

# Frequently asked questions about e-filing in the 16th Judicial Circuit Court

## Top 3 TrueFiling Questions

### **Q: Why was my filing rejected?**

A: If a filing was rejected by the Clerk, you can review the reason for the rejection and comments from the Clerk directly in the TrueFiling application by logging in and selecting the “History” link on the left-hand side of the page to take you to the main listing of all TrueFiling transactions for your Firm.

Here you will find your transaction history organized by status. You can review bundles that are **Unsubmitted, Submitted, Pending Payment, Filed, Rejected, or Recently** filed. For Rejected transactions, select the “Rejected” tab and locate your filing. Select the “Filing Name” for the document you wish to review. This will open the “Filing History” for that document. The Filing History will display the document’s Activity, Status, and Comments.

If a filing was rejected, the rejected status comments entry will contain the reason the filing was rejected. This reason was input by the Clerk who rejected the filing, and the Clerk’s ID will be listed if you have further questions about the comments.

### **Q: How do I file multiple documents and attachments in a single Bundle?**

A: If one or more of your filings were rejected by the Clerk with a comment that multiple documents were submitted as a single document, the documents must be refiled individually as entirely separate documents.

Any document that has a corresponding “Filing Type” in the Bundle Details page in TrueFiling must be filed as a separate document. Documents should not be combined with other documents or filed as attachments. Attachments are primarily meant for documents such as Exhibits. There is not a separate filing type specifically for “Exhibits”.

TrueFiling allows you to add multiple documents to a single bundle. After selecting the “Create a New Bundle” button, and selecting the options for service, the Bundle Details page will open. Under the “Filings” section, you will be able to add a Document Name, select a Filing Type, Choose the File to upload, and select Upload. After the first document uploads, you will be able to add additional documents to your bundle by repeating these steps. The “Add Connected Documents” link should not be used. Once you have uploaded all the documents you required for your bundle, you select “Submit” to file your documents.

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**Q: How do I obtain a time-stamped copy?**

A: If you are interested in obtaining the time-stamped copy of a filing that was accepted and filed by the Clerk, you can download the file directly through the TrueFiling interface by logging in and selecting the “History” link on the left-hand side of the page to take you to the main listing of all TrueFiling filings for your firm.

Once here, locate the “Filed” tab of the page. Locate the filing and click on the link specifically under the “Filing Name” column to navigate to that document’s “Filing History”. Here you will be able to download the Payment Receipt and a Filed stamped copy of your document. If you select “Bundle Name”, you will be directed to the Bundle Details page where all documents submitted under this bundle will be displayed. You can also select the “Filing Name” here to view the same filing history for the documents.

## **Technical/Support**

**Q: What is the court’s web page for e-Filing Resources?**

A: <http://circuitcourt.macombgov.org/circuitcourt-efiling>

**Q: What is the website address to e-File?**

A: <https://www.truefiling.com>

**Q: What browsers can be used to access the e-Filing system?**

A: Internet Explorer, Google Chrome, Mozilla Firefox, and Safari are supported browsers.

**Q: Who do I contact if I need help with TrueFiling?**

A: For technical support call 855-959-8868 or send an email to [support@truefiling.com](mailto:support@truefiling.com)

**Q: What if I don’t own a PC or scanner? Will I be allowed to file on paper?**

A: The TrueFiling application is available via the internet from any PC or Mac including those in public libraries. For further convenience, there are PCs and scanners available in the Law Library located on the fifth floor of the Circuit Court Building, 40 North Main Street, Mount Clemens, MI 48043.

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## Rules/Guidelines

### **Q: Which judges will be participating?**

A: Judges James Biernat Jr., Matthew Switalski, Richard Caretti, Tracey Yokich, Mary Chrzanowski, Mark Switalski, Edward Servitto Jr., Diane Druzinski, Kathryn Viviano, Jennifer Faunce, James Maceroni, Kathryn George, and Joseph Toia are all participating in the eFiling project in the Macomb County Circuit Court. You will be notified at case initiation if your case is assigned to an eFiling Judge.

### **Q: Which case-types?**

A: The Court's eFiling project continues with [A], [C], [N], and [P] civil case-types and [DO] domestic case-types.

### **Q: Can I file at any time of the day?**

A: Yes. Filings may be submitted to the Court 7x24 (with the exception of periodic maintenance). Filings submitted after the close of normal business hours (which is currently 4:30 p.m.) shall be deemed filed on the next business day.

### **Q: How do I know the document has reached the Clerks Office for review?**

A: From your Filing History screen in TrueFiling, each document submitted will have a 'status'. If your document is Unsubmitted, there will be no Filing History for that document.

