



Quick Reference Guide

Filer Experience

MiFILE Quick Reference Training Guide Summary

Table of Contents

1. Getting Set Up in MiFILE	1
<i>Account Set Up and Logging In</i>	1
<i>Making Connections</i>	1
<i>Who's Who in MiFILE?</i>	2
<i>Notification Settings</i>	2
2. Finding Your Way Around MiFILE	3
<i>Navigating</i>	3
<i>Searching for a Case</i>	4
<i>Viewing Case History</i>	5
3. Preparing Documents Before Filing	5
<i>Avoiding Rejected Documents</i>	5
<i>Attachments</i>	6
4. Starting a New Case or Filing into a Case	6
<i>Associating Party or Attorney to Current User</i>	7
<i>Uploading Documents</i>	7
<i>Case Initiation; Filing Only</i>	8
<i>Making Subsequent Filings</i>	8
<i>Marking Documents Confidential or Sealed</i>	9
<i>Connecting Documents</i>	9
<i>Saving Your Work</i>	9
5. Making Payments	9
<i>Setting Up a Payment Account</i>	9
<i>Filing Fees and Merchant Processing Fee</i>	10
<i>Fee Waiver</i>	10
<i>Exemption from Fee</i>	11
<i>Making Additional Payment as Directed by Court</i>	11
6. How to be Served or to Serve Documents	12
<i>Service Recipients</i>	12
<i>Changing e-Mail Address for e-Service and e-Notification</i>	13
<i>Selecting Service Options</i>	13
<i>Sending a Courtesy Copy</i>	14

7. Add Party and Add Attorney Feature	14
<i>TrueFiling Add Party/Attorney Process</i>	15
<i>Service with Add Parties</i>	17
<i>Add Party – Final Steps</i>	18
8. Final Instructions	19

1. Getting Set Up in MiFILE

Account Set Up and Logging In

Every user must have a MiFILE account. The account username is the user's e-mail address. If a user's e-mail address changes for some reason, a new account must be opened. If a new account must be opened, any existing case history for that user will be lost.

- Set up a MiFILE account.
 - ☐ Navigate to [MiFILE Login page](#).
 - ☐ Click the *Sign Up* link.
 - ☐ Complete registration information.
 - ☐ Select one or more of the following roles that apply. If none of the user roles applies, do not select one.
 - ✓ I'm an attorney in one or more states/provinces (requires bar number).
 - ✓ I am a filing on behalf of an attorney.
 - ✓ I am a court reporter/recorder (requires certification number).
 - ✓ 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.
 - ☐ Read the e-Filing User Licensing Agreement
- Special Notes:
 - User's e-mail address is the individual's username.
 - User may have only one account per e-mail address.
 - User's e-mail address is accessible to other registered users.

Making Connections

MiFILE uses connections to build a network of firm attorneys, firm members, self-represented filers, and court reporters.

- Only an attorney may initiate a connection request with another user, but any user can receive a connection request from an attorney. We recommend attorneys not send Connection Requests to clients as they would have access to payment information through this feature.
- When a connection request is accepted, both connected users can file on one another's behalf, share payment information, and access one another's filing histories.
- Connections will not make a connected user a service recipient on a case. If attorney staff want to be copied on MiFILE notification e-mails for the attorney on

whose behalf they file, an e-mail rule should be set up to receive a copy of the attorney's e-mail. See rules for two common e-mail services at [Microsoft Outlook](#) and [Gmail](#).

- Connections can be removed at any time; neither party will receive a notification about the removal.

Who's Who in MiFILE?

MiFILE differentiates between a "submitter" and a "filer."

- A "submitter" is the individual who registered for the MiFILE account.
- A "submitter" may also be a "filer."
- A "submitter" may file documents on behalf of another person (also referred to as a connection).
- A proof of service will show the "submitter" name as the individual who initiated the MiFILE service transmission.

An example of a submitter filing on behalf of another person is a legal assistant (submitter) filing documents for the attorney they work for (filer).

Notification Settings

MiFILE notifies filers regarding their filings at each stage in the filing process.

