
TrueFiling™

User Guide – Registration & Logon

ImageSoft, Inc.



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What is TrueFiling?

TrueFiling is a web-based e-filing and e-service solution for law firms and pro per filers. It provides an easy to use web interface for filers to electronically initiate a case as well as file documents for an existing case from an Internet connected computer instead of filing paper copies at the clerk's office.

A typical filing process in TrueFiling includes:

1. The filer—an attorney, paralegal staff member, or self-represented litigant—prepares one or more documents to file with the Court using a word processor, such as Microsoft Word or Adobe Acrobat.
2. The filer uploads one or more filings (documents) contained in a bundle, specifying the appropriate filing document type and servicing method.
3. The filer selects a payment method and submits the bundle to the Court for the clerk to review.
4. For e-service, the selected servicing recipients will be emailed a notification that contains a link to the filing (or links if there are multiple filings submitted in the bundle). A proof of service is automatically generated and submitted to the court.
5. The clerk will review the incoming filing(s) and the proof(s) of service and will reject or tentatively accept the bundle of filing(s) based on court rule requirements.
 - If the clerk tentatively accepts the filing(s), the credit card supplied at submission will be charged the appropriate statutory fees.
 - If the clerk rejects the filing(s) or payment was declined, the filer will be notified through the TrueFiling user interface and optionally emailed a reject notification.
 - If payment is approved, the clerk will docket the filing(s) in the register of action for the case accordingly.
6. The filer will be notified through the TrueFiling user interface and optionally emailed a filed notification.

Setting up a TrueFiling firm with an administrator involves a simple registration process. New users must be invited, or will need to request an invitation, to join TrueFiling by the administrator.

The *TrueFiling Administrator Guide* contains detailed information on setting up a TrueFiling firm.

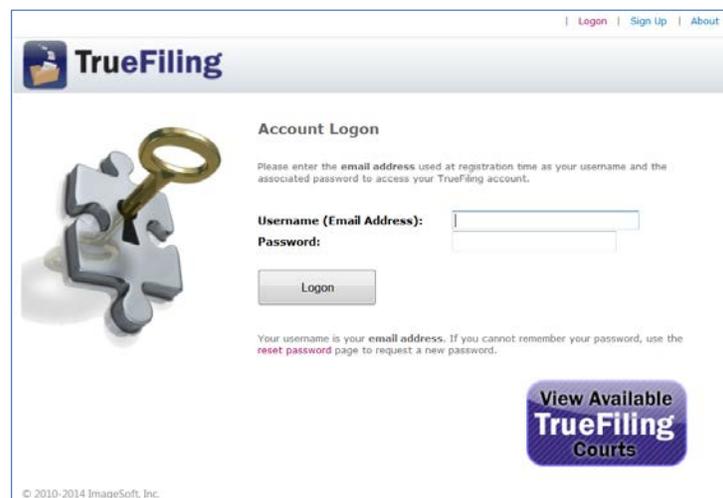
Registration

TrueFiling enables members of a law firm to access case information, filings, and payment accounts. One or more TrueFiling administrators are established for the firm and are responsible for setting up and maintaining the firm's TrueFiling site, such as establishing payments accounts and selecting those courts in which documents will be e-filed (known as Favorite Courts). **Individual members of a firm can register with TrueFiling only after receiving an invitation from their TrueFiling administrator to join.** This process will be discussed below.

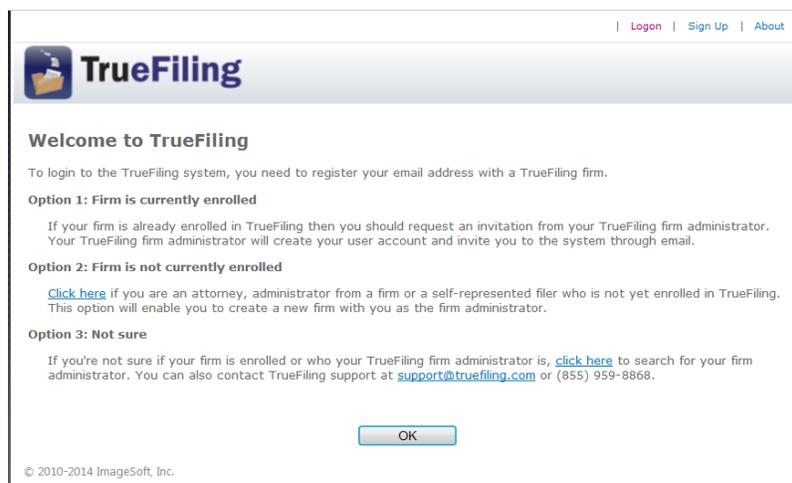
Self-represented filers can also create their own TrueFiling "firm" through which they can e-file and e-serve documents. The self-represented filer serves as his or her firm's administrator.

