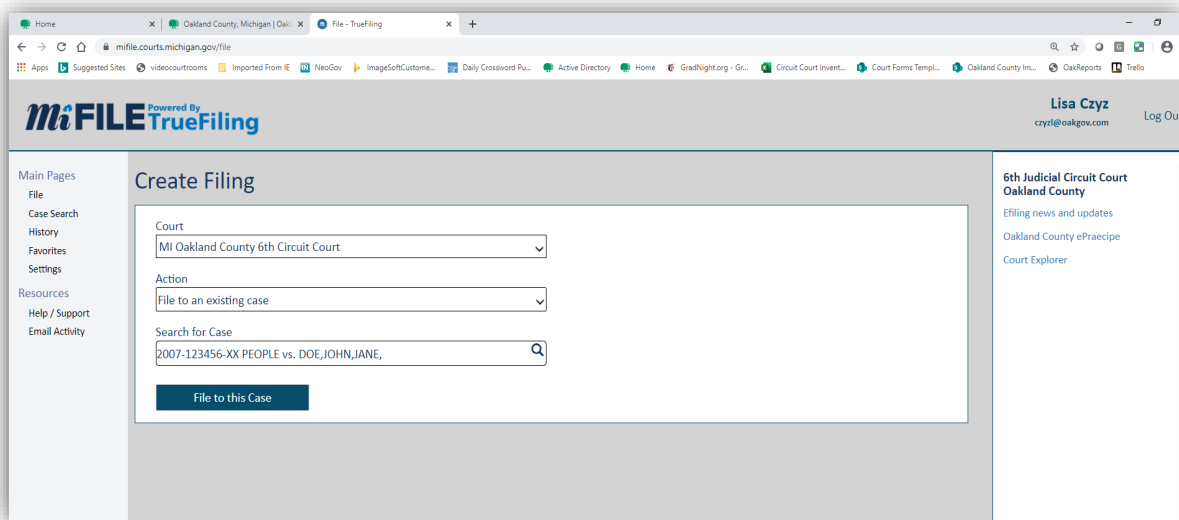


Oakland County eFiling – File into Existing Case

File into an existing case/subsequent filing

1. Log into <https://mifile.courts.michigan.gov/login> to eFile.
2. Select File in the left navigation bar and the Create Filing window will appear.
3. Under Court – select MI Oakland County 6th Circuit Court.
4. Under Action – select File in an existing case.
5. Under Search for your case – enter the full case number, or any portion of the number such as the six digits in the middle, or by party name(s). Select your case from the results.
6. Select File to this Case.

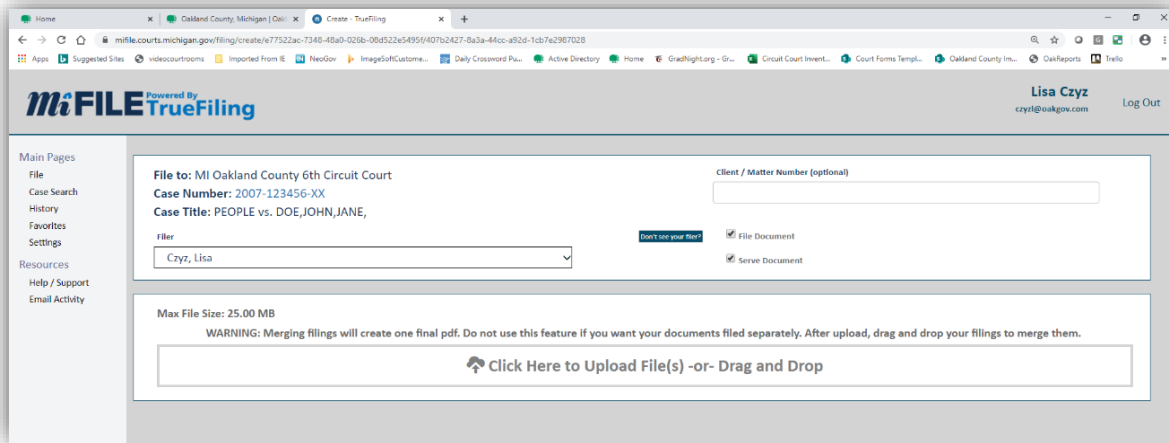


Submit and upload filing(s)

