TrueFiling™

User Guide – Filing Documents

2.0 – Streamlined Version

ImageSoft, Inc.

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Using this Guide

This guide is intended for all TrueFiling users. Details are presented on how to initiate a case and how to create and submit a filing to the Court, including servicing and payment options.

How filers use TrueFiling is controlled by each Court. Specifically, the Court determines how you'll initiate a case as well as the bundle method you'll use to create, manage, and submit filings to the Court. A bundle is the TrueFiling mechanism used to group related filings and submit them to the court. The "streamlined bundle method," which is used by both the Michigan Supreme Court and the Michigan Court of Appeals, is bundle-based; that is, the bundle is created first, and filings are subsequently added to it. In this method, properties such as filing attorney and servicing specifications are assigned to the bundle and are applied to all filings within it. In addition, when the bundle is submitted, and if e-servicing is specified, a single, combined proof of service is generated for each filing in the bundle and delivered to the clerk upon submission. Each service recipient specified is served all the filings in the bundle.

This guide presents the following information in this order:

- Introductory information –contacting the courts and searching for a case
- Initiating a case and creating / submitting filings using the streamlined bundle method
- Common functionality – managing your TrueFiling settings, specifying firm and case contacts, attorneys, and self-represented filers, and managing payment accounts

TrueFiling site administrators are directed to the *TrueFiling Administrator Guide*.

What is TrueFiling?

TrueFiling is a web-based e-filing and e-service solution for law firms and pro per filers. It provides an easy to use web interface for filers to electronically initiate a case as well as file documents for an existing case from an Internet connected computer instead of filing paper copies at the clerk's office.

The TrueFiling system also enables the Court to electronically approve, route, and take action on case initiating requests and filings such as signing proposed orders or summons. TrueFiling provides a completely paperless solution from case initiation to filing submission to electronic case file management at the clerk's office and all the processes in between.

A typical filing process in TrueFiling includes:

1. The filer—an attorney, paralegal staff member, or self-represented litigant—prepares one or more documents to file with the Court using a word processor, such as Microsoft Word or Adobe Acrobat.
2. The filer uploads one or more filings (documents) contained in a bundle, specifying the appropriate filing document type and servicing method.
3. The filer selects a payment method and submits the bundle to the Court for the clerk to review.
4. For e-service, the selected servicing recipients will be emailed a notification that contains a link to the filing (or links if there are multiple filings submitted in the bundle). A proof of service is automatically generated and submitted to the court.
5. The clerk will review the incoming filings and the proof(s) of service and will reject or tentatively accept each filing based on Court rules.
    - If the clerk tentatively accepts the filing(s), the credit card supplied at submission will be charged the appropriate statutory fees.
    - If the clerk rejects the filing(s) or payment was declined, the filer will be notified through the TrueFiling user interface and optionally emailed a reject notification.
    - If payment is approved, the clerk will docket the filing(s) in the register of action for the case accordingly.
6. The filer will be notified through the TrueFiling user interface and optionally emailed a filed notification.

Getting Started

TrueFiling enables members of a law firm to access case information, filings, and payment accounts. One or more TrueFiling administrators are established for the firm and are responsible for setting up and maintaining the firm's TrueFiling site, such as establishing payments accounts and selecting those courts in which documents will be e-filed (known as Favorite Courts). **Individual members of a firm can register with TrueFiling only after receiving an invitation from their TrueFiling administrator to join**. For more information on this process, please consult the *TrueFiling User Guide – Registration and Logon*.