Registering Your Firm with TrueFiling

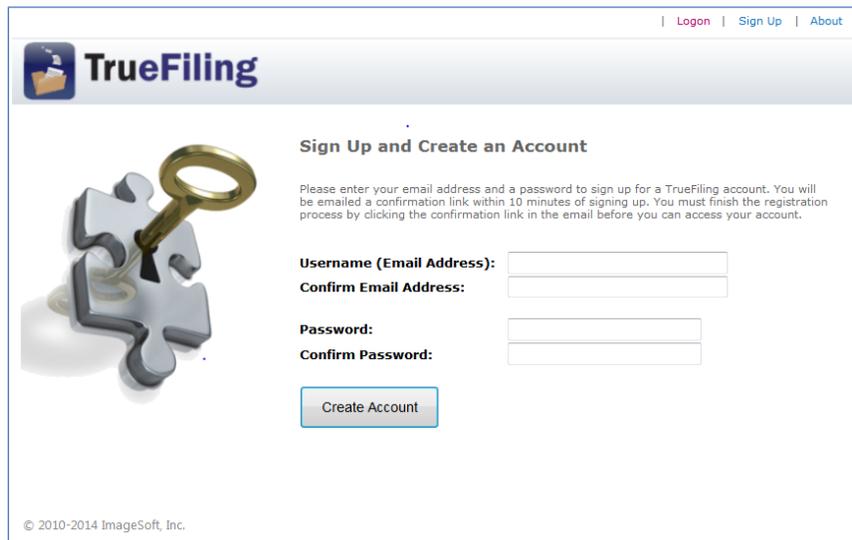
1. Access the Account Logon page (displayed below) through your Internet browser at <https://www.truefiling.com>. Click on **Sign Up** in the upper right-hand corner of the page.



2. Select the [Click here](#) link in Option 2 on the Welcome to TrueFiling page to register your firm.



3. Enter and confirm your email address, which will serve as your username for logging on in the future. Also create and confirm a password. The password can be any combination of numbers, letters, and characters, and is case sensitive. Proceed by clicking the Create Account button.



Logon | Sign Up | About

TrueFiling

Sign Up and Create an Account

Please enter your email address and a password to sign up for a TrueFiling account. You will be emailed a confirmation link within 10 minutes of signing up. You must finish the registration process by clicking the confirmation link in the email before you can access your account.

Username (Email Address):

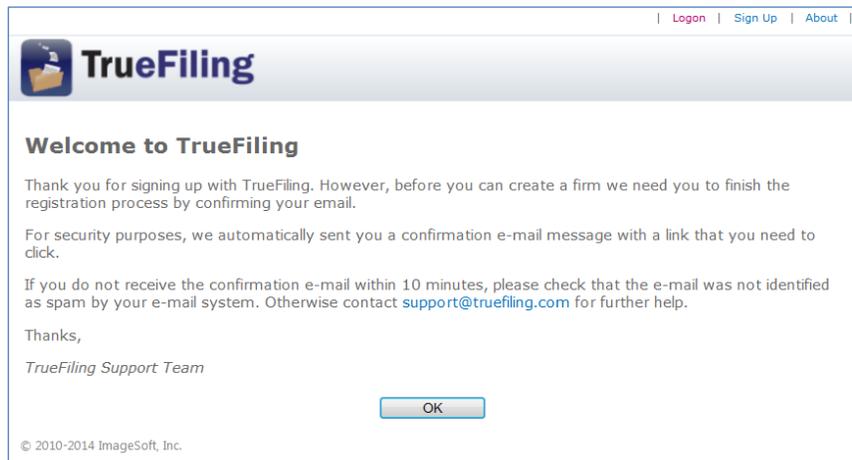
Confirm Email Address:

Password:

Confirm Password:

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4. TrueFiling notifies you that a confirmation email is being sent to your registered email address.



Logon | Sign Up | About

TrueFiling

Welcome to TrueFiling

Thank you for signing up with TrueFiling. However, before you can create a firm we need you to finish the registration process by confirming your email.

For security purposes, we automatically sent you a confirmation e-mail message with a link that you need to click.

If you do not receive the confirmation e-mail within 10 minutes, please check that the e-mail was not identified as spam by your e-mail system. Otherwise contact support@truefiling.com for further help.

Thanks,
TrueFiling Support Team

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- The confirmation email directs you to click on the link or copy the URL to your browser's address bar to continue the registration process:

To complete the registration process for TrueFiling, click [this link](#) or copy and paste the following link directly into your browser's address bar:

https://www.truefiling.com/_layouts/ElectronicFile.Main/CreateOrgSite.aspx?RegistrationId=0e221af4-907b-4ad8-bef1-fe1d2cdf5897

For security reasons, this link is only active for 7 days. If you do not complete the registration before then, contact TrueFiling support by email at support@truefiling.com or by phone at (855) 959-8868.

