



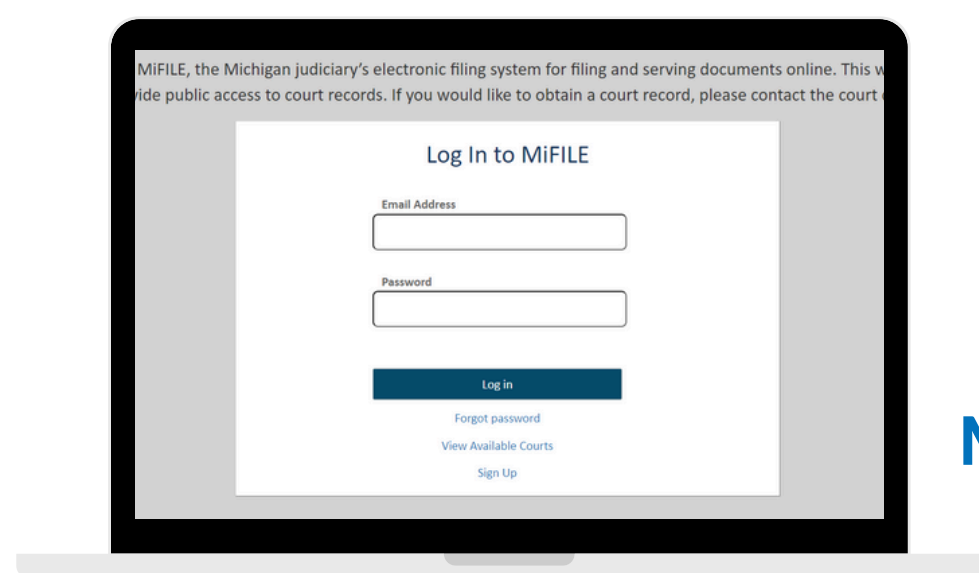
# MICHIGAN'S E-FILING SOLUTION



## FILE YOUR DOCUMENTS FROM THE COMFORT OF YOUR HOME OR OFFICE

### WHAT IS E-FILING?

E-filing is short for "electronic filing." It is the process of filing court papers using a computer instead of handing them to a court clerk in person. Michigan uses a software system called MiFILE for the e-filing process. You can log into MiFILE from any computer with Internet access.



### DO I HAVE TO E-FILE?

Attorneys are required to e-file as required by Michigan Court Rule 1.109(G)(3)(f) while all other filers are required to e-file only in courts that have been granted approval to mandate e-filing. For a list of e-filing courts, eligible case types, and which filers are mandated to e-file, see the chart below. If you are required to e-file, you can request an exemption.

Chart of E-Filing Courts in Michigan



Request For Exemption From Use of MiFILE



### HOW TO SIGN UP

You will need a MiFILE account to submit forms to the court. To get started, visit the MiFILE website and click "Sign Up" in the upper right corner. Creating an account is free.

How to Register for a New Account



How to Initiate a New Case



### HOW TO PREPARE

#### Step 1: READ THE RESOURCES



Court Forms, Court Rules, and E-Filing Standards

#### Step 2: WATCH THE MIFILE TUTORIALS/DEMOS



MiFILE Video Tutorials



MiFILE TrueFiling (Demo): What You Need to Know About E-Filing

#### Step 3: BE PREPARED TO E-FILE WHEN MIFILE GOES LIVE

##### ATTORNEYS SHOULD ALSO:

- (1) Register an email address with the State Bar of Michigan for use with MiFILE, and
- (2) Take action to make sure your legal support staff can file, serve, and receive service and notifications on your behalf.

### PAYING FOR YOUR FILINGS

Filing fees are paid in MiFILE with a credit card.

#### Accepted Cards Are:



If you don't have a credit card or prepaid card or are not required to e-file, you can pay your filing fee here at the clerk's counter with cash or money order.



How to Submit Payment

How to Add a Payment Account



Do-It-Yourself Fee Waiver

#### Step 3: BE PREPARED TO E-FILE WHEN MIFILE GOES LIVE

##### ATTORNEYS SHOULD ALSO:

- (1) Register an email address with the State Bar of Michigan for use with MiFILE, and
- (2) Take action to make sure your legal support staff can file, serve, and receive service and notifications on your behalf.

MiFILE Quick Reference Guide



What Are Connections?



Choose Notification Settings



### WANT TO LEARN MORE?

MiFILE Informational Website



E-Filing Rejection Reasons and How to Fix Them



Safety and Privacy When Using Electronic Devices for Legal Matters



How to Find a Case-Type Code



How to Prepare Documents for E-Filing



Michigan Legal Help's E-Filing Toolkit