- A filer can select whether to be notified via text message or e-mail (or both).
- If a filer's connections (e.g., attorney staff) want to be copied on MiFILE notification e-mails for the attorney on whose behalf they file, an e-mail rule should be set up to receive a copy of the attorney's e-mail. See rules for two common e-mail services at [Microsoft Outlook](#) and [Gmail](#).
- Notifications for "When a Filing is marked as Filed" and "When a Filing is marked as Rejected" are preselected. We recommend that a filer keep these two settings checked at all times to ensure up-to-date information on the status of their filings.
- What happens when you select a notification setting:
 - "When my documents are submitted to the court" - the filer will receive a notification when the transmission of the filings data and documents are received by the court.
 - "When a payment transaction occurs" - the filer will receive a notification when a payment is made.
 - "When a filing is marked as filed" - the filer will receive a notification indicating their filing was accepted and filed in the court.
 - "When a filing is marked as rejected" - the filer will receive a notification indicating their filing was rejected by the court and a refund will be issued (if applicable).

Notification Settings

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"/>

Send a copy of notification emails you receive about your filings to your TrueFiling connections.

i

Select the connections to be copied.

Name	Email Address	Submitted	Payment	Filed	Rejected
<input checked="" type="checkbox"/> Andrea Test	andreatestimagesoft@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Ashley Lee	alee@imagesoftinc.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Brock Schroeder	bschroeder@imagesoftinc.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Marci Steiger	msteiger@imagesoftinc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. Finding Your Way Around MiFILE

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

miFILE

Powered By
TrueFiling

Connection Requests (1)

Andrea Test
andreatestimagesoft@gmail.com

Log Out

Main Pages

- File
- Case Search
- History
- Favorites
- Settings

Resources

- Help / Support
- Email Activity

Court

Court▼

Search by Case Number or Case Title

☐ Search by Date

Search

Search Result (0)

- 3

- **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 in getting acquainted with the system.
 - **E-mail Activity:** If a filer thinks e-mails from MiFILE are being blocked, they can test this capability from the Email Activity page.
- Once you've selected a court, a court information pane will display on the right side of the screen. The court information pane contains court-specific information, notifications, and links to various resources.

Searching for a Case

To search for a case, select *Case Search* in the left navigation pane.

- Select the court in which you want to search for the case.
- Provide your search criteria, such as a portion of the case number or the case name. The search will return any cases with a case number or case title that contains the search criteria, an exact match is not required. By clicking the *Search by Date* box (as shown below) you can specify a date range to refine case searches.

Case Search

Court		Search by Case Number or Case Title	<input checked="" type="checkbox"/> Search by Date
<input type="text" value="MI SCAO Circuit Court"/>		<input type="text"/>	<input type="button" value="Search"/>
Case opened on or after	Case opened on or before		
<input type="text"/>	<input type="text"/>		

- 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.

- 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.

Viewing Case History

This history pane allows a user to see the status of all of the filings submitted by them and the filings submitted by their connections.

- The history pane defaults to *My History* but a user can also view *My Networks History* to view filings made by connections.
- The case history page will display submission date and time, court of filing, case number, filing name, filing type, filer, submitter, and status.
- One of the most important items to view from the history page is the status of any filings submitted. Filing statuses that can be displayed on the history page are:
 - **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.
 - **Paid** - Payment processing has been completed successfully.
 - **Payment Rejected** - Payment for the filing failed. Typical reasons include: expired credit card, insufficient funds, or card deleted from MiFILE.
 - **Filed** - The filing has been reviewed and accepted by the clerk of the court.
 - **Rejected** - The filing has been rejected by the clerk. If a fee was associated with the filing, it will be refunded.
 - **Refunded** - Once a refund has been generated by the payment processor, the filing status will be updated to Refunded.
 - **Not Filed** - When a serve-only filing is successfully processed by the system, this will be the status shown.
- Only when a "Filed" status is received by MiFILE is a document part of the official court record. Rejected filings are not maintained by the court.

3. Preparing Documents Before Filing

Avoiding Rejected Documents

The State Court Administrative Office has established [document preparation standards](#) and [standard rejection reasons](#), including solutions for avoiding rejected filings.

- Documents prepared for filing must comply with these standards to avoid rejected documents.
- Filers are encouraged to use the [court forms](#) approved by State Court Administrative Office when available.
- Standards of special note are the margin settings and document size because the system will detect any document that exceeds the size restrictions.
- Supported document types are DOC/DOCX, PDF, RTF, TXT, JPG, TIF or PNG.
- Maximum file size is 25MB.

