MiFILE

USER TRAINING

THE FILER EXPERIENCE

Last updated: September 30, 2019

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

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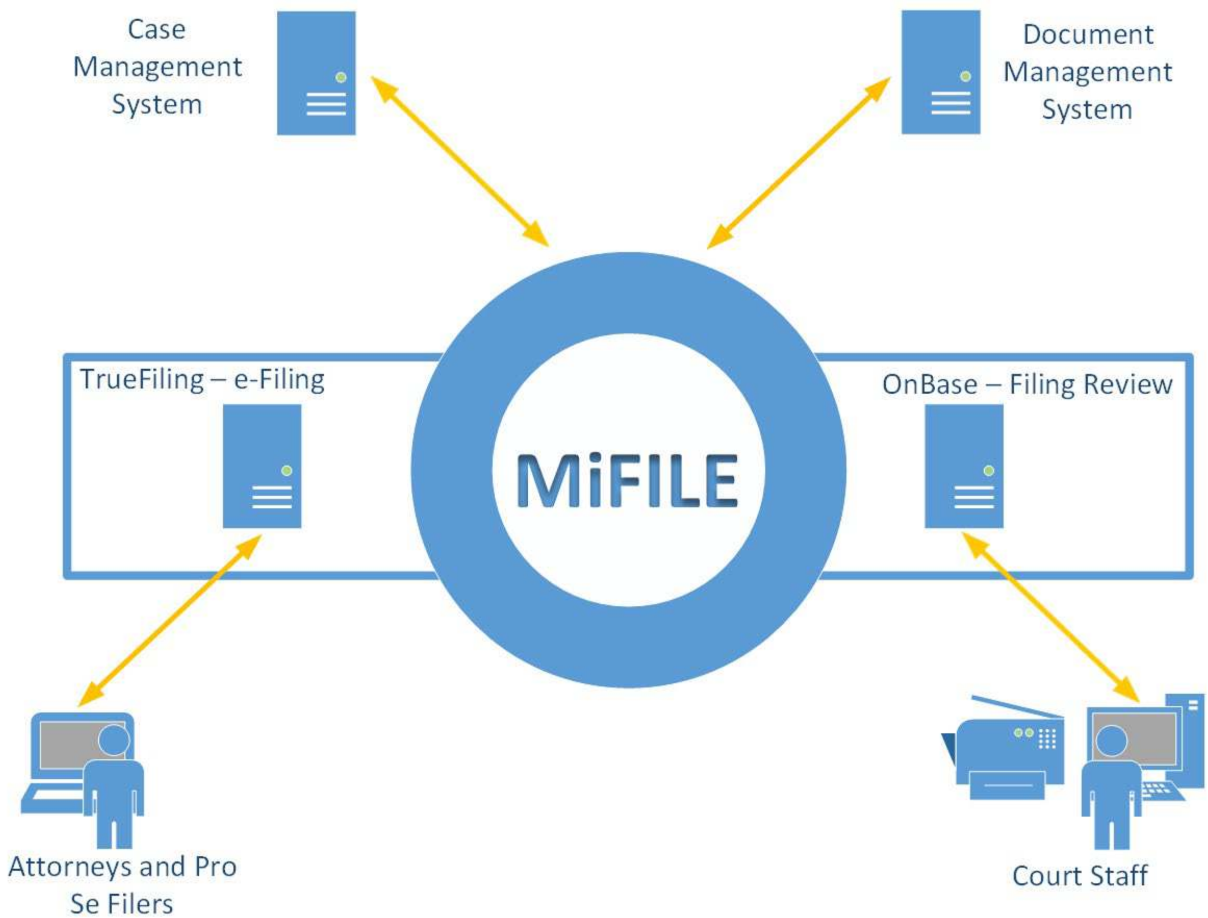
1. Introduction

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.



<u>TrueFiling</u> 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.

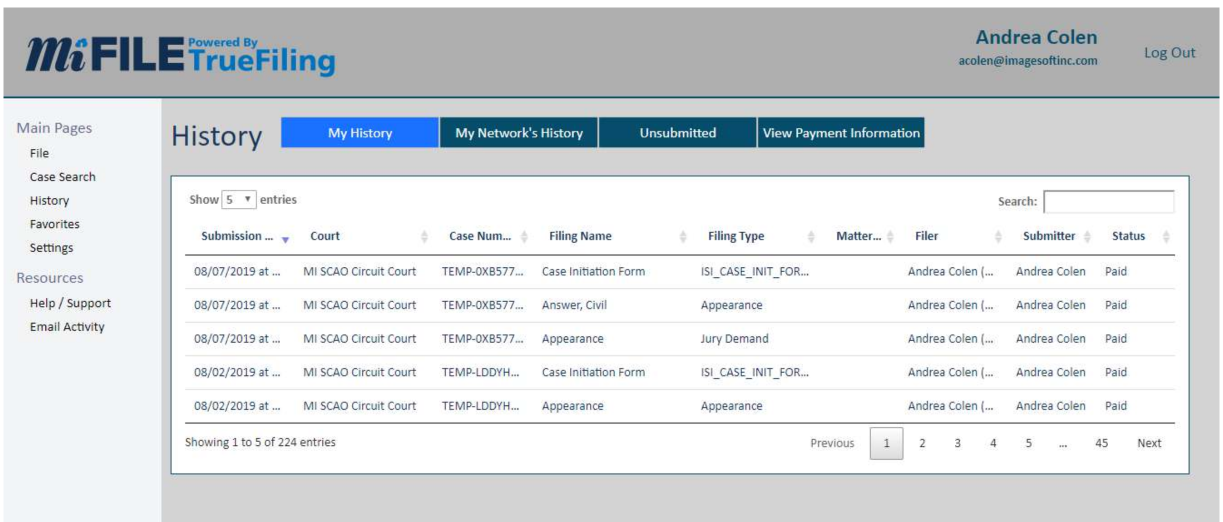
The **<u>OnBase Filing Review</u>** component of MiFILE enables **court staff** to electronically accept, route, and take action on filings.

- 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.

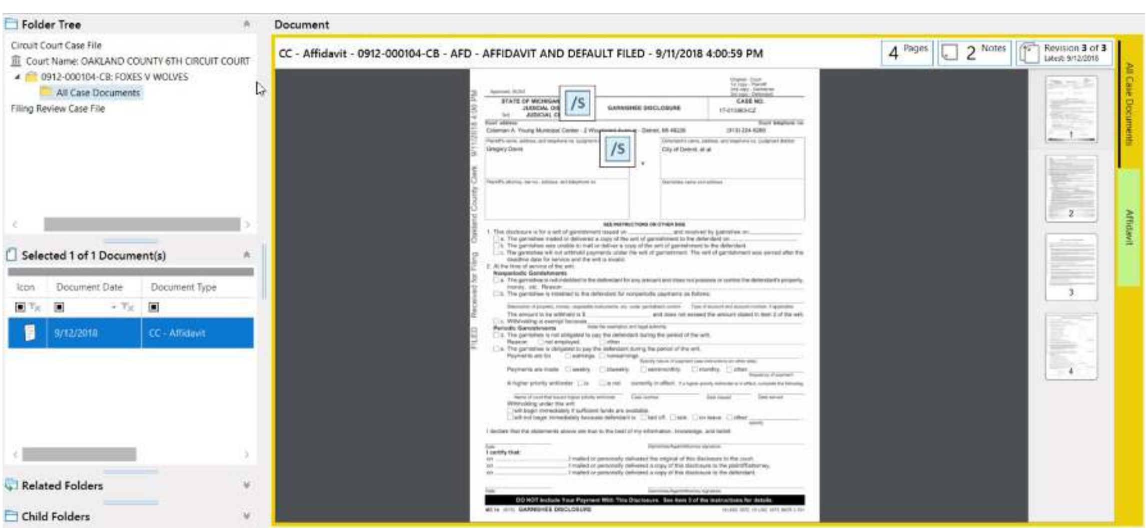
- For courts that do not currently have an on-premise DMS, the MiFILE solution provides an optional **<u>Cloud DMS</u>** solution for conveniently accessing filed documents and case records directly from within OnBase, where filing review is already done.

To summarize:

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



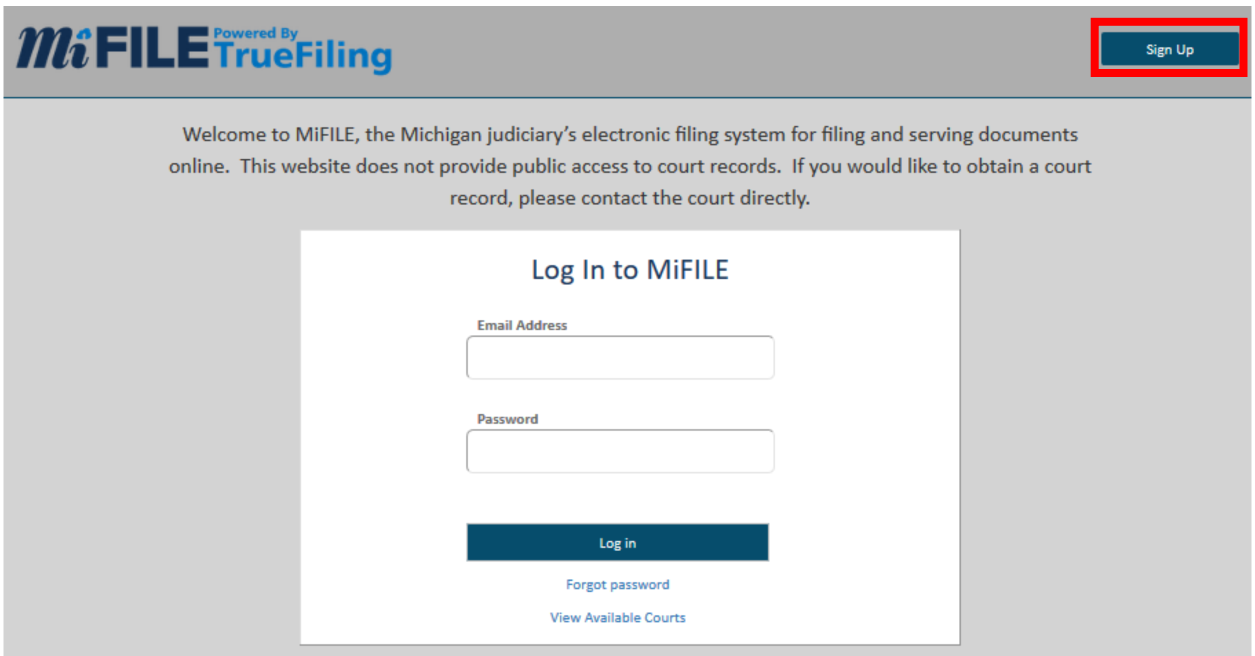
- **OnBase** is the part of the system with which the **court staff** interact.



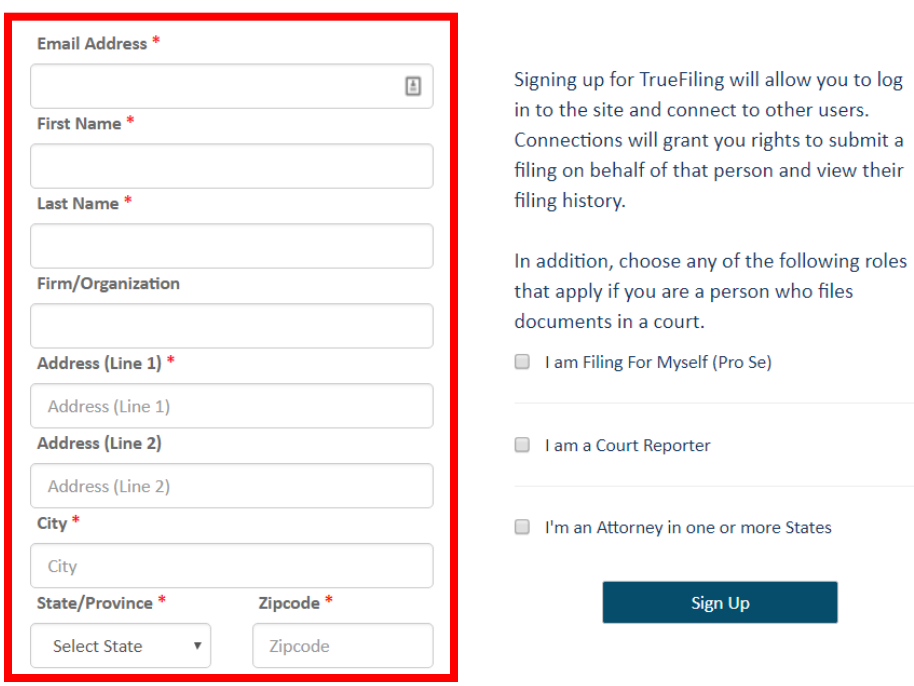
2. MiFILE Account Registration

Creating a filer account in MiFILE is simple.

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

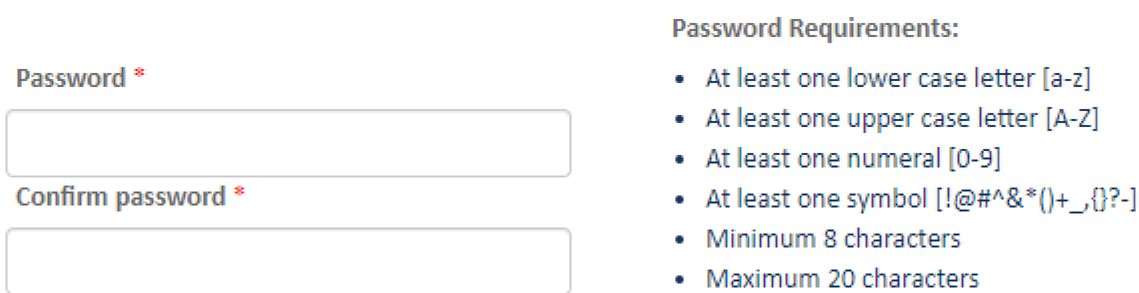


Provide your personal information.

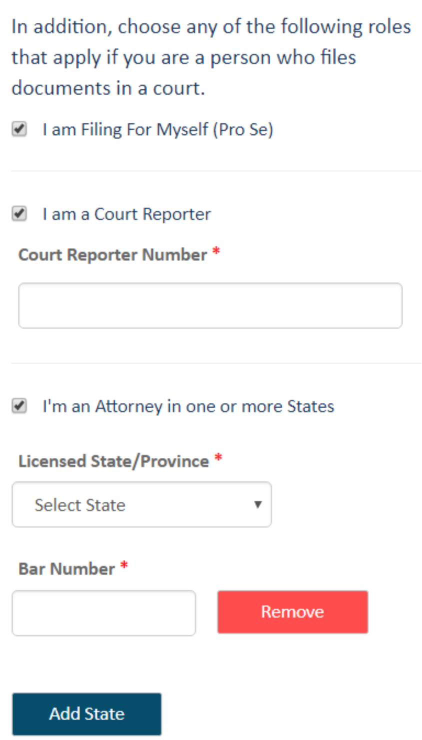


Note: The e-mail address is your unique username – you may only have one account per e-mail address. This email address CANNOT be changed within MiFILE.

Set your password; your MiFILE a 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.



Select your MiFILE role. 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.



Different roles allow for different functionality. Note: “Other” indicates that the user did not select a role.

Role	System Functionality Available				
	Can File to a Case	Can Initiate a Connection	Can Be Added as a Case Contact	Can Serve Filings	Can Be Served
Attorney	●	●	●	●	●
Pro Se	●	-	●	●	●
Court Reporter	●	-	-	●	-
Other	○[1]	-	●	●	●

1. Those with the Other role can file to a case on behalf of an attorney ONLY if they are a Connection within MiFILE

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

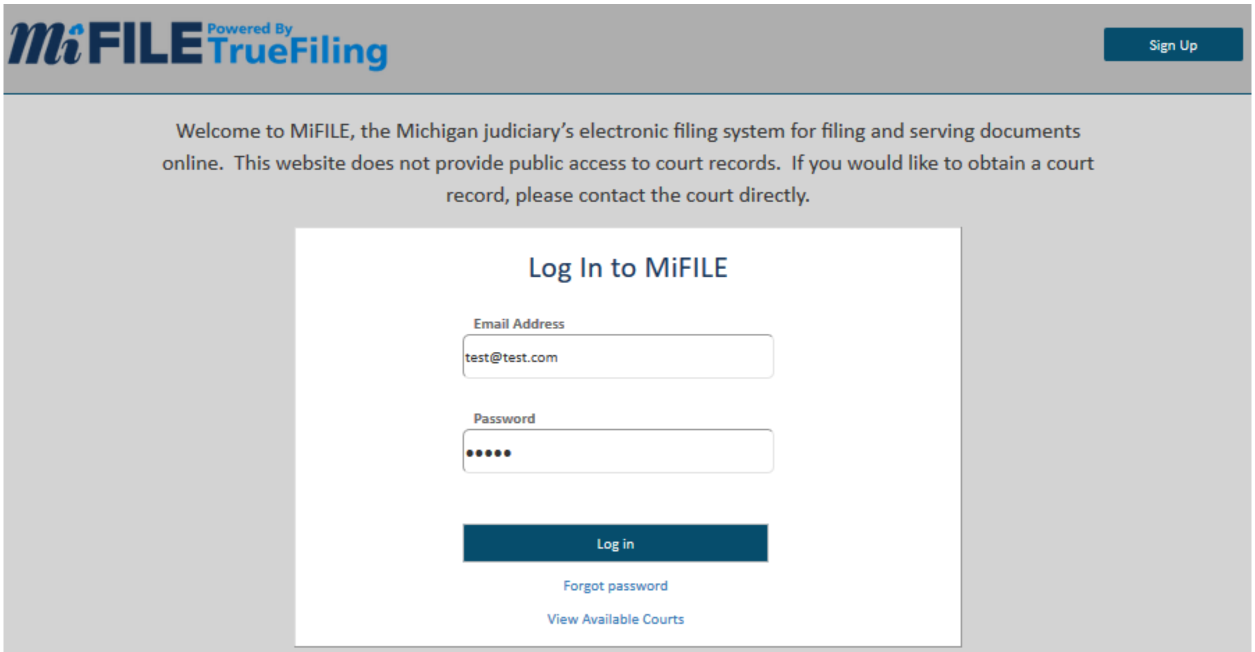
Final step...

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

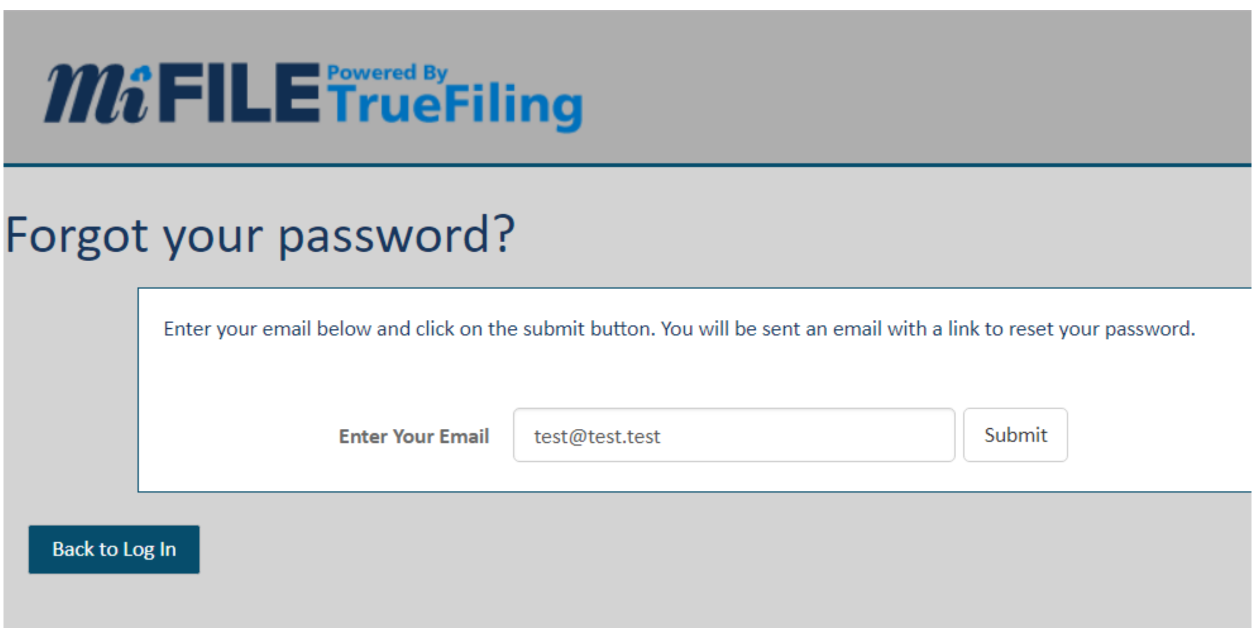
Confirm Now

3. Logging into MiFILE

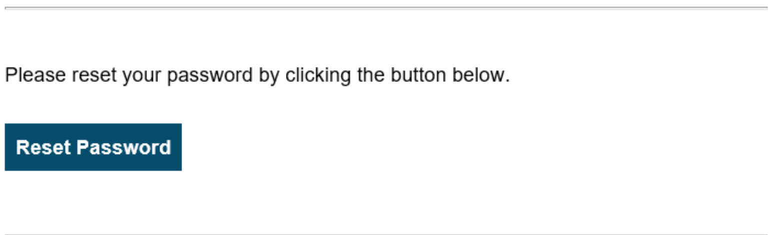
Enter your e-mail address and the password specified at registration to log in.



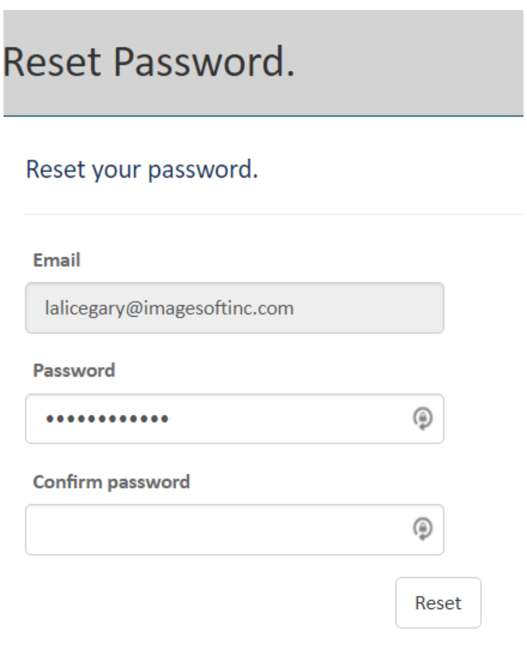
If you have forgotten your password, click the Forgot Password link, and a screen like the one shown below will be displayed. Enter your e-mail address and click submit. A password reset link will be sent to your e-mail.

