

TrueFiling Training

16th Circuit Court

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Agenda

- Introductions and Objectives
- TrueFiling Basics
- Demonstration
- Question and Answers

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INTRODUCTIONS AND OBJECTIVES

Introductions and Objectives

- ImageSoft
 - Founded in 1996
 - Headquarters in Southfield, MI
 - Leader for deploying Enterprise Content Management (ECM) in Michigan courts
- TrueFiling
 - Web-based product to allow outside parties to file and serve court document electronically
 - Created, managed and hosted by ImageSoft

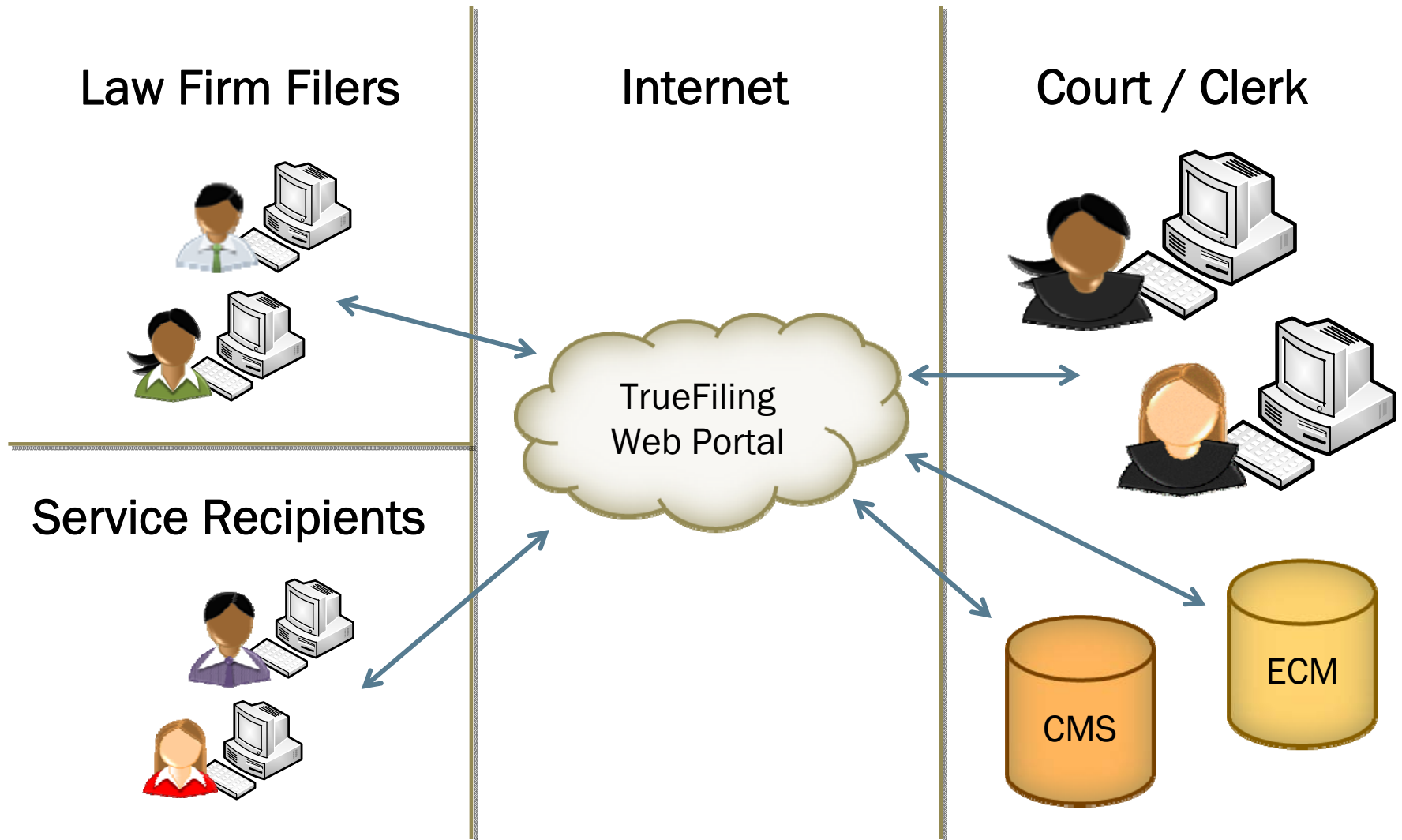
Introductions and Objectives

- Training objectives are:
 - To introduce law firms to TrueFiling and eFiling documents to the 16th Circuit Court
 - To demonstrate how TrueFiling works and how to create and manage your own site
 - To provide information and resources on what to expect when eFiling

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TRUEFILING BASICS

What is eFiling?