Thank you for signing up with TrueFiling.

***** This email was sent from an unattended email mailbox - replies to this email will be rejected *****

About TrueFiling

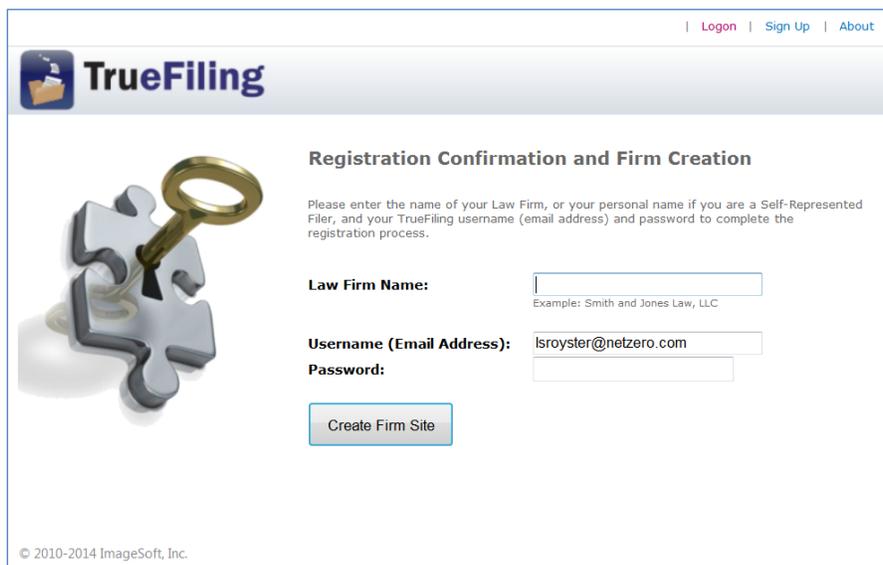
TrueFiling is a 24x7 Web-based e-file and e-service solution for courts, law firms and self-represented filers. It expedites justice by reducing paper handling and travel time and improves the court's internal processes through electronic workflow.

Home page: <https://www.truefiling.com>

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Home page: <http://www.imagesoftinc.com>

- Type the name of your firm, enter your password, and click the Create Firm Site button.



The screenshot shows the TrueFiling website interface for registration confirmation and firm creation. At the top right, there are links for "Logon", "Sign Up", and "About". The TrueFiling logo is on the left. The main heading is "Registration Confirmation and Firm Creation". Below this, a message asks the user to enter their Law Firm name or personal name, their TrueFiling username (email address), and their password. There are three input fields: "Law Firm Name:" (with an example "Smith and Jones Law, LLC"), "Username (Email Address):" (with the example "lsroyster@netzero.com"), and "Password:". A "Create Firm Site" button is located below the password field. On the left side of the form, there is a graphic of a puzzle piece with a keyhole and a key. At the bottom left, the copyright notice "© 2010-2014 ImageSoft, Inc." is visible.

7. Read the TrueFiling User Agreement, select the radio button to accept the terms of the License Agreement, and click on the OK button to finish the registration process. If you select the radio button to *not accept* the terms of the License Agreement, you will not be allowed to register with TrueFiling.

| [Logon](#) | [Sign Up](#) | [About](#) |



TrueFiling(TM) User Agreement

PLEASE READ THE USER AGREEMENT (the "Agreement") BELOW AND INDICATE YOUR ACCEPTANCE BY CLICKING THE "I AGREE" BUTTON AT THE END. BY USING THIS SERVICE, YOU ARE AGREEING TO BE BOUND BY THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, PLEASE EXIT THIS SITE.

TrueFiling(TM) is a website ("The Website") owned and operated by ImageSoft, Inc., a Michigan Corporation ("Service Provider") and an Electronic Filing Service Provider ("EFSP"). Service Provider has contracted with various courts, court clerks or other government agencies having management of court operations ("Receiving Entity") to deliver electronic filing of documents and providing document service to participating parties. Service Provider may change the terms in this Agreement at any time. When the terms are changed, Service Provider will notify you by placing a notice on the Website; any such changes shall apply to any use of the Website after the point in time when such change is posted. The changes also will appear in this document, which you can access at any time from your Service Provider's website. If you use the Website after notification of a change in the Agreement, you are deemed to have accepted all of the changes and will be bound by all such changes, in addition to the terms which have not changed.

