



Overview of TrueFiling Registration

A. Every Login User of TrueFiling must be:

- a. associated with a Firm; and
- b. registered with a unique email address.

*Note to self-represented filers, when you register, you will create a “Firm” for purposes of TrueFiling that is simply your first and last name.

B. The ONLY way to register with an existing TrueFiling Firm is by responding to an invitation email generated by TrueFiling when the Firm adds you as a Login User.

*Note: Do not go to truefiling.com and sign up (instead of responding to an email invitation from your TrueFiling Firm) as you will inadvertently create a new Firm.

1. Choose a Firm Administrator.

The Firm Administrator will:

- a. create the Firm, including setting up Payment Accounts and selecting Favorite Courts;
- b. add Attorneys and Contacts to the Firm; and
- c. maintain settings for the Firm, including Attorneys and Contacts (e.g., when people join or leave the Firm), and Payment Accounts (e.g., updating credit card(s) before they expire).

2. Firm Administrator enters truefiling.com in a web browser; creates their own account and Firm.

3. Firm Administrator clicks on **Firm Settings** page to select and save Firm settings.

**Note to Firms that have previously used a generic email address for e-service on attorneys within the Firm:*

TrueFiling does not allow the use of a second, generic email address for a Login User. Thus, when opposing counsel selects an attorney in your Firm for e-service, the filing will be e-served to that attorney's unique email address only. You may, however, create a Contact with a generic email address for your Firm and then add the Contact as a Case Contact to all cases in which the Firm is involved so that the filings can also be e-served to the generic email address.

4. Firm Administrator clicks on **Case Search** page, then on the "Court Lookup" button, to select Favorite Court(s) for the Firm, i.e., the court(s) available in TrueFiling into which the members of the Firm may e-file.
5. Firm Administrator clicks on **Payment Accounts** page to set up credit cards for the Firm.
6. Firm Administrator clicks on **Contacts & Attorneys** page to add Attorneys and Contacts (non- attorney Firm staff) to the Firm.
 - a. Check the "Allow this person to login and submit filings" box for each Attorney and Contact added who may want to login to TrueFiling to check the status of a filing or to submit filings. TrueFiling automatically sends an invitation email to each Attorney and Contact for whom this box is checked. They complete their registration as Login Users by responding to the email.
 - b. It is recommended to check the "Allow this person to be a firm administrator" box for at least one other Attorney or Contact in your firm to handle issues requiring a Firm Administrator when you are unavailable.
7. Firm Administrator clicks on **My Settings** page to select their Default Page and Email Notifications preferences; and instructs Attorneys and Contacts who are Login Users to do so for themselves.

For assistance with registration, case initiation or filing into existing cases, contact the Supreme Court or Court of Appeals at the following phone numbers or email addresses:

Supreme Court = (517) 373-0120 or MSCEfileSupport@courts.mi.gov

Court of Appeals = (517) 373-0786 or COAEfileSupport@courts.mi.gov

For technical assistance using TrueFiling, call ImageSoft Technical Support at (855) 959-8868 or send an email to support@truefiling.com.