

# Oakland County eFiling – Sign Up/Register

## To Sign Up/Register

1. Go to <https://mifile.courts.michigan.gov/login>.
2. Use the Sign Up link at the bottom of the page.
3. Complete the user information fields and create a password.

## Select a Role

1. If you are representing yourself, select “I am Filing for Myself (Pro Se)”.
2. If you are an attorney, select that role and complete the required fields.
3. If none of the roles are applicable, such as support staff, paralegal, etc., do not select a role. You will be prompted to select a filer, such as an attorney to whom you are connected, when you eFile your documents.

Sign Up for MiFILE

Email Address \*

First Name \*

Last Name \*

Firm/Organization

Address (Line 1) \*

Address (Line 2)

City \*

State/Province \*

Zip Code \*

Password \*

Confirm password \*

Signing up for MiFILE will allow you to log in to the site and connect with other MiFILE users. Connections can file on each other's behalf and view each other's filing history. If you file documents in a court, choose any of the following user roles that apply.

I am Filing For Myself (Pro Se)

I am a Court Reporter

I'm an Attorney in one or more States

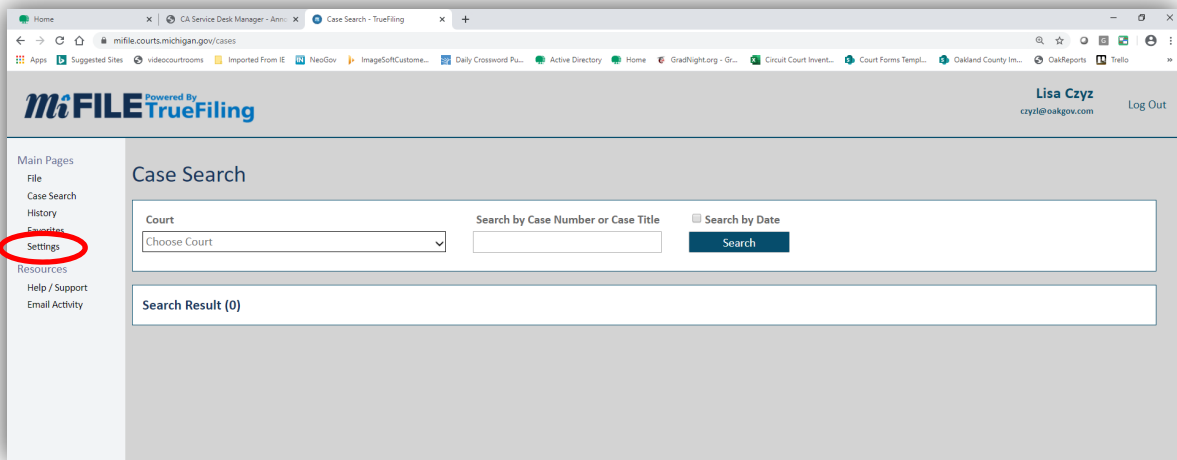
Sign Up

## Complete Sign Up

1. Select Sign Up.
2. You will be sent an email with a link to confirm the email address you have provided.
3. Once the email link has been confirmed, you will be able to sign in using your email address and the password you created.