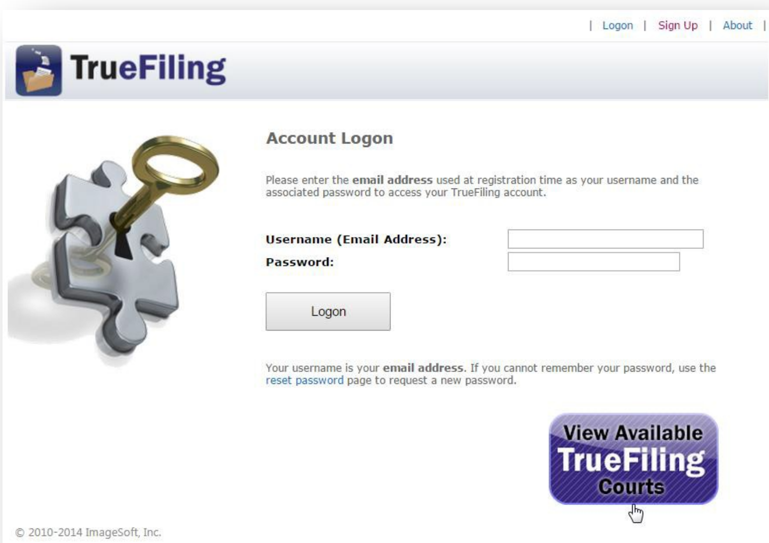
Self-represented filers can also create their own TrueFiling "firm" through which they can e-file and e-serve documents. The self-represented filer serves as his or her firm's administrator.

TIP: TrueFiling is best viewed using a minimum 1024 x 768 screen resolution.

Identifying the Courts that TrueFiling Supports

To view the courts that TrueFiling supports:

1. Launch TrueFiling. The Account Logon page is displayed.



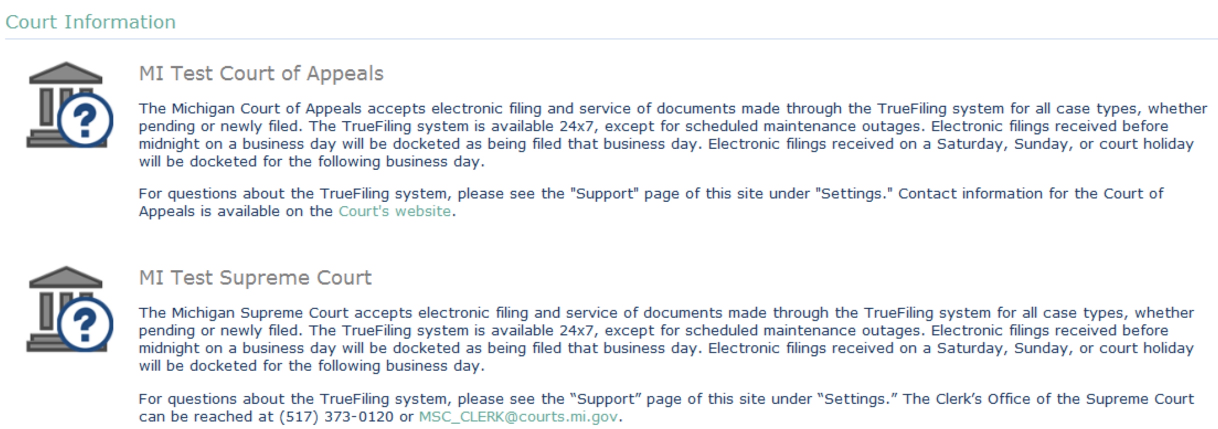
2. Click the **View Available TrueFiling Courts** button in the lower right corner.
   A page is displayed that lists all courts and contact information, segregated by state, that are supported by TrueFiling.
3. Scroll down the page to view all courts.
4. Click **OK** to close the page.

Contacting the Court

TrueFiling provides contact information for a court identified as a firm favorite. For each court, information such as hours of operation and contact details is presented. Additionally, the Court may provide specific policies and procedures on what to expect when e-filing and e-servicing.