TrueFiling Basics

- Web based application
 - Access from any Internet connected computer
 - Supports major browsers
- Multiple filers for a single firm
 - Share credit cards on file
 - Collaborate on filings and cases
 - File on behalf of attorneys

TrueFiling Basics

- Multiple court support
 - 16th Circuit Court of Macomb County
 - 20th Circuit Court of Ottawa County
 - 58th District Court of Ottawa County
 - Probate Court of Ottawa County
 - 13th Circuit Court of Grand Traverse County
 - 13th Circuit Court of Leelanau County
 - 13th Circuit Court of Antrim County

What can be eFiled?

- Same rules apply as “over-the-counter”
 - Pleadings, motions, briefs, responses, lists, orders, judgments, notices, etc...
 - Same statutory fees apply
- Filings for existing cases only
 - Case initiation for Family Division Misc. Proceeding Cases
 - Filings for C, N, A or P case types
 - Judge John C. Foster and Judge Jennifer M. Faunce cases only

What can be eFiled?

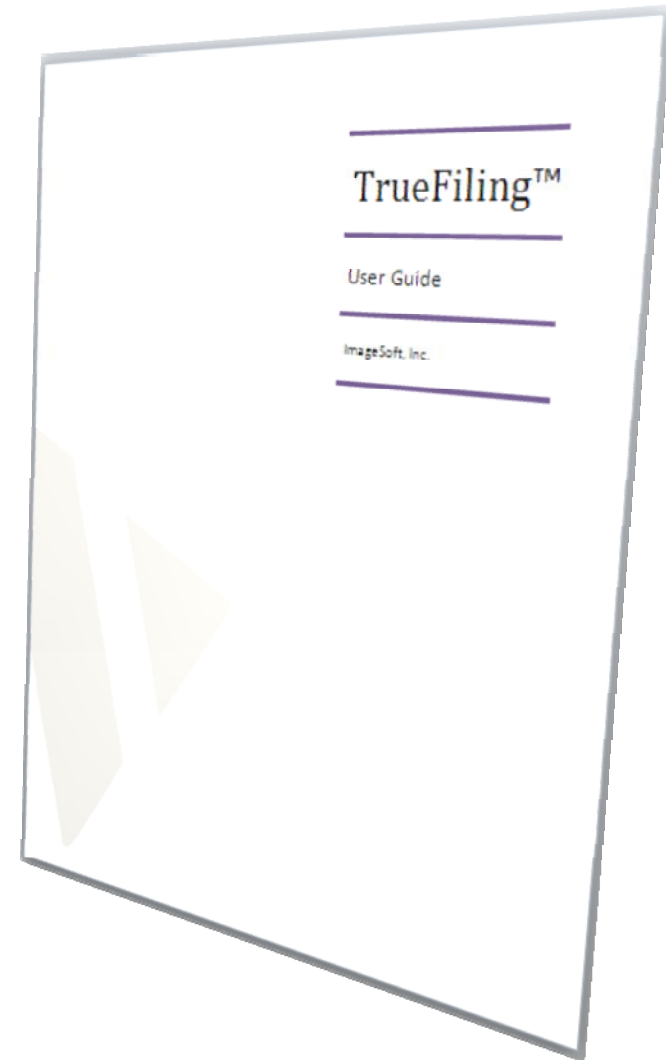
- The system will accept any of the following file formats:
 - Microsoft Word (DOC and DOCX)
 - Adobe PDF (PDF)
 - Plain Text (TXT)
 - Scanned Images (TIFF, JPG and PNG)
- Everything gets converted to Adobe PDF

Signing up for TrueFiling

- Creating a Firm
 - Each firm should have at least one administrator
 - The first administrator creates the firm
 - A valid email address is required for registration
- Inviting other filers
 - Administrator invites other members of the firm
 - Email address serves as the user's user Id
 - A valid email address is required for registration

Helpful Guides and Tools

- Quick Reference Guide
- Law Firm Admin Guide
- Law Firm User Guide
- Other Resources
 - Self-help Videos
 - FAQs
 - Local Clerk's office
 - TrueFiling Support Team



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DEMONSTRATION

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QUESTION AND ANSWERS

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