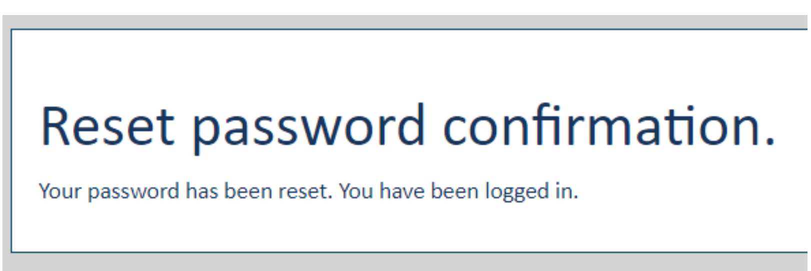


Open the e-mail and click the Reset Password button to change your password. This will redirect you to MiFILE.



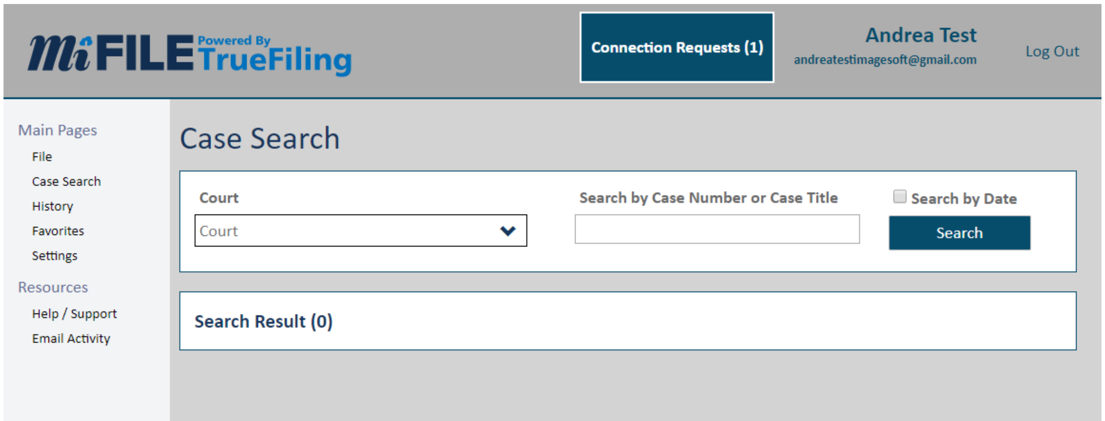
Your e-mail address should be prepopulated, enter your NEW password twice, and then click Reset. You will receive an on-screen confirmation of the password change and automatically be logged into MiFILE.





4. Navigating MiFILE

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



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 to submit filings to an existing case.
- **Case Search**: Filers go here to view case information, add themselves or another party as a case contact, and view filing details. Users can also file to a case from this page.
- **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 personal information, configure notifications, and view information regarding Connections.
- **Help/Support**: MiFILE has an incredible help section, including videos, to assist end users getting acquainted with the system. The MiFILE support team can also be contacted from this page.
- **Email Activity**: If a filer thinks emails from MiFILE are being blocked, they can test this capability from the Email Activity page.

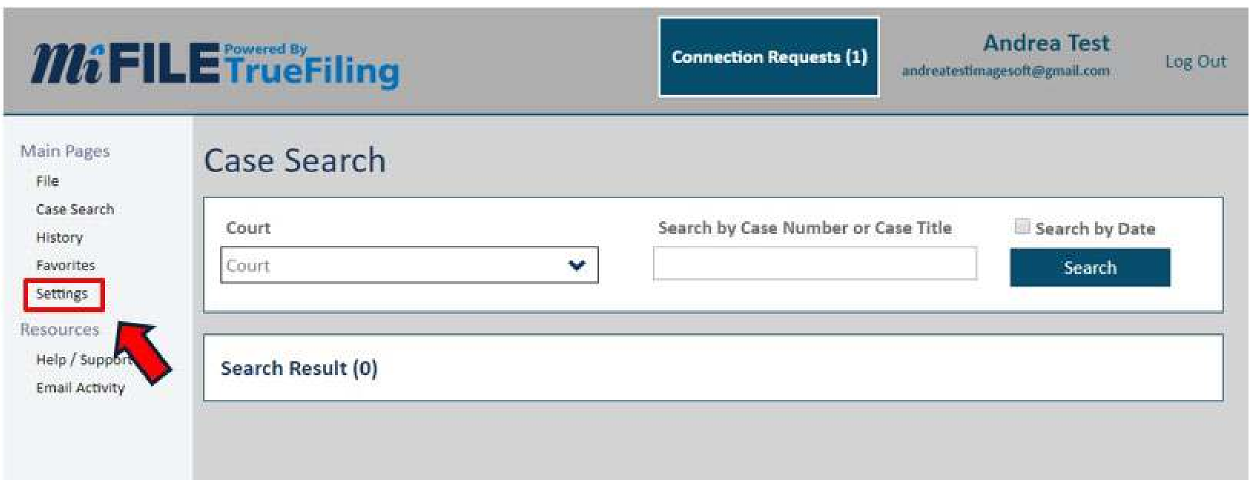
On the right side of the screen, once you've selected a court, you'll see the Court Information Pane that contains court specific notifications, information, and links.

5. Connections

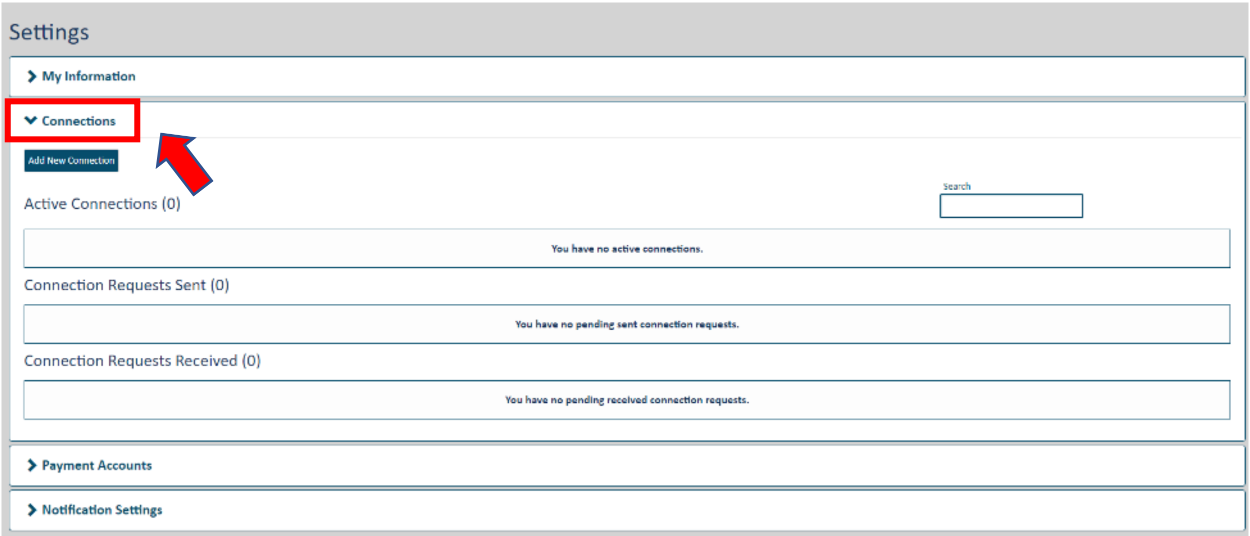
Connections provide a way for users to easily share filing and payment information with other MiFILE users in their network. The most common scenario for utilizing connections is within a law firm. Often, legal assistants will be submitting filings on behalf of an attorney.

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. Only users who have registered in MiFILE as an attorney have the ability to ***initiate*** a connection request. However, any user can *receive* and accept a connection request.

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



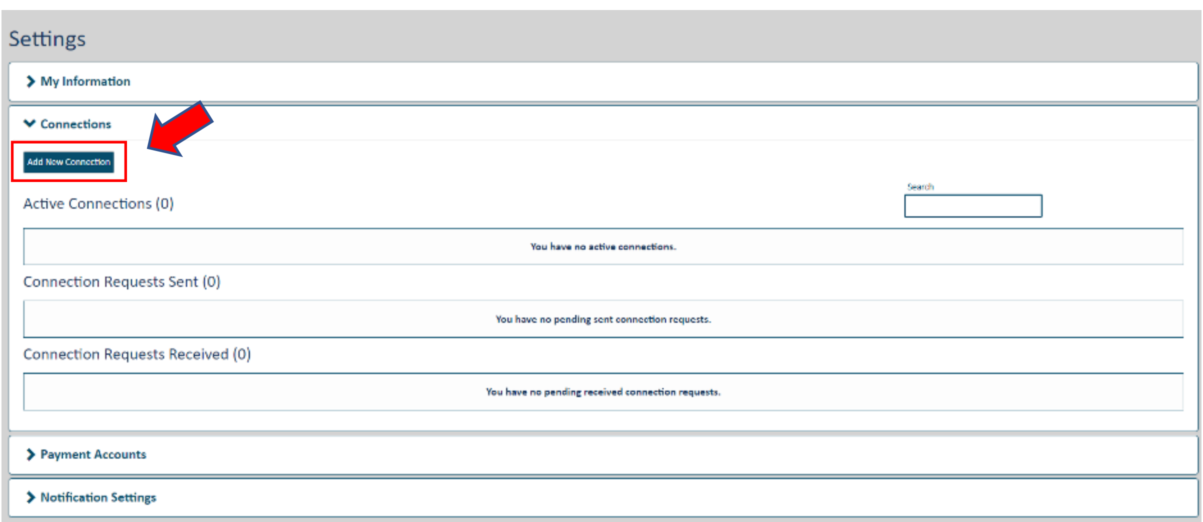
From the Settings screen, open the “Connections” panel.



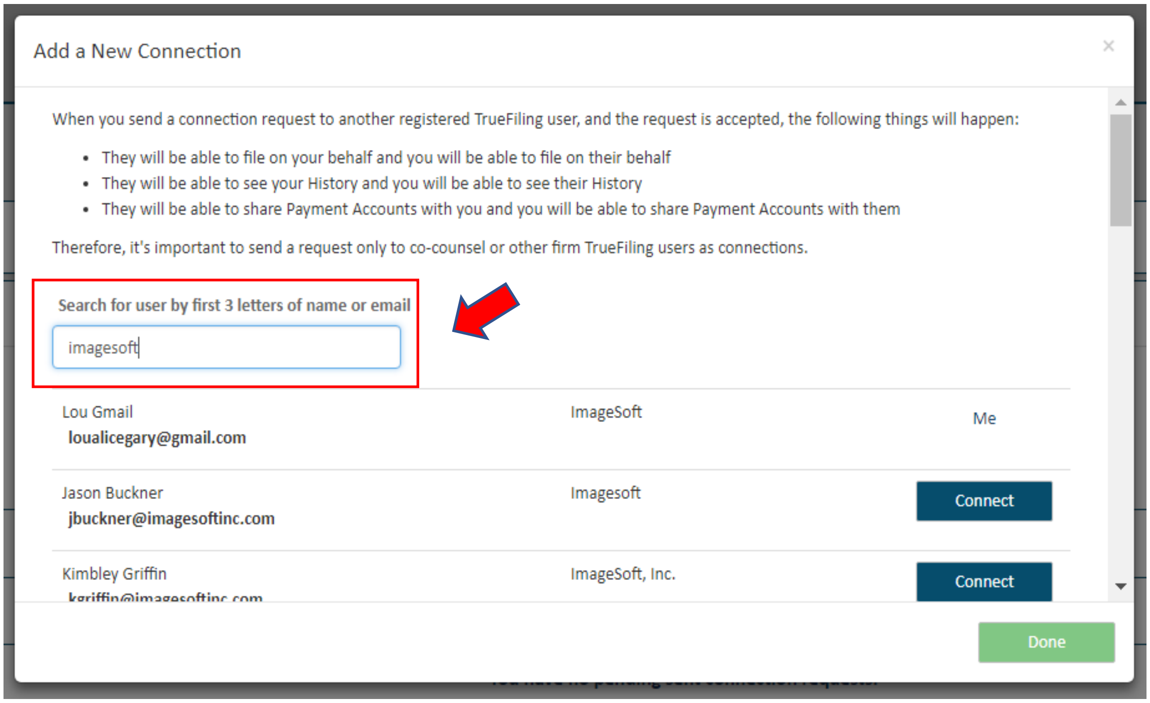
The connections panel will show you accepted/active connections you currently have, outstanding connection requests you have out to other users, and connection requests you have received.

Requesting a Connection

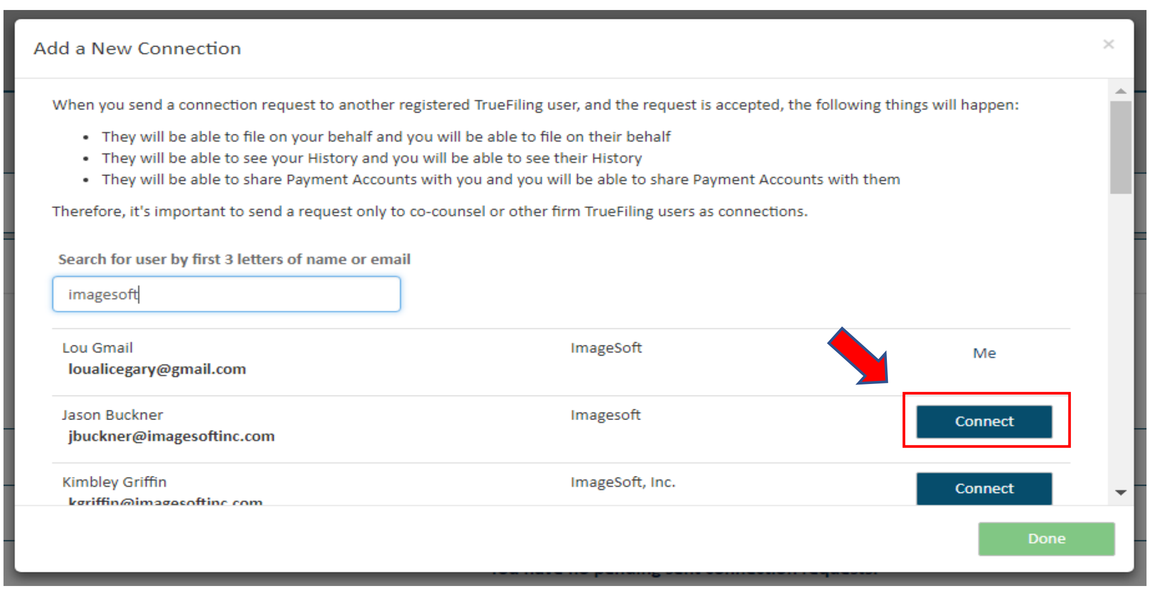
If you wish to request a connection with another user, you can do so by clicking the “Add New Connection” button. This button will NOT appear for non-attorney users.



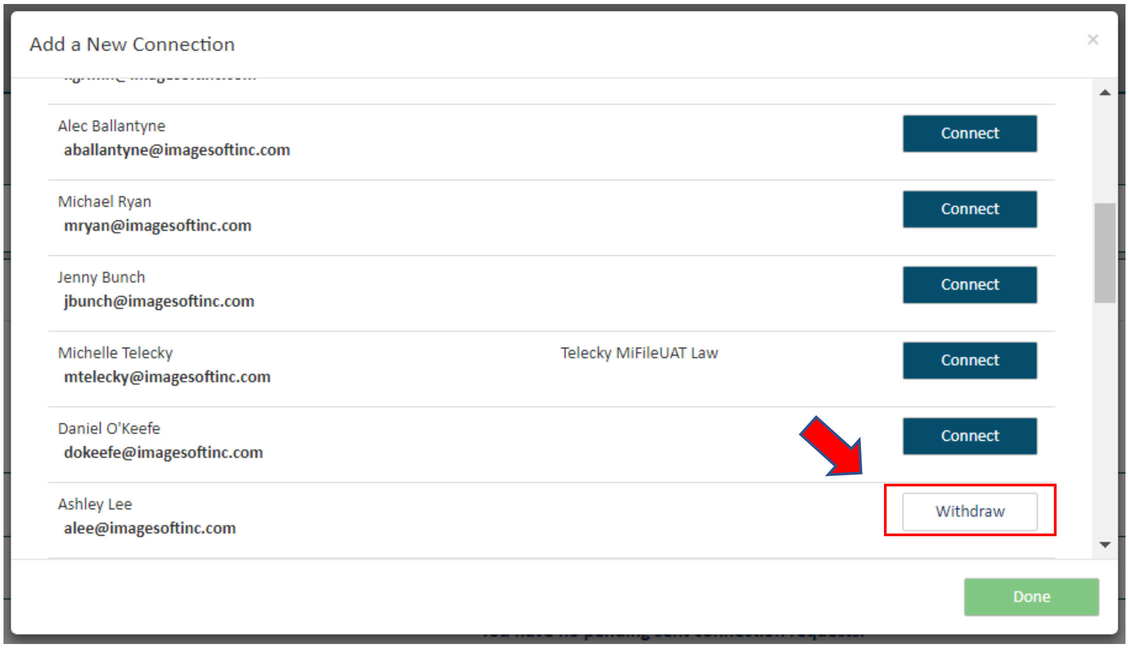
A popup will be displayed allowing you to search for any matching users with whom you potentially wish to connect.



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

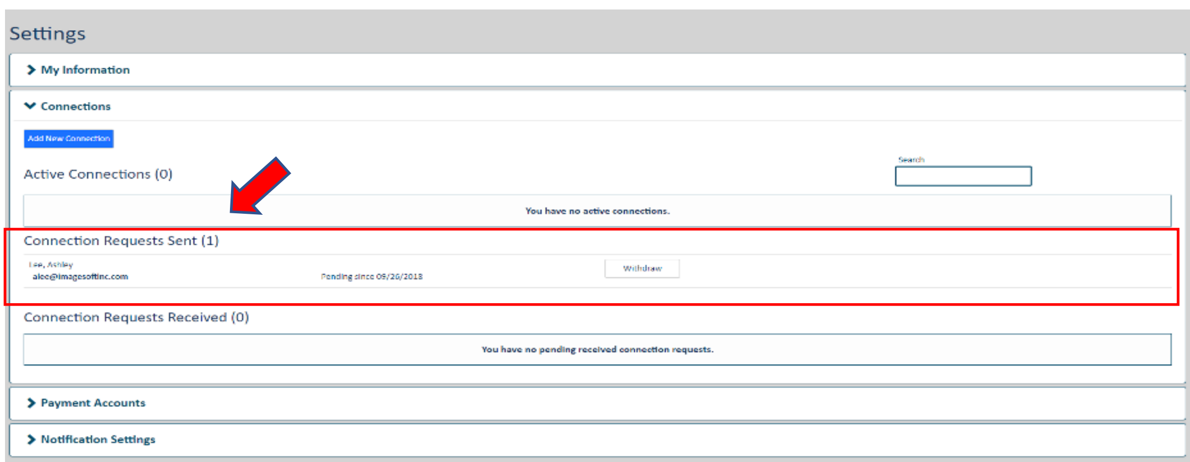


Once the request has been made, the "Connect" button will turn into a "Withdraw" button indicating that the request is pending. To withdraw a connection request, simply click the "Withdraw" button.



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

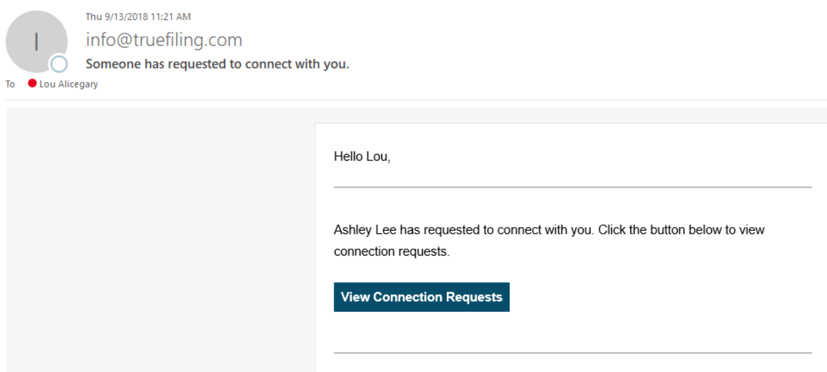
If you've requested any connections, you will now see these connection requests listed under the "Connection Requests Sent" heading.



