mtelecky@imagesoftinc.com	E-Serve	<input checked="" type="checkbox"/>

Andrea Copy

Ad Hoc

andrecopy@gmail.com

Courtesy Copy

Save

Remove

Note: A courtesy copy recipient is not considered a service recipient.

Send Courtesy Copy

Preview Proof of Service

Since the proof of service states that you are declaring under penalty of perjury that the proof of service being generated by MiFILE and filed with court has been examined by you and is true, you should click the Preview Proof of Service button and review the proof of service before submitting your filing to ensure service recipients, courtesy copy recipients (if added), uploaded documents, and case information are accurate. Once a bundle is successfully submitted or served, the filer will be notified via a popup that the proof of service will be automatically generated and submitted to the court on their behalf.

Submission Successful

**Your submission was successful.** If the documents that you filed were prepared on the Michigan Legal Help website, please respond to a two-minute anonymous survey at <https://www.surveymonkey.com/r/KVVR8FP> to give us feedback about your experience.

Only persons e-served will appear in the generated Proof of Electronic Service. A separate Proof of Service must be prepared and submitted as a Filing Type "Proof of Service" by the process server (or other person) after service was completed upon other parties by another method (such as personal service or registered mail). Click OK to go to the History page and view your Proofs of Service.

OK

Service will occur as soon as the bundle is submitted by the filer. Below is a sample of an emailed service notification for a File and Serve bundle.

MiFILE - Document Submitted and Served 0718-123456-CH, JANE DOE V. JOHN DOE



info@truefiling.com  
To: Andrea Colen

Reply Reply All Forward ...

Sat 7/20/2019 1:08 PM

The following documents were electronically submitted to the MI SCAO Circuit Court and served by MiFILE, and a proof of electronic service has also been submitted to the court.

All parties in the case who are not registered in MiFILE may need to be served the document as required by court rule or law.

Case Number: 0718-123456-CH, JANE DOE V. JOHN DOE

Document Name: Notice of Judgment Lien

Document Type: Motion

Served Document: [Download](#)

If you are unable to view the document using the hyperlink above, please copy and paste the entire URL into a web browser's address bar.

<https://truefiling-efsp-uat.truefiling.com/openfiling/b719589a-294a-4e97-5709-08d70c795ff8/recipient/3e296df5-dc0f-407e-6e44-08d70c7cb808/download>

Document Name: Objection to Proposed Order

Document Type: Attachment/Debtor Exam/Seize Property

Served Document: [Download](#)

If you are unable to view the document using the hyperlink above, please copy and paste the entire URL into a web browser's address bar.

<https://truefiling-efsp-uat.truefiling.com/openfiling/7fd52dc4-3c2b-4e48-570a-08d70c795ff8/recipient/3e296df5-dc0f-407e-6e44-08d70c7cb808/download>

Proof of Service: [Download](#)

If you are unable to view the document using the hyperlink above, please copy and paste the entire URL into a web browser's address bar.

<https://truefiling-efsp-uat.truefiling.com/filing/b719589a-294a-4e97-5709-08d70c795ff8/proofofservice>

E-served documents are available via the above links for one year. You should either print your documents or save them to your device.

The persons who were served the above document(s) are:

Andrea Colen ([acolen@imagesoftinc.com](mailto:acolen@imagesoftinc.com))

\*\*\*\*\*This e-mail was sent from an unattended e-mail mailbox. Replies to this e-mail will be rejected.\*\*\*\*\*

MiFILE is the Michigan judiciary's electronic-filing system for filing and serving documents online. This system is available 24 hours a day, 7 days a week.

Home page: <https://mifile.courts.michigan.gov/>

CONFIDENTIALITY NOTICE: This message and any associated documents have been sent via MiFILE and may contain confidential information. The information is intended for individuals or legally defined interested persons associated with the case to which this message applies. Any individual not associated with the case is prohibited from disseminating, distributing, or copying this message or any associated documents, downloading the associated documents, or taking any action on the contents of this message or any associated documents. If you have received this communication in error, please delete the message immediately. Thank you.

