



**52nd District Court
for the State of Michigan, County of Oakland**

52-1ST
48150 GRAND RIVER AVE
NOVI, MI
48374
(248) 305-6511

52-2ND
5850 LORAC DR
CLARKSTON, MI
48346
(248) 625-4880

52-3RD
700 BARCLAY CIRCLE
ROCHESTER HILLS, MI
48307
(248) 853-5553

52-4TH
520 WEST BIG BEAVER RD
TROY, MI
48084
(248) 525-0400

HON. JOSEPH G. FABRIZIO
CHIEF DISTRICT JUDGE

E-FILING ACCESS PLAN

ADMINISTRATIVE ORDER: 2023-01

E-FILING ACCESS PLAN

This e-Filing access plan is intended to ensure meaningful access to court services for litigants who are unable to remotely file court documents electronically when a court seeks to mandate electronic filing for all filers. The purpose of this plan is to ensure that a court can show it will provide sufficient assistance to litigants. This plan is based on the premise that the majority of filers that need assistance with access to electronic filing are self-represented litigants. This plan does not address the needs of litigants deemed exempt from e-Filing.

IT IS ORDERED:

Section I. Needs Assessment

A. Self-Represented Litigant Data

The court will provide self-represented litigants service and access to e-Filing computer workstations to electronically file documents in the court. The court has used the [e-Filing Workstation Calculator](#) to estimate the number of workstations necessary to support the number of self-represented litigants who may come to the courthouse to file. The court's completed calculator is attached as Addendum 1.

B. Government Agencies

The court has identified that the following government agencies routinely file documents with the court:

1. Oakland County Circuit Court
2. Oakland County Prosecutor's Office
3. Municipalities served by the 52nd District Courts including:
 - a. Addison Township
 - b. Auburn Hills
 - c. Village of Leonard
 - d. Rochester Hills
 - e. City of Rochester
 - f. Townships of Oakland, Oxford, and Orion
 - g. Village of Oxford
 - h. City of Lake Angelus
 - i. Village of Lake Orion
 - j. Oakland University
 - k. City of Troy
 - l. City of Clawson
 - m. City of Novi
 - n. City of South Lyon
 - o. City of Wixom
 - p. Novi Township
 - q. Village of Wolverine
 - r. City of Walled Lake
 - s. Michigan State Police
 - t. Village of Milford
 - u. Township of Milford
 - v. Lyon Township
 - w. Commerce Township
 - x. Highland Township
 - y. Brandon Township
 - z. Holly Township
 - aa. Groveland Township
 - bb. Independence Township
 - cc. Rose Township
 - dd. White Lake Township
 - ee. Village of Clarkston
 - ff. Village of Holly
 - gg. Village of Ortonville

The court has consulted with each government agency listed above and established that it is capable of e-Filing court documents. Additionally, the court has consulted with law enforcement agencies specifically regarding e-Filing citations.

Section II. E-Filing Assistance Resources

A. Access to Computer Workstations

Where possible, computer workstations will be located in the courthouse for each division of the 52nd District Courts. Computer workstations are available in the following locations:

1. 52-1 District Court: Courthouse lobby, 48150 Grand River Ave., Novi, MI 48374
2. 52-2 District Court: Courthouse lobby, 5850 Lorac Dr., Clarkston, MI 48346
3. 52-3 District Court: Clerk's Office, 700 Barclay Circle, Rochester Hills, MI 48307
4. 52-4 District Court: Courthouse lobby, 520 W Big Beaver Rd., Troy, MI 48084

The following equipment will be available to the public to assist with e-Filing court documents:

1. 52-1 District Court
 - a. Desktop computer
 - b. Scanner
2. 52-2 District Court
 - a. Desktop computer
 - b. Scanner
3. 52-3 District Court
 - a. Desktop computer
 - b. Scanner
4. 52-4 District Court
 - a. Desktop Computer
 - b. Scanner

Computer workstations will meet or exceed the capabilities of the configurations recommended on the MiFILE webpage available at <https://info.courts.mi.gov/hubfs/Equipment%20Handout.pdf>.