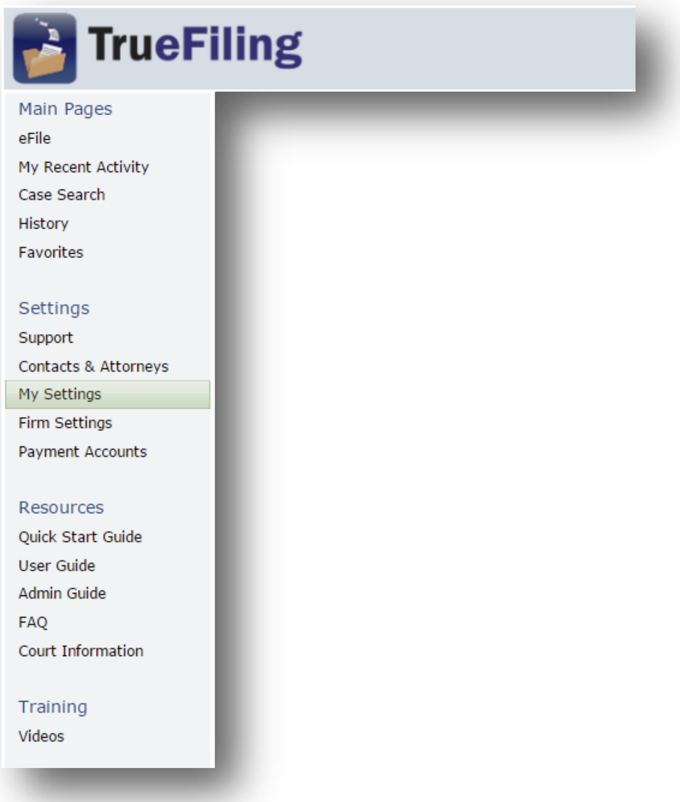
To view information about your firm's favorite Courts:

1. Click **Resources >> Court Information** in the navigation pane (located on the left side of any page). The Court Information page is displayed.



Navigating TrueFiling

The main navigation pane for TrueFiling is located on the left side of each page and is consistent throughout the site. This consistency enables you to rapidly switch from one operation to another regardless of the page currently displayed. The default page is initially set to the Case Search page but can be changed by accessing **Settings >> My Settings**.



The navigation pane is separated into these sections and pages:

Section	Page	Description
Main Pages	eFile	The eFile page provides a starting place for creating a new filing for a case. You can also search for an existing case.
	My Recent Activity	The My Recent Activity page contains your recent activity, such as filing submissions, service recipient additions, and other activities.
	Case Search	The Case Search page allows you to select a court and search for an existing case using the case number or title, and case filing date (optional) as the search criteria.

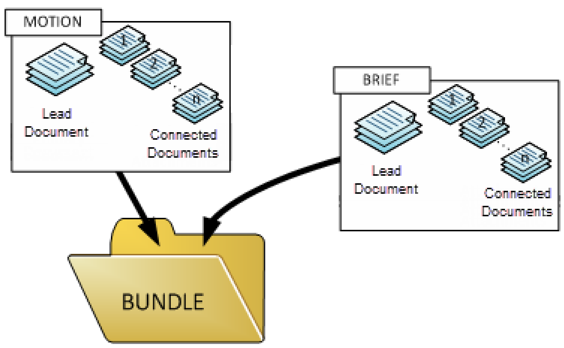
Section	Page	Description
	History	The History page lists the filings for your entire firm arranged by current status: In Progress, Submitted, Filed, and Rejected.
	Favorites	The Favorites page contains cases designated as your favorites as well as the courts with which your firm is associated.
Settings	Support	The Support page is used to specify TrueFiling support specialists who can access your site during a support call.
	Contacts & Attorneys	The Contacts and Attorneys page is used to add contacts, attorneys, and self-represented filers to a firm. You can select some or all of the contacts and attorneys for document service for a case. Firm administrators can use this page to issue an invitation to join the firm's TrueFiling Law Firm site as a Login User and enable those users to submit filings.
	My Settings	The My Settings option allows you to change your password, default page, and select email notifications.
	Firm Settings	The Firm Settings page is used by firm administrators to specify the firm name, time zone, firm notification email, servicing email, payment account sharing preference, and whether a Client Matter Number is required when a new filing is filed.
	Payment Accounts	The Payment Accounts option enables credit card information to be specified for filing and fee payment.
Resources	Quick Reference Guide	This link opens the *Quick Reference Guide*, which provides concise procedural steps for commonly used TrueFiling functionality.
	Admin Guide	This link accesses the *TrueFiling Administrator Guide*.
	User Guide	This link accesses the *TrueFiling User Guide*.
	FAQ	This link accesses the TrueFiling Frequently Asked Questions page.
	Court Information	The Court Information page contains details on courts that have been specified as your firm's favorites. Information can include location, hours of operation, and contact information.
Training	Videos	The Videos page provides access to demonstrations of the TrueFiling application.