Attachments

Attachments (formally known as exhibits) that are created by the filer must comply with the document preparation standards. Review the Attachments section for details and examples for naming attachments.

- Each attachment accompanying a document must be separately attached and referenced to the lead document to which it relates.
- The last page of the lead document must contain an index subtitled “index to attachments” and must list the title of each attachment and its associated filing names.
- Each attachment must be identified as an attachment to the lead document and be numbered.

4. Starting a New Case or Filing into a Case

After documents are prepared in accordance with the standards, the filer is ready to file their documents with the court.

- To start a new case:
 - ☐ Log into MiFILE on the [MiFILE Login](#) page.
 - ☐ Select *File* (on the left panel).
 - ☐ Select the court from the drop-down.
 - ☐ Select “Initiate a New Case.”
 - ☐ Select the filer that they are filing on behalf of:
 - ✓ Filing for Myself.
 - ✓ Filing for a connection.
 - ☐ Select case category from the drop-down.
 - ☐ Select case type from the drop-down.
 - ☐ Provide party and case details (if applicable).

Special Notes:

- The list of case categories and case types are maintained by the State Court Administrative Office.
- The appearance of the case initiation form and the information collected will differ based on the case category selected.
- If any required fields are not provided, the system will show the error within the Validation Issues section at the bottom of the screen.
- While on this page, DO NOT use any back arrows on your Internet browser, if the filer hits the back arrow, all data entry up to that point will be lost.

➤ To file into an existing case:

- ☐ Log into MiFILE on the [MiFILE Login](#) page.
- ☐ Select *File* (on the left panel).
- ☐ Select the court from the drop-down.
- ☐ Select case from list using Case Search screen.
- ☐ Associate party or attorney to case as necessary.

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 on the case but their email address/information is not yet associated with the party or counsel on file. Once the user is associated with the case, they will become a service recipient on the case. Only parties, attorneys, and those with a legal interest in the case are service recipients.

- ☐ Navigate to the “Case Details” screen or the “Filing” screen.
- ☐ Select the “I am this Person” button to associate their MiFILE registration information, including e-mail address, to the listed party or attorney.
- ☐ Confirm that the user is the named person.
- ☐ Click Submit and then Close.

Note that, depending on a court’s level of integration with their Case Management System, the time it takes for this request to process may differ.

Uploading Documents

Once a filer completes the party and case details page, they will be directed to the Upload Filings page. If the filer associates themselves with the case using the “I am this Person” button, they will then need to click the “File to this Case” button to submit their filing.

- Drag and drop the item onto the drag and drop box or click the box to select the file from personal device.
- Select the filing type. The filing type list varies by case type.
 - A temporary case number is assigned to the filing; for example, *TEMP-XPKPM6LO*.
 - The temporary case number will be replaced with the actual case number after the filing is accepted by the court.
 - The filer will receive notification of the court case number for the filing.

Case Initiation; Filing Only

The filer is not permitted to serve documents electronically through MiFILE at case initiation.

- The top right of the document upload screen displays a check box to *File Document*.
- Service must be accomplished in the manner prescribed by court rule (see the section on service for details).
- A *case initiation form* is displayed in the filings list. This case initiation form contains the information provided on the Party Details and Case Details screen that is submitted to the court.

Making Subsequent Filings

After a case has been accepted by the court, the filer is permitted to file and serve documents through MiFILE.

- The TEMP case number is replaced with the court case number in the MiFILE history.
- No additional party information is required to be entered and the filer will be directed to the Upload screen after selecting the case.
- The top right of the document upload screen displays check boxes to *File Document* and *Serve Document*.

Marking Documents Confidential or Sealed

MiFILE provides a means for filers to mark documents confidential or sealed as authorized by statute, court rule, or order of the court.

- The filer may flag a document confidential or sealed where there is authority.
- The clerk of the court will verify authority to make a document confidential or sealed, and if a document is not flagged appropriately, the clerk may reject the document for filing.

Connecting Documents

MiFILE provides a means for filers to connect a series of individual documents 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.

