

# 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.

Sign Up for MiFILE

Email Address \*

If you are a Michigan attorney, you must register for MiFILE using the same e-mail address you provide to the State Bar of Michigan in the "MiFILE e-mail" field.

Confirm Email Address \*

First Name \*

Last Name \*

Firm/Organization

Address \*

Address (Line 1)

Address (Line 2)

Address (Line 2)

City \*

City

State/Province \*

Select State

Zip Code \*

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.

Professional Credentials

I'm an attorney in one or more states / provinces

I am filing on behalf of an attorney

I am a court reporter / recorder

Additional Settings

I will file to a case where I am representing myself (pro se)

I am filing into a case but none of the above apply to me

Sign Up

## Select Professional Credentials/Additional Settings

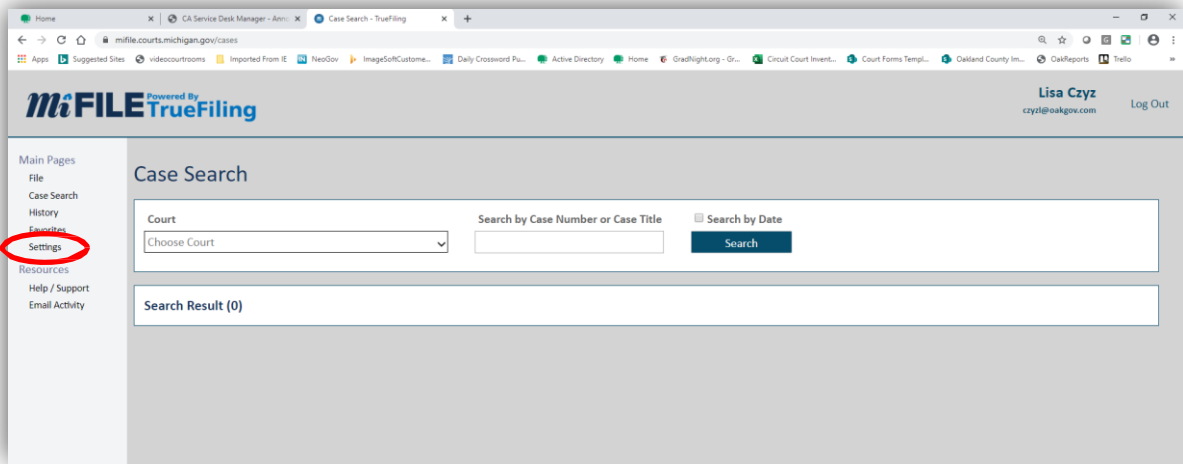
1. If you are an attorney, select that role and complete the required fields.
2. If you are filling on behalf of an attorney, select that role. Once logged in you will need to 'connect' with the attorney.
3. If you are a court reporter/recorder, select that role and complete the required fields.
4. Under Additional Settings, you may indicate that you are a self-represented litigant, or if none of the roles apply to you. If none of the roles apply and you are ready to efile, you will be prompted to select a filer, such as an attorney to whom you are connected, when you eFile your documents.

## 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.
4. You will be prompted to view a video and agree to an End user Licensing Agreement.