---

If a filer wants to delay service on filings until after the court has accepted a document and the document has been stamped FILED by the court, they can do the following:

- Submit a bundle to the court without the “Serve Document” checkbox being selected.
- Wait for the court clerk to accept the documents.
- Upon receiving notification of the documents being accepted, download the FILED stamped copy of the documents.
- Upload these FILED stamped copies of the documents to a bundle via MiFILE and flag it to be e-Served but not filed with the court.
- When the Serve Document option is selected, MiFILE will generate a proof of service for the court and it will be sent to the court automatically.

**Note:** The “serve” only option is for formal service. Because this feature always generates and automatically files a proof of service with the court, it should not be used to share or send documents that have not been filed with the court.

## 21. Connected Filings

You may be required to file documents that must be attached to one another, such as a pleading or motion (lead document) with an attachment (supporting document(s)), or multiple files that constitute one large document that exceeded the 25MB file size. The connected filings feature is used for these purposes. Below, we uploaded three documents to simulate a three-part connected filing. It is important to name your documents in accordance with standards established by the State Court Administrative Office so that it is clear to the clerk the sequence within which they are connected and to identify whether they are attachments or multiple parts of a single document.

Filing Name	File Size	Filing Type	Upload Status	Fee			
Motion	113.37 KB	Motion - \$20.00		\$20.00	Remove	View	Edit
Exhibit A	19.18 KB	Select filing type		\$0.00	Remove	View	Edit
Exhibit B	227.01 KB	Select filing type		\$0.00	Remove	View	Edit

After upload, select and hold the stacked dots beside the filing document and then drag to connect to another filing document.

Click here to upload file(s) -or- drag and drop

Max file size: 25.00 MB

To connect documents, drag the second document (referred to as an attachment) on top of the first document (referred to as the lead document) and release it when you see the blue bar. The blue bar indicates that documents are connected. Then drag the third document up with the first two documents to connect it. The chain link icons indicate that the documents are connected. As you can see below, in this example you only specify the Filing Type for the Lead document. However, in the case of a motion and supporting brief, the connected documents would each have their own filing type.












Filing Name	File Size	Filing Type	Upload Status	Fee			
Motion Exhibit A	113.37 KB 157.75 KB	Motion - \$20.00 Select filing type		\$20.00	Remove	View	Edit
Exhibit A	19.18 KB	Select filing type		\$0.00	Remove	View	Edit
Exhibit B	227.01 KB	Select filing type		\$0.00	Remove	View	Edit

After upload, select and hold the stacked dots beside the filing document and then drag to connect to another filing document.


Click here to upload file(s) -or- drag and drop

Max file size: 25.00 MB

Other documents can be added separately to the bundle and sent across with the connected filing as needed. Not all documents in a bundle must be connected, as shown below.

Filing Name	File Size	Filing Type 	Upload Status	Fee			
 Motion	113.37 KB	Motion - \$20.00		\$20.00	Remove	View	Edit
  Exhibit A	19.18 KB	CONNECTED FILING		\$0.00	Remove	View	Edit
  Exhibit B	227.01 KB	CONNECTED FILING		\$0.00	Remove	View	Edit
 Garnishee Disclosure	52.51 KB	Select filing type		\$0.00	Remove	View	Edit

After upload, select and hold the stacked dots beside the filing document and then drag to connect to another filing document.