- Name documents in accordance with the [document standards](#) established by the State Court Administrative Office.
- After uploading documents, drag the second document (attachment) on top of the first document (lead document) and release it when the blue bar is displayed. A chain link icon indicates that the documents are connected.

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

Saving Your Work

MiFILE provides a means to *Save Progress* if the filer wants to stop working and return to the filing later. A *Save Progress* button is displayed at the bottom of the Upload screen. The incomplete bundle can be located under the *Unsubmitted* tab in the user history.

5. Making Payments

Setting Up a Payment Account

The MiFILE system provides for payment by credit card and a payment account must be set up. Payment information is maintained in MiFILE. The following credit cards are accepted: MasterCard, Visa, Discover, and American Express.

A user can update payment information under *settings* and *payment accounts*. A user can add new payment methods or view current payment information.

- Enter payment information. All credit card details, including the CVV code, are required. A “card nickname” can be provided to easily identify a card from among multiple payment methods.
- Indicate whether to share this payment record with network connections.
- Press the *Add* button to save information.

Special Notes:

- Only one credit card can be used at a time for a single bundle. Partial payments are not accepted.
- After using a pre-paid credit card, keep the pre-paid credit card until after the filing is either accepted or rejected. If documents for which there was a fee are rejected by the court, the fee will be refunded to the pre-paid credit card.
- Credit card refunds can take more three business days to process.
- Credit card merchant processing fees are nonrefundable.

Filing Fees and Merchant Processing Fee

Filing fees may include a statutory filing fee, an electronic filing system (EFS) fee, and a merchant processing fee. The EFS fee is collected only once at case initiation and only for certain case types. If a filing is rejected for which there is a refund of the filing fees, the merchant processing fee is nonrefundable.

Fee Waiver

MiFILE provides a means for a filer to request a fee waiver. This request can be made by selecting the *Request Fee Waiver* button displayed on the Payment Options screen.

Available fee waiver options are below:

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:
- ☐ I receive public assistance from a source other than MDHHS. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)
- ☐ I am represented by a legal services program or law clinic because of indigence. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)
- ☐ I am unable to pay fees because of indigence. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)

- A fee waiver request will conditionally apply a waiver of the payment due. Both the waived amount and an amount of \$0 due will be displayed on the payment screen.
- The court must grant the request for fee waiver before the filing bundle can be accepted. If the request is denied, the filing bundle will be rejected.
- The filer will receive notice of the acceptance or rejection of the bundle, including a copy of the order granting or denying the fee waiver.

Exemption from Fee

MiFILE provides a means for certain filers to indicate when they are statutorily exempt from a filing fee.

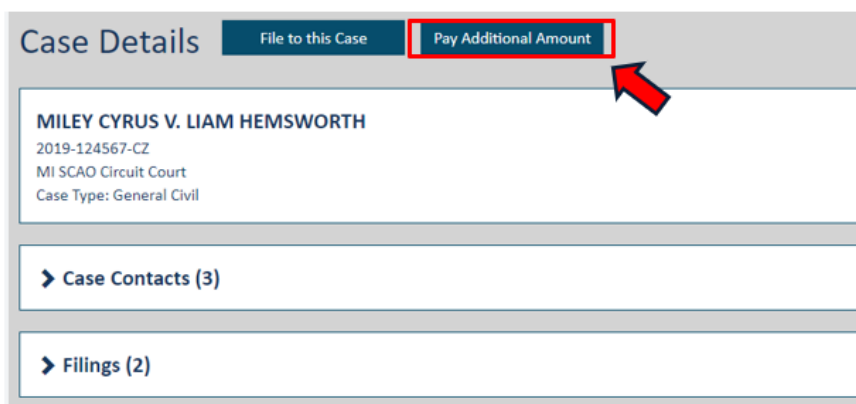
- If a filer is a government entity and is statutorily exempt from an EFS fee, the filer will select the first option (see the screen below).
- If a filer is statutorily exempt from a filing fee, the filer will select the second option (see the screen below) and enter the reason they are not required to pay a filing fee.

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:

Making Additional Payment as Directed by Court

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 a bond deposit, escrow, or payment of inventory fees. The filer will need to search for the case and select *Pay Additional Amount*.



