

Oakland County eFiling

Quick Tips & Common Rejection Reasons

If you are new to eFiling, please read these tips carefully.

Visit www.oakgov.com/efiling for eFiling instructions to sign up, file into a new case, and file into an existing case. Visit the Michigan Court Rules for filing requirements; or <https://michiganlegalhelp.org/> for forms and processes.

Note: The Clerk's Office cannot give legal advice and cannot tell you what forms are required to be filed.

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A. What can be eFiled through MiFILE:

- All Circuit Court case types have been added to allow for eFiling, except for NC and EM. **eFiling is strongly encouraged for all filings.**
- Additional case types added as of 05/2020 are: DC, DM, DO, DP, DS, DZ, ID, PJ, PH, PP, VP, FC, FH, and FJ. If your case type is an FY or FX, you will need to contact your assigned judge and ask if they will submit an order to change the case type to a valid FC, FH or FJ code.
- **Civil cases remain mandatory** and are required for both starting a new case and filing in an existing case.
- If you can't find your case number in MiFILE, email efiling@oakgov.com to have your case added.

B. Rejection reasons (most common):

1. How do I find my rejection reason – each rejected document will give a reason why it was rejected.
 - A rejection reason may be found in MiFILE in your “My History” tab. The explanation is listed in red below the document that you submitted.
 - A rejection reason is included in your rejection email (on the second line of the email), as long as you have elected to receive a rejection email notification.
2. Document size, illegible document, or my images too large and the Clerk's Office can't open a document –
 - Documents and images should be scanned documents to a PDF file format whenever possible. They should be scanned at an 8.5" x 11" page size and about 200 dpi.
 - Avoid uploading images from smartphones into MiFILE as they tend to be too large when submitted through MiFILE and not the correct page size. Convert or scan them into a PDF first.
 - There are free phone apps that will allow you to convert an image into a correct PDF file size.
3. Documents need to be separated – do not submit all your different pleadings/documents as one PDF. **You MUST separate and save each pleading/document to your PC prior to uploading into MiFILE.** Note: If you have obtained your documents through Michigan Legal Help, or as a full PDF packet, be sure to separate each document (not each page), prior to uploading into MiFILE.
4. Distinct documents cannot be filed together in a single file – see #3 above.
5. Combine documents – do not submit individual pages separately. You must combine them prior to uploading or “merge” them after you have uploaded each page. Any attachments to a pleading/document need to be combined with the main document before submitting through MiFILE.

6. Remove instructions page – first page of each document must include the case number, case names and title of document. If you have downloaded forms and there are instructions on the first page, you must remove them prior to submitting your document(s) through MiFILE.
7. No Divorce Judgment or Record of Divorce or Annulment form – a Record of Divorce or Annulment form must be filed prior to, or along with, your Judgment of Divorce. If filing both documents at the same time, they may be submitted in the same bundle but as separate documents. The Record of Divorce or Annulment form cannot be attached to the judgment.
8. Documents already accepted – do not re-submit documents if they have already been filed and/or accepted by the Clerk’s Office. However, it is acceptable if the documents are later filed as exhibits or attachments to a different filing/matter.

C. Registration, service and notifications:

- Log into <https://mifile.courts.michigan.gov/login> to register and eFile. This eFiling application is also referred to as MiFILE, which is powered by TrueFiling.
- It is important that you register with MiFILE and that you add yourself as a “case contact” to your case to receive service. If you are not listed as a service recipient, you will not receive copies of documents that are issued by the court. This will result in a fee to purchase a copy of the document afterwards. Note: by eFiling a document, you are automatically added as a service contact.
- There are no fees required to eFile through MiFILE, except for when filing certain documents that require statutory filing fees (such as complaints, motions, garnishments, etc.). Statutory filing fees are paid through MiFILE and subject to a credit card transaction fee up to 3%.
- Payment is applied to the filer’s credit card when you Checkout (at the time you submit your filing); if a document is rejected, the payment will be refunded.
- Service –
 - If service is selected during file submission, service on the selected parties is made at the time of Checkout (at the time you submit your filings). The MiFILE system will generate a Proof of Service document that will be filed into the court file.
 - By eFiling a document, you are automatically added as a service contact.
- Notification Settings –
 - You can manage your notifications in MiFILE under “Settings.” It is recommended that you keep the Rejected notification on. If a document is rejected, you will receive a reason for the rejection within the email. Other notifications are available under Settings. (You may also check the history of your MiFILE account for status of your document and to obtain a copy of the file stamped document.)
 - Add info@truefiling.com and truefilingadmin@truefiling.com to your white list and to avoid email notifications from going to your junk/spam folder.