 Click here to upload file(s) -or- drag and drop

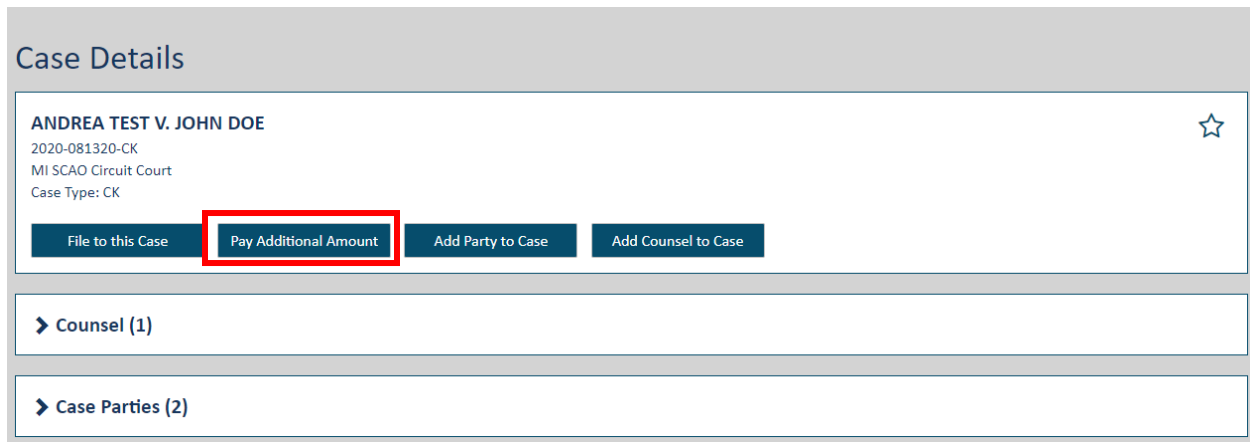
Max file size: 25.00 MB

Note: Because documents cannot be separated after they are connected and submitted to the court, use this feature only when required by court rule or law to attach one document to another. Proposed orders and judgments must not be connected to other documents, such as a motion or notice. A proposed order or judgment must be filed as a separate document, as indicated MCR 2.602(B)(3), with its own filing type.

## 22. Ad-Hoc Payments

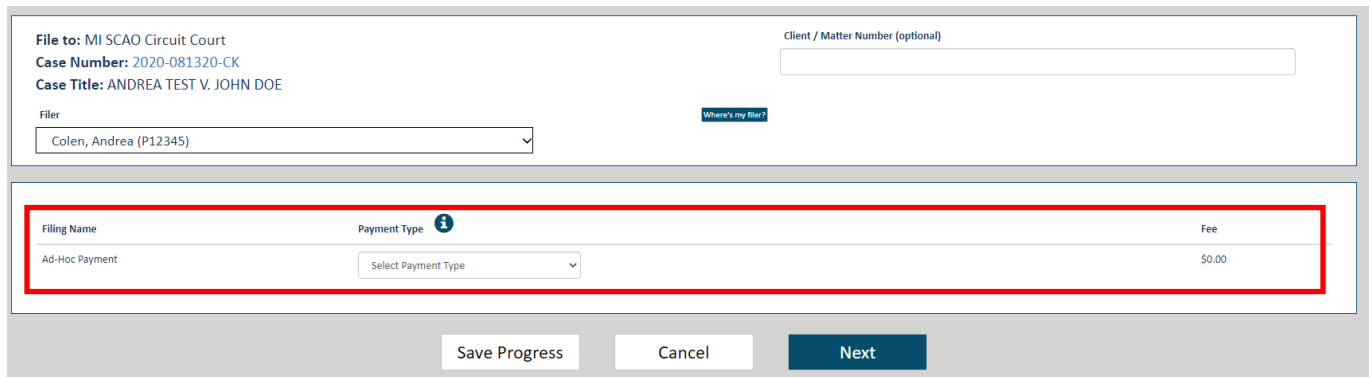
On occasion, the court may request that a filer pay an additional amount related to a case without needing to upload a filing. Common examples of this would be bond or inventory fees. To do this, you'll need to navigate to the Case Details screen. This can be done via a Case Search or via the Favorites screen (if you've favorited the case). Further, if you've already filed to the case, it can be accessed from the History screen.

At the top of the Case Details screen, select the "Pay Additional Amount" button.



The screenshot shows the 'Case Details' screen for the case 'ANDREA TEST V. JOHN DOE' (2020-081320-CK, MI SCAO Circuit Court). At the top, there are four buttons: 'File to this Case', 'Pay Additional Amount' (highlighted with a red box), 'Add Party to Case', and 'Add Counsel to Case'. Below these buttons are two expandable sections: 'Counsel (1)' and 'Case Parties (2)'.

This will take you to the File to this Case page. The additional payment function is a special type of filing that will be delivered to the court. It is not related to any filed document.