- "In Progress" means the filing has been submitted to the Court.
- "Accepted" means the document is conditionally accepted pending payment.
- "Paid" means the credit card was processed.
- "Filed" the document has been filed with the Court.
- "Rejected" means either the credit card payment did not go through or the Clerks Office rejected it for a stated reason.

### **Q: Can I file a new case through the website?**

A: No, you will still initiate the case through the Macomb County Clerk's Office. The Clerk's Office will scan your initial documents for you and place them into the system. Any subsequent documents **MUST** be filed through the TrueFiling application.

### **Q: Will I be able to e-File to an old case?**

A: No. Only new cases initiated on or after August 3, 2011 are eligible for e-Filing. Please review the Court's [List of eFiling Judges](#) for more information when case types were made e-filing.

### **Q: Can I opt-out of e-Filing?**

A: Opting-out will only be allowed under limited circumstances where participating would result in an access to justice issue. All requests to opt-out must be made by paper motion to the judge of record.

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**Q: Can I view and download a date stamped copy of the documents I have e-filed with the court?**

A: Yes. In TrueFiling, under the document's "Filing History" there will be a link to download the document. Once filed, the document will have a "Filed" stamp on the document with the filing date.

**Q: Do I have to submit a paper Judge's Copy?**

A: No. The electronic submission of a motion and brief through this program satisfies the requirements of filing a judge's copy under MCR 2.119(A)(2). Only upon request by the Court, shall the filing party promptly provide a paper judge's copy to chambers.

**Q: Do I send a copy in the mail to the other party if I do not know their email address?**

A: Yes. TrueFiling allows for different service selections upon the case's service recipients. You can select Mail or Personal service, instead of e-Service. You may have to file an additional Proof of Service with the Court for Mail or Personal service.

**Q: If the other party has not signed up on TrueFiling but I know their email address, how can I copy them?**

A: You are able to add service recipients when creating your new bundle. Select the "Add Service Recipient" link in the Update Bundle page to add additional service recipients.

## **Submission Formats**

**Q: Cover letters and Proofs of Service**

A: Cover letters are not to be e-filed. The TrueFiling application will automatically generate a proof of service document and file it with the court if service is selected. However, a proof of service would be required for filings if you choose not to use TrueFiling for service. (For example – interrogatories are not filed with the court, but a proof of service is to be filed stating that interrogatories were served on an attorney.) An additional proof of service document may need to be filed when service was completed by Mail or Personal service.

**Q: Are there any size limitations to files I am submitting via True-Filing?**

A: The maximum bundle size is 10 megabytes. We recommend that you set your scanner resolution at 300 DPI with a black and white or color setting for photos. Greater resolution is usually not necessary and will significantly increase the document's size.

**Q: What are Attachments and when can I use them?**

A: An attachment, when e-filing, is not a new document. Attachments refer to Exhibits to a Motion, Brief, or Affidavit. Exhibits should contain a case caption identifying the

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case number, parties, and title of the document (example: Exhibits 1-25 or Exhibits A-Z).

## **Q: Can I file multiple documents into a case at one time?**

A: Each document needs to be submitted separately, not as one continuous document. Motion, Brief, Notice of Hearing, etc., so that each document will receive a time stamp on its face page. Multiple documents can be sent within the same bundle, but they have to belong to the same case number. To file multiple documents within the same bundle, after uploading the first document, you will have the option to upload additional documents. A Praecipe or Request for Hearing on a Motion must also be submitted as a separate document but can be apart of the same bundle as the Motion.

## **Q: How can I sign a document if it is all electronic?**

A: Signatures will be accepted as follows: /s/ John D. Smith

## **Q: Rejections of a document?**

A: It is the filer's responsibility to monitor their Filing Status to make sure all documents have been accepted for filing. **Be sure to update your settings to select the Email Notifications you wish to receive from TrueFiling. This is located under Settings, in My Settings. By Default, you are not automatically enrolled in notifications.**

## **Fees and Payments**

### **Q: What are the fees for e-Filing?**

A: E-filing only \$2.50, E-filing with service \$5.00, Service only \$2.50. These fees are applied to the total filing not each individual document that is filed on a case. For example, filing and servicing an Answer to Complaint and a Reliance on a Jury Demand on a case in a single transaction would result in a single \$5.00 fee. The new electronic filing system fee is \$25.00 for civil actions filed in a Circuit Court or Probate Court. The new fees will be collected for five years to fund a comprehensive statewide e-filing system. For further information, please review Public Act 236 of 1961, Chapter 19A, Electronic Access to Courts (MCL 600.1985 – MCL 600.1993).

### **Q: How are payments to e-filing handled?**

A: TrueFiling has a built in payment processor. Visa, Mastercard, and Discover credit cards are accepted. In TrueFiling under Accounts in Settings you can create new credit card accounts.