Case Filings

Understanding Bundles and Filings

A TrueFiling bundle is a logical group of filings that are submitted to the Court together. A bundle is analogous to an envelope that contains multiple paper filings in the paper world. Using bundles, you can simultaneously submit more than one filing for review.

Every filing must be part of a bundle, even if the bundle contains only one filing. A bundle cannot contain filings for more than one case.



In the streamlined bundle method, properties and actions are applied bundle-wide; that is, you may not apply a property / action to one filing in a bundle and a different property / action to another filing in the same bundle. For example, the filing attorney specified for the bundle is applied to all filings in the bundle. Also, any service recipients selected will be served all filings in the bundle. A specific servicing method can be chosen for each selected service recipient, unless a specific method is required by the Court. See *Creating a Bundle and its Filings* in this section.

In addition, the service recipients are specified and managed as a bundle property. See *Editing the Bundle Properties* in this section.

When e-servicing is specified, submitting the bundle will generate a single, combined proof of service for all filings in the bundle.

Lead Documents and Connected Documents

Each bundle has a lead document and may also have one or more connected documents. A connected document is a separate filing that has an association with the lead document. The connected document functions as a “child” of the “parent” (lead) document. A file is uploaded for each connected document.

Supported File Formats

TrueFiling accepts lead documents and connected documents in these file formats:

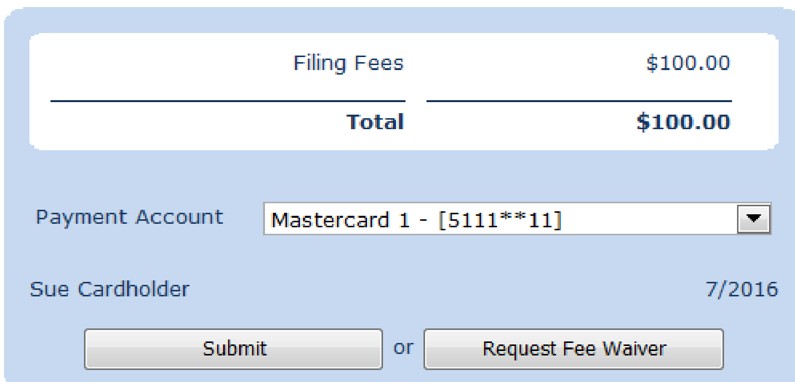
- Microsoft Word (DOC and DOCX)
- Adobe PDF (PDF)
- Plain Text (TXT)
- Scanned Images (TIFF, JPG, and PNG)

Understanding Filing Fees

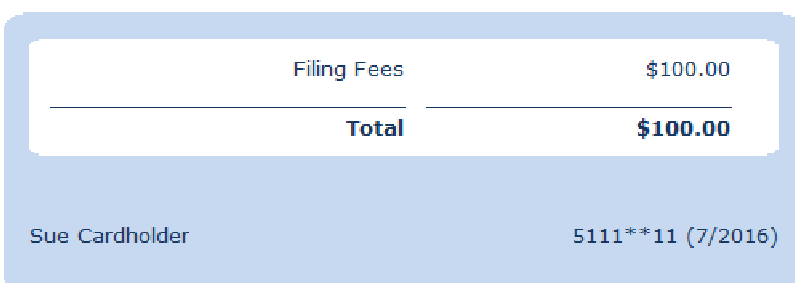
TrueFiling manages all billing transactions and account reconciliation with the Court. Filing fees are determined according to the filing type. The fee is the same amount charged when the filing is submitted as paper. Filings in the Michigan Supreme Court or Court of Appeals are not assessed any transaction fees. Nor are there processing fees for using credit cards.

NOTE: Certain circumstances may allow you to submit a Fee Waiver Request to the Court to waive the fees associated with the filing. See *Submitting a Filing >> Fee Waivers* in this section for details.

