

E-Filing

- Step 1:** Sign Up for MiFILE account (If you do not have an account) at <https://mifile.courts.michigan.gov/login>
- Step 2:** Download the form you are looking to file from the SCAO (State Court Administrative Office) website <https://courts.michigan.gov/administration/scao/forms/pages/search-for-a-form.aspx>
Once you download the form, open the form, complete, electronically sign by inputting /S/ & your typed out name and type the date.
- OR
- Use Michigan Legal Help for assistance with form completion <https://michiganlegalhelp.org/>.
You should be able to save the forms to your computer at the end of the interview.
- Step 3:** Save the document(s) once all information is filled in and electronically signed.
- Step 4:** Sign on to MiFILE <https://mifile.courts.michigan.gov/login>
- Step 5:** Select **MI Grand Traverse 13th Circuit** Court as the court, enter the case number (recommendation is to search by the 4 or 5 digit middle number of a case, for example if your case is 20-12345-DM, you would enter 12345 in the search field)
- Step 6:** Once your case appears in the search results – select it, this will take you to the Case Details Screen. Case Contacts for a case will appear, if you do not see yourself listed select **Add Myself/Connected User**.
- Step 7:** As a connected user select **File to this Case**, this will open the file page. Upload your document(s) & select the correct filing type. You can upload more than one document per bundle. Once document(s) have been uploaded the **Select Service Recipients** section will appear, by default all connected users are selected, select which parties you wish to serve. Next select **Submit Filings**.
- Step 8:** A pop-up will appear “Filing Validated Please proceed to payment”, select **Proceed to Payment**. Another pop-up will appear indicating the fee owed for submission. You can add payment method here or request a fee waiver. Once payment method is chosen, this will submit your filings to our court electronically.
- Step 9:** You should receive the following pop-up as notification that your submission was successful. Default setting is Email for **When a Filing is marked as ‘Filed’** or **When a Filing is marked as ‘Rejected’**

Link to article by Michigan Legal Help on E-Filing/MiFile

<https://michiganlegalhelp.org/self-help-tools/e-filing/what-e-filing>

For technical assistance please contact MiFILE at support@truefiling.com or (855) 959-8868

Common Filing Types (This is not a complete listing)

Domestic Type Cases (Divorce w/Children, Support, Custody, Paternity, etc)(Examples of Case Type Codes: DM, DS, DC, DP)

ANSWER - ANSWER TO COMPLAINT (ALL TYPES) \$0.00
BRIEF - MOTION BRIEF \$0.00
BRIEF - TRIAL BRIEF \$0.00
DEFAULT - DEFAULT REQUEST, AFFIDAVIT AND DEFAULT... \$0.00
HEARING - NOTICE OF HEARING \$0.00
JUDGMENT INFORMATION FORM \$0.00
JUDGMENT/DISMISSAL - PROPOSED JUDGMENT OF DIVORCE W/MINOR CHILDREN... \$80.00
MISC - AFFIDAVIT \$0.00
MISC - PROOF OF SERVICE/MAILING \$0.00
MISC - SUBPOENA \$0.00
MISCELLANEOUS \$0.00
MOTION - ADDITIONAL MOTION IN BUNDLE \$0.00
MOTION - AMENDED MOTION \$0.00
MOTION - MOTION FOR SPOUSAL SUPPORT \$20.00
MOTION - MOTION FOR THE ENTRY OF A DEFAULT JUDGMENT OF DIVORCE... \$20.00
MOTION - MOTION TO CHANGE DOMICILE - LEGAL RESIDENCE... \$20.00
MOTION - MOTION TO MODIFY CHILD SUPPORT POST JUDGMENT... \$60.00
MOTION - MOTION TO MODIFY CHILD SUPPORT PRE JUDGMENT... \$20.00
MOTION - MOTION TO MODIFY PARENTING TIME AND/OR CUST POST JDG... \$100.00
MOTION - MOTION TO MODIFY PARENTING TIME PRE JDG... \$20.00
MOTION - MOTION/PETITION (NON-CHILD RELATED ISSUES)... \$20.00
MOTION - OTHER CHILD RELATED ISSUES \$20.00
MOTION - RESPONSE/OBJECTION/WITHDRAWAL \$0.00
MOTION EX PARTE - MOTION FOR SPOUSAL SUPPORT... \$20.00
MOTION EX PARTE - MOTION TO CHANGE DOMICILE/LEGAL RESIDENCE... \$20.00
MOTION EX PARTE - MOTION TO MODIFY CHILD SUPPORT POST JDG... \$60.00
MOTION EX PARTE - MOTION TO MODIFY CHILD SUPPORT PRE JDG... \$20.00
MOTION EX PARTE - MOTION TO MODIFY PARENTING TIME POST JDG... \$100.00
MOTION EX PARTE - MOTION TO MODIFY PARENTING TIME PRE JDG... \$20.00
MOTION EX PARTE - MOTION/PETITION (NON-CHILD RELATED ISSUES)... \$20.00
OBJECTION - OBJECTION TO FOC RECOMMENDAT... \$0.00
OBJECTION - OBJECTION TO REFEREE RECOMME... \$0.00
OBJECTIONS \$0.00
ORDER - PROPOSED ORDER REGARDING SPOUSAL SUPPORT W/FOC SERVICES... \$0.00
ORDER - PROPOSED ORDER REGARDING SPOUSAL SUPPORT W/O FOC SERVICES... \$0.00
ORDER - PROPOSED/STIPULATED (CHILD RELATATED ISSUES)... \$0.00
ORDER - PROPOSED/STIPULATED (NON CHILD RELATED ISSUES)... \$0.00
PRE-TRIAL STATEMENT - DEFENDANT PRE-TRIAL STATEMENT... \$0.00
PRE-TRIAL STATEMENT - PLAINTIFF PRE-TRIAL STATEMENT... \$0.00
PROOF OF SERVICE (OF JUDGMENT INFORMATIO... \$0.00
PROOF OF SERVICE (OF SUMMONS AND COMPLAI... \$0.00
TRANSCRIPT \$0.00
VERIFIED STMT - VERIFIED STATEMENT \$0.00
WITNESS/EXHIBIT LIST \$0.00