The default for eFiling is to both File and Serve which is already selected. Please note the following:

- Electronic service is done at the time of submitting your document(s) and a Proof of Service is created by the system at that time and placed into the court file upon the Clerk's Office acceptance of your document(s).
- Service is done via email to everyone attached to the case. Service information will be displayed on this screen if service has been selected. It will default to include everyone, but individuals can be deselected at the time of filing.
- If you want to eFile the document, but not electronically serve, you can deselect the Serve Document button. Likewise, if you do not wish to file a document, but want to serve the other side, or to share information, deselect File Document.
- **By eFiling a document, you are automatically added as a service contact.**

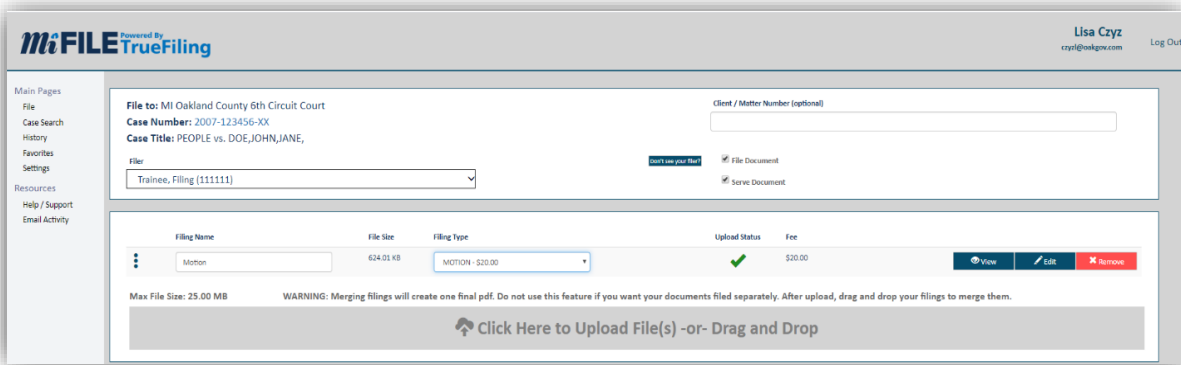
1. Select the filer.
2. To attach a document, click in the large rectangular area to upload your document. This will open a window to allow you to browse your PC for your saved document. You may also drag and drop your documents.



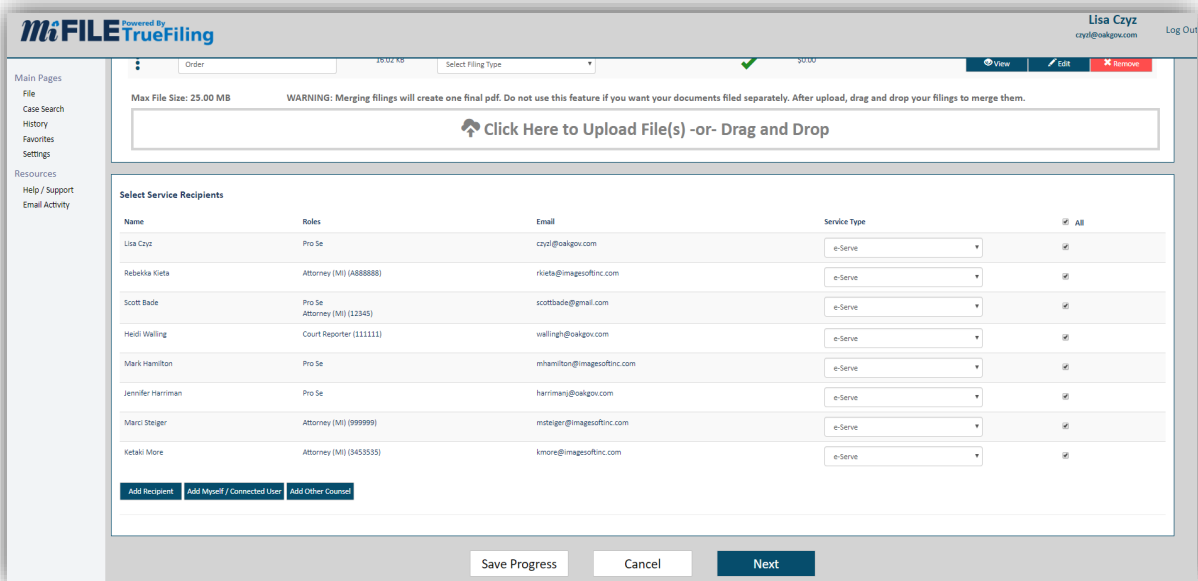
Note: it is recommended to save your documents to your PC as a .pdf and no larger than 300 dpi. The page size must be no larger than 8.5 x 11. The maximum file size of each uploaded document is 25 mb. See Oakland County’s eFiling Tips for Beginners on how to split larger sized documents.