The screenshot shows the 'File to this Case' page. At the top, it displays the case information: 'File to: MI SCAO Circuit Court', 'Case Number: 2020-081320-CK', and 'Case Title: ANDREA TEST V. JOHN DOE'. Below this is a 'Filer' dropdown menu showing 'Colen, Andrea (P12345)'. To the right, there is a 'Client / Matter Number (optional)' input field and a 'Where's my filer?' link. The main section is a table with three columns: 'Filing Name', 'Payment Type', and 'Fee'. The table contains one row: 'Ad-Hoc Payment', 'Select Payment Type' (with a dropdown arrow), and '\$0.00'. This table is highlighted with a red box. At the bottom, there are three buttons: 'Save Progress', 'Cancel', and 'Next'.

These types of payments are only used for a handful of reasons, which the filer will need to select via the dropdown.

**File to:** MI SCAO Circuit Court

**Case Number:** 2020-081320-CK

**Case Title:** ANDREA TEST V. JOHN DOE

Client / Matter Number (optional)

Filer

Colen, Andrea (P12345)

Where's my filer?

Filing Name	Payment Type <span>i</span>	Fee
Ad-Hoc Payment	<div> <div>Select Payment Type</div> <div> <div>Select Payment Type</div> <div> Bond (as ordered) - Filer Provided Fee  Driver's License Clearance Fee - \$45.00  Escrow (as ordered) - Filer Provided Fee  Filing Fee Due; Request to Waive Fees Denied (as ordered) - Filer Provided Fee  Order of Filiation and New Birth Record - \$59.00  Order/Judgment Fee (as requested) - Filer Provided Fee  Other Payment - Filer Provided Fee </div> </div> </div>	\$0.00

Next

For any items specifying that a "filer provided fee" will be used, the filer will enter the fee amount they have been ordered or requested by the court to pay in the box available.

Select Payment Type

Select Payment Type

Bond (as ordered) - Filer Provided Fee  
Driver's License Clearance Fee - \$45.00  
Escrow (as ordered) - Filer Provided Fee  
Filing Fee Due; Request to Waive Fees Denied (as ordered) - Filer Provided Fee  
Order of Filiation and New Birth Record - \$59.00  
Order/Judgment Fee (as requested) - Filer Provided Fee  
Other Payment - Filer Provided Fee

Filing Name	Payment Type	Fee
Ad-Hoc Payment	Bond (as ordered) - Filer Provided Fee	0

Once the fee amount is entered or selected a payment type with a predefined amount, select the "**Next**" button and proceed through the payment steps.

**File to:** MI SCAO Circuit Court

**Case Number:** 2020-081320-CK

**Case Title:** ANDREA TEST V. JOHN DOE

Client / Matter Number (optional)

Filer

Colen, Andrea (P12345)

Where's my filer?

Filing Name	Payment Type <span>i</span>	Fee
Ad-Hoc Payment	Bond (as ordered) - Filer Provided Fee	150

Save Progress

Cancel

Next

## 23. Prepaid Filings

A filer may have prepaid in person at the court for filings they have yet to submit. This may occur when the filer does not have a credit card to pay through MiFILE. MiFILE provides filers with a special filing type of “Filing Fee Prepaid” to indicate that the fees associated with a bundle have already been paid.

Navigate to the Case Filings page via the “File to this Case” button.

### Case Details

**ANDREA TEST V. JOHN DOE**

2020-081320-CK

MI SCAO Circuit Court

Case Type: CK

File to this Case

Pay Additional Amount

Add Party to Case

Add Counsel to Case

Counsel (1)

Case Parties (2)

Proceed as you typically would to upload a filing and select “Filing Fee Prepaid” as the filing type. This will alert the court that the filing fee has been prepaid, and the filer will not be prompted for payment on this filing.

**File to:** MI SCAO Circuit Court

**Case Number:** 2020-081320-CK

**Case Title:** ANDREA TEST V. JOHN DOE

Client / Matter Number (optional)

Filer

Colen, Andrea (P12345)

Where's my filer?