D. Requirements for filing documents:

- All pleadings/documents are required to be signed with either an ink (wet/scanned) signature or an electronic signature. The electronic signature must include “/s/” prior to your name and be typed as follows: /s/ John Doe.
- Each first page of a pleading/document must include a case caption (both parties names), case title (name of the document), and a case number. Note: When filing a new case, a case number will be issued after it has been accepted by the Clerk’s Office.
- You may submit multiple pleadings/documents in one submission (called a bundle).
- Submit each pleading/document as its own document. Do not submit each “page” separately.

- Example, a motion may have two pages and three pages of attachments/exhibits. You need to either, 1) combine those 5 pages together and save to your PC prior to uploading or, 2) you can upload them as individual pages and **merge them within MiFILE prior to hitting submit**.
 - To “merge,” upload all pages (Figure 1), then click and drag the document you want merged onto the lead document (Figure 2). You will see a paperclip which means it has been merged into one document and will be submitted to the court as one document.

Figure 1

Filing Name	File Size	Filing Type	Upload Status	Fee	
motion	33.05 KB	Select Filing Type	✓	\$0.00	View Edit Remove
attachments	33.05 KB	Select Filing Type	✓	\$0.00	View Edit Remove

Figure 2

Filing Name	File Size	Filing Type	Upload Status	Fee	
motion	33.05 KB	Select Filing Type	✓	\$0.00	View Edit Remove
attachments	33.05 KB	MERGED FILING	✓	\$0.00	View Remove

- Do not submit all your different pleadings/documents as one PDF. **You MUST separate and save each pleading/document to your PC prior to uploading into MiFILE.** Note: If you have obtained your documents through Michigan Legal Help, or as a full PDF packet, be sure to separate each document (not each page), prior to uploading into MiFILE.
- DO NOT submit instruction pages with your documents.
- Review your documents before submitting them. Make sure that your document is legible, that it is scanned at 8.5” x 11” page size, and it is facing the right direction. We recommend that you do not submit your documents in color. Please scan your documents in black and white and at 200 dpi. The maximum file size for each document is 25mb.
- For documents larger than 25mb, separate them prior to uploading. Ensure each beginning page has a case caption, case title, and case number on it. You may want to number them to stay organized. i.e. Part 1 of 3, Part 2 of 3, etc. You may upload them all in the same bundle as long as each document is less than 25mb.

E. Domestic new case filings:

- Submit all required documents into the same bundle – **make sure each document is uploaded as a separate document.**
- Make sure the statutory filing fee type is selected on the complaint.
- The summons may be filed in the same bundle as the complaint but as a separate document.
- A verified statement MUST be eFiled with your new case filing – required on all DC, DM, DS, DP case types and required on DO if requesting spousal support. The form will be routed to Friend of the Court. A verified statement for can be found at www.oakgov.com/foc under ‘Forms for Citizens’ or at <https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/foc23.pdf>.
- Confidential Case Inventory form may be filed and will remain confidential but MUST NOT be attached to the summons.
- The Clerk’s Office will create and eFile an Order for Information (OIE) and serve the petitioner with a copy after the new case has been started. Plaintiff is responsible for serving a copy of the OIE Order with the Summons and Complaint onto the defendant.

F. Miscellaneous:

- Filing deadlines are extended to midnight. Documents submitted after midnight on Friday or the day before a holiday will be accepted as of 8:00 a.m. the following business day.
- Motions – a Praecipe must be submitted through the e-praecipe system in order for your motion to be heard and a court date to be scheduled. You can find the ePraecipe link at <http://courts.oakgov.com/epraecipe>. For ePraecipe questions, contact the Oakland County Case Management office at 248-858-5831.

G. Training, support and more information about eFiling and MiFILE:

- Oakland County eFiling information, quick guides and FAQs – www.oakgov.com/efiling
- General information regarding MiFILE (statewide eFiling program) – www.mifile.info
- Webinar training through MiFILE – www.mifile.info/training/
- MiFILE technical and customer care support – 855-959-8868 or mifile@imagesoft.com
- Oakland County Clerk’s Office eFiling questions – 248-858-0582 (please listen carefully for the appropriate option)