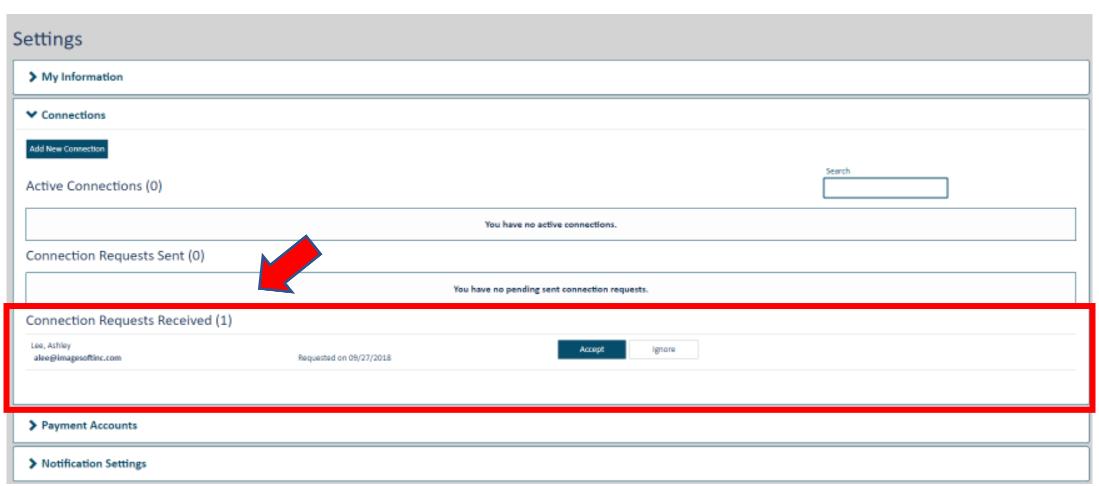
Accepting Connection Requests

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

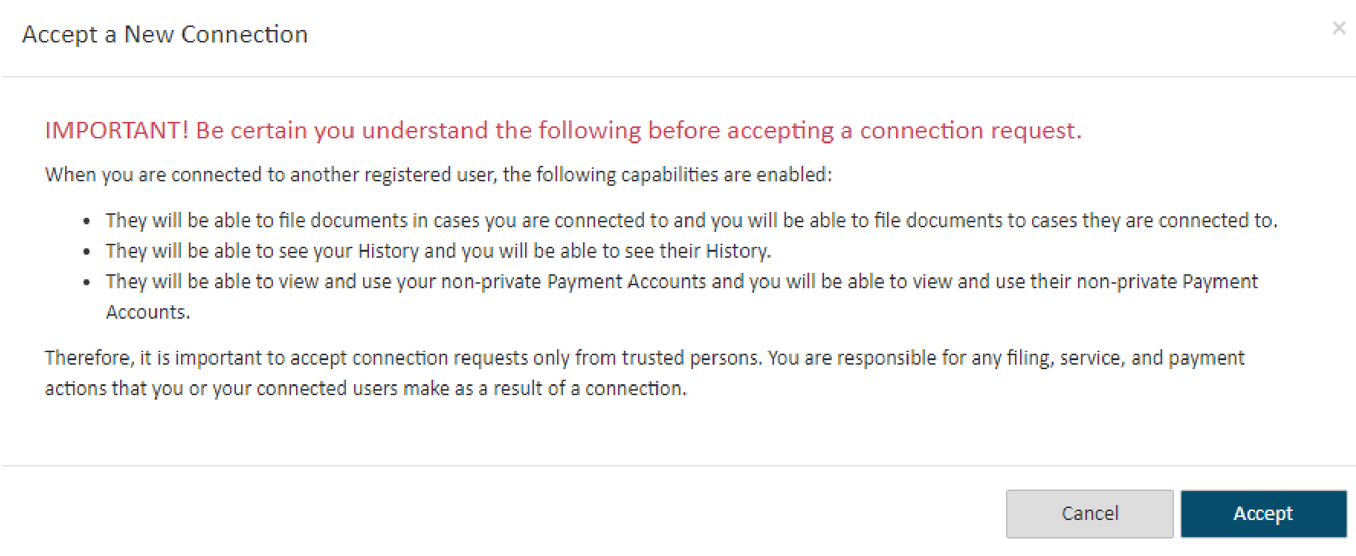
You'll also receive an email indicating that another user has requested a connection with you. This notification does not need to be configured; an email will always be sent when a connection request is initiated.



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 where 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.



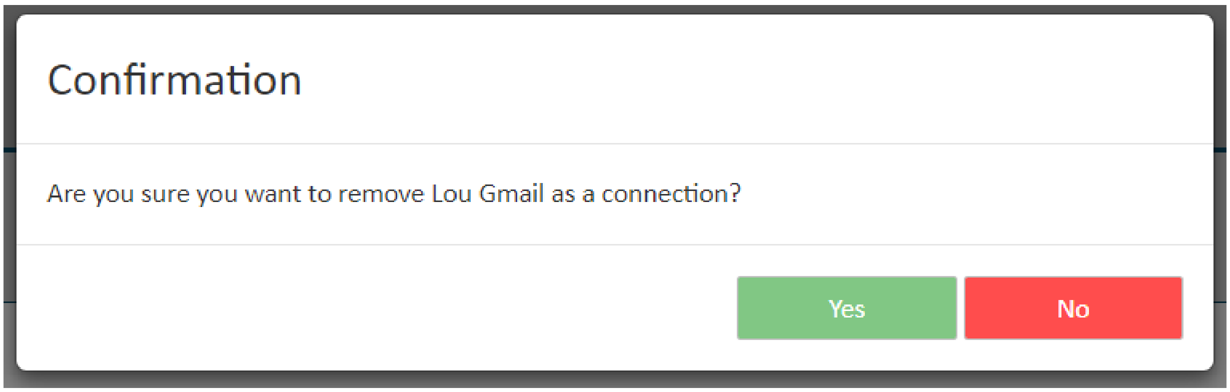
To accept the connection request, click the “Accept” button for the connection request. Once the connection has been accepted, a new window will open indicating the capabilities a connection will have.



If you want to confirm the connect, click the “Accept” button and the connection will appear in the “Active Connections” list and be removed from the “Connection Requests Received” list.

Removing Connections

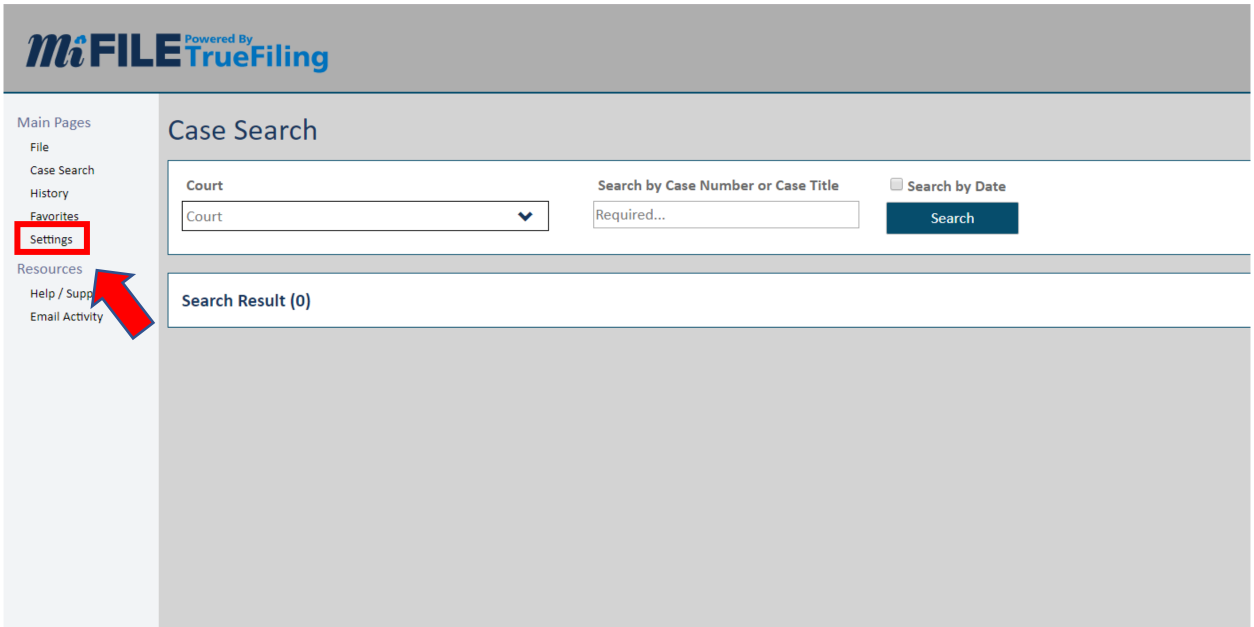
If you have a connection you wish to terminate, you can do so with the Remove button. You will be prompted with a confirmation window:



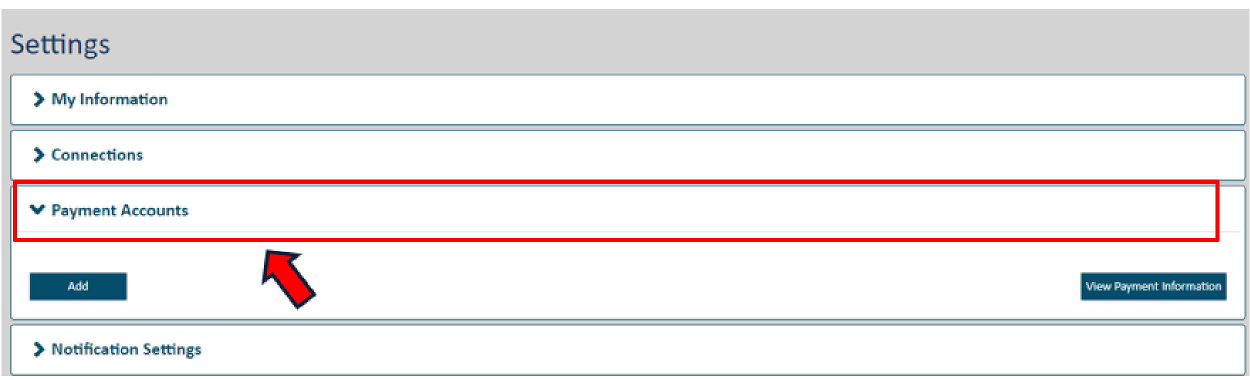
Neither party will receive a notification upon a request being accepted or rejected.

6. Setting Up a Payment Account

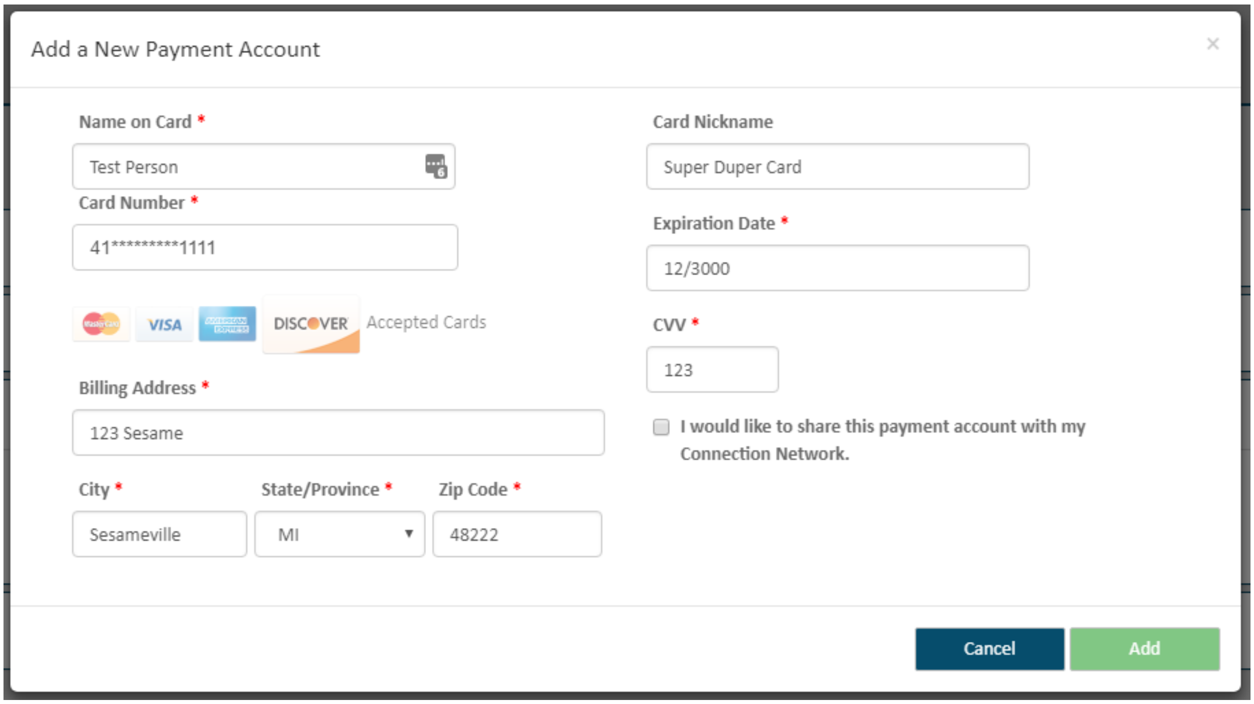
A major convenience of the MiFILE platform is the ability to pay for filings via credit or debit card from the comfort of one's own computer, without needing to physically go to the court. To access your payment information in MiFILE, click on the "Settings" menu.



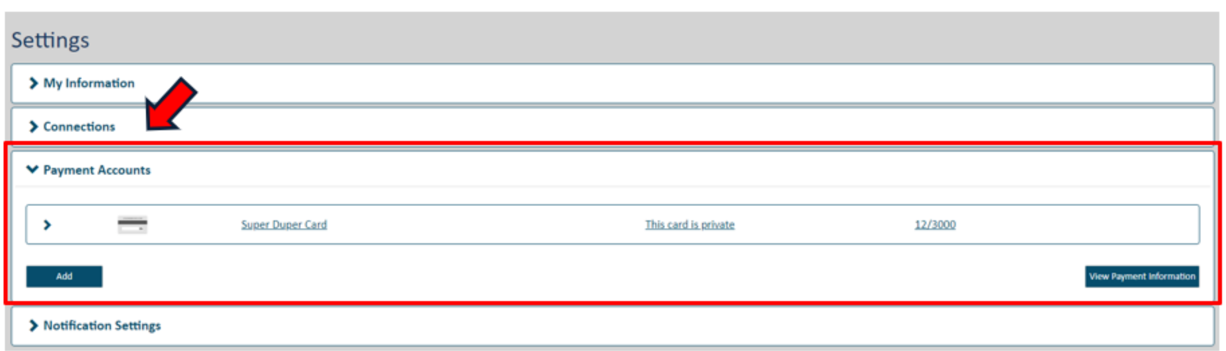
To view existing payment methods, or to add a new method, expand the "Payment Accounts" panel. Click the "Add" button to specify a new payment account. Click the "View Payment Information" button to navigate to the payment history page.



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 among 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" button to save your information.

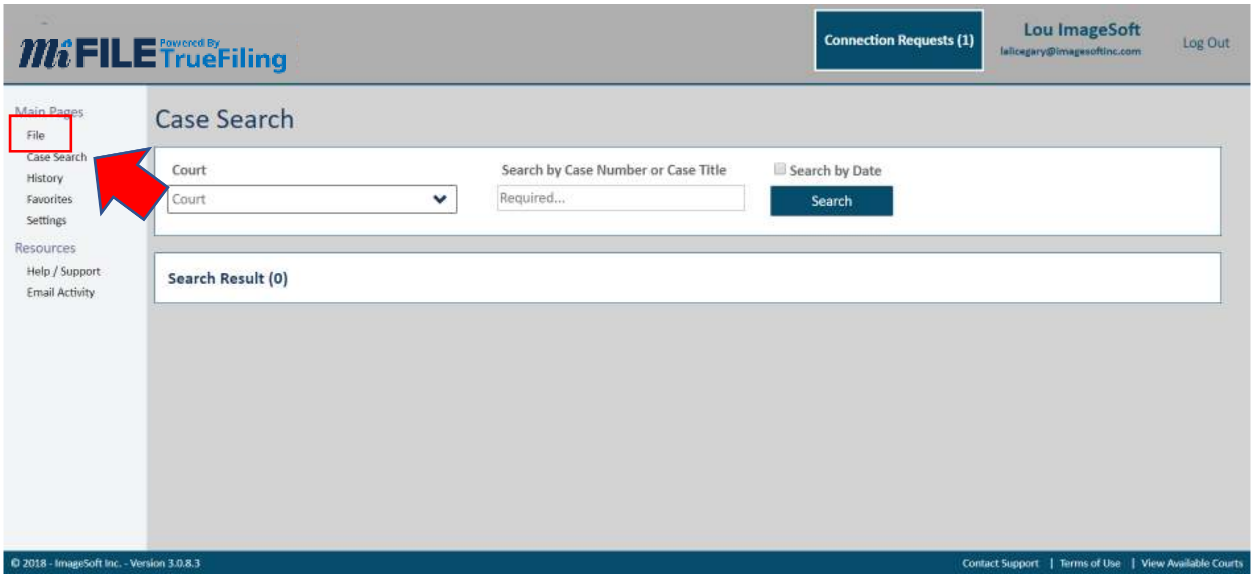


You'll now see your payment card in the "Payment Accounts" panel within Settings. To see more details about the payment account, click on the item.

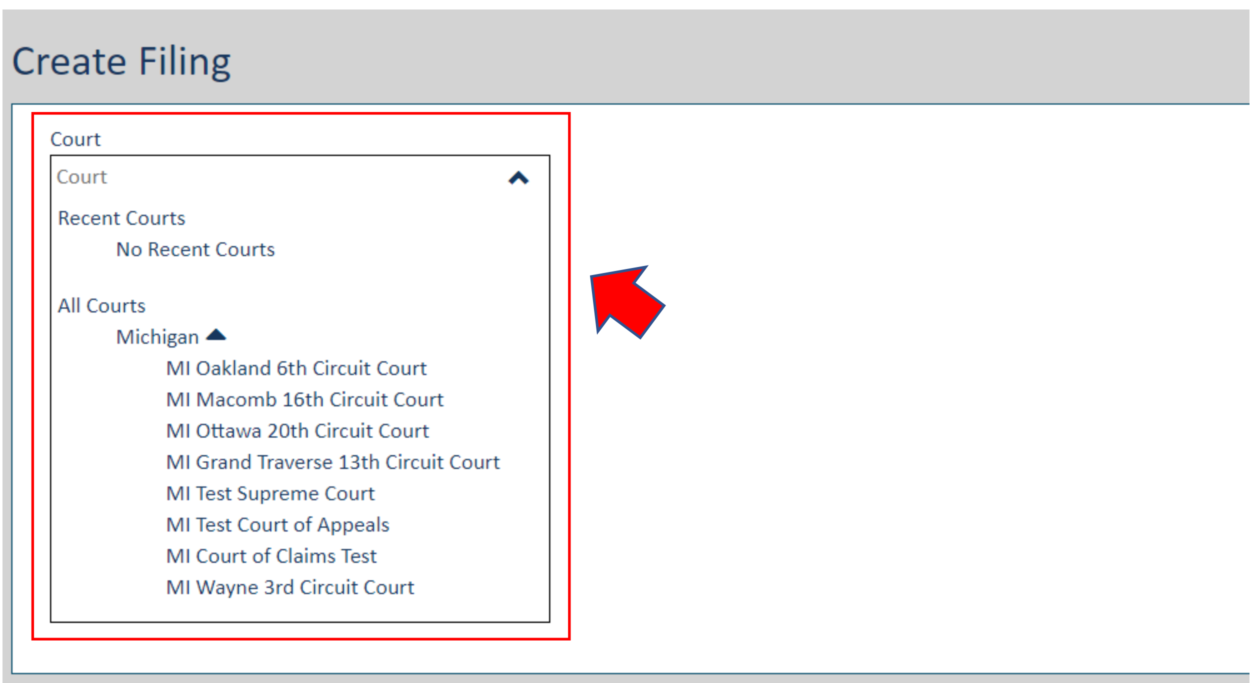


7. Case Initiation

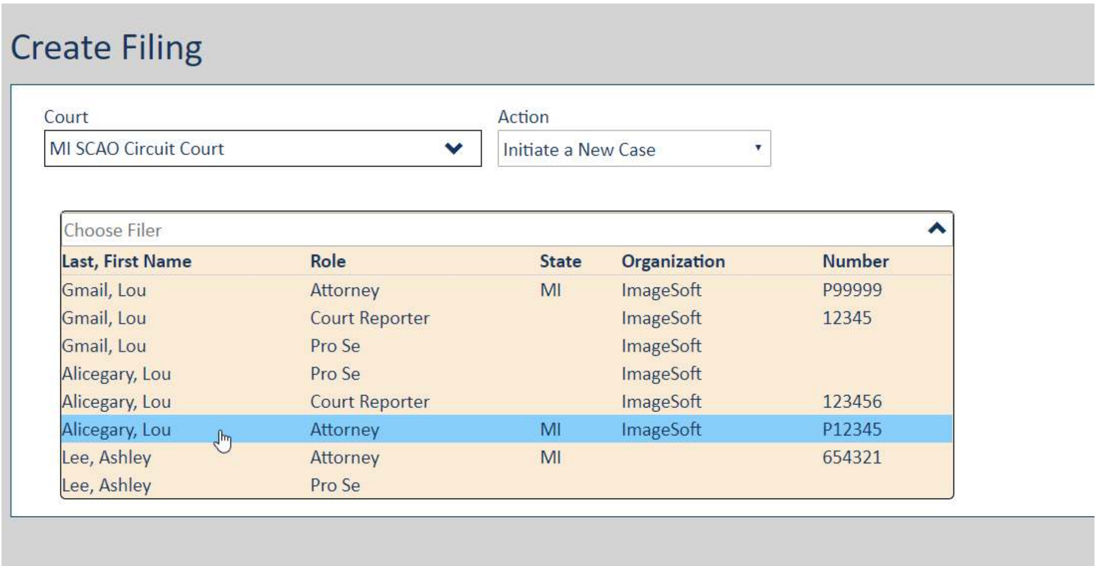
One of MiFILE's most valuable features is the ability for litigants and attorneys to initiate a case without needing to visit the court. To initiate a case, click on "File" in the Navigation Pane.



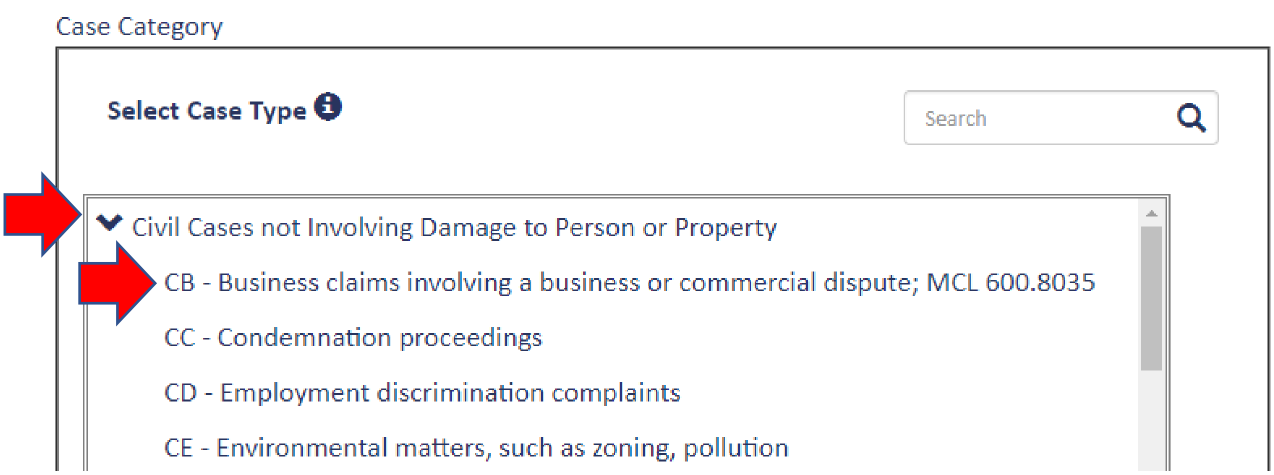
First, you'll need to select the court to which you wish to file.



