



1. Log in to TrueFiling.com.
2. Click the **eFile** link in the left navigation frame.
3. Select "Initiate a new case."
4. On the resulting page, select the appropriate court, form of initiation and filing attorney and click the "Create" button.
5. A page will open corresponding to the specific type of case initiation selected.
 - a. Enter information in all the required fields, and browse for and attach the case initiating document.
 - b. Click the "Finish" button to upload the document.
6. On the **Bundle Details** page:
 - a. select the "Add Connected Documents" link at the bottom of the screen to add connected document(s) such as exhibits;
 - b. click on the Case Number ("TEMP-") to open the Case Details page.



7. On the **Case Details** page, add Case Contacts:
 - a. add any additional attorneys or contacts from the filer's firm;
 - b. click the "Add Other Counsel" link to search for opposing counsel who have registered with TrueFiling. From the Search Results, select the checkbox of each attorney to be added as a Case Contact. If opposing counsel's name does not appear in the search results, you must serve them by mail or in person. You will need to indicate mail or personal service by using the "Add Service Recipient" link in step 8 below.
 - c. click on "Case Initiation for TEMP-" to return to the Bundle Details page.



8. Click the "Edit Service Recipients / Bundle Properties" link and confirm that all information is correct. To include a record of mail or personal service on the TrueFiling-generated proof of service, click the Add Service Recipient link and enter the required information. Otherwise, you must upload a proof of service regarding service by mail or in person. See "Overview of Service on TrueFiling," below, for more information on service.
 9. On the **Bundle Details** page:
 - a. review/update the payment information, as necessary;
 - b. click the "Submit" button to submit the bundle.
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Overview of Service in TrueFiling

- A. Case Contacts are the only means for e-service via TrueFiling. When a filer submits a bundle in a case, all existing Case Contacts for that case are listed as Service Recipients who may be e-served.

Case Contacts are attorneys, contacts, and self-represented filers who have been added to a case.

An attorney may be added to a case as a Case Contact:

- a. by the attorney;
 - b. by a contact or attorney from the attorney's firm; or
 - c. by a filer using the "Add Other Counsel" search of attorneys registered in TrueFiling.
- B. An attorney or self-represented filer who has not yet registered in TrueFiling (and therefore cannot be added as a Case Contact) cannot be e-served via TrueFiling. A filer must serve such attorneys or self-represented filers by mail or in person. The filer may record mail or personal service by using the "Add Service Recipient" link. This results in the TrueFiling-generated Proof of Service showing both those who were e-served via TrueFiling and those who were served by mail or in person. Alternatively, the filer may upload a proof of service regarding service by mail or in person.

For assistance with registration, case initiation or filing into existing cases, contact the Supreme Court or Court of Appeals at the following phone numbers or email addresses:

Supreme Court = (517) 373-0120 or MSCEfileSupport@courts.mi.gov

Court of Appeals = (517) 373-0786 or COAEfileSupport@courts.mi.gov

For technical assistance using TrueFiling, call ImageSoft Technical Support at (855) 959-8868 or send an email to support@truefiling.com.