1. Description of Service. The Website provides capabilities that permit public filers to electronically file documents with Receiving Entity's and electronically serve documents on other parties participating in the electronic filing program ("The Service"). The Service may also offer features, such as the ability to purchase documents (certified or non-certified) from a Receiving Entity or other government agency. Service Provider may alter or remove features and functions of the Service at any time, without notice. The Service is only available to entities or individuals who agree to, and abide by, the terms and conditions of this Agreement. You, as the party using the Service (referred to herein as "you" or "User," are responsible for all acts and omission of all individuals accessing or using the Service on your behalf.

The Service Provider is authorized by the Receiving Entity to collect fees on their behalf. This Agreement is between you and the Service Provider.

I accept the terms in the License Agreement.
 I do not accept the terms in the License Agreement.

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8. You will be automatically logged on to TrueFiling and directed to the page for selecting Favorite Courts. NOTE: You should select all courts in which your firm does or might do business. If you fail to select a court initially and later determine that you need to add it, you can easily do so by clicking the Court Lookup button on the Case Search screen. Because TrueFiling is implemented in several Michigan trial courts and a few out-of-state courts, you can also select those as Favorite Courts in order to e-file and e-serve in those courts. You should also set up your payment account(s) and send your emails inviting other firm members to join your firm's TrueFiling site (see Extending an Invitation to Join Your Firm, below).



Select Favorite Courts	
CA 1st District Court of Appeal	Add To Favorites
MI Androm 13th Circuit Court	Add To Favorites
MI Grand Traverse 13th Circuit Court	Add To Favorites
MI ImageSoft Appellate Court	Add To Favorites
MI Leelanau 13th Circuit Court	Add To Favorites
MI Macomb 16th Circuit Court	Add To Favorites
MI Ottawa 26th Circuit Court	Add To Favorites
MI Ottawa 58th District Court	Add To Favorites
MI Ottawa County Probate Court	Add To Favorites
VA Arlington 17th Circuit Court	Add To Favorites

Extending an Invitation to Join Your Firm

1. To extend an invitation to a firm member or someone associated with your firm (e.g., attorney, paralegal, office assistant, self-represented litigant) to join TrueFiling, and thus be able to e-file and e-serve documents, click on the Contacts and Attorneys link in the left-hand frame of the TrueFiling homepage.
2. Complete the information on the form (the red asterisks indicate required fields), select the appropriate check boxes to authorize the invitee to submit filings and/or serve as a firm administrator, select the role of the invitee (attorney, firm staff/employee/client, self-represented filer), and check the box acknowledging that the invitee is associated with your firm and *is not* opposing counsel in a case. If you fail to check the acknowledgment box, your invitation to join TrueFiling will not be sent. NOTE: Although the screen is labeled New Attorney, it applies to all member types.

3. After completing the required information and checking the appropriate boxes, click the OK button. An email will be sent to the invitee directing him or her how to accept the invitation and complete the registration process.

You have been invited to register with TrueFiling by roysterl@courts.mi.gov.

To complete the registration, click [this link](#) to access the registration page and type the following temporary password into the password box:

2md&t2h

If the above link does not work, copy and paste the following link directly into your browser's address bar:

<https://www.truefiling.com/layouts/ElectronicFile.Main/Registration.aspx?RegistrationId=dd8ef23e-6306-4e9e-be97-c1daaad5983>

For security reasons, this link is only active for 7 days. If you do not complete the registration before then, your TrueFiling administrator will need to send a new invitation.

***** This email was sent from an unattended email mailbox - replies to this email will be rejected *****

About TrueFiling

TrueFiling is a 24x7 Web-based e-file and e-service solution for courts, law firms and self-represented filers. It expedites justice by reducing paper handling and travel time and improves the court's internal processes through electronic workflow.

Home page: <https://www.truefiling.com>

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Accepting an Invitation to Join a TrueFiling Firm

1. You will receive an email invitation from your firm's TrueFiling administrator (see screenshot in Step 3 under Extending an Invitation to Join Your Firm, above) directing you to click on a link to accept the invitation and register with TrueFiling. The fields for the Invitation Code and Username (Email Address) will be pre-populated. Enter the temporary password from the email invitation and click the Confirm Registration button.

2. Read and accept the TrueFiling User Agreement (see screenshot in Step 7 under Registering Your Firm with TrueFiling, above), and click the OK button to complete the registration process. NOTE: You cannot complete the registration process and log on to TrueFiling unless you accept the terms of the user agreement.
3. After clicking the OK button, you will be automatically logged on to your firm's TrueFiling site. It is recommended that you immediate access the My Settings page (via the link in the left-hand frame of the TrueFiling homepage) and change the temporary assigned password to your own unique password.

Logging On to TrueFiling

1. Access the Account Logon page (displayed below) through your Internet browser at <https://www.truefiling.com>. Type your Username (Email Address) and Password and click **Logon**.

2. TrueFiling will launch and will open to whatever page you selected as your Default Page under **Settings >> My Settings**.