After the court has been selected, click the “Initiate a New Case” button. 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).



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



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

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] Emancipation of Minor
  - [ID] Infectious Disease
  - [NC] Name Change

District Court Case Types

The case types available upon case initiation are derived from the list maintained by SCAO. For District court cases, only five case types are currently available for case initiation:

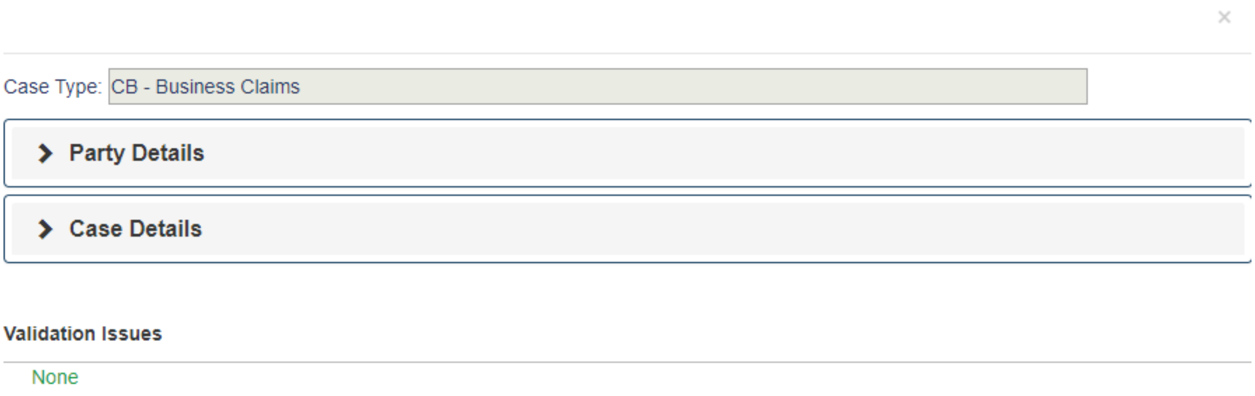
- **Civil Damage Suits**
  - [GC] General Civil
  - [GZ] Miscellaneous Civil
  - [SC] Small Claims
- **Housing and Real Estate Suits**
  - [LT] Landlord-Tenant Summary Proceedings
  - [SP] Land Contact Summary Proceedings

Probate Court Case Types

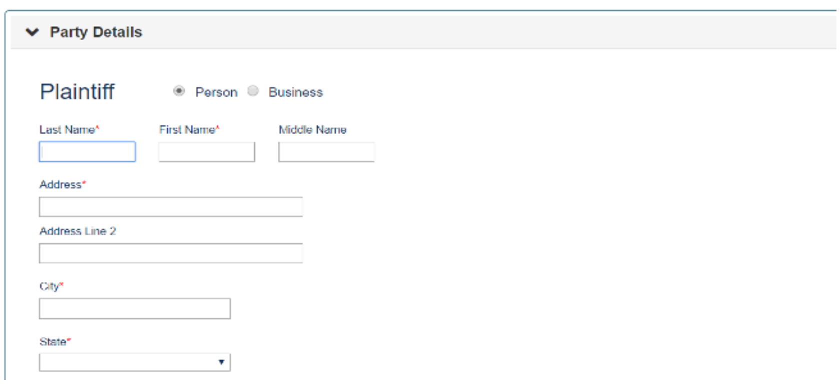
The case types available upon case initiation are derived from the list maintained by SCAO. For Probate court cases, the following case categories and case types are in use:

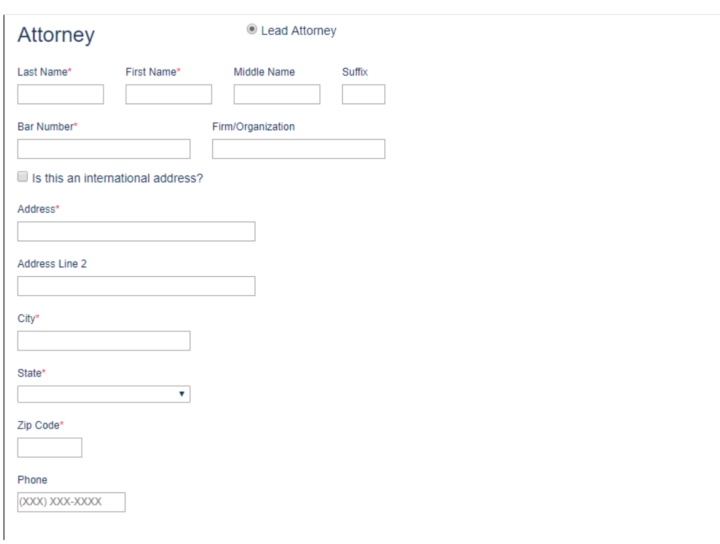
- **Conservatorship and Guardianship**
  - CA, CY, DD, GA, GL, GM, LG, PO
- **Estates and Trusts**
  - DA, DE, DH, PE, TR, TT, TV
- **Miscellaneous Matters**
  - ML

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 category selection.

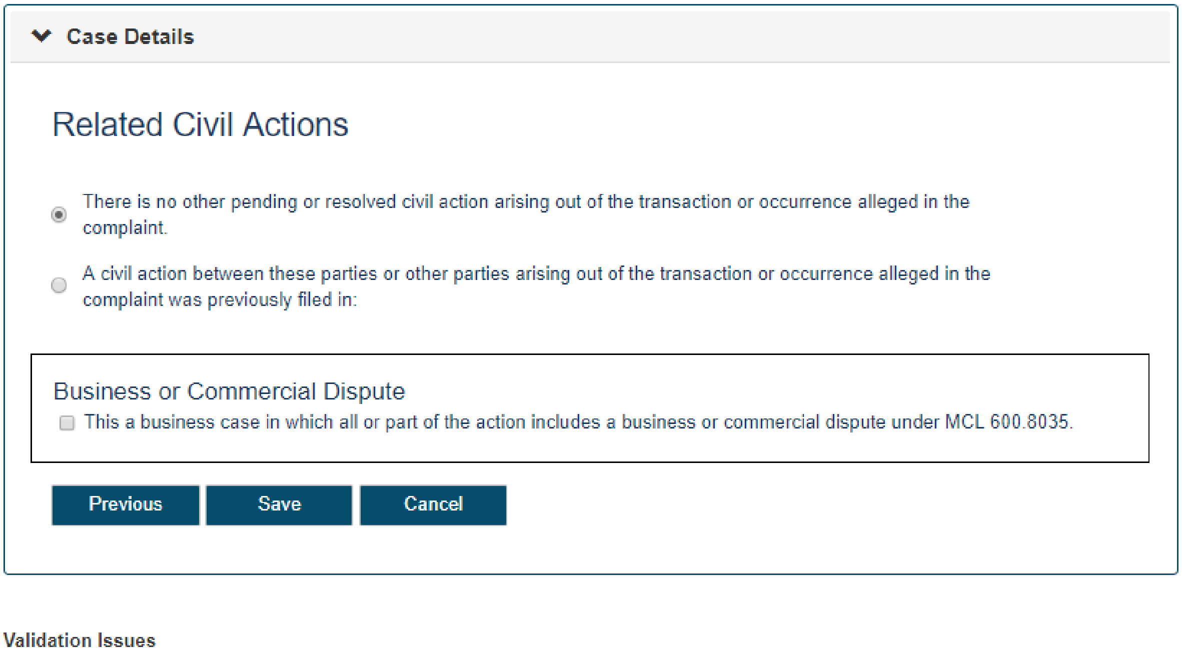


First, you will need to fill out the party information for the case. Fields marked with an asterisk (*) are required. Depending on your case type, attorney information may also be required.

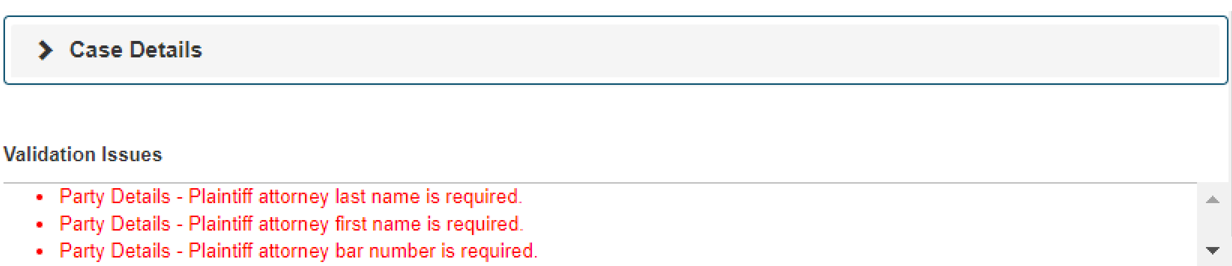




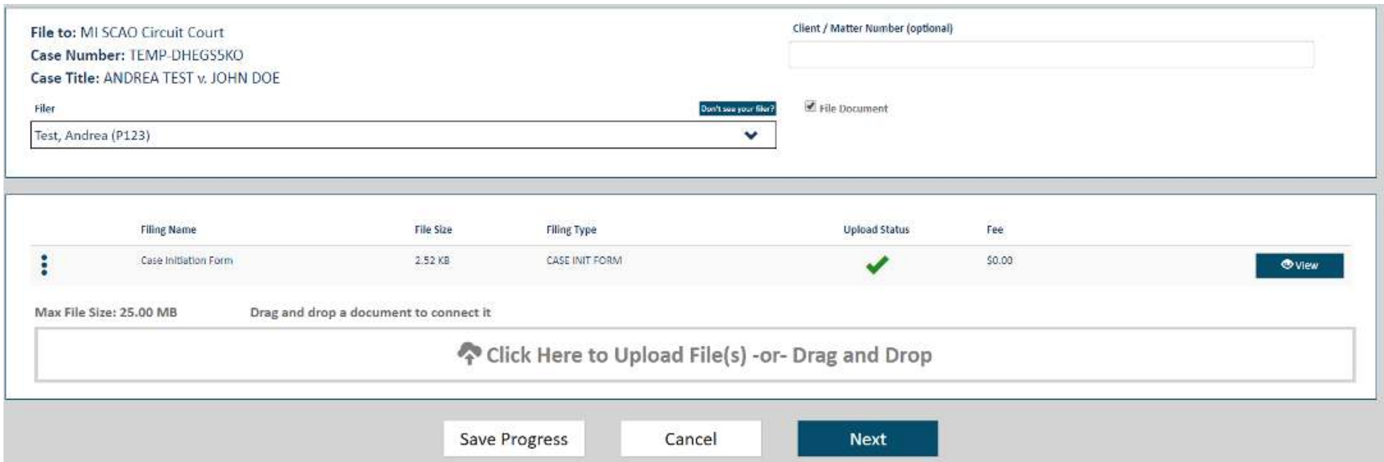
Fill out any additional case details required by the court, then click "Save."



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



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

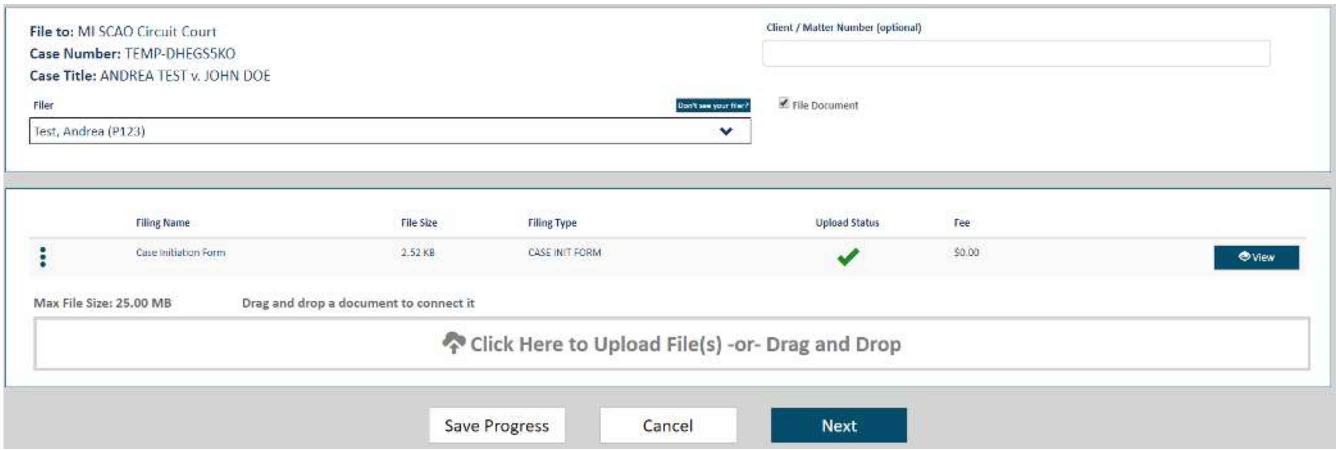


In the bottom pane, the case initiation information provided on the previous screen is converted by MiFILE into a case initiation form that is submitted to the court. To view the case initiation details previously entered, hit the “View” button. NOTE: The data is no longer editable at this point in the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

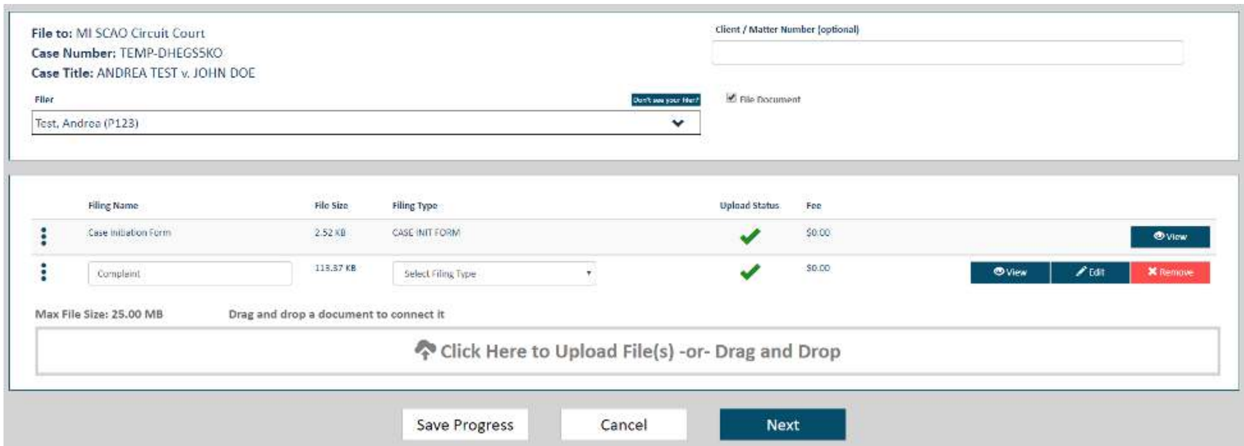
- the court you are filing to
- the case title generated by MiFILE
- the temporary case number

Other items that can be specified:

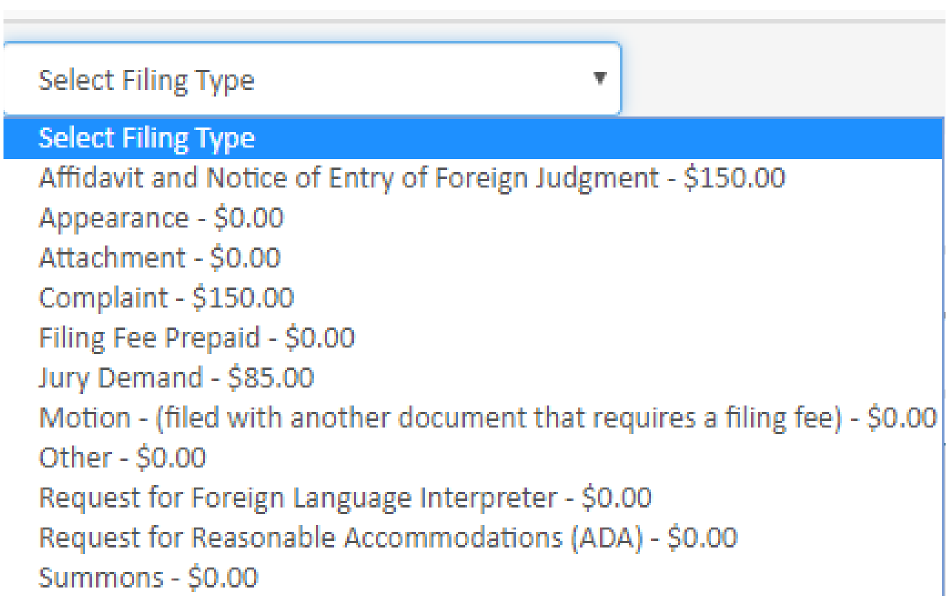
- the MiFILE user (and role) you are filing on behalf of
- an optional client or matter number

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

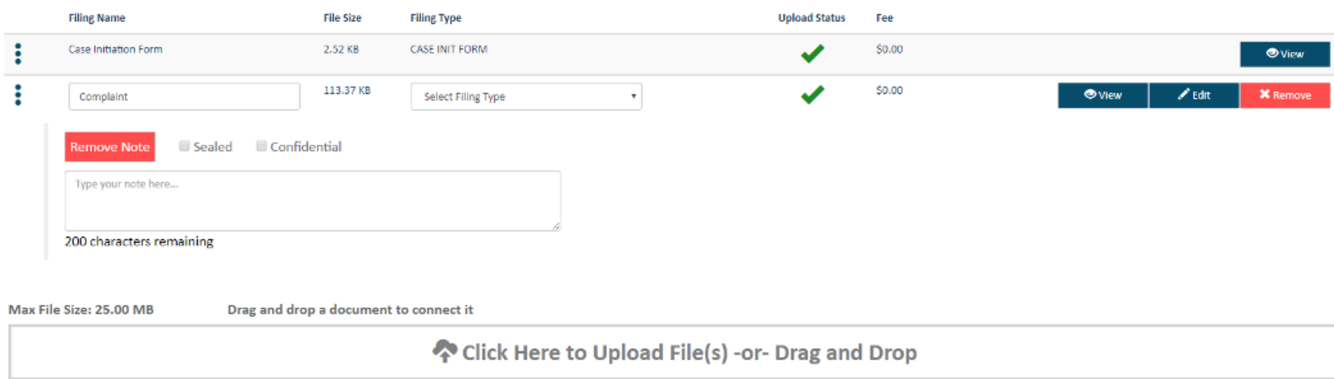
To upload a document, you can either drag an item from your desktop onto this square or click within it to open a dialog and select the file from your local machine or network share. *Note*: Only the following file types are supported: DOC/DOCX, PDF, RTF, TXT, JPG, TIF, PNG. Maximum file size is 25MB.



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.

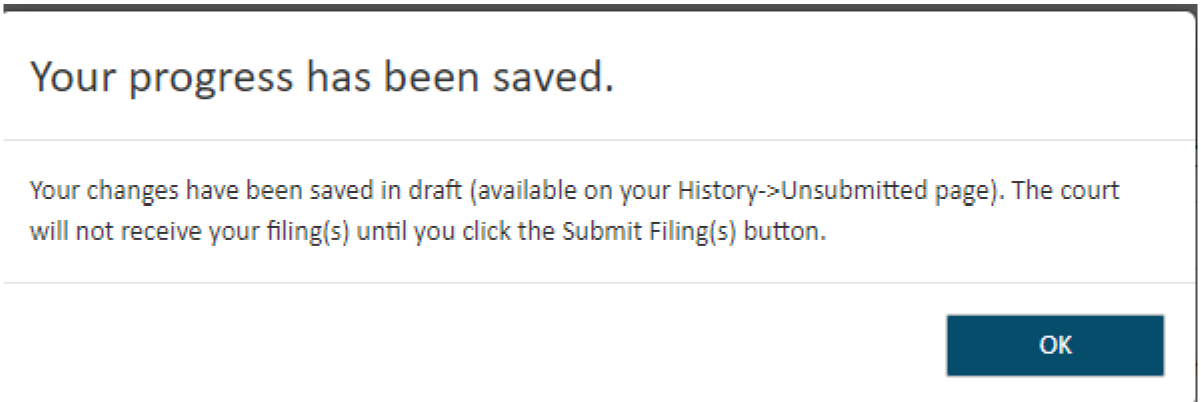


A document can be viewed, edited, or removed with the buttons to the right. Clicking the "Edit" button will open a pane that allows you to add a note for the clerk or to flag that a document is Confidential according court rule or law or can be filed under seal (Sealed) pursuant to an order of the court.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

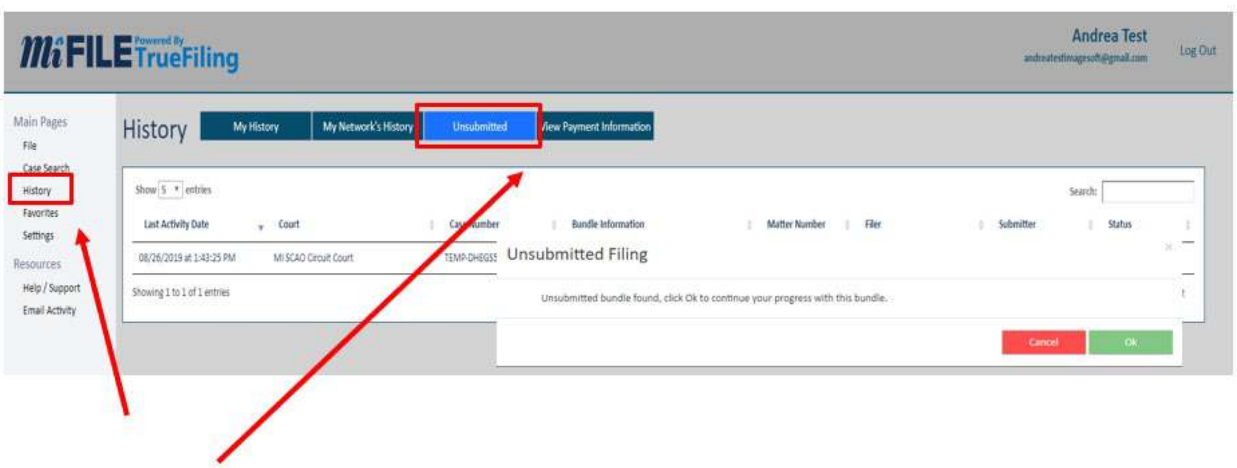


9. Saving an In-Progress Bundle

Hitting 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.

