

## STATEWIDE E-FILING SOLUTION

### Is the process the same for all state courts?

- MiFILE is designed to provide a consistent filing experience across Michigan. Courts using the MiFILE statewide solution offer a standardized filing experience. However, some Michigan courts accept e-filed documents but are not using the MiFILE statewide solution. In these courts, the filing experience might differ from that of courts using the MiFILE statewide solution.

### How do I use MiFILE?

- Self-represented filers should visit [michiganlegalhelp.org/self-help-tools/e-filing](https://michiganlegalhelp.org/self-help-tools/e-filing) to learn more.
- Attorneys can view MiFILE training videos on YouTube (search for the MiFILE channel) and can register for training sessions at [mifile.info/training](https://mifile.info/training).

## REGISTERING FOR AN ACCOUNT

### Do I need an account to use MiFILE?

- Yes. Please visit [mifile.courts.michigan.gov/register](https://mifile.courts.michigan.gov/register) to create your account. We recommend, when possible, to use an email address you control (e.g., a personal email address) because the email address used at registration cannot be changed.

### Why do I need to use my state bar email address?

- Some courts update their case management system with information received from the State Bar of Michigan, including attorney email addresses. In a court receiving a data feed from the State Bar of Michigan, the court's case management system might overwrite the email address that you use in MiFILE with the email that you have on file with the State Bar of Michigan. Therefore, we recommend registering for MiFILE with the same email that you have on file with the State Bar of Michigan. The State Bar of Michigan also allows you to provide a secondary email address specifically for use with MiFILE. Whichever option you choose, we recommend that you use an email address over which you have control. The email used for account registration cannot be changed – if you forget your MiFILE password and cannot access the

registered email address to reset it, you will need to create a new MiFILE account. You will then no longer have access to your old account's filing history.

### **How can I change my email address?**

- The email used as your TrueFiling username cannot be changed. If you lose access to this email address and forget your password, you will need to create a new MiFILE account. Please note that your MiFILE case history will be lost in this event.
- To change the email address used for e-service on a case, please contact the court.

## **SUBMITTING DOCUMENTS**

### **Can someone file on my behalf?**

- Yes, if that someone is one of your MiFILE "connections." MiFILE allows users to be connected. Your "connections" can file documents and make payments on your behalf. Please note that your "connections" will have access to any payment methods that you make available to them in MiFILE.

### **Can I e-file outside of normal court business hours (e.g., a weekend or court holiday)?**

- Yes, you can file documents 24 hours a day, 7 days a week. Any document submitted on a Saturday, Sunday, legal holiday, or other days on which the court is closed under court order is deemed filed on the next business day.

### **When are e-filed documents deemed filed with the court?**

- A document submitted electronically is deemed filed with the court when the transmission to the electronic-filing system is completed and the required filing fees have been paid or waived. If a document is submitted with a request to waive the filing fees, no fees will be charged at the time of filing and the document is deemed filed on the date that the document was submitted to the court. Regardless of the date, a filing is accepted by the clerk of the court, the date of filing is the date submitted. Electronic filing is not restricted by the operating hours of a court and any document submitted at or before 11:59 p.m. of a business

day is deemed filed on that business day. Any document submitted on a Saturday, Sunday, legal holiday, or other days on which the court is closed pursuant to court order is deemed filed on the next business day.

Please see MCR 1.109(G)(5)(b) for more information.

### **How can I find the case types supported by MiFILE?**

- The currently available case types for MiFILE courts can be found at [www.courts.michigan.gov/4a8409/siteassets/mifile/mifilecourtlist.pdf](http://www.courts.michigan.gov/4a8409/siteassets/mifile/mifilecourtlist.pdf)

### **What is the maximum file size allowed for an individual filing?**

- There isn't a limit on the number of pages contained in a filing. However, there is a 25 MB limit on the final size of the document.

### **What document file formats are accepted?**

- MiFILE accepts filing documents in these formats:
  - Microsoft Word (DOC and DOCX)
  - Adobe PDF (PDF)
  - Plain text (TXT)
  - Rich Text Format (RTF)
  - Scanned images (TIFF, JPG, and PNG)

Regardless of a document's original file format, upon upload, the document is converted to PDF.

Bookmarks that exist in a Word file are not retained in the converted PDF. If the court you are filing in requires bookmarked PDF files, convert the Word document to a PDF file in a manner that will keep the bookmarks and then upload the PDF.

### **What is a connected document?**

- A connected document is a separate document file that you wish to associate to a filing. It functions as a supporting document to the lead document (filing). The documents remained linked when filed with and processed by the court. In the paper world, a motion and its exhibits would be the connected documents, with the motion serving as the lead document and the exhibits serving as the supporting documents.

