



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0128

Milton L. Mack, Jr.
State Court Administrator

MEMORANDUM

DATE: October 24, 2019

TO: All Judges
cc: Court Administrators
Probate Registers

FROM: Milton L. Mack, Jr.

RE: MiFILE E-Filing Plans and Communications
SCAO Administrative Memoranda 2019-06; Rescinds 2019-04

MCR 1.109(G)(3)(a) requires courts to comply with the electronic-filing plans approved by the State Court Administrative Office (SCAO). These plans include a [statewide rollout strategy for the MiFILE standard e-Filing solution](#), which would occur over several years. Information pertinent to implementation and use of MiFILE is posted regularly to the [MiFILE Statewide Initiative](#) site, and we encourage you to follow this site.

Courts Using MiFILE

An [E-Filing Courts in Michigan](#) table is available on the MiFILE Statewide Initiative site detailing which courts are accepting electronic filings through MiFILE, who is mandated to e-File in those courts, the type of filings being accepted, the case types that are to be e-Filed in that court, and the location where filers in that court can access computers and help with MiFILE. As courts implement MiFILE, their e-Filing information will be added to this table.

Mandatory E-Filing

In courts where MiFILE is implemented, attorneys are mandated to e-File while all other filers may be mandated to e-File only by either local administrative order under MCR 1.109(G)(3)(f) or Supreme Court Administrative Order 2019-4. Bulk filers are not mandated to e-File in the courts specifically identified in the [E-Filing Courts in Michigan](#) table until bulk-filing capability has been developed through the MiFILE system. Bulk filing is defined as a single submission containing more than ten filings of the same type into more than ten cases. For example, if an attorney typically files more than ten requests for a writ of garnishment for more than ten different cases at the same time, that transaction is considered a bulk filing.

MiFILE Policies, Standards, and Rules

Policies, standards, and rules relevant to MiFILE have been adopted by the Supreme Court and SCAO and are available in abridged form on the [MiFILE Statewide Initiative](#) site. The Third, Sixth, Thirteenth, Sixteenth, and Twentieth Circuit Courts are operating under Administrative Order 2019-4 and are subject to the rules and standards as indicated in the order. In addition, the electronic document standards do not apply in these five courts until they are fully implemented on MiFILE. For all other e-Filing courts, any locally developed e-Filing guidelines for filers should be limited to addressing practices that are authorized by local court rules. Send suggestions or comments on the policies, standards, and resources to Tom Fuentes, Trial Court Services e-Filing Analyst, at fuentest@courts.mi.gov.

MiFILE Training and Educational Resources

Also, to support a uniform filing experience for the filing community, both for attorneys and self-represented litigants, training and other educational resources are being developed by the SCAO in collaboration with [Michigan Legal Help](#) and ImageSoft. Courts are strongly discouraged from developing independent training or other educational resources. If a court identifies training gaps or areas that may require additional resource development, send suggestions or comments to Jacquelynn Derrig, Trial Court Services e-Filing Analyst, at derrigj@courts.mi.gov.

Please contact efiling@courts.mi.gov with additional questions.