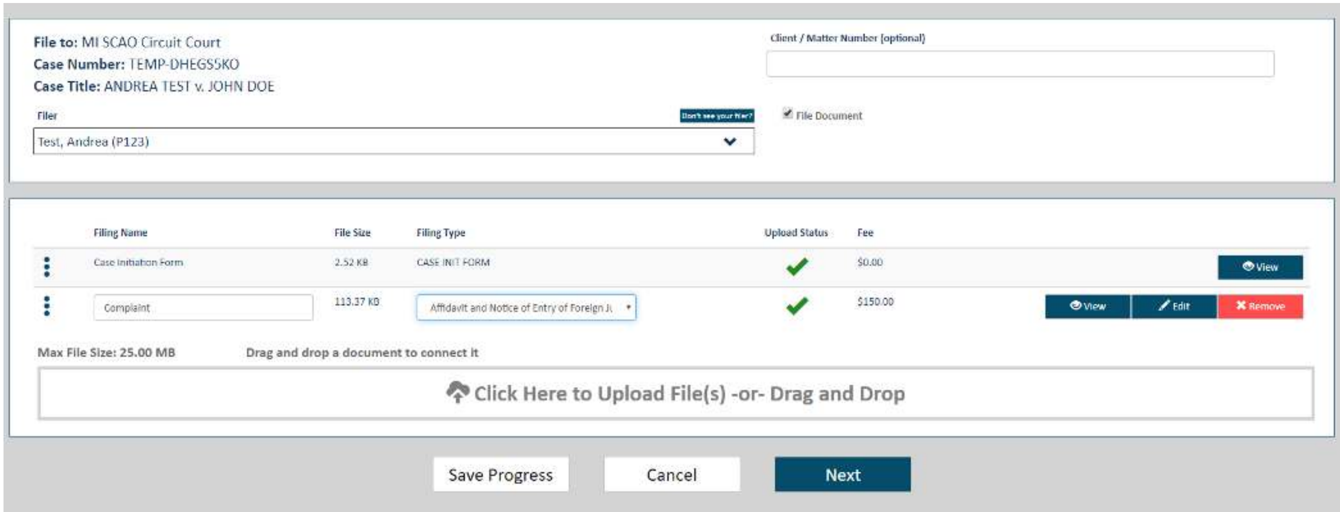


To view your saved bundles, navigate to the History page and then click on the “Unsubmitted” tab at the top. Clicking on a bundle in the list will open it. You’ll need to click “OK” on the popup to proceed to the bundle. Once you’re back in the bundle view, clicking the “Cancel” button will send you back to the home screen without saving the filing.

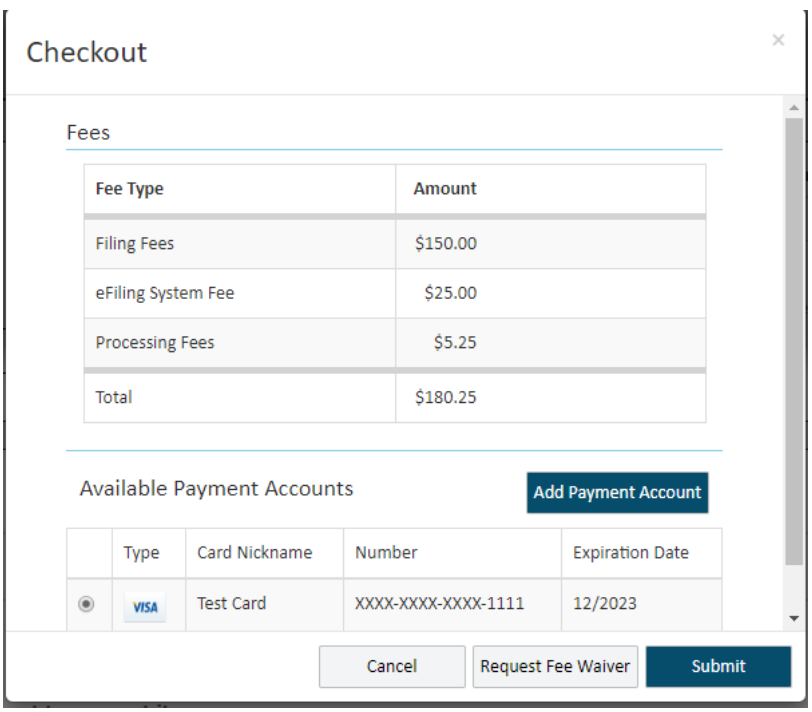


10. Filer Submits Payment

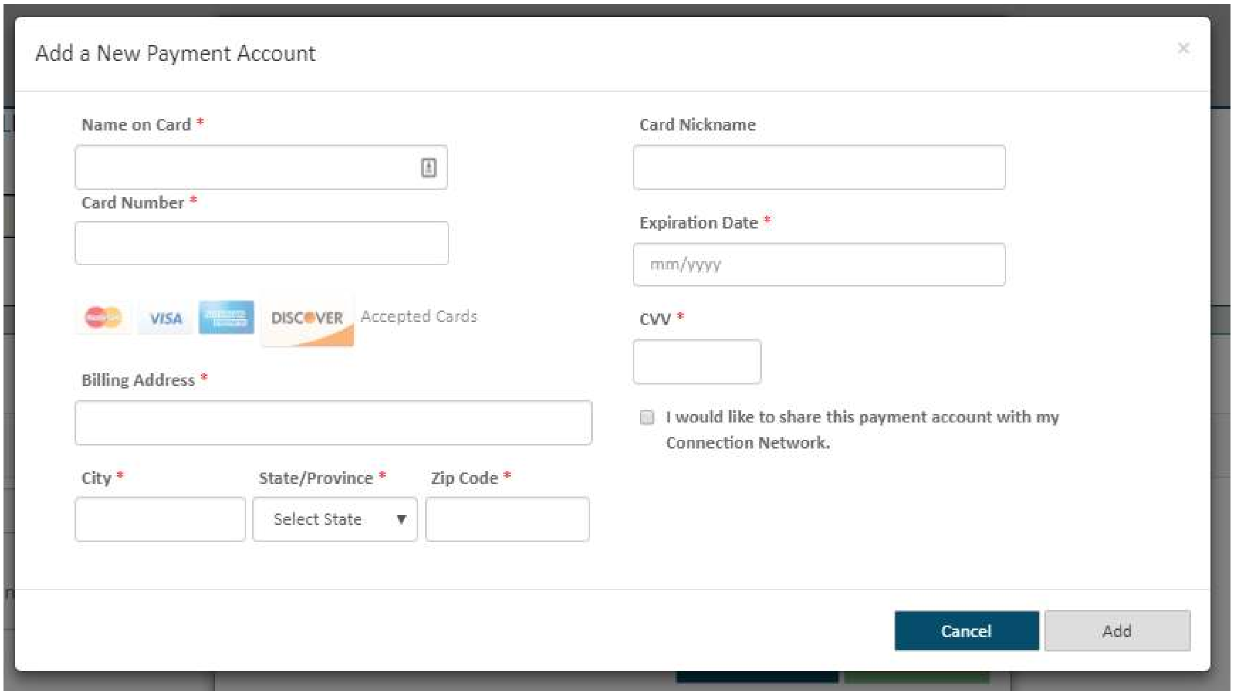
If you are ready to submit your bundle to the court, click the "Next" button.



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.



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 Payment" screen will appear and allow you to add the new payment method.



11. Fee Waivers/Exemptions

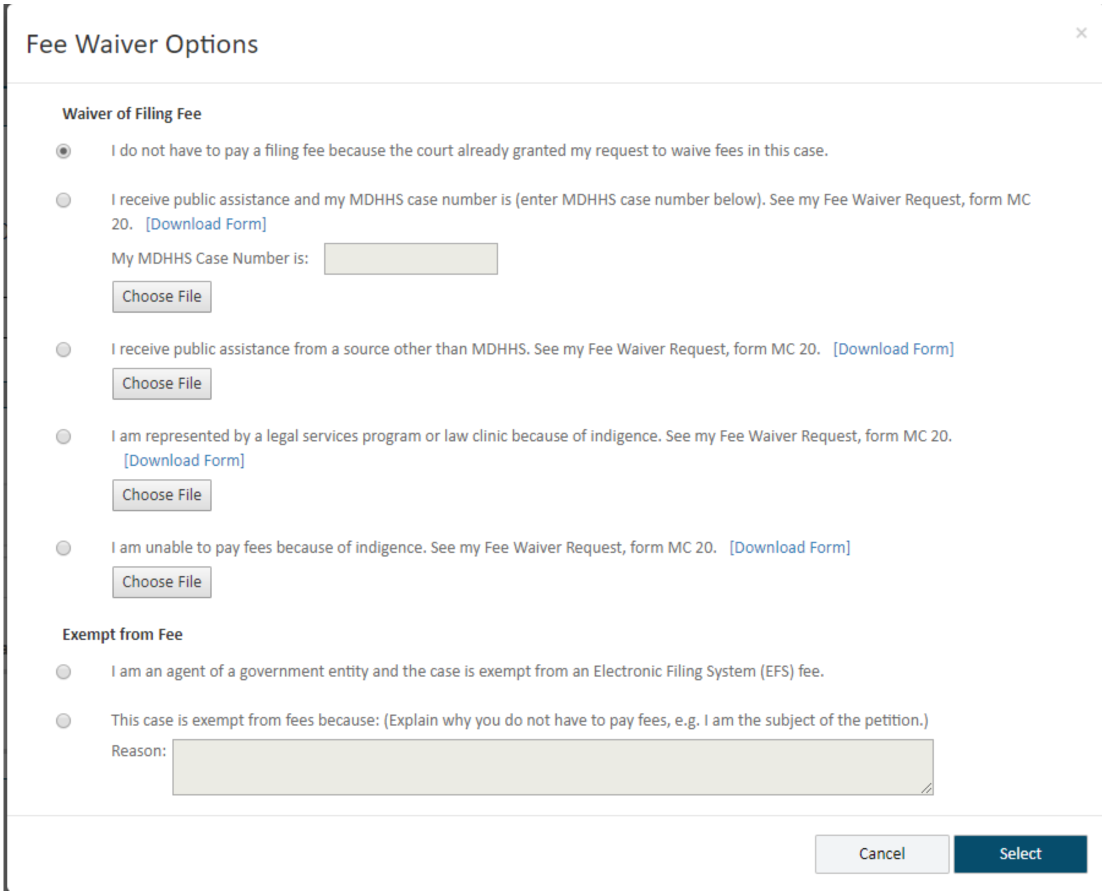
If a filer would like to request a fee waiver or is statutorily exempt from filing fees, a filer can request or indicate their exemption via the Request Fee Waiver button from the Checkout screen.

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.

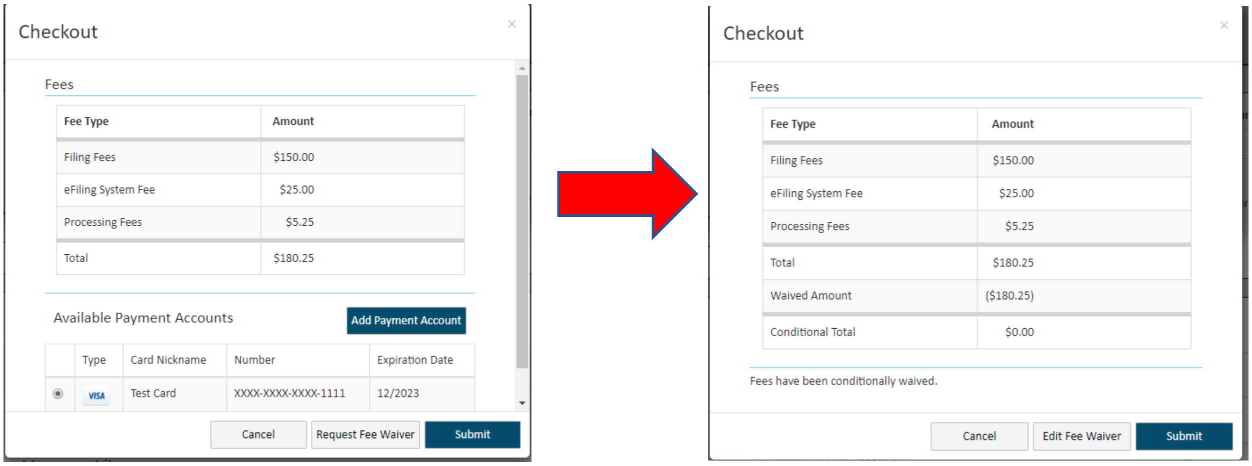
The filer can download a copy of the MC 20 form using the link provided on the Fee Waiver Options screen. Once the MC 20 has been downloaded, it would need to be completed / filled out, saved to a location on the computer being used and then uploaded using the "Choose File" button available for the fee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

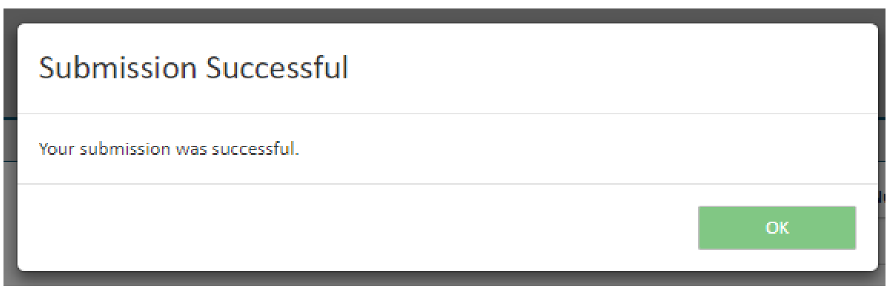


On the Payment Options screen, you can see the Fee Waiver has been conditionally applied to the total and the total due is now $0.00. The court must still grant the fee waiver request; if it is denied, the court will instruct you how to proceed and your bundle may be rejected. See Michigan Court Rule 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.



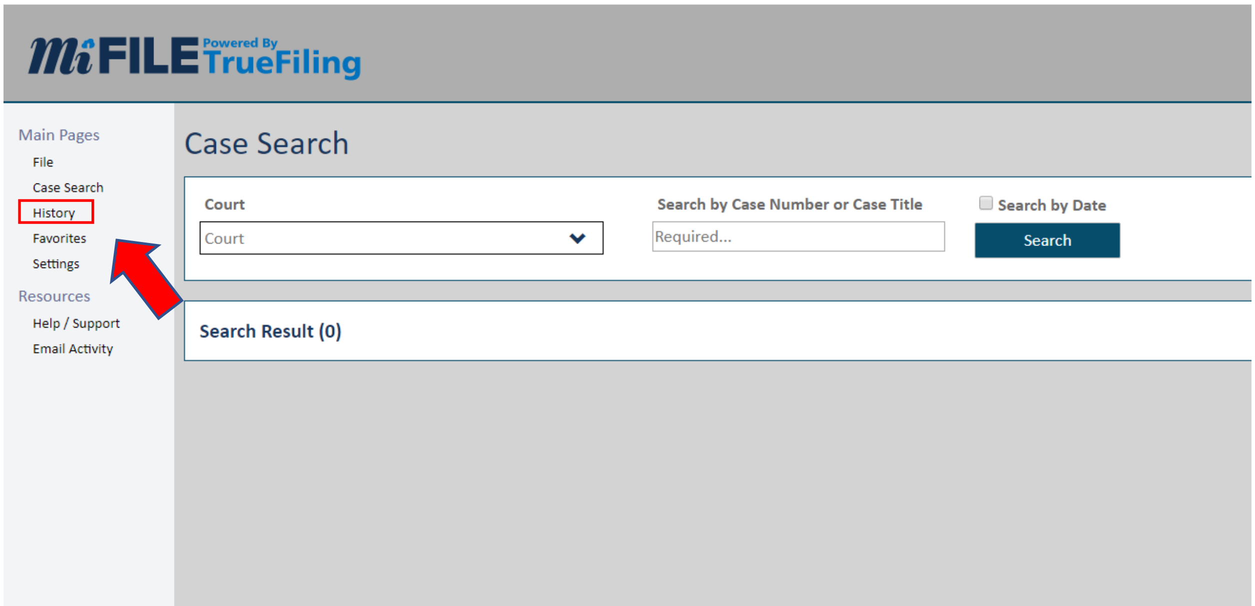
If the submission was successful, you'll see the following popup. Click "OK" to complete the process.



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, at a glance. Click the “History” item in the navigation pane.

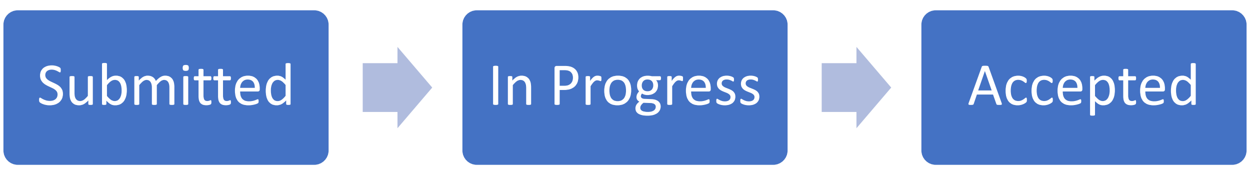


By default, the history pane will show the “My History” list, which contains all of the filings you’ve submitted along with their current status.

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

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.

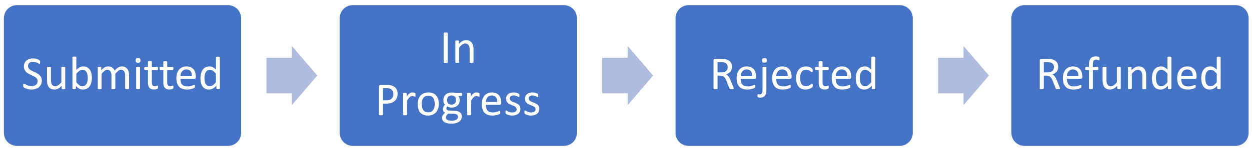


Note: At this point, the court has NOT yet interacted with the filing and the filing is NOT a part of the official court record.

- **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

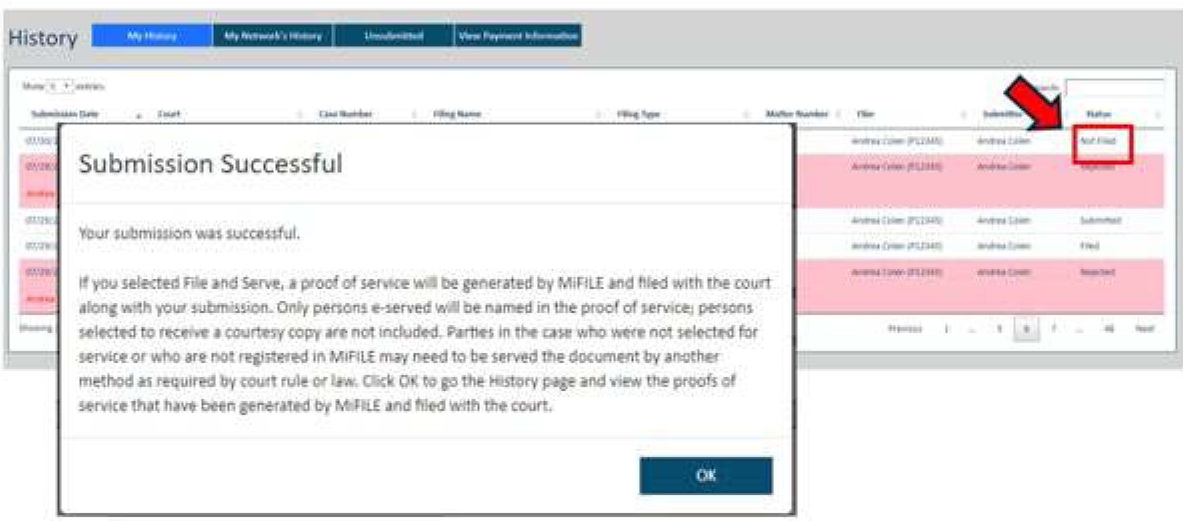
Note: Only when a Filed status is received by MiFILE has a document been made part of the official court record.

- **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.

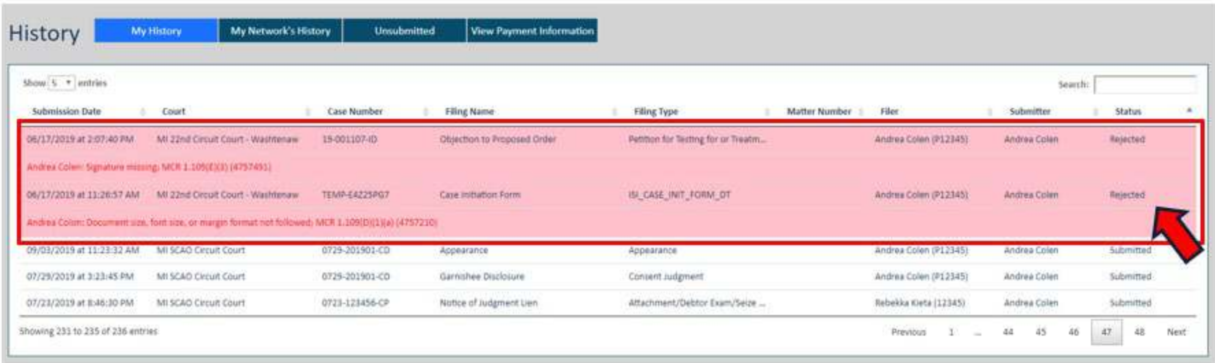


Note: Rejected Filings are not maintained as part of the court record.