The Bundle Details page displays a total summary of all fees based on the filings contained in the bundle. Prior to the bundle being submitted, the fee tabulation panel



Once the bundle has been submitted to the Court, the fee tabulation panel will resemble this:



Pages in TrueFiling

With the streamlined bundle method, the following pages are used for electronic case filing development, submission, and tracking:

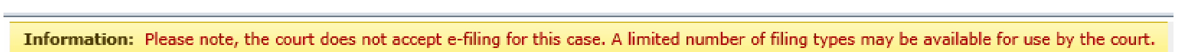
- Case Details page – lists the bundles, filings, and connected documents that comprise the case, as well as the contacts / attorneys / self-represented filers associated with the case.
- Bundle Details page – lists the filings that comprise the bundle, any connected documents, and required fees.

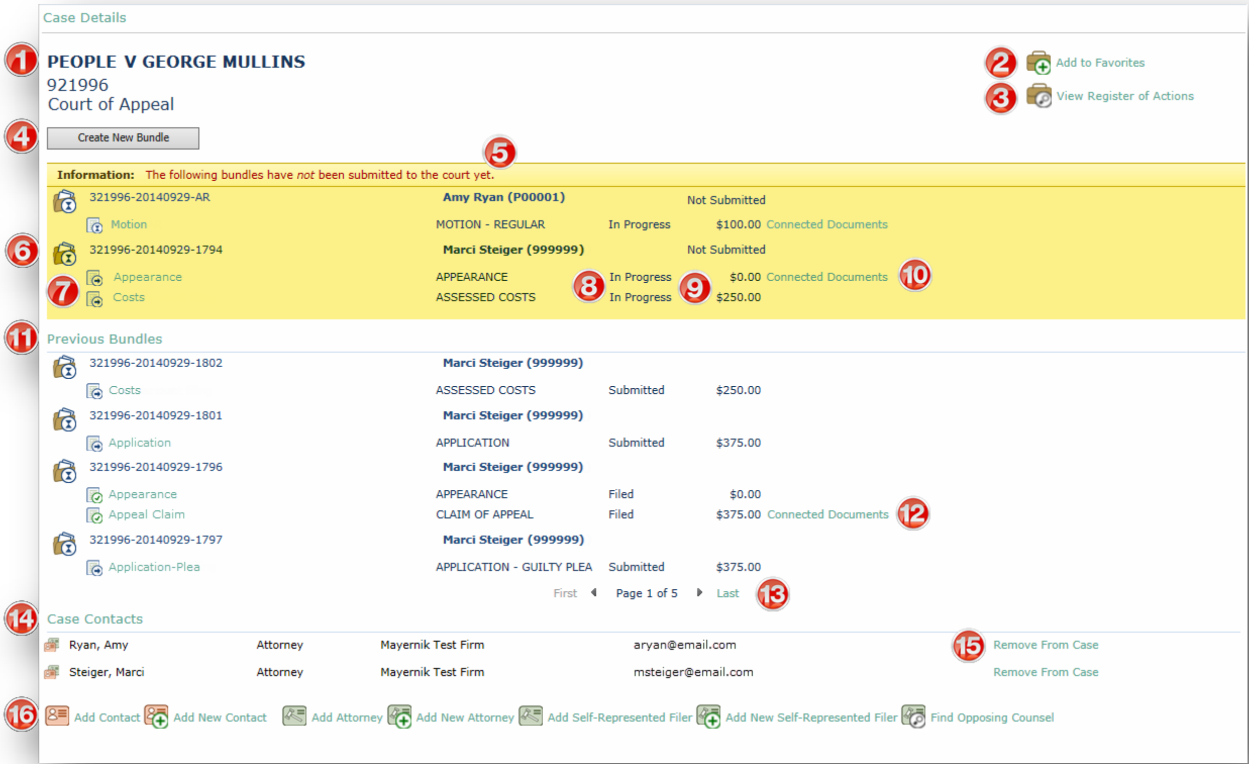
Case Details Page

When you execute a case search, the results are displayed in the **Search Results** section of the Case Search page.

Click on a **Case Number** to launch the Case Details page.

NOTE: If the Court does not allow e-filing for a specific case, this banner is displayed on the Case Details page.