Case Details **File to this Case** **Pay Additional Amount**

MILEY CYRUS V. LIAM HEMSWORTH
2019-124567-CZ
MI SCAO Circuit Court
Case Type: General Civil

➤ **Case Contacts (3)**

➤ **Filings (2)**

- Select filer name from the drop-down list.
- Select the payment type from the drop-down list.

- For payment types that require a “filer provided fee,” enter into the fee box the amount ordered or requested by the court to pay.
- Select payment method and submit payment.

6. How to be Served or to Serve Documents

If a party required to be served is exempt from e-Filing or has not registered as a user of MiFILE, they must be served by the other method(s) required by Michigan Court Rules.

Service Recipients

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).

Any nonparty with a legal interest in a case (such as a receiver) or an interested person named in a probate case who wants to be served electronically but who has no specific document (such as an objection or competing petition) to file into the case, must complete and file SCAO-approved, [Request for e-Service by MiFILE](#) (form MC 507).

Special Notes:

- A staff person for an attorney is not a service recipient, does not have a legal interest in the case even if they are a connected user, and must not file form MC 507.
- If attorney staff want to be copied on MiFILE notification e-mails for the attorney on whose behalf they file, they must not file a request to add themselves to the case. Instead, an e-mail rule should be set up to receive a copy of the attorney’s e-mail. See rules for two common e-mail services at [Microsoft Outlook](#) and [Gmail](#).

Changing E-Mail Address for E-Service and E-Notification

If any of your contact information on the case changes after the transition to MiFILE 2.0, you are required to file the change with the court and serve the case participants with that information. In addition, if you are an attorney, you must change your e-mail address with the State Bar of Michigan.

Selecting Service Options

MiFILE permits a filer to select service on an existing case, but not on a new case.

➤ Serving Case Initiation Documents

- When a new case is initiated, MiFILE preselects the *File Document* option. Electronic service is not permitted, and service must be accomplished as required by Michigan Court Rule.

☒ *File Document*

- #### ➤ After the case initiating documents (e.g., Summons and Complaint) have been served, a proof of service must be filed. In this example, the filer will upload the proof of service in MiFILE, select the *File Document* option, and select “Return of Service of Summons and Complaint” as the filing type.

➤ Serving Subsequent Documents

- When subsequent documents are filed, MiFILE preselects both the *File Document* and the *Serve Document* options.

☒ *File Document*

☒ *Serve Document*

- When the *Serve Document* checkbox is selected, a “Select Recipients” pane displays after a document is uploaded. The names of all named parties, attorneys, or others with a legal interest in the case will be preselected for service and cannot be deselected. If a service recipient does not have an e-mail address recorded in MiFILE, their name will be grayed-out and documents must be served on them as otherwise required by Michigan Court Rule.
- The filer has the option to deselect either the *File Document* option or the *Serve Document* option, depending on what the filer wants to accomplish. For example, a filer might want to defer service until after receiving a document with the FILED stamp by the court. In this instance, the filer would deselect *Serve Document* and file the document. After the document is accepted by the court and the filer receives the FILED stamped document, the filer would serve the document.

- Michigan Court Rule 1.109(G)(6)(b) requires filers to use MiFILE 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.
- After a document is served, a proof of service will be generated by MiFILE and filed with the court.
 - If the *File Document* and *Serve Document* options are both selected when a bundle is submitted, the MiFILE-generated proof of service will be filed with the court as part of the bundle submission. The filer must not prepare and file a separate proof of service.
 - If only the *Serve Document* option is selected when a bundle is submitted, the MiFILE generated proof of service will be filed with the court as part of the bundle submission. The filer must not prepare and file a separate proof of service.

Special 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.

- If a party is served in a manner other than through MiFILE, the filer must file proof of service with the court through MiFILE. The filer will upload the proof of service as shown in step 4 above, select the *File Document* option, and select “Proof of Service” as the filing type.

Sending a Courtesy Copy

MiFILE provides an option for the filer to send a courtesy copy of a document to any recipient with an e-mail address. A courtesy copy is not legal service and cannot be used for parties in the case.

- Select *Add Recipient*, enter the individual’s name and e-mail address, and select “Courtesy Copy” from the drop-down menu.
- Individuals sent a courtesy copy are not included on the MiFILE-generated proof of service.
- Any Courtesy Copy recipient is a one-time recipient and would have to be added each time the filer wants them to receive a courtesy copy of a filed document.