☒ File Document

☒ Serve Document

Add Party to Case

Add Counsel to Case

Counsel (1)

Parties (2)

Filing Name	File Size	Filing Type	Upload Status	Fee	
Appearance	19.18 KB	Filing Fee Prepaid - \$0.00		\$0.00	<div>Remove</div> <div>View</div> <div>Edit</div>

Click here to upload file(s) -or- drag and drop

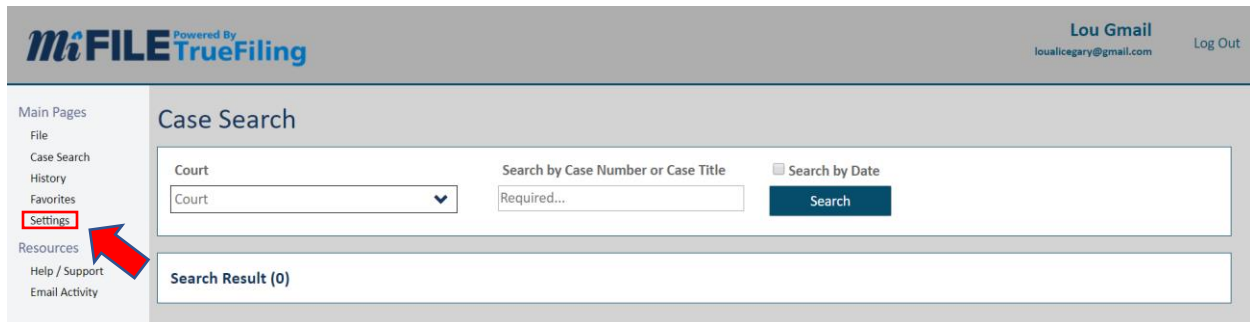
Max file size: 25.00 MB

Note: In order to file into an existing case, the case number must be in MiFILE. Depending on when the court's case management system is set up to send case data to MiFILE, a filer may not be able to file documents the same day that the fees are prepaid. The filer should ask the clerk for details in this regard.

