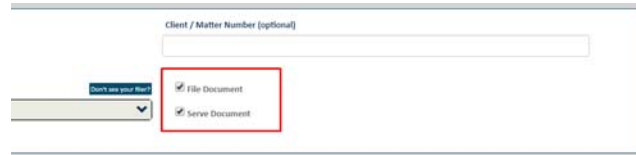


MiFILE, Michigan's statewide e-Filing program, a 24/7 web-based e-File and e-Service solution for courts, law firms, attorneys, and self-represented filers. Please review the following important information.

- **File and Serve** is preselected for each filer and will result in the document being filed with the court and served on selected parties when the document is submitted. You can also select to File the document without service or Serve the document without filing, as appropriate.

A screenshot of the MiFILE web interface. At the top, there is a text input field labeled 'Client / Matter Number (optional)'. Below this, on the left, is a dropdown menu with the text 'Don't see your list?'. To the right of the dropdown, there are two radio button options: 'File Document' and 'Serve Document'. The 'File Document' option is selected and highlighted with a red rectangular box.

- When either **File and Serve** or **Serve** is selected, MiFILE will generate an electronic proof of service at the time of submission. For **File and Serve** the electronic proof of service will be filed with the court at the same time as the submitted documents. For **Serve** only the electronic proof of service will not be filed with the court automatically. This would need to be filed with the court separately, if necessary.

NOTE: The File and Serve function in MiFILE fully satisfies the terms of service as described in MCR 2.107. Future system modifications will allow viewing of the proof of service prior to service.

- When a filer has an e-waiver and/or a party does not have an email to be served, those parties must still be served in the traditional manner according to court rules MCR 2.104, 2.105, 2.106 and 2.107. (e.g. personal service, certified mail, posting, etc.)

Court specific topics for each e-filing court can be found in the following pages:

- Wayne County's 3rd Circuit Court can be found at [Wayne Civil e-Filing Guidelines](#) and [Wayne Criminal e-Filing Guidelines](#)
- Oakland County's 6th Circuit Court can be found at [Oakland e-Filing Guidelines](#)
- Antrim, Grand Traverse, and Leelanau counties 13th Circuit Court can be found at [Grand Traverse e-Filing Guidelines](#)
- Macomb County's 16th Circuit Court can be found at [Macomb e-Filing Guidelines](#)
- Ottawa County's 20th Circuit Court can be found at [Ottawa e-Filing Guidelines](#)

If you have not yet attended a MiFILE training session, you may register here. Videos and guides are available as a supplement to training at www.mifile.info/resources/. Some courts may offer their own training, refer to the court sites listed above to see if local training is available.

For **technical questions** or **support**, please call **855-959-8868** or e-mail Support@TrueFiling.com.

Visit www.courts.mi.gov/efiling and social media channels for general information and FAQs about MiFILE. Additional details about MiFILE can be found [here](#). If you require further information or have questions, contact the State Court Administrative Office at efiling@courts.mi.gov.