B. Access to Assistance in e-Filing Documents

The court will assist individuals who need help electronically filing documents by providing clerk assistance when needed.

Assistance with using the court's electronic equipment such as computers, scanners, and printers includes:

- User Support Specialist assistance
- Clerk assistance
- Printed instructions at public workstation for using MiFILE and equipment.

- Assistance for completing e-Filing tasks includes:
 - Training will be available on the MiFILE TrueFiling site at: <https://mifile.info/>
 - Michigan Legal Help/E-Filing: <https://michiganlegalhelp.org/self-help-tools/e-filing>
 - MiFILE Filer Training Videos at: <https://www.youtube.com/channel/UCXQq7tVeeswxQGQUAZiC6Rw>
 - MiFILE: Filers in the Trial Courts: <https://www.courts.michigan.gov/mifile-systems/mifile-filers-in-the-trial-courts/>

- 52nd District Court MiFILE access and information:
 - 52-1 District Court <https://www.oakgov.com/government/courts/district-courts/52nd-district-court-division-1>
 - 52-2 District Court <https://www.oakgov.com/government/courts/district-courts/52nd-district-court-division-2>
 - 52-3 District Court <https://www.oakgov.com/government/courts/district-courts/52nd-district-court-division-3>
 - 52-4 District Court <https://www.oakgov.com/government/courts/district-courts/52nd-district-court-division-4>

Section III. Training

The court is committed to training its court staff to provide meaningful access to the court. When the court provides training, it will include a component on ensuring self-represented litigants have access to e-Filing resources. The court will work with the State Court Administrative Office (SCAO) and Michigan Judicial Institute to ensure that all employees are trained on e-Filing access policy and process.

Section IV. Public Notification and Evaluation of e-Filing Access Plan

A. E-Filing Access Plan Approval and Notification

This e-Filing Access Plan has been approved by the State Court Administrative Office. The court will post its e-Filing Access Plan on its public website (if available) or public notification area within the courthouse and will make copies of the plan available upon request.

B. Evaluation and Review of the e-Filing Access Plan

One year after the effective date of this local administrative order and every three years thereafter, the court will assess whether its e-Filing Access Plan needs to be updated. Review of the following areas may indicate a need to update the e-Filing Access Plan:

- Estimated number of litigants requesting assistance using computer workstations
- Estimated number of litigants requesting procedural assistance electronically filing documents in the court
- Feedback from litigants
- Feedback from court staff
- Changes to the e-Filing initiative statewide or locally
- Problems that have arisen since implementation of the above plan

C. Grievance Process

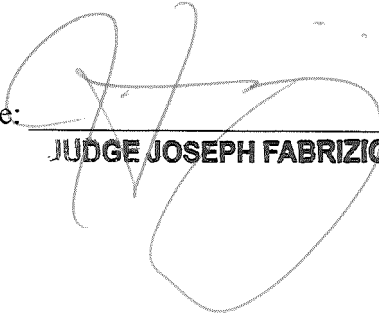
The court is committed to addressing grievances regarding access to electronic filing assistance promptly and thoroughly. Specific issues regarding e-Filing access must be submitted to the court administrator of the appropriate division of the 52nd District Court by completing form [MC 98](#). The court will respond in writing to your grievance using form [MC 98](#) within five business days. The court administrator will forward copies of the grievance and response to the person

who submitted the grievance, the chief judge, and the appropriate regional administrator of the State Court Administrative Office.

Effective Date:

Date: 5/23/23

Chief Judge Signature:

A handwritten signature in black ink, appearing to read 'J. Fabrizio', is written over a horizontal line. The signature is stylized and somewhat cursive.

JUDGE JOSEPH FABRIZIO