# Establish Your Settings

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



2. Under Settings there are four sections for consideration:

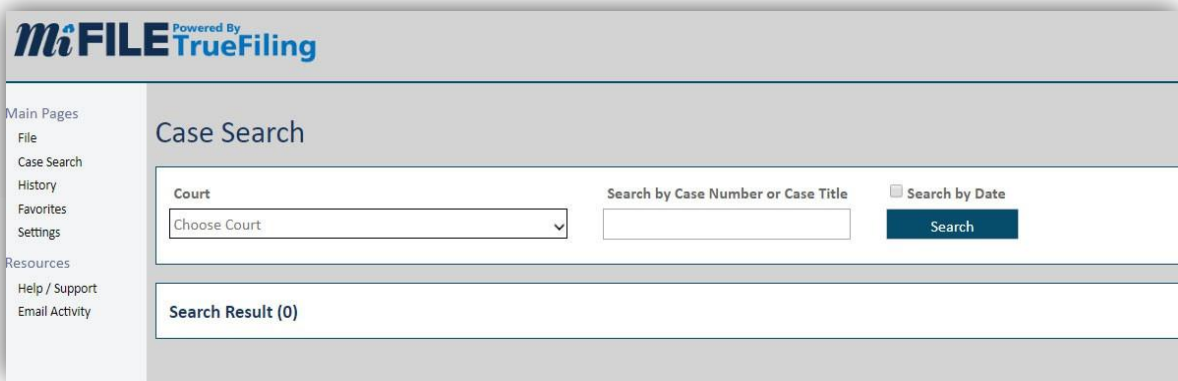
- My Information –
  - Contains all the information provided at sign up and allows for modification.
  - **Please provide, and verify, a phone number** (work and/or cell). This allows the Probate Court to contact the filer quickly if they have any questions regarding a filing.
  - You can modify passwords 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 you via email and/or text.
  - You can also have them sent to a connected person. \*\*Connected persons can also be copied for service emails as well. This is updated at the bottom of this section.
  - 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

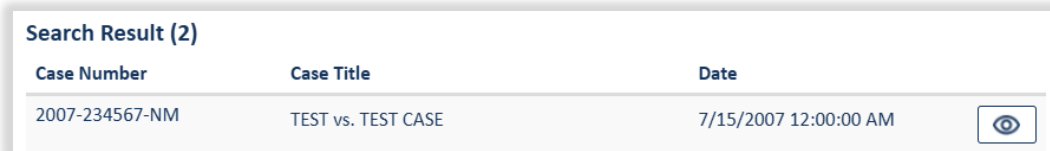
Electronic service is completed using MiFile. You must be added as a case contact at your earliest convenience. Upon logging in to MiFile, search for your case(s) and connect yourself to a party, or attorney, as appropriate. Someone, including the Court, may be trying to serve you before you have efiled anything.

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 – Oakland County - Probate 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.



4. Click on the appropriate option to add yourself as a contact to the selected case. If you are a self-represented litigant, select 'I am this person' in the Case Parties section. If you are an attorney, and are listed on the case, you are all set.

Case Parties (6)		
Name	Party Type	Represented By
MICKEY MOUSE	Plaintiff	Jennifer Howden (MI-12345)
sally johnson	Defendant	
reba williams	Defendant	Jane Wright (MI-45678) <a href="#">I am this Person</a>
Hekli Dubiel	Other	Self-Represented
Lindsey McGee	Petitioner	Self-Represented
Hekli Dubiel	Respondent	Self-Represented

Counsel (2)		
Name	Firm	Parties Represented
Jennifer Howden (MI-12345)	Oakland County Clerk's Office	MICKEY MOUSE, Plaintiff
Jane Wright (MI-45678)	oakland	reba williams, Defendant

\*\*If you are an attorney and are not listed, select the Add Counsel to Case button and complete the Add Attorney to Case screen (below). You must include a document with this request, such as an appearance.

## Add Attorney to Case

Please select one or more parties to the case the attorney is representing and add personal information about the attorney below. All new parties should be added BEFORE any attorneys are added to the case.

### Parties Represented\*

- PEOPLE - Plaintiff
- STEVEN MARCEL GOODWIN - Defendant

### Attorney Information

Last Name\*   
First Name\*   
Middle Name   
Suffix

Licensed State/Province\*   
Bar Number\*   
Firm/Organization

Is this an international address?

Address\*

Address Line 2

City\*

State\*

Postal Code\*

Phone

Email Address

SMS (Text Msg) Phone

Reason for Request / Comments

Representation Type  
 Retained  Appointed

### Validation Issues

None

Save

Cancel

Once your relationship to the case is established, you will receive service on the case.

From here, you can proceed to file into the case.