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



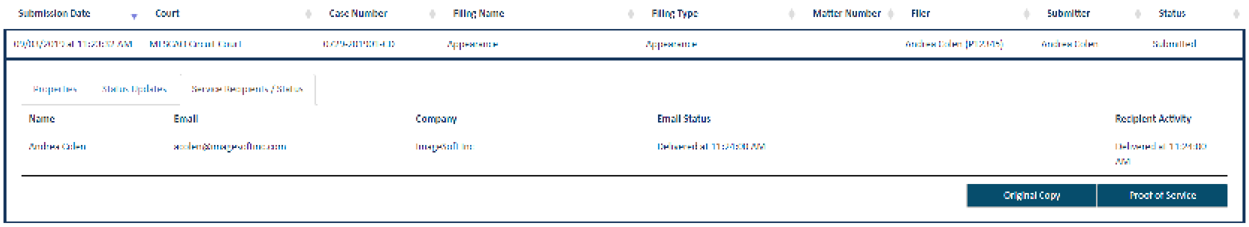
Filings that have been rejected by court staff will be marked in red within your history.



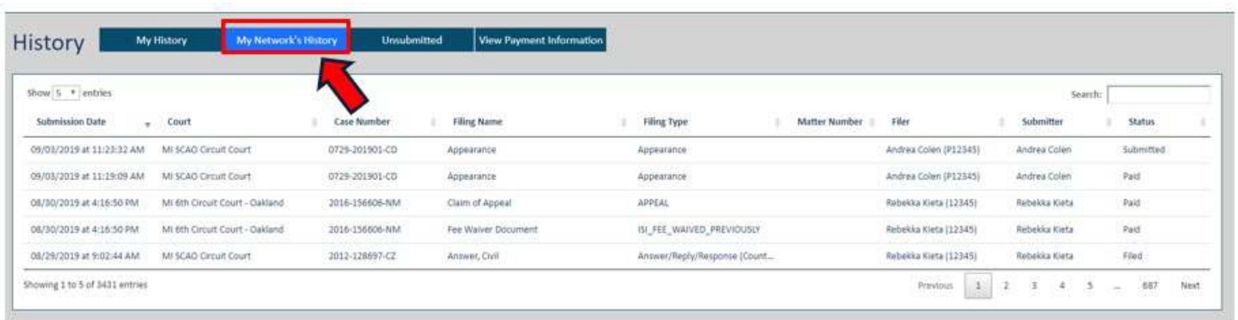
To view more information about a filing, including stamped copies from the court and the original copy of the filing, click on the item.

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.

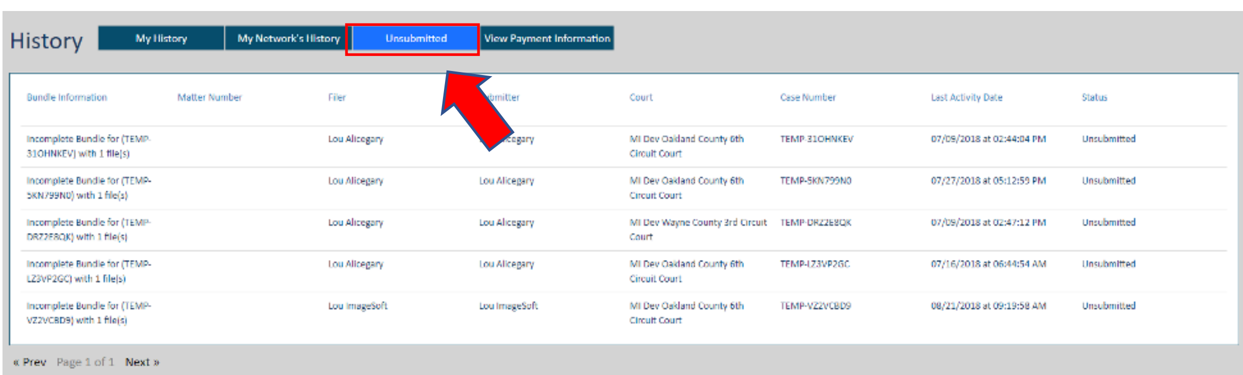
The Service Recipients / Status tab provides information on when individuals who have been served documents have downloaded the documents.



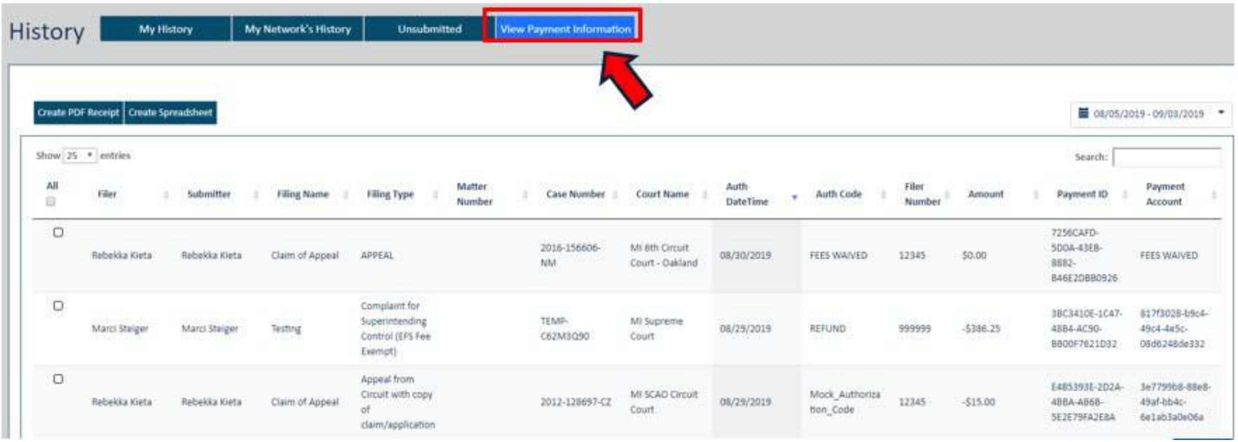
You can also view the status of filings for any users you are connected with via the “My Network’s History” option. *Note*: This screen will show the filings submitted by you <u>and</u> your network.



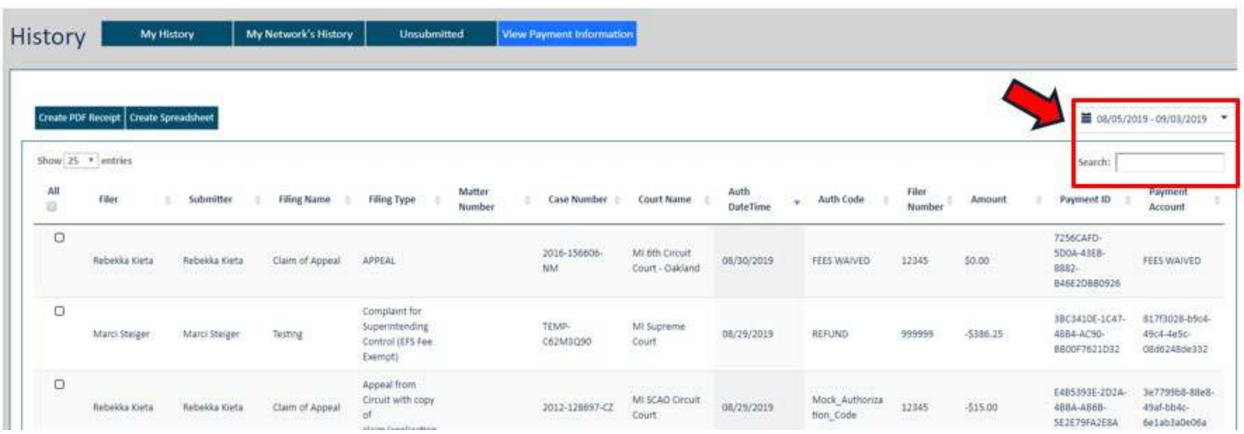
Filings that have been saved, but not yet submitted, may be accessed via the Unsubmitted button. *Note*: This will only show YOUR saved unsubmitted filings and not those from your network connections.



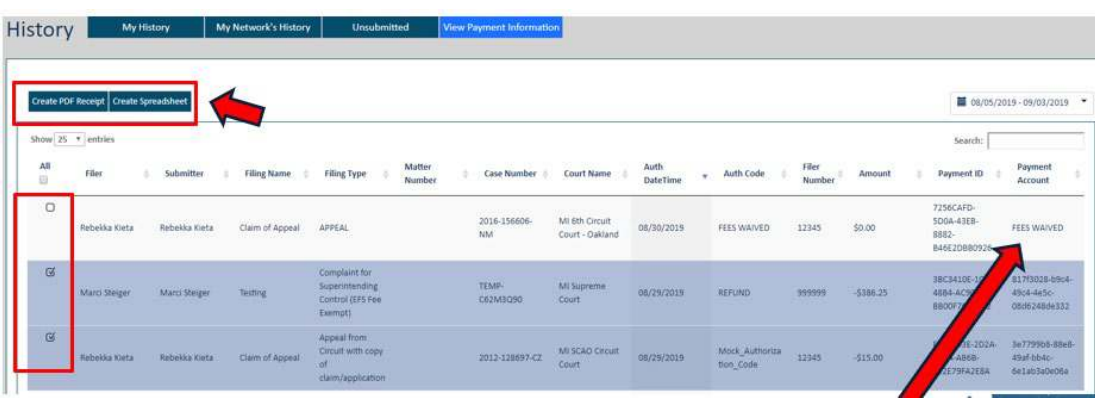
You can view a payment history from your filings, as well as your connections' payments, from the "View Payment Information" screen.



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.

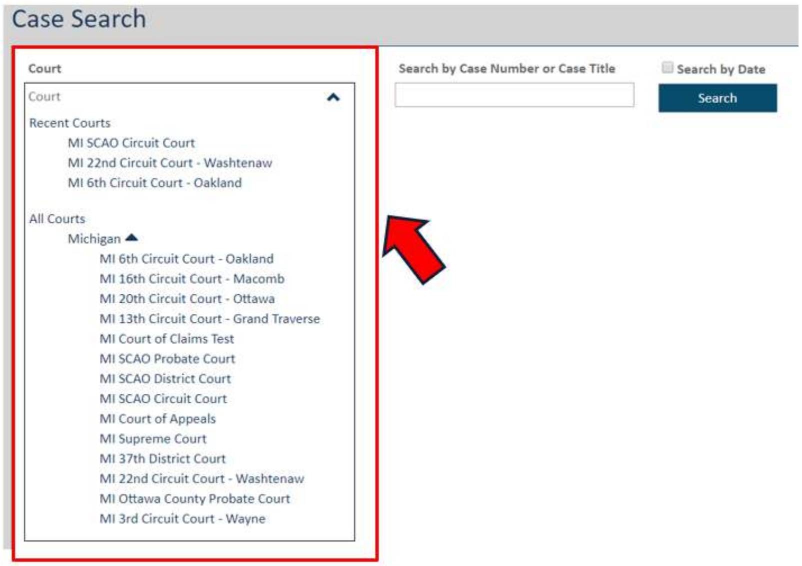


Transactions can be selected via the checkboxes to the left and exported to either a pdf file or an excel spreadsheet. *Note*: Transactions for filings where a fee waiver was submitted are also shown on this screen and are available for export.

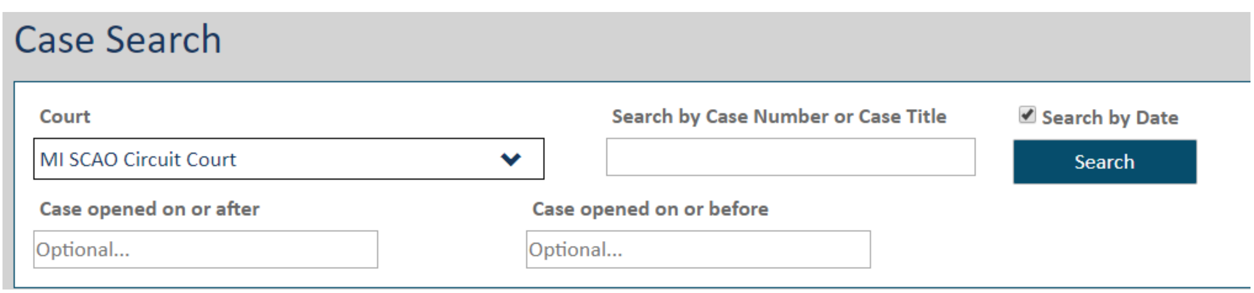


13. Searching for a Case

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.

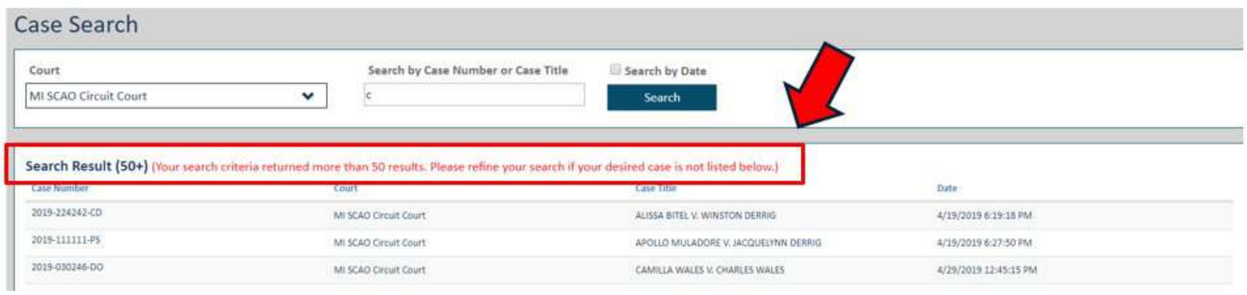


Then you'll need to provide your main search criteria, which is either a portion of the case number or case name. The search will return any cases with a case number or a case title that contains your main search criteria. An exact match is not required. Optionally, by clicking the "Search by Date" box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

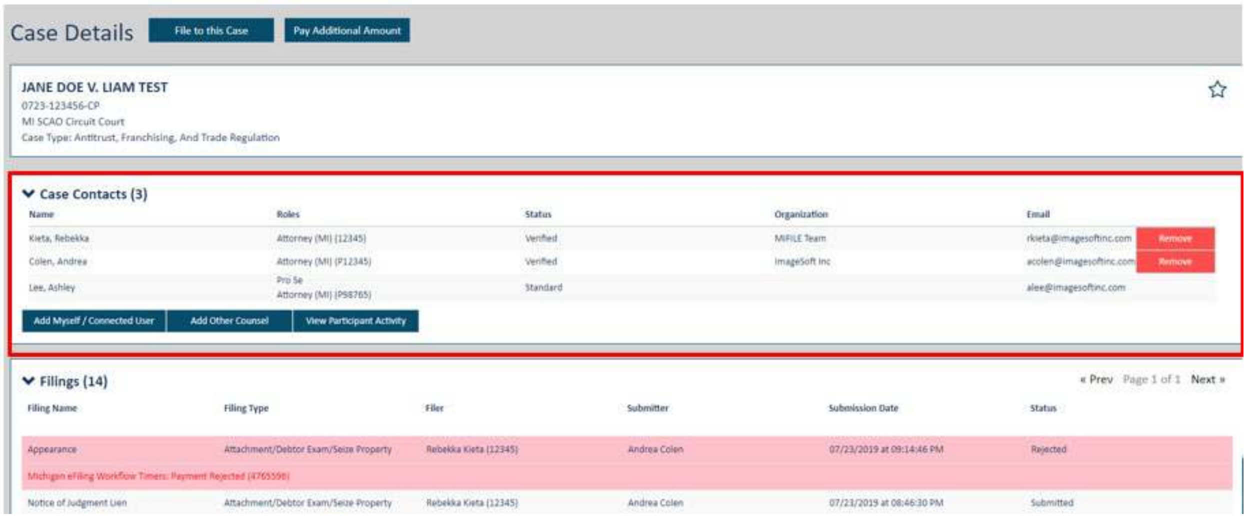


Click on an individual line to view the search results and then Case Details page will display. The Case Details page allows filers to view and add case contacts, view filings for the case that you have permissions to view, and file to the case.

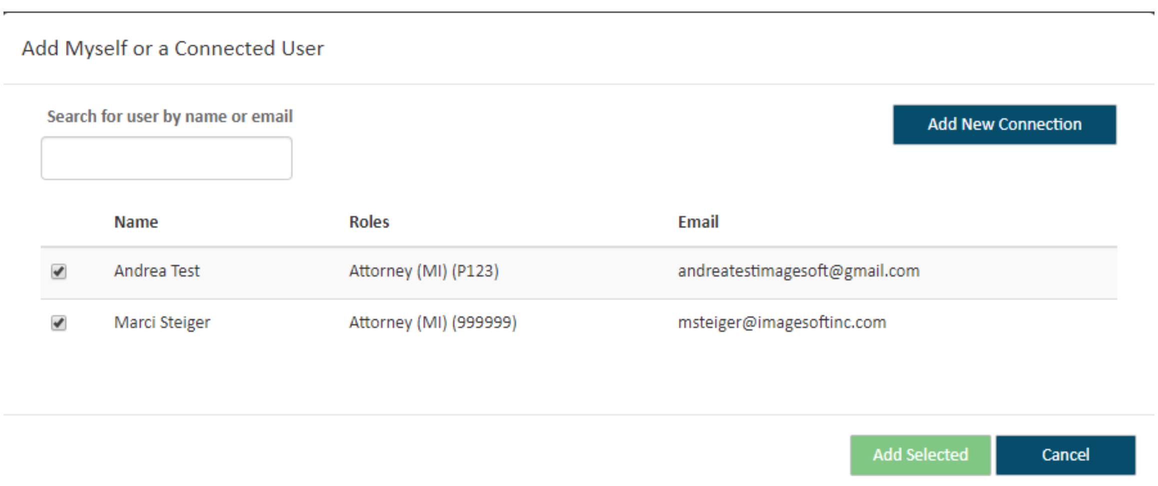
When completing a case search, only 50 results will be returned. If your search term is too general, you'll see the warning below and the case you're looking for may not appear.



14. Case Contacts



Case Contacts are individuals that can be selected for service on a given case. Any MiFILE user can add themselves, or a connection, as a case contact via the “Add Myself / Connected User” button. Clicking the button will bring up the following screen where you can add yourself or a connection as case contacts.

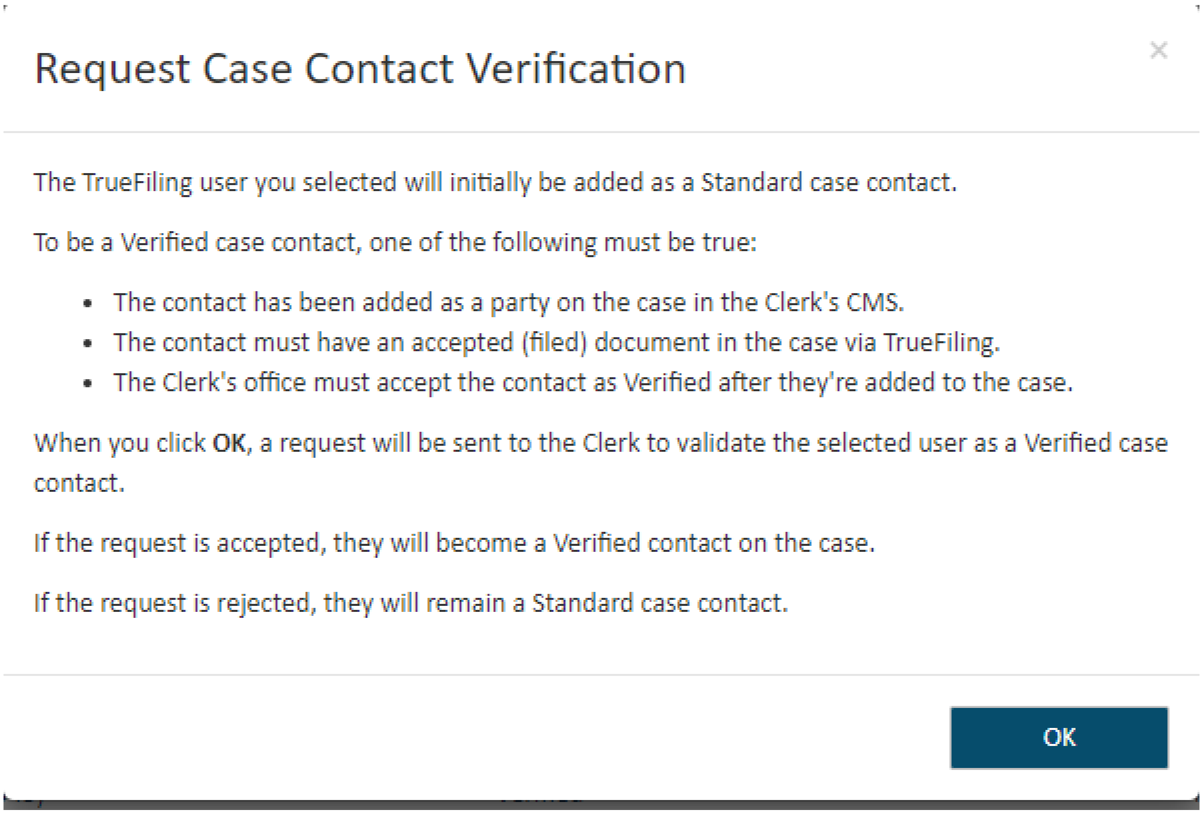


If you have numerous connections and need to filter down the list, you can provide a search term here to match against their name or email address.

If you wish to add a case contact who is not currently a connection, you can request a connection via the “Add New Connection” button. This will take you through the typical process of adding a connection as we’ve already done.

Once you’ve selected the user/role combinations you wish to add as case contacts, click the “Add Selected” button.

A popup will appear explaining the impact of adding a case contact. Click “OK” to proceed.



As the popup shown above explains, Case Contacts are classified into two groups:

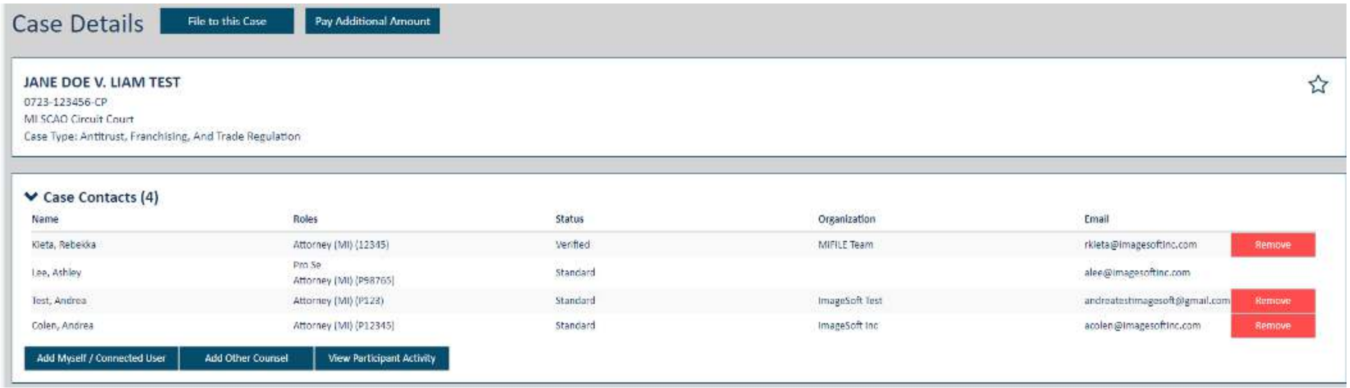
- **Standard Case Contacts**: These are case contacts that are not actively involved in the case but have made themselves a case contact. These individuals are not preselected for service on the case and may be required to justify the reason for being added as a case contact. Whenever you add yourself or another user as a contact to a case, it will be as a Standard Case Contact until the clerk takes subsequent action on the request.

