

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):

BR	CA	CY	CZ	DA	DD	DE	DH	GA	GL
GM	JA	LG	MI	ML	PE	PO	TR	TT	TV

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 Oakland County - Probate 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 new case. It features three dropdown menus: 'Court' set to 'MI Oakland County Probate Court', 'Action' set to 'Initiate a new case', and 'Filer' set to 'Czyz, Lisa'. Below these is a 'Case Type' section with a search bar and a list of categories: 'Conservatorship and Guardianship', 'Estates and Trusts', and 'Miscellaneous Matters'. A 'Next' button is located at the bottom right of the form.

7. In the next window, select the appropriate Case Type from the drop-down box. Note that each category will expand to display specific case types.
8. Clicking Next will display the Party Details screen:

Party Details

Petitioner Person Entity

Last Name* First Name* Middle Name Suffix

Is this an international address?
Address*

Address Line 2

City*

State*

Zip Code*

Phone

Email*

Attorney Self-Represented / Pro Se

Add Petitioner

Subject of Petition

Last Name* First Name* Middle Name Suffix

Date of Birth*
 Unknown

Last 4 Digits of SSN*
 Unknown

Race*

Sex*

Is this an international address?
Address*

Address Line 2

City*

State*

Zip Code*

Phone

Save **Cancel**

9. Select Save.

- On the next page, notice that a temporary case number has been assigned along with the case title. This is an information holder. A proper case number will be assigned once the case has been accepted by the Probate 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.**

File to: MI SCAO Probate Court
 Case Number: TEMP-07CZDNEW
 Case Title: In the matter of BARNEY RUBBLE

Client / Matter Number (optional)

Filer* Where's my filer?
 Walling, Heidi (12345) ▼

File Document Additional Payments
 Serve Document Emergency

Filing Name	File Size	Filing Type i	Upload Status	Fee	
Case Initiation Form	3.08 KB	CASE INIT FORM	✓	\$0.00	View Edit

↑ Click here to upload file(s) -or- drag and drop

Max file size: 25.00 MB

Save Progress
Cancel
Next

- When initiating a case, File Document is checked by default. You are unable to electronically serve via MiFile at the time of case initiation. Subsequent filings will have that option.
- Mark documents as Emergency, only if a true emergency. Oakland Probate Court has a supplemental form to complete and include in the instance of an emergency filing.
- 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.
- Fill in the rest of the fields:
 - 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 Probate Office will docket it with their codes regardless of how it is named here.
 - 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 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.
- 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.

16. 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.
17. Once all documents have been uploaded, select Next at the bottom of the page.
18. 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. 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 'Checkout' window with a table of fees and payment options.

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

Below the table, there is a section for 'Available Payment Accounts' with an 'Add Payment Account' button. A message states: 'No payment methods exist for your account, please add one.' At the bottom, there are 'Cancel' and 'Request Fee Waiver' buttons.

19. At Checkout, hit Submit. When a new case is submitted, you are given a temporary case number to track your filing. The Probate 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.

The screenshot shows the 'Fee Waiver Options' screen with the following sections:

Waiver of Filing Fee

- I receive public assistance and my MDHHS case number is (enter MDHHS case number below). See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)
My MDHHS Case Number is:
- I receive public assistance from a source other than MDHHS. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)
- I am represented by a legal services program or law clinic because of indigence. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)
- I am unable to pay fees because of indigence. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)

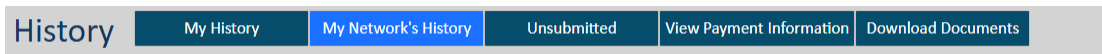
Exempt from Fee

- I am an agent of a government entity and the case is exempt from an Electronic Filing System (EFS) fee.
- This case is exempt from fees because: (Explain why you do not have to pay fees, e.g. I am the subject of the petition.)
Reason:

At the bottom right, there is a 'Cancel' button.

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.
 - Download Documents – this tab allows you to search for Rejected or File Stamped documents and download them to a local drive.



- 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.



- 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 Probate eFiling Types

ESTATES, TRUSTS, WILLS	
Code	Brief Description
DA	Decedent Estates, Supervised Administration
DE	Decedent Estates, Unsupervised Administration and Non-Administered Estates
DH	Determination of Heirs
PE	Small Estates
TR	Trust Registration
TT	Trust, Testamentary
TV	Trust Inter Vivos
GUARDIANSHIPS AND CONSERVATORSHIPS	
CA	Adult Conservatorship
CY	Minor Conservatorship
DD	Developmental Disability Guardianship
GA	Adult Guardianship
GL	Limited Guardianship of Adult
GM	Minor Guardianship
LG	Limited Guardianship of Minor
PO	Protective Orders
MENTAL ILLNESS PROCEEDINGS AND JUDICIAL ADMISSION	
JA	Judicial Admission
MI	Mental Illness Proceedings
CIVIL AND MISCELLANEOUS PROCEEDINGS	
BR	Delayed Registration of Foreign Birth
CZ	Civil
ML	Miscellaneous Matters