

Oakland County eFiling – Start New Case

Initiate (start) a new case

Case Initiation is available for the following case types (see page 5 for a description of each):

AA	AR	CB	CF	CP	DM	DZ	NH	NP	PD	PR
AE	AS	CC	CH	CR	DO	ID	NI	NS	PH	PS
AH	AV	CD	CK	CZ	DP	ND	NM	NZ	PJ	PZ
AL	AW	CE	CL	DC	DS	NF	NO	PC	PP	VP

1. Log into <https://mifile.courts.michigan.gov/login> to eFile.
2. Select File in the left navigation and the Create Filing window will appear.
3. Under Court – select MI Oakland County 6th Circuit Court.
4. Under Action – select Initiate a new case.
5. Under Select Filer – select yourself if you are a Pro Se litigant (representing yourself) or who you are filing on behalf of.
6. Select the Initiate Case button for the appropriate Case Type you want to initiate (start).

The screenshot shows a web form for initiating a case. It has four main sections: 'Court' with a dropdown menu set to 'MI Oakland County 6th Circuit Court'; 'Action' with a dropdown menu set to 'Initiate a new case'; 'Filer' with a dropdown menu set to 'Czyz, Lisa'; and 'Case Type' with two options: 'Civil / Family Matters' and 'Personal Protection Orders'. Each option has an 'Initiate Case' button.

7. In the next window, select the appropriate Case Type from the drop-down box.
8. Type in the primary plaintiff and primary defendant for the case.
9. Select Finish.

The screenshot shows the next step in the case initiation process. It features a 'Case Type' dropdown menu with 'Select Case Type' as the current selection. Below this are two sections for 'Lead Plaintiff Information' and 'Lead Defendant Information'. Each section has three input fields: 'Last Name / Business Name', 'First Name', and 'Middle Name'. At the bottom right, there are 'Finish' and 'Cancel' buttons.

10. On the next page, notice that a temporary case number has been assigned along with the names of the plaintiff and defendant. This is an information holder. A proper case number will be assigned once the case has been accepted by the Clerk's Office. You may find it in your History and/or by notification depending on how you have set those up in your Settings. You will see a Case Initiation Form in the document upload area. This contains the information provided by you and is not a document that will become part of the court file.

Note: it is recommended to save your documents to your PC as a .pdf and no larger than 200 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 Quick 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. **If you have obtained your documents through Michigan Legal Help, you MUST separate and save each document to your PC prior to uploading.**

11. 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. Each document must be uploaded as a separate document, including your summons.

File to: MI Oakland County 6th Circuit Court
Client / Matter Number (optional)
Case Number: TEMP:ZBSMYMWZ
Case Title: FRED FLINTSTONE v BARNEY RUBBLE

Filer: Cryz, Lisa

Filing Name	File Size	Filing Type	Upload Status	Fee
Case Initiation Form	0.94 KB	CASE INIT FORM	✓	\$0.00

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](#)

12. 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. NEW CASE FILING & JURY - \$260.00 – Select this if you are filing a new case along with a jury demand
 - ii. NEW CASE FILING FEE WITH MINOR - \$255.00 – Select this if you are filing a new divorce case with children or a new custody case
 - iii. NEW CASE FILING FEE - \$175.00 – Select this if you are filing a new divorce case without children or without a jury demand
 - iv. 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.

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

Client / Matter Number (optional)

Filer: Czyc, Lisa

File Document

Filing Name	File Size	Filing Type	Upload Status	Fee	
Case Initiation Form	0.94 KB	CASE INIT FORM	✓	\$0.00	View
complaint	134.85 KB	NEW CASE FILING FEE - \$175.00	✓	\$175.00	View Edit Remove
summons	89.54 KB	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](#)

Save Progress Cancel Next

13. Add additional documents as needed by uploading into the next available upload box.

Note: at case initiation, there is no authority to electronically serve, nor is there anyone attached as a case contact or service recipient on the opposing side yet to serve. Service must be done in the traditional fashion. See Michigan Court Rules for details. **However, by filing a document, you are automatically added as a service recipient.**

14. 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 will be available in your History tab.
- 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.

15. Once all documents have been uploaded, select Next at the bottom of the page.

16. 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.

Checkout

Fees

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

- 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.

Fee Waiver Options

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.

- At Checkout, hit Submit. When a new case is submitted, you are given a temporary case number to track your filing. The Clerk’s Office will review the filing and assign a proper case number and judge, as appropriate. 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.

History

- The History tab stores information on each filing for your reference and allows you 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-G1526DNY	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-G1526DNY	Fee Waiver Document	ISL_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-G1526DNY	Case Initiation Form	ISL_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-G1526DNY	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-G1526DNY	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) (18787525)								

3. 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.



Case Initiation eFiling Types

Code	Brief Description	Code	Brief Description
AA	Agencies	DP	Paternity
AE	Employment Security Commission	DS	Other Support
AH	Habeas Corpus	DZ	Other Domestic Relations Matters
AL	Licensing and Vehicles	ID	Infectious Disease
AR	Criminal Appeals	ND	Property Damage/Auto Negligence
AS	Superintending Control	NF	No-Fault Automobile Insurance
AV	Civil Appeals	NH	Medical Malpractice
AW	Writs	NI	Personal Injury/Auto Negligence
CB	Business Court	NM	Other Professional Malpractice
CC	Condemnation	NO	Other Personal Injury
CD	Employment Discrimination	NP	Products Liability
CE	Environment	NS	Liquor Code Act
CF	Forfeiture Claims	NZ	Other Damage Suits
CH	Housing and Real Estate	PC	Proceedings to Restore, Establish, Correct Records
CK	Contracts	PD	Claim and Delivery
CL	Labor Relations	PH	Personal Protection – Stalking
CP	Antitrust, Franchising & Trade Regulation	PJ	Personal Protection – Juvenile
CR	Corporate Receivership	PP	Personal Protection – Domestic Relationships
CZ	General Civil	PR	Receivers in Supplemental Proceedings
DC	Custody	PS	Supplementary Proceedings
DM	Divorce – Minor Children	PZ	Miscellaneous Proceedings
DO	Divorce – No Children	VP	Violation of Out-of-County Personal Protection Order