

MiFILE Training

Training on the use of MiFILE, the statewide e-Filing system, will be a large endeavor, involving a diverse group of stakeholders over the course of several years. This effort will entail developing and implementing in-person training, training materials, webinars, and various other resources through the collaborative efforts of the State Court Administrative Office (SCAO), ImageSoft (the software vendor for MiFILE), and Michigan Legal Help, as well as input from the pilot and model e-Filing courts. This collaboration will ensure that appropriate training materials and resources are available for MiFILE users. Resources and training information will be available on the [MiFILE website](#), the [MiFILE Statewide e-Filing Initiative website](#), and the [Michigan Legal Help website](#).

MiFILE Training for Courts

SCAO and ImageSoft will provide training to courts before and during MiFILE implementation through several means, including in-person training, training videos, webinars, and job aids. Additional training will be provided as needed as updates are made to MiFILE.

As part of its readiness assessment for implementation of MiFILE, each court and the e-Filing project team will determine an approach for the court to conduct training. SCAO and ImageSoft will provide training materials and in-person training to a subset of court staff, who will then train the remaining court staff. A learning management system (LMS) will be employed by the Michigan Judicial Institute after Wave 2 for training a majority of the court staff. The LMS will provide directed training courses tailored to the roles and responsibilities in the court.

Court staff will obtain hands-on learning by working through test scenarios during implementation preparation. This will give staff an opportunity to see and understand how routine tasks, such as processing a fee waiver, are handled in the new environment.

Resources developed by SCAO will supplement the training and include a desk guide, MiFILE Briefs that summarize various requirements, and Policies and Standards for e-Filing. Some of these resources are already available on the [MiFILE Statewide e-Filing Initiative website](#). Remaining resources will be developed throughout 2019 and 2020.

MiFILE Training for Attorney Filers

ImageSoft maintains a reference manual on MiFILE and hosts monthly MiFILE webinars designed primarily for attorneys. These resources may also be of benefit to individuals who are filing on behalf of state agencies, law enforcement, and other organizations. [See the 2019 webinar schedule](#). Additionally, there are resources housed on the [MiFILE website](#) under the Help/Support tab.

Resources developed by SCAO will supplement ImageSoft’s training and include a reference guide, one- and two-page “How To” guides, MiFILE Briefs that summarize various requirements, and Policies and Standards for e-Filing. Some of these resources are already available on the [MiFILE Statewide e-Filing Initiative website](#). Remaining resources will be developed throughout 2019 and 2020.

MiFILE Training for Self-Represented Filers

Michigan Legal Help, in collaboration with the SCAO, is creating resources specifically designed for self-represented litigants. These resources include “How To” guides for MiFILE registration, managing payment information, preparing documents for electronic filing, initiating a case, and making subsequent filings to a case. Michigan Legal Help will have MiFILE-related resources available under the [Self-Help Tools for MiFILE](#).