Note: **each document/pleading must be uploaded** separately. Be sure to save your documents on your PC as separate documents or split them up prior to uploading. You can upload several documents within the same transaction (called a bundle). Each document must have its own case caption, case title, and case number.

3. Fill in the rest of the fields:
 - a. Filing Name – this is your document name and will appear with the same name as you saved it on your PC. You may modify this field and rename it at this time if you choose to make it easier to find in your eFiling history later. Know that the Clerk’s Office will docket it with their codes regardless of how it is named here.
 - b. Filing Type – this is a required field and is based on statutory fees. You must select the filing type that matches the type of document you are submitting. If there is no statutory fee associated with the filing, select Miscellaneous- $\$0$. If you are exempt from paying the statutory filing fees, or have a fee waiver, please select the appropriate statutory filing fee on this page and you will later be prompted to select fee waiver options at the time of checkout. Selections include:
 - i. MOTION - $\$20.00$ – Select this if you are filing a motion
 - ii. APPEAL/GARNISHMENT/JURY DEMAND/ETC – Select the appropriate type/fee if filing one of these documents
 - iii. MISCELLANEOUS - $\$0.00$ – Select this for other documents that do not require a statutory filing fee such as a summons, proof of service, answer, etc.



4. Add additional documents as needed by uploading into the next available upload box.
5. If Serve Document was selected, the Service Recipients appear below for your review. You can add additional recipients for this filing at this time by selecting Add Recipient.



6. When you are ready to submit, or continue your progress at a later time, you have three options:
 - Save Progress – saves the work you did and allows you to come back later to finish. This transaction can be found in your History tab to continue progress at a later time.
 - Cancel – cancels the submission completely. You will have to start over next time.
 - Next – allows you to proceed to payment information (if required) or payment exemption, prior to Checkout.
7. Once all documents have been uploaded, select Next at the bottom of the page.

File to: MI Oakland County 6th Circuit Court
Case Number: TEMP-G1S26DNY
Case Title: FRED FLINTSTONE v BARNEY RUBBLE

Client / Matter Number (optional)

Filer:
 Don't use your filer
 File Document

Filing Name	File Size	Filing Type	Upload Status	Fee	
Case Initiation Form	0.94 KB	CASE INIT FORM	✓	\$0.00	View
<input type="text" value="complaint"/>	134.85 KB	<input type="text" value="NEW CASE FILING FEE - \$175.00"/>	✓	\$175.00	View Edit Remove
<input type="text" value="summons"/>	89.54 KB	<input type="text" value="MISCELLANEOUS - \$0.00"/>	✓	\$0.00	View Edit Remove

Max File Size: 25.00 MB WARNING: Merging filings will create one final pdf. Do not use this feature if you want your documents filed separately. After upload, drag and drop your filings to merge them.

[Click Here to Upload File\(s\) -or- Drag and Drop](#)

8. If a payment is required, you can select your payment type now to checkout/submit your filing. If you do not have a credit card previously on file, you can add it at this time. If you are requesting a fee waiver, select Request Fee Waiver.

The screenshot shows a 'Checkout' window with a table of fees. Below the table, there is a section for 'Available Payment Accounts' with an 'Add Payment Account' button. At the bottom, there are 'Cancel' and 'Request Fee Waiver' buttons.

Fee Type	Amount
Filing Fees	\$175.00
Processing Fees	\$5.25
Total	\$180.25

Available Payment Accounts [Add Payment Account](#)

No payment methods exist for your account, please add one.