- **Verified Case Contacts**: These are court approved case contacts who are preselected for service on the case. Contacts may become verified in one of three ways:

  – They’ve had a filing accepted by the court for this case.

  – They’ve been added as a party in the court’s case management system.

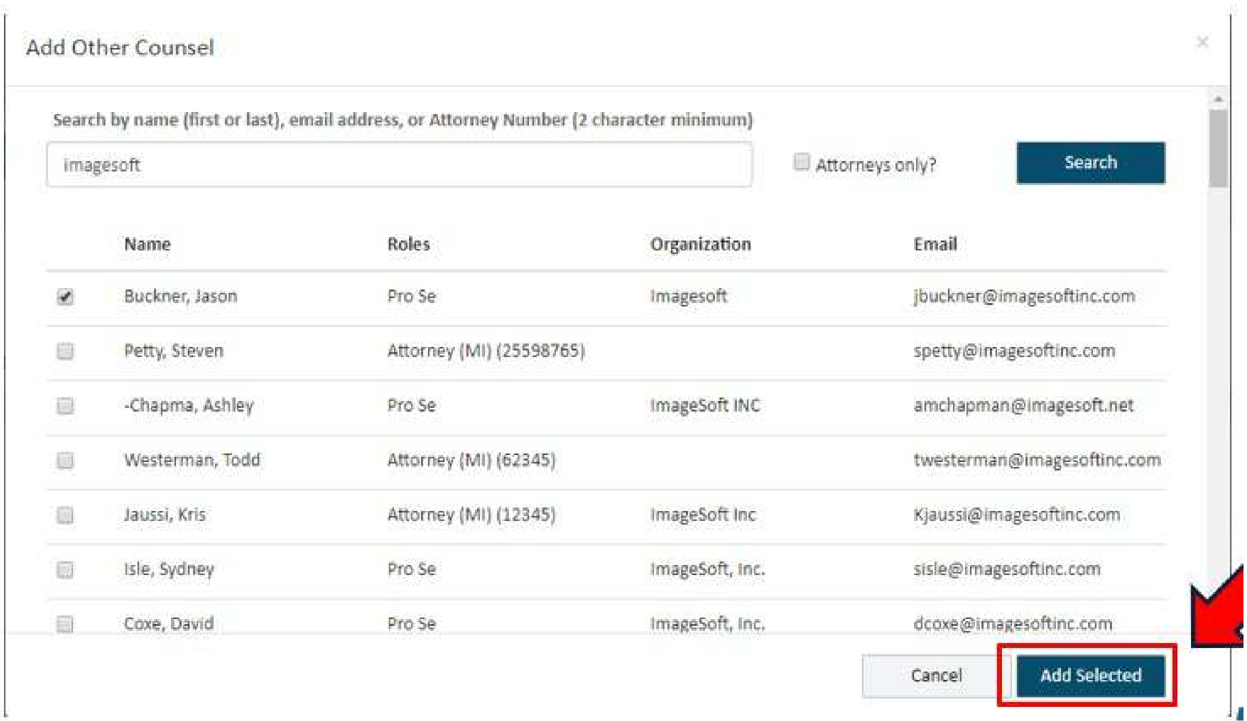
  – They’ve been flagged as a verified case contact by the court clerk.



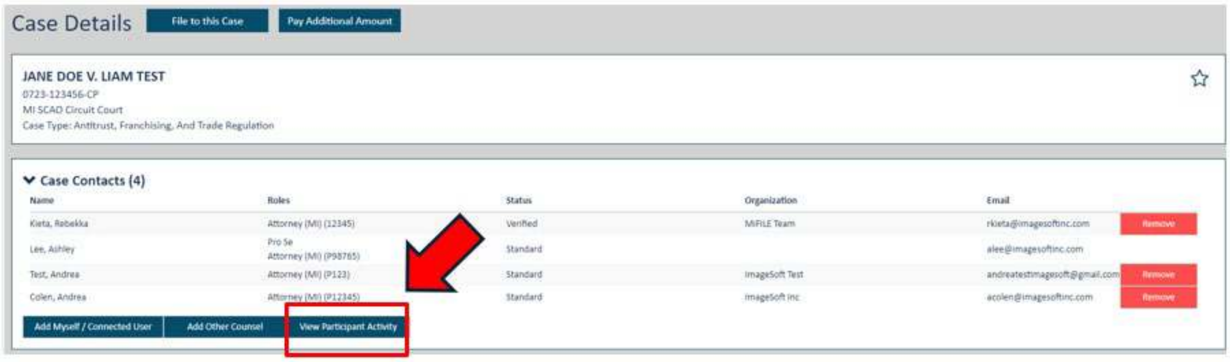
The Standard or Verified status of case contacts will be displayed in the status column.

To remove oneself or a connection as a case contact, click the "remove" button to the right of the contact's record.

To add opposing or co-counsel to the case as a case contact, the "Add Other Counsel" button provides a special search box that displays only attorneys. Choose any attorneys you wish to add via the checkboxes and click the "Add Selected" button to add them.



The "View Participant Activity" option shows a log of all case contact addition and removal activity on a case.



Participant Activity for 0723-123456-CP

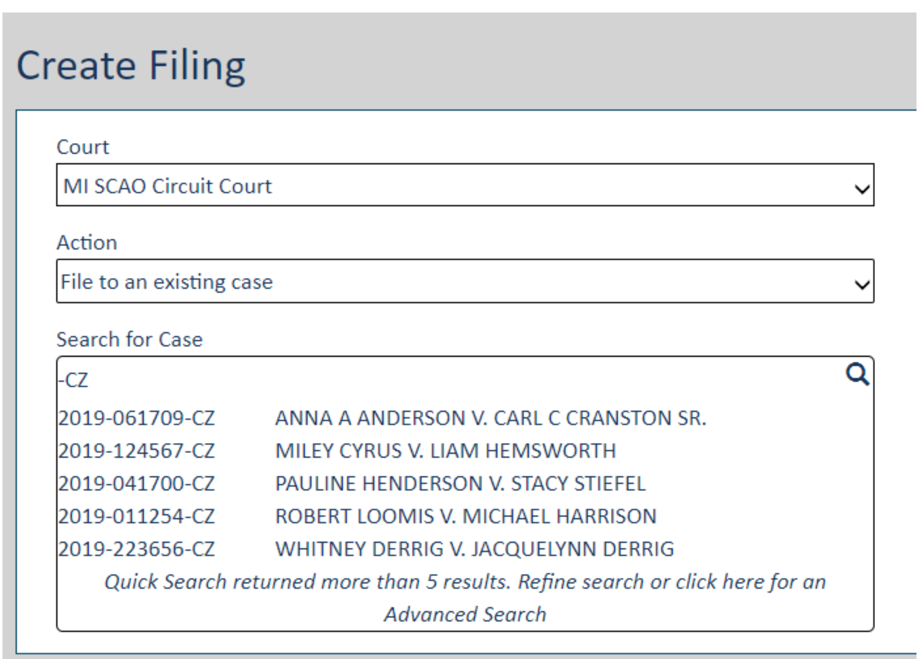
Date	Activity
07/23/2019 08:45:28 PM	Andrea Colen added Rebekka Kieta as a case contact.
08/27/2019 01:14:57 PM	Ashley Lee added Ashley Lee as a case contact.
09/03/2019 12:50:02 PM	Andrea Colen removed Andrea Colen from the case contacts.
09/03/2019 12:50:18 PM	Andrea Colen added Andrea Colen as a case contact.
09/03/2019 07:56:01 PM	Andrea Colen added Andrea Test as a case contact.

Close

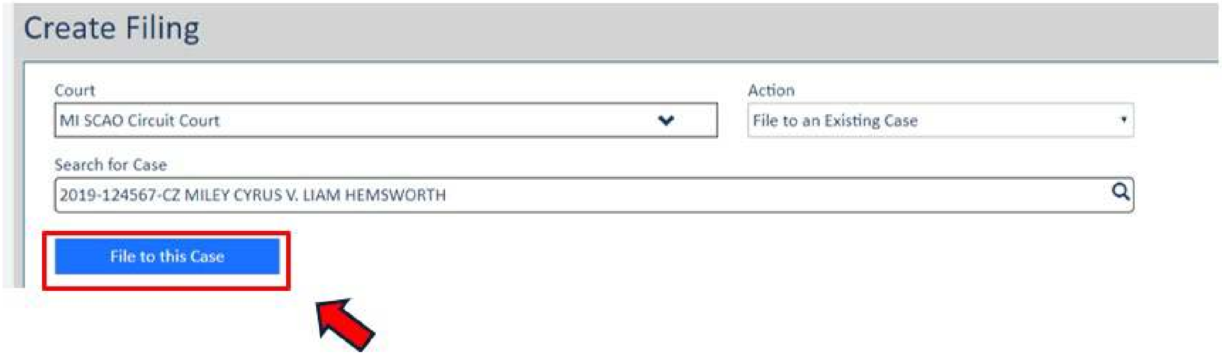
15. Submitting Filings to an Existing Case

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.

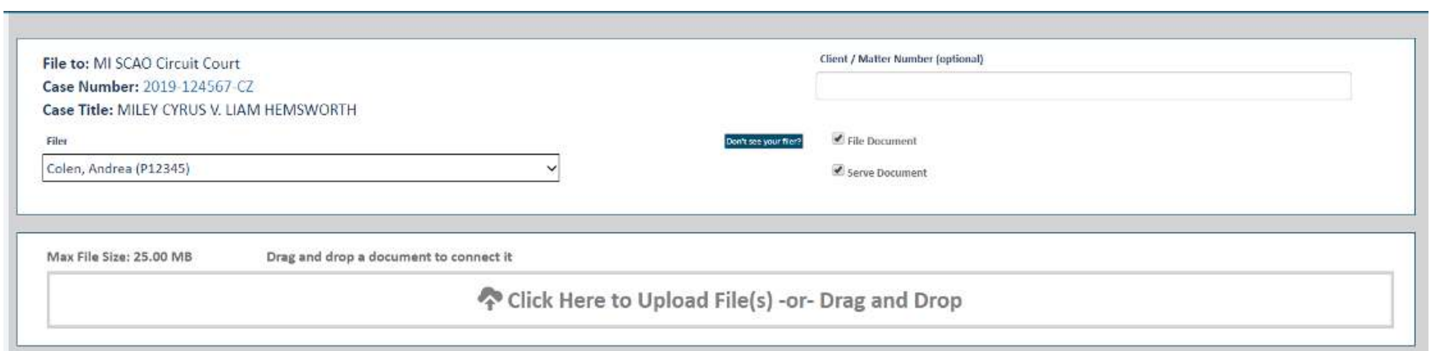
In the scenario shown below, we are searching for any cases that have "-CZ" in the number or title. As you type the first few characters of your search query, a "quick search" is executed with each letter you type, showing up to five matching results. If your search query is too broad and your desired case has not appeared, keep refining your search term until the case appears. Alternatively, you can click the bottom item in the results box (colored in blue) to execute an advanced search that will provide more results.



When you locate your case, select it from the dropdown, then click the “File to this Case” button to file into it.



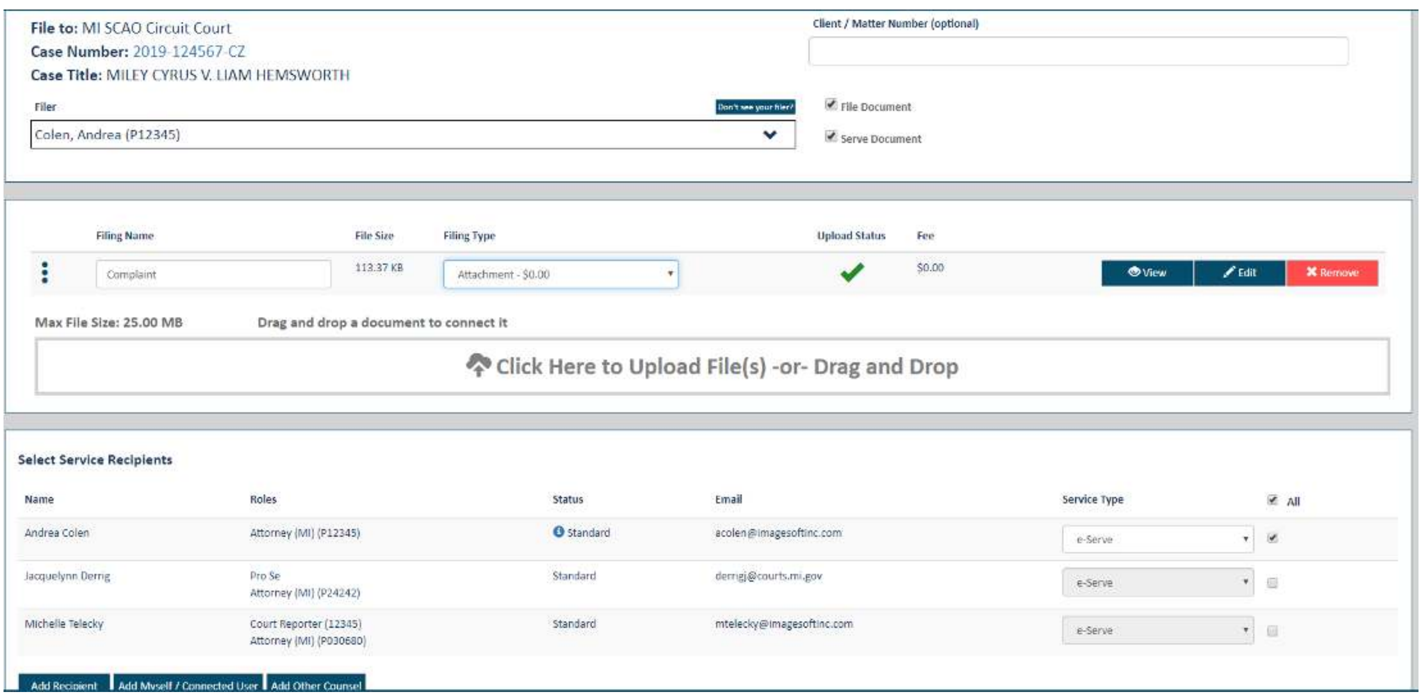
Once you select your case, you’ll see a screen very similar to what we saw during case initiation, with some exceptions. First, because we are not initiating a new case, the bundle does not contain an e-form (such as the case init e-form). Second, note that we now have the option to serve the filings within the bundle we are creating. By default, filings within a bundle are set to be filed to the court AND served to the preselected verified case contacts. 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 the next section on details on Marking a Bundle for Service.



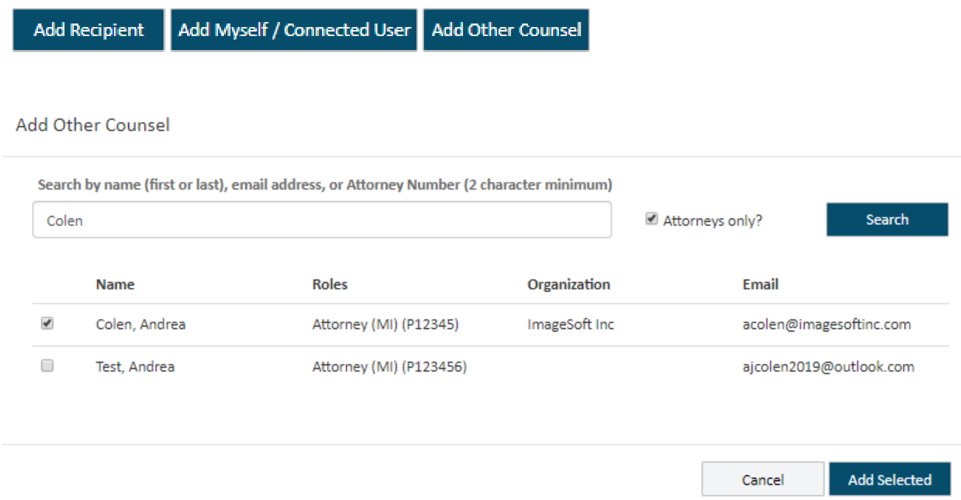
16. Marking a Bundle for Service

The ability to serve filings is on the bundle level, not on an individual document level. A bundle is one or more documents submitted together. Therefore, if you are submitting five documents to the court in a single bundle, the selected service recipients for that bundle will be served all five documents.

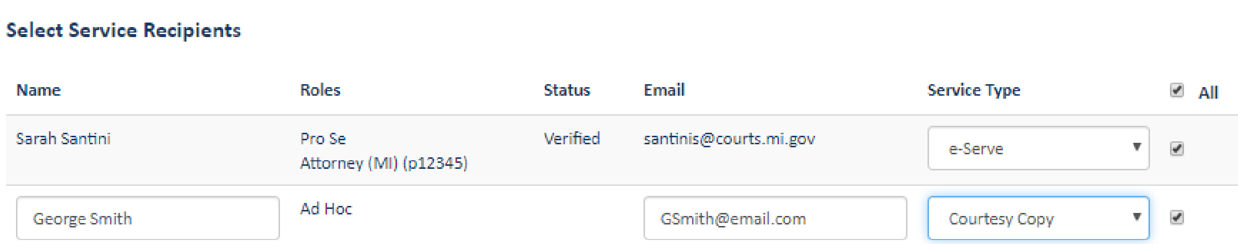
When the "Serve Document" checkbox is selected, you'll notice that the "Select Service Recipients" pane displays after you've uploaded a filing. As stated previously, verified case contacts are preselected for service but standard case contacts are not. You can select any of the standard case contacts you want to serve using the checkboxes on the right side of the screen. However, they will remain standard case contacts until they are made verified case contacts (as indicated in item 14). You can only serve (e-Serve) verified and standard case contacts. Filers are to serve documents on parties to a case when those parties are registered MiFILE users. If a party to a case is not registered in MiFILE, documents must be served on that party as otherwise required by Michigan Court Rule.



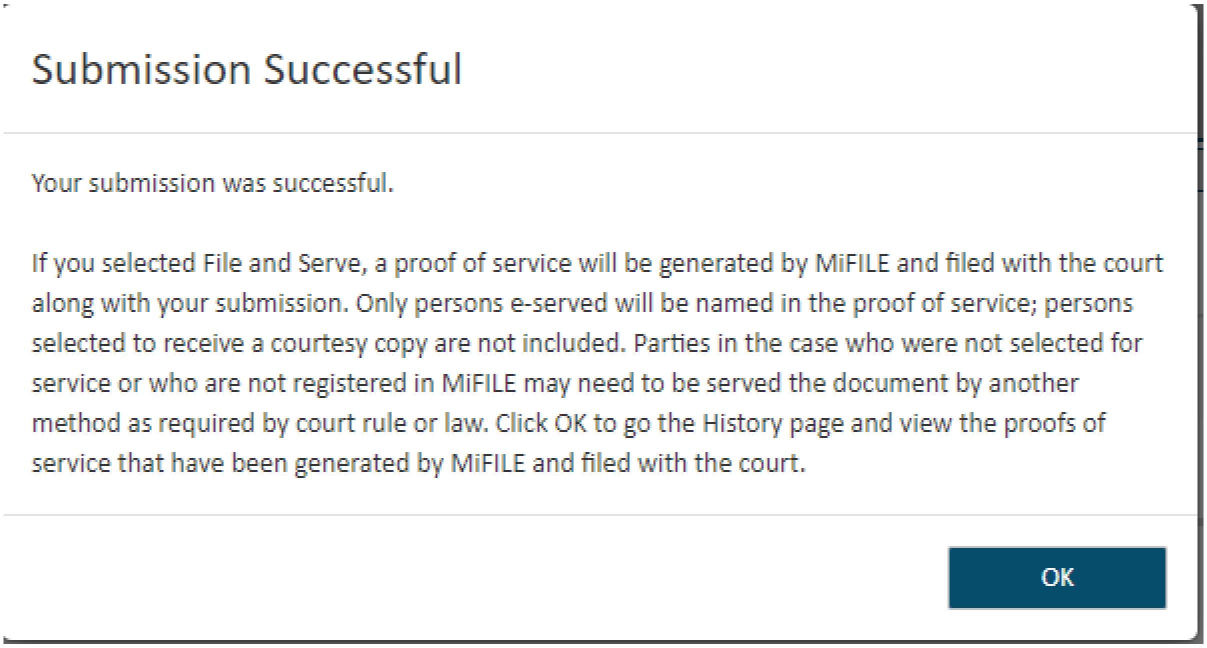
You can add and serve counsel by selecting the “Add Other Counsel” button; provided they are a registered user in TrueFiling. You can search by name, email or attorney number. They will remain standard case contacts until they file an appearance in the case and are made verified case contacts (as indicated in item 14).



You can also add a one-time “Ad-hoc” recipient without making them an official case contact via the “Add Recipient” button. Select the drop down menu under the service type column and select “Courtesy Copy”. Note: A courtesy copy is not legal service and cannot be used for parties in the case.



Once a bundle is successfully submitted, the filer will be notified via a popup that a proof of service will be automatically generated and submitted to the court on their behalf.



Service on the filings will occur as soon as the bundle is submitted by the filer. Below is a sample of an emailed service notification.