7. Add Party and Add Attorney Feature

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. 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.

TrueFiling Add Party/Attorney Process

To begin, search for and select the case that the party intends to be added to.

- ☐ Select **“File to this Case”** button on the Case Details screen.
- ☐ The **“Add Party to Case”** button will be available for selection on the filing screen. Select this button if you are adding a party to a case.
- Or**
- ☐ The **“Add Counsel to Case”** button will be available for selection on the filing screen. Select this button if you are adding an attorney to the case
- ☐ Once selected, the Add Party screen will display.

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	

All fields marked with a red asterisk (*) are mandatory. The Add Party screen will have three fields that need to be completed before submitting the request.

➤ Party Type

Add Case Party

Party Type *

-- Select An Option Below --

☒ Person ☐ Entity

- ☐ Using the dropdown box, select the appropriate party type that is being added.

➤ **Enter a New Contact**

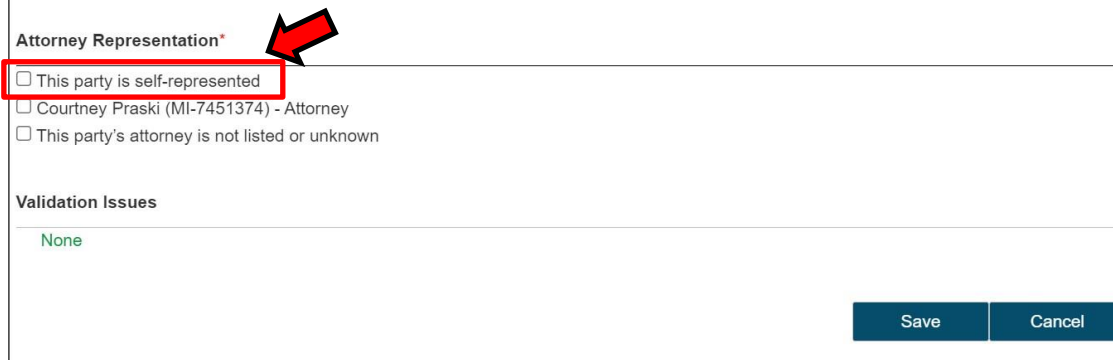


- ☐ Select one of the names shown in the dropdown to automatically populate the mandatory fields on the “Add Case Party” screen

Or

- ☐ Select “Enter a new contact”.
- ☐ Type in all mandatory fields

➤ **Attorney Representation**



- ☐ If the party being added does not have an attorney, they will select “This party is self-represented.”

Or

- ☐ If the party being added does have an attorney, they will check the box to select the option that indicates that an attorney is representing the party being added.
- ☐ 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.

Or

- ☐ 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 e-mail 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.

➤ Validation/Final Steps

- ☐ 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.

Special 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). Directions on how to upload supporting documentation can be found [here](#).

Service with Add Parties

The Add Party to Case feature will allow the party to not only submit their information along with the supporting document for review and handling by the court but to serve the document on existing parties or their attorneys. Parties that are listed and have a corresponding email address will receive electronic service when the 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.

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	

Save Progress

Cancel

Next

- ☐ **Select Recipients:** This section displays the list of parties and attorneys associated with the case. All the service recipients in the list will receive electronic service of the documents being filed if the “Serve Document” checkbox is selected. Users are unable to deselect any of the confirmed parties or attorneys when serving documents through MiFILE.

- ☐ **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.
- ☐ **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.

Add Party – Final Steps

- The “Filing Submission” screen will display.
 - ☐ Select “**Next**” to proceed.

- The “Checkout” screen will display.
 - ☐ Select the appropriate credit card.
 - Or**
 - ☐ “Request Fee Waiver” button.
 - ☐ To proceed further the filer clicks on “Submit.”
 - ☐ When either the credit card is selected, the fee waiver information has been completed, or no fees are associated with the filing, select the “Submit” button to proceed.

- ☐ The “Submission Successful” window will display.
- ☐ Select the “**OK**” button to proceed.

8. Final Instructions

The filer should check their e-mail and MiFILE case history regularly for updates regarding their filing. For additional information, visit the [MiFILE Statewide e-Filing Initiative](#) website.