

Oakland County 6th Judicial Circuit Court NOTICE OF MANDATORY EFILING

- Your case has been assigned to the mandatory efileing pilot project according to Administrative Order (AO) 2007-3 and AO 2010-3 and can be found at www.oakgov.com/efiling.
- **Plaintiff is responsible for serving a copy of this notice (or an indication of this notice) with the Summons and Complaint on all opposing parties.**
- All future filings must be made through MiFILE, Powered by Truefiling. You may access efileing at www.oakgov.com/efiling.
- Before you may efile a document with the Court, you must register through the MiFILE website.
- Trainings on MiFILE are offered:
 - on a walk-in basis at the Oakland County Courthouse. Dates/times can be found at www.oakgov.com/efiling.
 - through webinars at <https://register.gotowebinar.com/rt/5929038774724252930>.
- Support:
 - MiFILE technical and customer care support – 855-959-8868 or mifile@imagesoft.com
 - Oakland County Clerk’s Office efileing questions – 248-452-8643
- Judges issue opinions and orders electronically. All filers must add themselves as a Case Contact to receive service of opinions and orders through MiFILE. If you fail add yourself, you will **not** receive copies of orders issued by the Court. Neither the Court nor the County Clerk provide free copies of opinions, orders, or other electronically filed documents to an attorney or party who fails to add themselves as a Case Contact. Copies can be obtained from the County Clerk at a cost of \$1.00 per page.

eFiling Quick Tips

- It is important that you register with MiFILE and that you “connect” yourself to your case to receive service at <https://mifile.courts.michigan.gov/login>. If you are not listed as a service contact you will not receive copies of documents that are issued by the court. This will result in a fee to purchase a copy of the document afterwards.
- A credit card is required to submit statutory court filings through MiFILE. Statutory document fees are subject to a credit card transaction fee up to 3% - all other documents will NOT be charged any fees.
- Payment is applied to the filer’s credit card at time of submission – if a document is rejected, the payment will be refunded.
- Anytime a document is rejected, the filer will receive an e-mail explaining the reason for the rejection. You must check your e-file account for status of your document and to obtain a copy of the time stamped document.
- To prevent e-mails containing the service of documents going into your spam/junk folder we recommend that you register info@truefiling.com and truefilingadmin@truefiling.com with your e-mail provider, or add them to your white list.
- Filing deadlines are extended to midnight. Documents submitted after midnight on Friday or the day before a holiday will be accepted as of 8:00 a.m. the following business day.
- All pleadings are required to be signed with either an ink (wet/scanned) signature or the electronic signature which must read as follows: /s/name.
- It is important that you review your documents before submitting them. Make sure that your document is legible, that it is scanned at 8 ½ by 11 scale size and it is facing the right direction. We recommend that you do not submit your documents in color. Please scan your documents in black and white and at 200 DPI.
- Documents that are related to each other can be submitted together as one document/PDF. For example: Motion for Summary Disposition/Brief/Notice of Hearing/Proof of Service. Documents that are not related to each other must be submitted as their own document. If you have any questions regarding the filing of related documents please call the Oakland County Clerk’s Office at (248)452-8643.
- If service is selected during file submission, service on the selected parties is made at the time of submission. The MiFILE system will generate a Proof of Service document that will be filed into the court file.
- Praecipes must be submitted through the e-praecipe system in order for your court date to be scheduled. You can find the ePraecipe link on our website at <http://courts.oakgov.com/epraecipe>. For ePraecipe questions, contact the Oakland County Case Management office at (248)858-5831.
- For more information about MiFile, Powered by TrueFiling, visit <http://www.mifile.info/>.
- For more information about Oakland County’s eFiling, visit www.oakgov.com/efiling.