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

I

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)

*****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/

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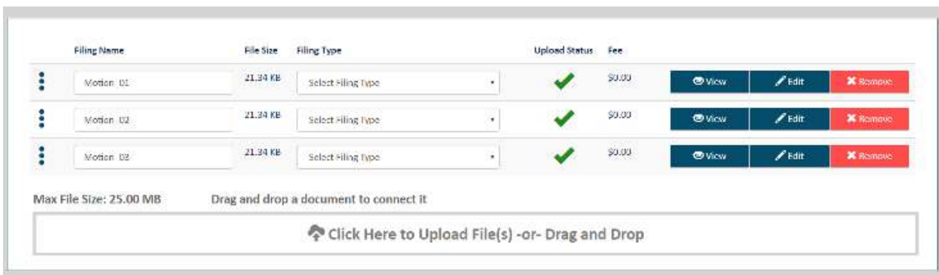
If a filer wants to delay service on filings until after the court has accepted a document and the document has been stamped FILED by the court, they can do the following:

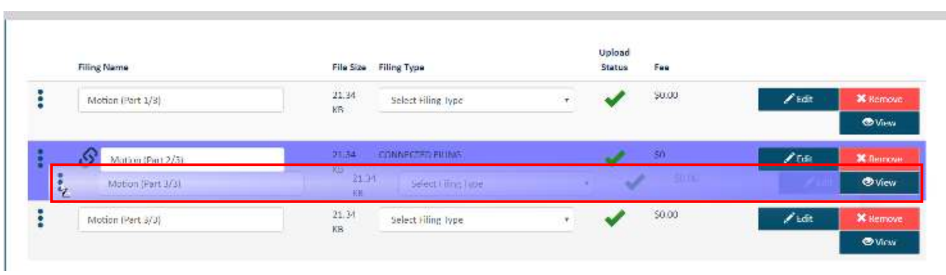
- Submit a bundle to the court without the "Serve" checkbox being selected.
- Wait for the court clerk to accept the documents.
- Upon receiving notification of the documents being accepted, download the FILED stamped copy of the documents.
- Upload these FILED stamped copies of the documents to a bundle 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 but it will not be sent to the court automatically. Instead, the filer must either: 1)r prepare their own proof of service and submit it to the court, or 2) download the MiFILE-generated proof of service from the case history, upload it, and submit it to the court.

17. Connected Filings

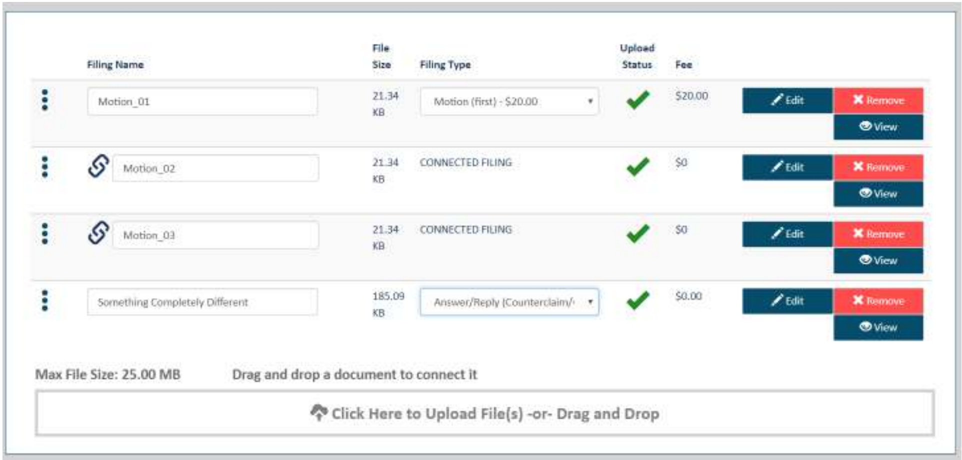
You may be required to file documents that must be attached to one another, such as a pleading or motion (lead document) with an attachment (such as a lease or some other supporting document), or multiple files that constitute one large document that exceeded the 25MB file size. The connected filings 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.



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.



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 together, as shown below.

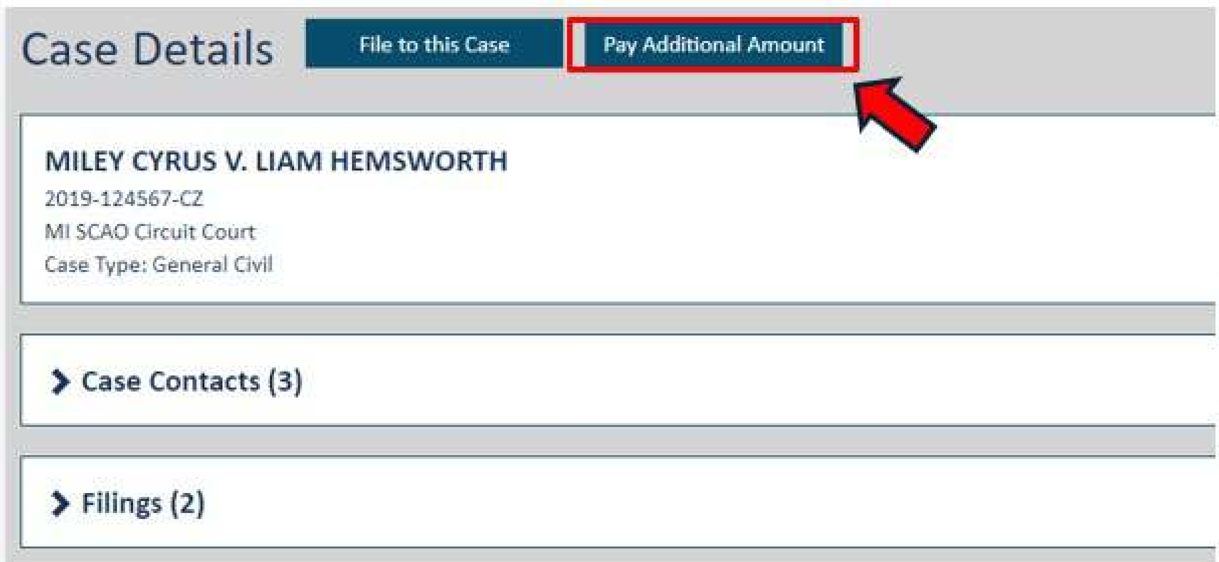


Note: Because documents cannot be separated after they are connected together and submitted to the court, use this feature only when required by court rule or law to attach one document to another. Proposed orders and judgments must not be connected to other documents, such as a motion or notice. A proposed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

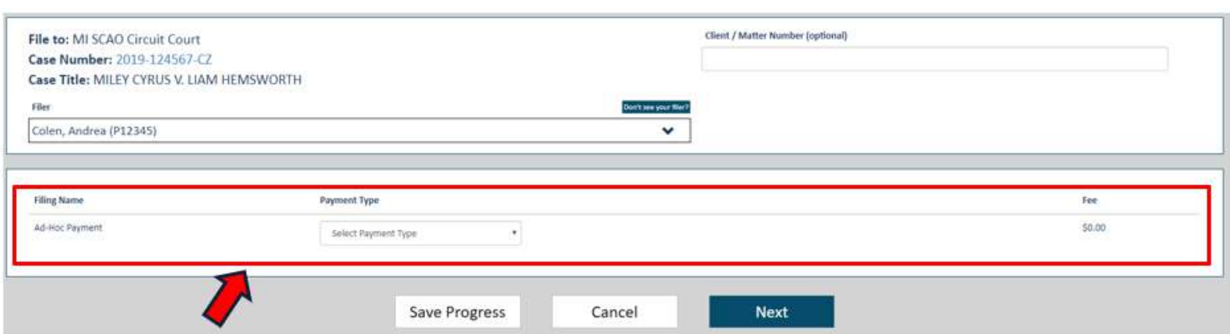
18. Ad-Hoc Payments

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.

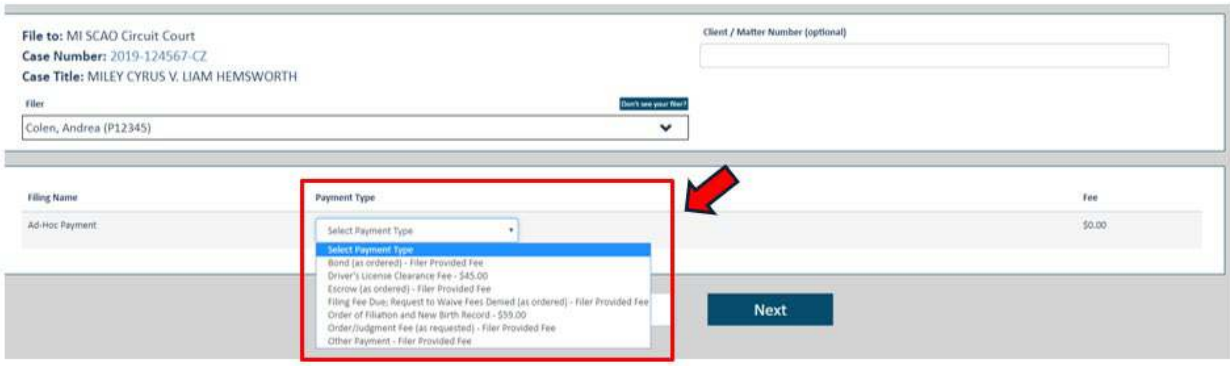
At the top of the Case Details screen, select the "Pay Additional Amount" button.



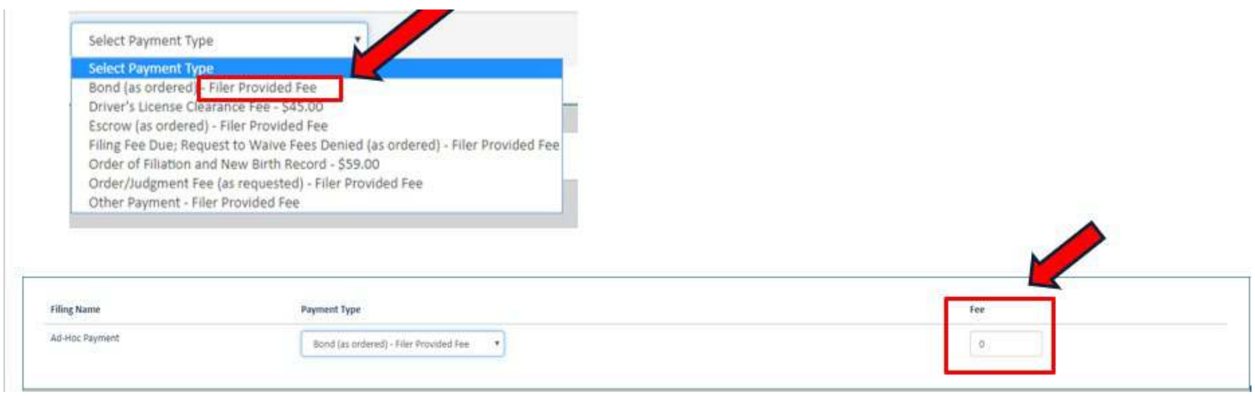
This will take you to the File to this Case page. The additional payment function is actually a special type of filing that will be delivered to the court. It is not related to any filed document.



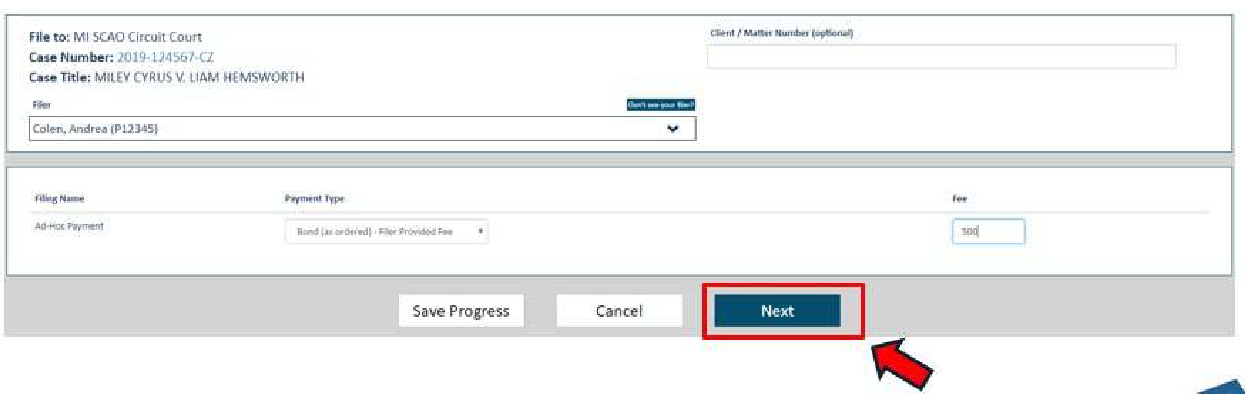
These types of payments are only used for a handful of reasons, which the filer will need to select from via the dropdown.



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



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

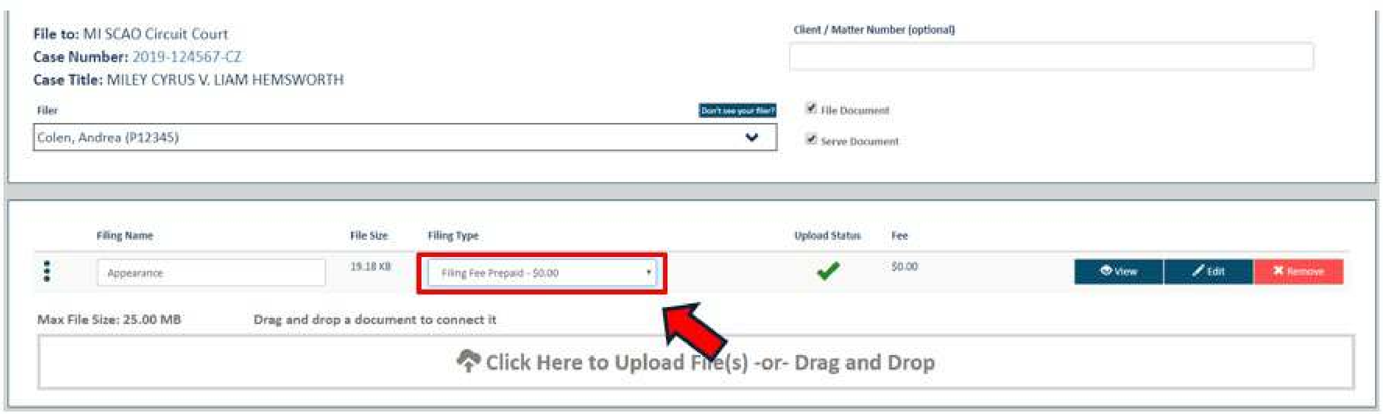


19. Prepaid Filings

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.

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.

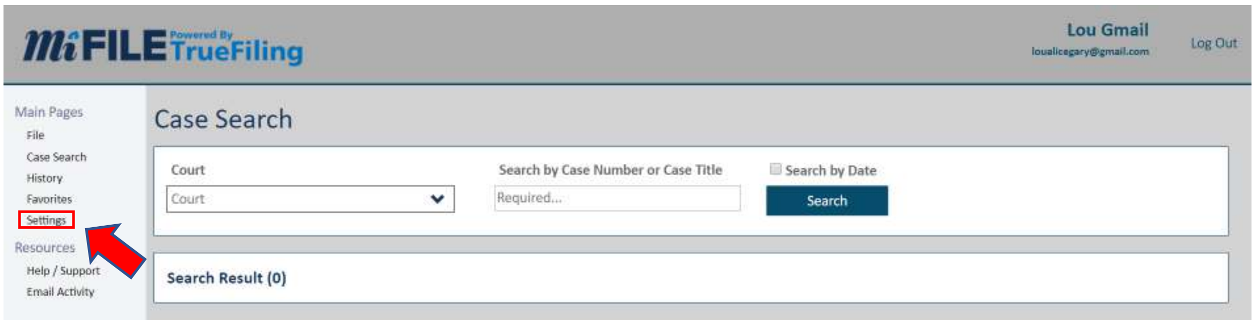


Note: In order to file into an existing case, the case number must be in MiFILE. Depending on when the court’s case management system is set up to send case data to MiFILE, a filer may not be able to file documents the same day that the fees are prepaid. The filer should ask the clerk for details in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

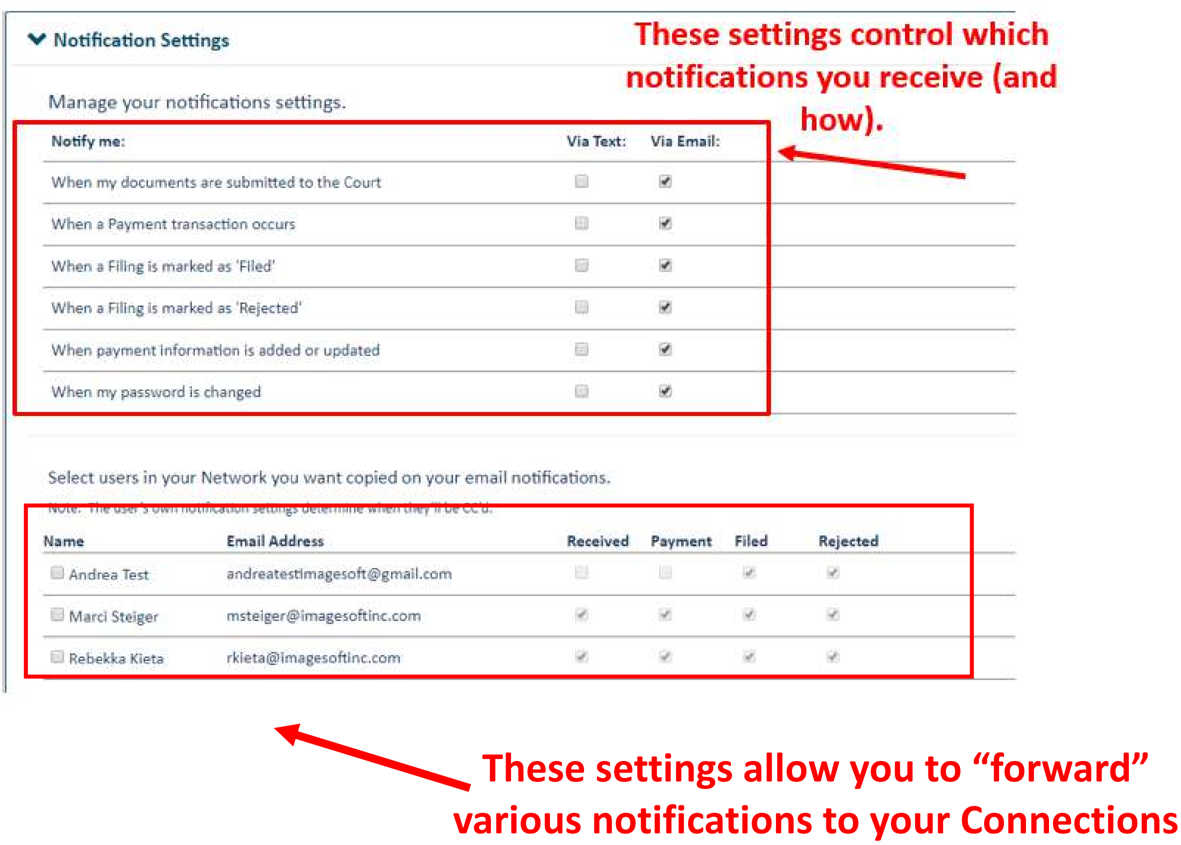
20. Notification Settings

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, e-mail, or both. Notifications also may optionally be shared with individuals in your Connection network

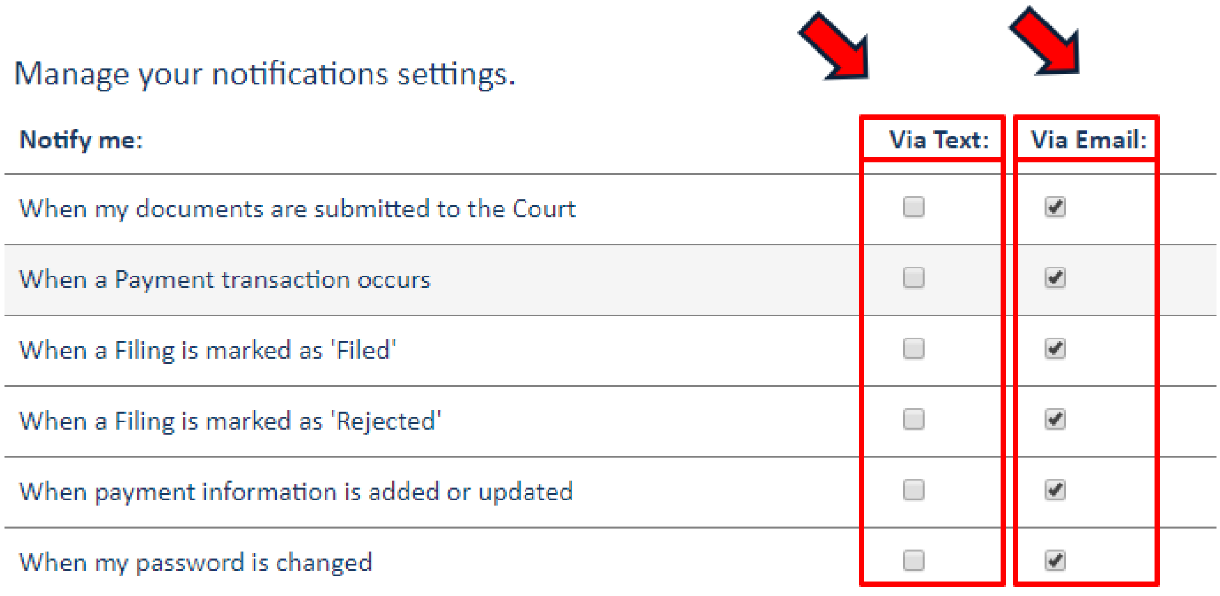
To view your notification settings, navigate to the "Settings" option in the Navigation Pane.



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



Personal notifications are available via text message or email:


Manage your notifications settings.

Notify me:	Via Text:	Via Email:
When my documents are submitted to the Court	☐	☑
When a Payment transaction occurs	☐	☑
When a Filing is marked as 'Filed'	☐	☑
When a Filing is marked as 'Rejected'	☐	☑
When payment information is added or updated	☐	☑
When my password is changed	☐	☑

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 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.

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.

Case Contact: Case contacts are individuals who are on the list of potential service recipients within TrueFiling. There are two groups of case contacts: verified case contacts and standard case contacts. Verified case contacts are preselected for service and standard case contacts are NOT preselected for service. Both groups are displayed on a list of potential service recipients.

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.