TrueFiling™

Quick Start Guide

Sign Up for your TrueFiling Account

1. Access TrueFiling at mifile.courts.michigan.gov (Michigan filers) or tf3.truefiling.com.
2. Click **Sign up** (In the upper-right corner).
3. Input your **Email address** on the Sign up page.
4. Input your **First Name** and **Last Name**.
5. Input your contact information.
6. Specify the user role to associate with your login credentials. If you don't select a role, you can file only for a TrueFiling connection that has a specified a role.
7. Input the **Password** you want to use for TrueFiling.
8. Confirm your password.
9. Click **Sign up**. A registration confirmation email will be sent to the email address you provided.
10. Open the email and click **Confirm now** to confirm your email address.
11. In TrueFiling, a confirmation verification message is displayed; click the link in the message to log in.
12. On the Log In page, input your **Email Address**.
13. Input your **Password**.
14. Click **Log In**. The End User License Agreement is shown.
15. Read the agreement, select the checkbox to confirm, and click **I Accept**.

TrueFiling Connections

Connections can file on each other's behalf and access each other's filing and payment histories.

Send a Connection Request

1. Select **Settings** in the navigation pane.
2. Expand the **Connections** pane.
3. Click **Add New Connection**.
4. Input the name or email address of the TrueFiling user you want to connect with.
5. Locate your potential connection.
6. Click **Connect**. A connection request notification email is sent to that TrueFiling user.
7. Click **Done**. The Connection Requests Sent section in TrueFiling lists the connection; their status is Pending.

Accept a Connection Request

If a TrueFiling user sends you a connection request, when you log in to TrueFiling, a Connection Request button in the menu bar indicates there's a connection request waiting for you.

1. Click the **Connection Request** button. In the Connections pane, requests you've received are listed in the Connection Requests Received section.
2. Click **Accept** to accept the request; click **Ignore** if you don't want to accept.

Search for your Case

To perform a case search and access the Case Details page:

1. Select **Case Search** in the navigation pane.
2. Click the **Court** field and select the court.
3. Input part or all of the **Case Number** or **Case Title**.
   You can select the **Search by Date** checkbox and input the start and end dates of a date range. This is optional.
4. Click **Search**.
5. Locate the case and click the case number to launch the Case Details page.

Case Contacts

A case contact is someone associated with a case that can be selected for document servicing.

Add a Connection or Yourself as a Contact

1. Launch the Case Details page. Perform a case search, if needed.
2. Review the Case Contacts section to make sure the person to add isn't already listed.
3. Click **Add Myself / Connected User**.
   A dialog listing your active connections that aren't contacts for this case is displayed.
4. To filter the connections listed, input the name or email address of the person you're looking for in the **Search** field.
5. Locate the connection to add and select the checkbox beside their name.
6. Click **Add Selected**. The connection is added as a case contact.

Add Other Counsel as a Contact

If enabled by the court, counsel from another firm can be added as a contact. Once added, only that counsel or one of their connections can remove them as a case contact.

1. Launch the Case Details page. Perform a case search, if needed.
2. Review the Case Contacts section to make sure the person to add isn't already listed.
3. Click **Add Other Counsel**.
4. Input the counsel's name, attorney number, or email address.
5. To search only for TrueFiling attorneys, select the **Attorneys Only** checkbox.
6. Click **Search**.
7. Select the checkbox beside the person you want to add.
8. Click **Add Selected**. The counsel is added as a case contact.

File to a Case

1. Select **File** in the navigation pane.
2. Select the **Court** and then select **File to an Existing Case**.
3. In the **Search for Case** field, input the case number or case title and click the **Search** icon.
4. Locate the case and click the Case Number.
5. Select **File to this Case** on the Case Details page.
6. Select the **Filer**. You can file on another's behalf only if they're a connection, and they have specified a role.
7. Select your **Filing** and **Service** options.

Upload your Filing

1. To upload your filing, you can either:
   a. Click the **Upload** box and then select the document to upload in the dialog displayed, **OR**
   b. From File Explorer, drag and drop the document in the box.
2. Select the **Filing Type**.
3. Continue to upload your documents.
4. If you chose to serve, select the **Service Recipients** and the **Service Type**. (See Service Recipients below.)

Service Recipients

If you chose to serve your documents, the Service Recipients pane is displayed. Existing case contacts are listed and can be selected for service (some may be selected by default).

1. Select the checkbox beside those you want served.
2. Select the **Service Type**. In some courts, eService may be the only available option.

Ad Hoc Recipient

If enabled by the court, you can add a recipient that isn't a TrueFiling user for this filing only. Service is performed when the filing is submitted.

1. Click the **Add Recipient** button.
2. Input the recipient's name and email address.
3. Select the **Service Type**. If you select Mail Service, input their mailing address.

Add a Connection or Yourself as a Recipient

A connection (or yourself) added as a recipient will also be added as a case contact when the filing is submitted.

1. Click **Add Myself/Connected User**.
2. Input the name or email address in the **Search** field.
3. Locate the person to add as a recipient.
4. Select the checkbox.
5. Click **Add Selected**.
6. Select the **Service Type**. In some courts, eService may be the only available option.