- MiFILE document preparation standards can be found at [www.courts.michigan.gov/4aa06a/siteassets/mifile/electronicdocument\\_stds.pdf](http://www.courts.michigan.gov/4aa06a/siteassets/mifile/electronicdocument_stds.pdf)

## **E-SERVICE & E-NOTICE**

### **Can my assistant receive electronic service and electronic notices?**

- Your MiFILE notification settings can be configured to copy your “connections” on e-service and e-notifications you receive through MiFILE. However, legal support staff are not eligible service recipients and will not appear on the proofs of service — the attorney remains the eligible service recipient.

### **How do I serve parties when not all parties are eligible for e-service?**

- At case initiation, all parties must be served outside of MiFILE. Additionally, when a party (or counsel) is not an eligible service recipient in MiFILE, you must serve them outside of MiFILE.

### **Can I use e-service without filing a document with the court?**

- Yes. When you are preparing to upload your filing, you can choose to serve only, file only, or serve and file.

### **Do I have to generate a proof of service if I e-serve through MiFILE?**

- No, if you e-serve your filing documents, TrueFiling will automatically generate a Proof of Service and submit it to the court.

### **Can a party or counsel remove themselves from e-service on a case?**

- At this time, MiFILE users cannot remove themselves from e-service on a case. If you believe you are improperly receiving e-service on a case, please contact the court for assistance. Additionally, when there are multiple plaintiffs and/or defendants on a case, you may continue receiving electronic notices until the resolution of the entire case even if your claims or the claims against you, respectively, have been resolved.

### **Can I view a list of cases on which I am a service recipient?**

- You can use the History tab in TrueFiling to view your MiFILE case history for cases that you initiated through MiFILE, or for existing cases into

which you filed through MiFILE. MiFILE is not a repository for case history or case documents and should not be relied upon as such.

#### **Why is my name not showing up as an e-filing service recipient?**

- Only case participants and eligible MiFILE service recipients will be visible as service recipients in MiFILE. Additionally, MiFILE will not display a case participant as eligible for electronic service until they have filed into the case through MiFILE. Exempt filers must be served outside of MiFILE pursuant to court rule.

### **PAYMENTS**

#### **Will I get notified if my payment method is declined?**

- You will need to make payment at the time of filing unless requesting a fee waiver or claim of exemption from filing fees. If the payment method is declined, you will be notified via email at the time payment is attempted.

#### **What if I pay the wrong fee?**

- The court will review the statutory filing fees paid through MiFILE to ensure that the proper fee is paid. If you paid an amount greater than the amount due, the court will adjust your filing fee, and you will receive a refund for the difference on the card used for payment. If you paid an amount less than the amount due for your filing type, the clerk will reject your filing, and your card will be refunded the amount paid. If your filing is rejected, you will need to refile the documents. Please note that you will not be refunded the applicable credit card processing fee if your payment is refunded in whole or in part.

#### **What if I don't have a credit card?**

- You may use a debit card (processed as credit) or a prepaid debit card. If using a prepaid debit card, please retain the card in the event filing fees are refunded to the card (minus the credit card processing fee).
- You may also contact the court to pay by cash or money order. The court will provide instructions for filing documents for which filing fees were paid by cash or money order.

#### **Can I request a waiver of filing fees?**

- Yes, you can submit a fee waiver request at the time of filing in MiFILE. Please see MCR 2.002 to determine if you may be eligible for a fee waiver.

## ACCEPTED & REJECTED DOCUMENTS

### Will I be notified if my documents are rejected?

- Yes, you will receive an email notice of document rejection, including the rejection reason(s) provided by the court. See an example below:

MiFILE - Rejected Document TEMP-V5LM6HDD



info@truefiling.com

To



8/11/2021

The document was rejected by the MI SCAO Probate Court. See your account history for details. Any filing fees charged for this filing will be refunded to your credit card, except for the credit card processing fee. If you have questions about the refund, contact the company that issued the card. This may take three to five days depending on your credit card company.

Case Number: TEMP-V5LM6HDD  
Document Name: Petition  
Document Type: Petition for Appointment of Guardian, Minor  
Bundle ID Number: 10702  
Filer Name: [REDACTED]

Date and Time Rejected: 8/11/2021 2:20 PM

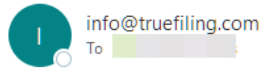
Rejection Reason: [REDACTED] Distinct documents cannot be filed together in a single file; MCR 1.109(D)(1)(a) (15392352)

Rejected Document: [Access History Page](#)

### Will I be notified when my documents are accepted?

- Yes, you will receive an email confirmation of document acceptance. See an example below:

MiFILE - Document Filed 2022-867530-CH, PETE PLAINTIFF V. DANIEL DEFENDANT



Your document was successfully filed with the MI SCAO Circuit Court. See your account history for details of this filing.