# Establish Your Settings

1. Upon logging in, you will see the home page below:



2. Under Settings there are four sections for consideration:

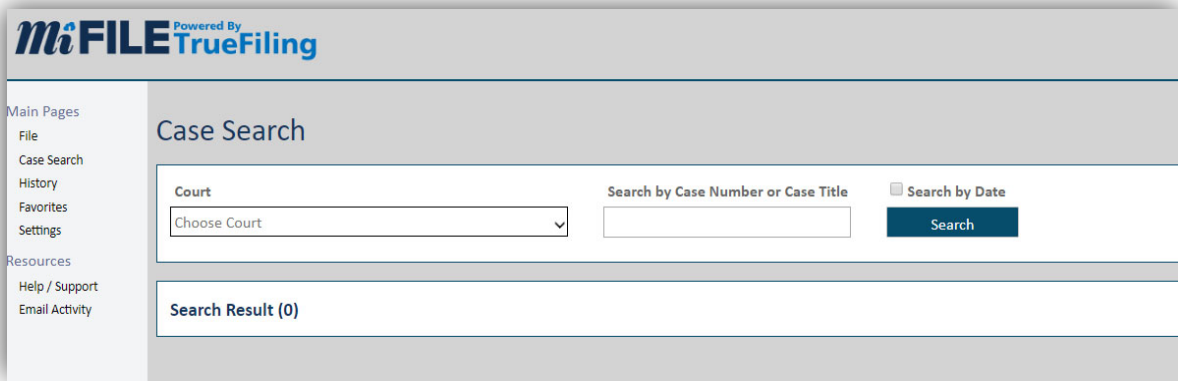
- My Information –
  - Contains all the information provided at sign up and allows for modification.
  - **Please provide a phone number** (work and/or cell). This allows the Clerk's Office to contact the filer quickly if they have any questions regarding a filing.
  - You can modify passwords and roles in this section.
- Connections –
  - Connections allow you to file on someone's behalf, share filing history, and share credit card information, if applicable.
  - A connection is within a firm or office, like secretary to attorney. It is not Facebook – you don't want to connect with friends.
  - A connection is a two-way street. A connection request must be sent and accepted to be established.
- Payment Accounts –
  - There is no charge to eFile. You are not required to have a credit card on file unless your filing requires a statutory filing fee.
  - If you submit for filing a document or pleading that requires a statutory fee, then you must have a credit card for payment. Credit card information would be added/updated here.
  - If you are exempt from paying the fee, you can select that option at the time of checkout.
- Notification Settings –
  - Notifications are updates on the status of your filings which are managed by you.
  - Notifications are not the same as service.
  - They can be sent to yourself via email and/or text.
  - You can also have them sent to a connected person.
  - There are a lot of options. At minimum, please keep the **Rejected** notification, so that you are notified quickly of any rejections by the Clerk's Office; and documents can be corrected and resubmitted in a timely fashion.

# 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.

Note: it is highly recommended that you add yourself as a case contact as soon as you become a party, attorney, or are associated to a case.

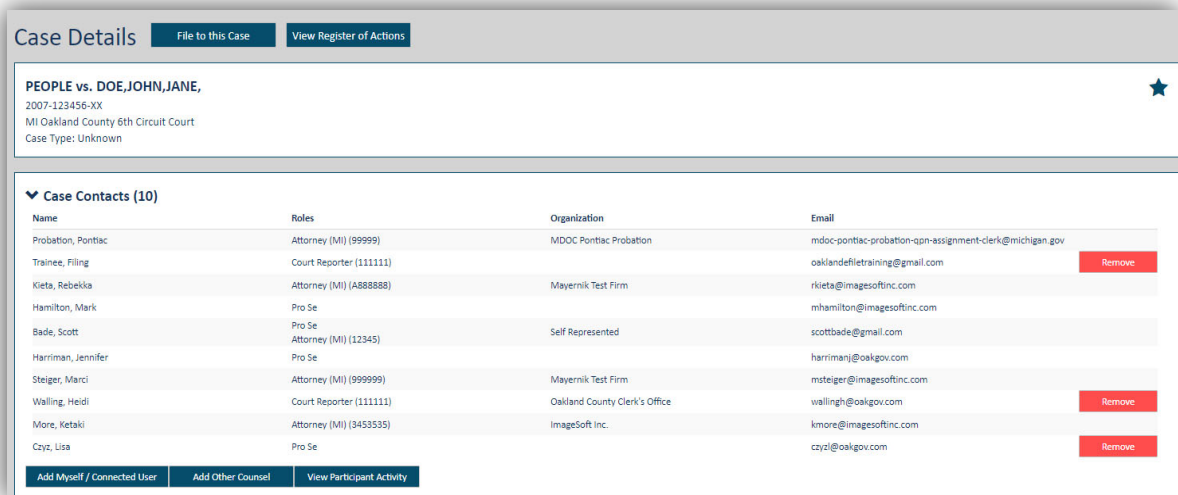
1. Select the Court – MI Oakland County 6<sup>th</sup> Circuit Court.
2. Search for the case, using the full case number, or the 6 digits in the middle. You can also search on the case entitlement.



3. 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

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



Other options:

- You can only remove case 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.