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Add Opposing Counsel as a Recipient

If enabled by the court, opposing counsel can be added as a service recipient. They're also added as a case contact when the filing is submitted.

1. Click **Add Opposing Counsel**.
2. Input the counsel's name, attorney number, or email address.

   If you want to search only for TrueFiling registered attorneys, select the checkbox beside **Attorneys Only**.
3. Click **Search**.
4. Locate the counsel to add and select the checkbox beside their name.
5. Click **Add Selected**. The counsel becomes a service recipient for this filing and a contact for the case.
6. Select the **Service Type**. In some courts, eService may be the only available option/

Save your Filing

If you don't want to submit the filing now, click **Save Progress** on the Upload pane. You can access the saved filing on the History page (on the Unsubmitted tab) and continue later.

Submit your Filings and Check Out

1. Once filings are uploaded and service recipients are specified, click **Submit Filing(s)** on the Upload pane.
2. Click **Proceed to Payment** on the validation dialog.
3. Select the **Payment Method** to use.
4. Click **Submit Payment**.
5. Click **OK** on the confirmation dialog.

Set your Notification Settings

You can choose to be notified about your filing's progress in the court. You can be notified via email and/or text message.

If you want to be notified by text message, your contact information must include a validated mobile phone number.

1. Select **Settings** in the navigation pane.
2. Expand the **Notification Settings** pane.
3. Select the appropriate option and notification method. You can choose to be notified:
   - When the court receives your documents
   - When a payment transaction occurs
   - When a filing is marked as 'Filed'
   - When a filing is marked as 'Rejected'
   - When payment information is added or updated
   - When your password is changed

If you don't want to be notified, ensure the checkbox for the appropriate option is NOT selected.

Add a Payment Account

1. Click **Settings** in the navigation pane.
2. Expand the **Payment Accounts** pane.
3. Click **Add**.
4. Input the card holder's **Name** as it appears on the card.
5. Input the **Card Number**.
6. Input the **Billing Address** information.
7. Input a **Nickname** for the card. This name is listed in the Saved Payment Methods pane during check out.
8. Input the card's **Expiration Date**.
9. Input the **CVV**.
10. Indicate if you want to share this account with your connection network.
11. Click **Add** to add the payment account.

The account can be selected when you check out.

Filing History and Properties

The History page details the filing and payment histories of you and your connections.

To access the History page, select **History** in the navigation pane.

To display filings you submitted or that were submitted on your behalf, click **My History**. To display your filings and your connections' filings, click **My Network's History**.

For each submitted filing, you can click the **Filing Name** to display a pane that lists:

- The filing's properties
- Who's been served and who's accessed the document
- The filing's status with regard to the court

You can download the original and stamped copies of a filing, as well as any Proofs of Service and payment receipts.

To access a saved but unsubmitted filing, click the **Unsubmitted** tab. Select the **Bundle Name** to return to Upload pane and continue to process and then submit your filings.

Download a Proof of Service

1. Select **History** in the navigation pane.
2. Select the **My History** or **My Network's History** tab.
3. Locate the appropriate filing.
4. Click the **Filing Name**. The filing properties are displayed.
5. Click the **Proof of Service** button.

The document will display in a separate browser window. In that window, you can save a copy for your records and print it.

Download a 'Received' Stamped Copy or the Original Document

1. Select **History** in the navigation pane.
2. Select the **My History** or **My Network's History** tab.
3. Locate the appropriate filing.
4. Click the **Filing Name**. The filing properties are displayed.
5. Click the **Received Stamped Copy** or **Original Copy** button, whichever is appropriate.

The document will display in a separate browser window. In that window, you can save a copy for your records and print it.

Download a 'Filed' Stamped Copy

A Filed stamped copy is available only for documents the court has marked as "Filed."

1. Select **History** in the navigation pane.
2. Select the **My History** or **My Network's History** tab.
3. Locate the appropriate filing.
4. Click the **Filing Name**. The filing properties are displayed.
5. Click the **Status Updates** button.
6. Locate the line item associated with the **Filed** status.
7. Click the **Filed Stamped Copy** button.

The document will display in a separate browser window. In that window, you can save a copy for your records and print it.

Download a Payment Receipt

1. Select **History** in the navigation pane.
2. Select the **My History** or **My Network's History** tab.
3. Locate the appropriate filing.
4. Click the **Filing Name**. The filing properties are displayed.
5. Click the **Status Updates** button.
6. Locate the line item associated with the **Paid** status.
7. Click the **Payment Receipt** button.

The receipt will display in a separate browser window. In that window, you can save a copy for your records and print it.

TrueFiling Help System

Select **Help / Support** under **Resources** in the navigation pane to launch the TrueFiling online Help system. To launch Help in a separate browser tab, right click **Help / Support** and select the **Open link in new tab** option.

TrueFiling Support Team

To view contact information for our TrueFiling Support team, click the **Contact Support** button in the lower-right corner of the application.