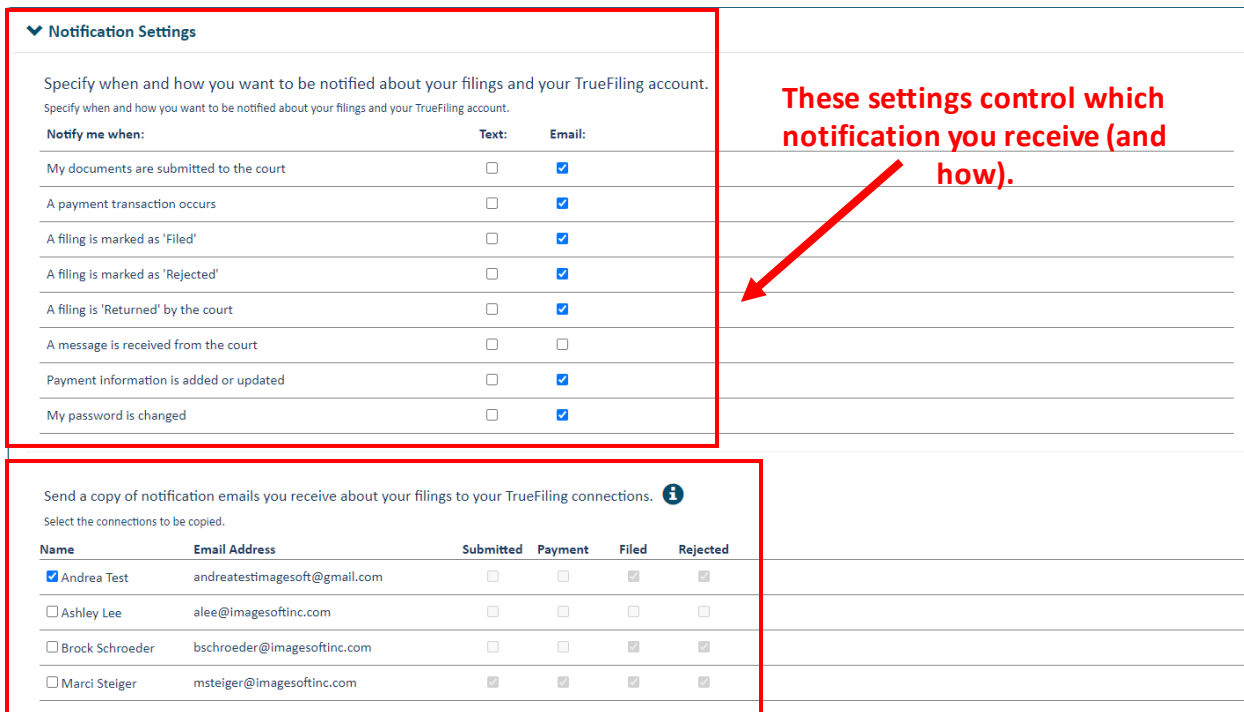
## 24. Notification Settings

A variety of notifications are available in MiFILE to inform filers of events related to their filings and user account. Notifications can be configured to be sent via text message, email, or both. Notifications also may optionally be shared with individuals in your Connection network

To view your notification settings, navigate to the “Settings” option in the Navigation Pane.



The notification settings pane is broken up into two sections: Your Notification Settings and Network Notification Sharing.



These settings allow you to “forward” various notifications to your Connections

Personal notifications are available via text message or email:

Specify when and how you want to be notified about your filings and your TrueFiling account.

Specify when and how you want to be notified about your filings and your TrueFiling account.

Notify me when:	Text:	Email:
My documents are submitted to the court	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A payment transaction occurs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A filing is marked as 'Filed'	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A filing is marked as 'Rejected'	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A filing is 'Returned' by the court	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A message is received from the court	<input type="checkbox"/>	<input type="checkbox"/>
Payment information is added or updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
My password is changed	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The following options are available for personal notifications:

**When my documents are submitted to the Court:** This is sent after a bundle is sent to the court, but before the clerk staff interacts with it.

**When a Payment transaction occurs:** This is sent after payment for a bundle is processed (but not for \$0 bundles).

**When a Filing is marked as 'Filed':** This is sent after the clerk has accepted the filing and finished processing the bundle.

**When a Filing is marked as 'Rejected':** This is sent after the clerk has rejected the filing and finished processing the bundle.

**When a Filing is 'Returned' by the court:** This is sent after a clerk has returned the filing to the filer for requested updates to be made. This is not currently used in MiFILE.

**When a message is received from the court:** This is not currently utilized in MiFILE.

**When payment information is added or updated:** This is sent for security reasons when a change is made to payment information.

**When my password is changed:** This is sent for security reasons when a change is made to your account password.

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## Glossary of Terms

**Ad-Hoc Payments:** A payment made by a filer that is tied to a case, but not to a specific filing (e.g. escrow payment, deposit, other fee).

**Courtesy Copy:** An option that allows a filer to select an individual or entity who is not a party to the case or required by law or rule to be served to receive a copy of a document.

**Bundle:** A group of filings that have been submitted together in a single transaction via MiFILE.

**Bundle e-Form:** The electronic form displayed to clerks within OnBase that shows a list of filings in a bundle and the current status of each. Documents in the bundle are accessed from this form.

**Connection:** A “link” between two user accounts in TrueFiling that can be initiated only by an attorney that allows for mutual access to filing history, payment methods, and notifications.

**Connected Filings:** Two or more documents that are attached to one another. The first document is the lead document or first part and the connected documents are attachments (such as a supporting document) or one of several parts of a document that were split into multiple documents because the document exceeded the 25MB file size limit. Connected documents are not merged into a single document.

**Custom Queries:** Custom queries are “saved searches” that you can easily go back and execute as needed. The custom queries available to the court are part of the solution and cannot be edited by court users.

**e-Notice:** For documents that are directly imported into OnBase by court staff, an electronic notice (or e-Notice) can be sent by court staff to alert case parties to a case filing.

**MiFILE:** The entire State of Michigan e-filing solution, consisting of the TrueFiling e-filing portal, the OnBase Filing Review system, the Cloud DMS solution, and the integrations with court CMS/EDMS systems.

**OnBase:** The portion of the MiFILE solution that court staff interact with; OnBase is a software product created by Hyland Software.

**TrueFiling:** The portion of the MiFILE solution that filers interact with on the web to submit filings to the court and make payments.

**TrueFiling Filing Type:** All documents entering OnBase via MiFILE or import are assigned a TrueFiling filing type. This value is used to identify the type of document coming into the system so specialized “rules” can be applied to the documents, e.g. auto-coding.