[Cancel](#) [Request Fee Waiver](#)

9. On the Fee Waiver Options screen (if applicable), select the appropriate radio button if you are exempt from fees. Note: if you have not already done so, you must go back and upload your completed Fee Waiver Request form (MC20) to include with your filings.

The screenshot shows a 'Fee Waiver Options' window with three radio button options under the heading 'Waiver of Filing Fee'. A 'Cancel' button is located at the bottom right.

Waiver of Filing Fee

- I believe the court has waived my fees for this case. I understand my filings will be rejected due to improper payment if the court has not waived my fees for this case.
- I am including in my submission a Fee Waiver Request and understand my filing may be rejected due to improper payment if denied. [\[Download Form\]](#)
- I am filing on behalf of a government agency and should be exempt.

[Cancel](#)

10. At Checkout, hit Submit. The Clerk's Office will review the filing. Your file stamped documents will be available in your History. You may receive an email or text notification depending on how you have set up those options in your Settings.

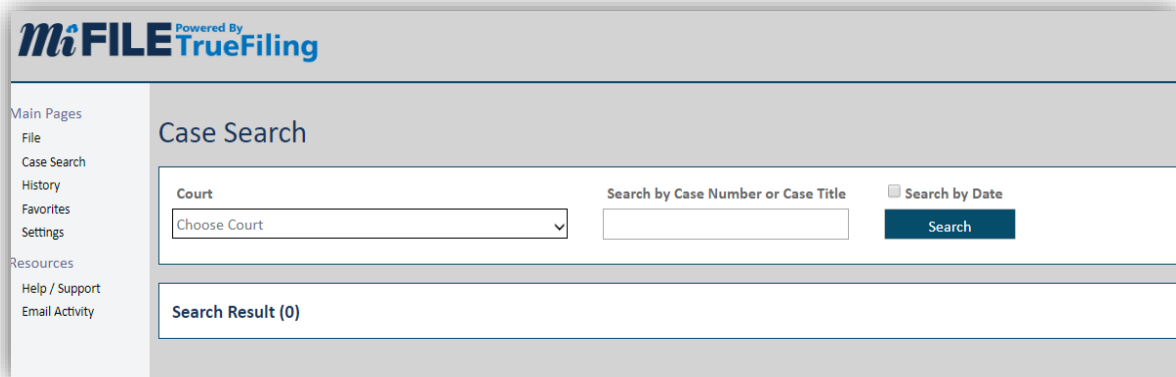
Service/Case Contacts

Electronic service is completed using MiFile. You are added as a case contact automatically when you eFile a document. However, someone, including the Court, may be trying to serve you before that time.

Please note: It is highly recommended that you add yourself as a case contact as soon as you become a party, attorney, or associated to a case.

1. Select the Court – MI Oakland County 6th Circuit Court.

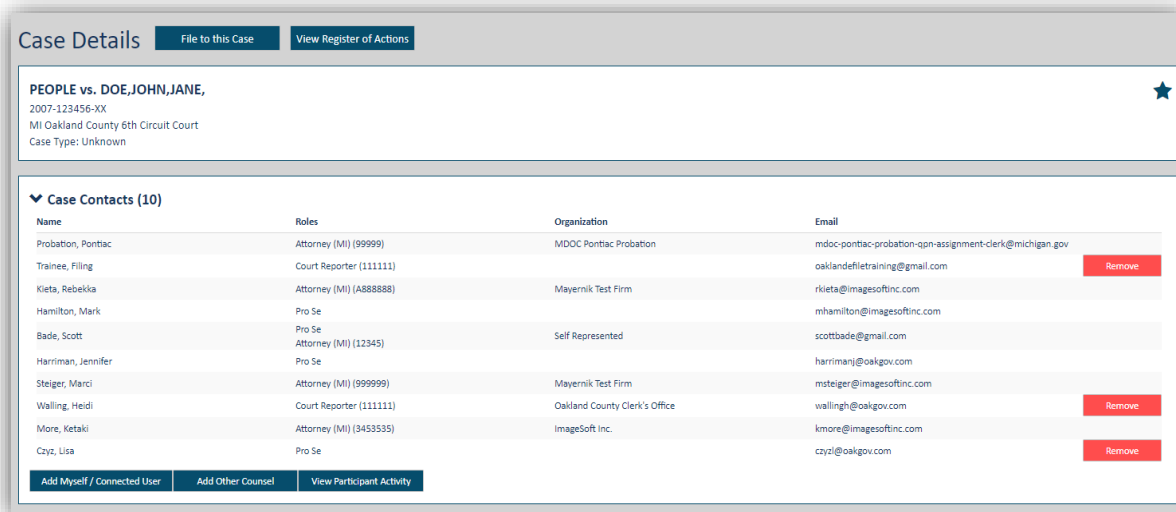
- Search for the case, using the full case number, or the 6 digits in the middle. You can also search on the party name(s).