Case Number: 2022-867530-CH, PETE PLAINTIFF V. DANIEL DEFENDANT  
Document Name: Motion for Summary Disposition  
Document Type: Motion  
Bundle ID Number: 9728  
Filer Name: [REDACTED]

Date and Time Filed: 1/20/2022 3:46 PM  
Filed Document: [Download](#)

## FILING HISTORY

### Can I view my filing history and court-signed documents in MiFILE?

- The History page details the filing and payment histories of you and your connections. For each submitted filing, click the Filing Name to display a pane that lists:
  - The filing's properties;
  - Who has been served and who has accessed the document; and
  - The filing's status with regard to the court.

You can download the original and stamped copies of a filing, as well as any Proofs of Service and payment receipts. Please note that MiFILE is not a permanent repository for these records and that it is your responsibility to maintain copies you wish to keep for your records.

### Can I download file-stamped copies of the documents I have submitted through MiFILE?

- Yes, you can download file-stamped copies of your submitted filings, as well as proofs of service and payment receipts in the "History" section of MiFILE.

### How long will certified documents remain accessible through MiFILE?

- Certified documents will be purged from the TrueCertify system after one (1) year.

## E-FILING ACCESS

### What if I don't have access to a computer?

- MCR 1.109(G)(3)(f) provides:
  - For the required case types, attorneys must electronically file documents in courts where electronic filing has been implemented, unless an attorney filing on behalf of a party is exempted from electronic filing under subrule (j) because of a disability. All other filers are required to electronically file documents only in courts that have been approved to mandate electronic filing by the State Court Administrative Office under AO 2019-2.
- If the court in which you are filing is not mandating electronic filing for self-represented litigants, and you are a self-represented litigant, you may file documents in paper.
- Attorneys, mandated self-represented litigants, and non-mandated self-represented litigants who wish to file electronically may use workstations available at the courthouse for the purpose of electronic filing, if available. Courts mandating electronic filing for self-represented litigants must either provide an on-site workstation for this purpose or have an agreement with a local organization – such as a library – to provide computer access.

### Are there exemptions from using MiFILE?

- Parties may be exempt from electronic filing under certain circumstances. Please see MCR 1.109(G)(3)(g)-(l).

## E-FILING COURT RULES & STATUTORY AUTHORIZATION

### Why am I required to e-file?

- Pursuant to MCR 1.109(G)(3)(f):
  - Attorneys are required to electronically file documents in courts where electronic filing have been implemented; and
  - All other filers are required to electronically file documents only in courts that have been approved to mandate electronic filing by the State Court Administrative Office under AO 2019-2.

### Where can I find the court rules related to e-filing?



- Please see MCR 1.109(G) – Electronic Filing and Service.

### **Why do I have to pay an e-filing fee?**

- MCL 600.1986 provides that an e-Filing system fee is to be collected from the case initiating party at the time the civil action is commenced where a fee for commencing a civil action is authorized or required by law. This means that you will be charged the fee if you are filing a complaint, petition, or other form to begin a new civil case. If you are filing in an existing case, such as filing a motion or an answer, you will not be charged this fee. If you have a fee waiver or if you are filing a case that has no filing fee, you will not be charged an e-Filing system fee.

## **SECURITY**

### **Is my information visible to the public?**

- Anyone filing into your case will be able to see party and attorney names. Additionally, the case caption will be visible to all users through the case search functionality of MiFILE. However, for cases flagged nonpublic by the court, the case caption will not display party names, nor will non-parties be able to see party and attorney names in your case.

## **TECHNICAL ISSUES**

### **What if there is a transmission failure when I attempt to submit my documents through MiFILE?**

- Transmission failures are governed by MCR 1.109(G)(7). Please see the court rules for more information. If MiFILE fails to transmit a document submitted for filing, the filer may file a motion requesting that the court enter an order permitting the document to be deemed filed on the date it was first attempted to be sent electronically. The authorized user must prove to the court's satisfaction that:
  - the filing was attempted at the time asserted by the authorized user;
  - the electronic-filing system failed to transmit the electronic document; and

- the transmission failure was not caused, in whole or in part, by any action or inaction of the authorized user. A transmission failure caused by a problem with a filer's telephone line, ISP, hardware, or software shall be attributed to the filer.

**What if MiFILE is down when a document is due on that date?**

- Scheduled system outages, such as for system maintenance, shall be posted on the MiFILE website.
- Notice shall be provided on the MiFILE website and/or the One Court of Justice website if the electronic-filing system becomes unavailable for an extended or indefinite period. The notice shall indicate that filers are responsible for filing documents on paper and serving paper in another manner required by Michigan Court Rules in order to meet any deadlines imposed by statute or court rule.