- Click on the case under Search Results.

Case Number	Court	Case Title	Date
2007-123456-XX	MI Oakland County 6th Circuit Court	PEOPLE vs. DOE,JOHN,JANE,	6/16/2007 9:53:45 AM

- Click on the Add Myself/Connected User option to add yourself as a contact to the selected case.



Other options:

- You can only remove contacts that you are connected to.
- Participant Activity – allows you to see when people were added as case contacts.
- File Into This Case – allows you to proceed to eFile and/or serve a document within this case.
- View Register of Actions – directs you to Court Explorer, Oakland County’s online access to view the register of actions or order documents that are already filed with the Clerk’s Office.

History

- The History tab stores information on each filing for your reference, and to access the file stamped document. There are 4 tabs:
 - History – document information for filings submitted by you.
 - My Network’s History – document information for filings submitted by you, and anyone to whom you are Connected.
 - Unsubmitted – this holds those submissions that you chose to Save Progress. You can select these previously started filings and complete the filing.
 - View Payment Information – this tab contains your financial history and allows you to reconcile your credit card or do your billing.

Submission Date	Court	Case Number	Filing Name	Filing Type	Matter Number	Filer	Submitter	Status
04/23/2020 at 2:00:35 PM	MI Oakland County 6th Circuit Court	TEMP-G1S26DNY	complaint	NEW CASE FILING FEE		Lisa Cxyz (Pro Per)	Lisa Cxyz	Submitted
04/23/2020 at 2:00:35 PM	MI Oakland County 6th Circuit Court	TEMP-G1S26DNY	Fee Waiver Document	ISI_WAIVED_GOVERNMENT_ENTITY		Lisa Cxyz (Pro Per)	Lisa Cxyz	Submitted
04/23/2020 at 2:00:35 PM	MI Oakland County 6th Circuit Court	TEMP-G1S26DNY	Case Initiation Form	ISI_CASE_INIT_FORM_DT		Lisa Cxyz (Pro Per)	Lisa Cxyz	Submitted
04/23/2020 at 2:00:35 PM	MI Oakland County 6th Circuit Court	TEMP-G1S26DNY	summons	MISCELLANEOUS		Lisa Cxyz (Pro Per)	Lisa Cxyz	Submitted

- If your document is rejected, it will appear in red and contain the reason for rejection. If you have rejection notifications enabled in your Settings, you will also receive notification of your rejection.

04/23/2020 at 2:00:35 PM	MI Oakland County 6th Circuit Court	TEMP-G1S26DNY	complaint	NEW CASE FILING FEE		Lisa Cxyz (Pro Per)	Lisa Cxyz	Rejected
J. Wright: Illegible, not in English, or corrupted file, MCR 1.109(D)(1)(a) (18787526)								

- To access the detail of a filing, click on the case number using the History tab. There are three options here:
 - Properties – gives general case information. Clicking on the case number from here will allow you to file into the case again.
 - Status updates – gives a record of the process the document took at the court. **This is where you acquire your File Stamped Copy** of your document for service (if not served at time of submission) or for your records.
 - Service Recipients/Status – gives information on the service of the document, if service was selected. You can also choose to view/download the Proof of Service that was system-generated and filed with the Court if your filing was accepted. The Proof of Service is not filed with the court on rejected bundles.

Properties	Status Updates	Service Recipients / Status
Court: MI Oakland County 6th Circuit Court	Matter Number: N/A	Fees: \$0.00
Case Information: 2007-123456-XX PEOPLE vs. DOE,JOHNJANE,	Bundle ID: 1379671	
Filer Information: Submitted on January 15th, 2020 by Lisa Cxyz		
Received Stamped Copy Original Copy Proof of Service		