On this page you can:

1	View the case title, case number, and court.
2	Add / remove the case to your favorites. See *Favorites >> Adding a Case to Your Favorites* for details.
3	View the case's Register of Actions. When this link is selected, the Court's case search page is launched in a separate tab or window. On this page, search on the case number to display the Register of Actions.
4	Create a new bundle for filing.
5	View and access case bundles that have not been submitted to the Court. An unsubmitted bundle can be edited, and connected documents can be added to the filings in the bundle.
6	View and select the Bundle Name, which acts as a link to launch the Bundle Details page.

7	View the filings in the bundle. Clicking on a Document Title link opens a screen that shows the filing's history. See *Creating a Bundle and Filings >> Viewing and Accessing a Filing' s History* in this section.
8	View the filing's status. If the bundle has not been submitted, the status will be In Progress. If the bundle has been submitted, the filing's status can be Submitted, Accepted, Paid, Rejected, or Filed.
9	View the fees associated with the filing.
10	Access the Connected Documents screen where existing connected documents can be viewed or deleted, and additional connected documents can be added.
11	View and access bundles (and filings) in the case that have been submitted to the Court.
12	View the connected documents of a filing that are part of a submitted bundle.
13	Navigate through multiple page lists.
14	Access the Case Contact section to view and manage case contacts. Attorneys, contacts, and self-represented filers associated to a case are listed in the Contacts section.
15	Remove a case contact from the case.
16	Access options to add new or existing attorneys, contacts, self-represented filers, and opposing counsel to the case. See *Contacts, Attorneys, and Self-Represented Filers* later in this guide for details on adding / associating these individuals to a case. See also *Managing Contacts >> Adding Opposing Counsel as a Case Contact.*

Submitted and Unsubmitted Section

The Case Details page displays all bundles associated with the case. Each bundle and its component filings is listed. For each filing, the filing title, type, status, and fee are shown. In addition, access to a history of actions associated with the filing is available.

Bundles are divided into two sections - those that have been submitted to the Court (Previous Bundles section) and those that have not. Unsubmitted bundles are highlighted in yellow. An unsubmitted bundle can be edited, and connected documents can be added or deleted to a filing.

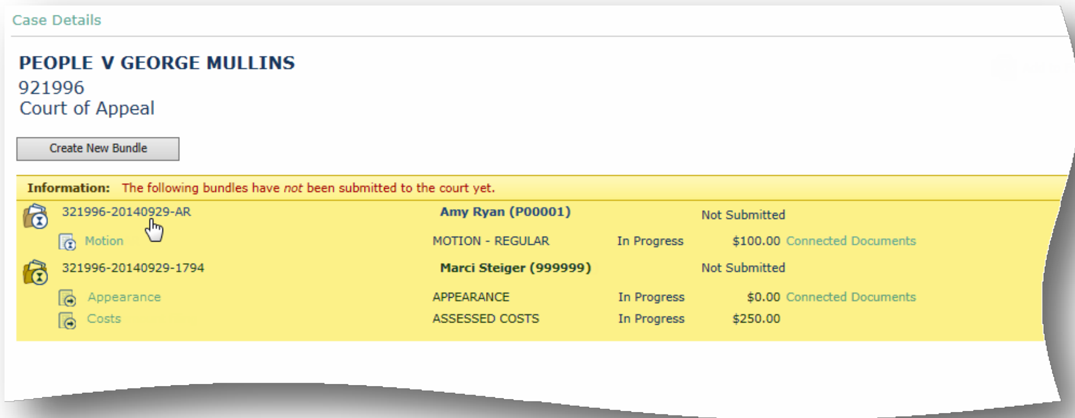
See *Creating a Bundle and its Filings* later in this section for complete details on creating a bundle, adding a filing, uploading connected documents, and specifying servicing requirements and recipients.

Case Contacts Section

Attorneys, contacts, and self-represented filers associated with a case are listed in the Contacts section on the Case Details page. See *TrueFiling User Manual –Attorneys, Contacts, and Self-Represented Filers* for details.

Bundle Details Page

1. Locate the appropriate bundle on the Case Details page.

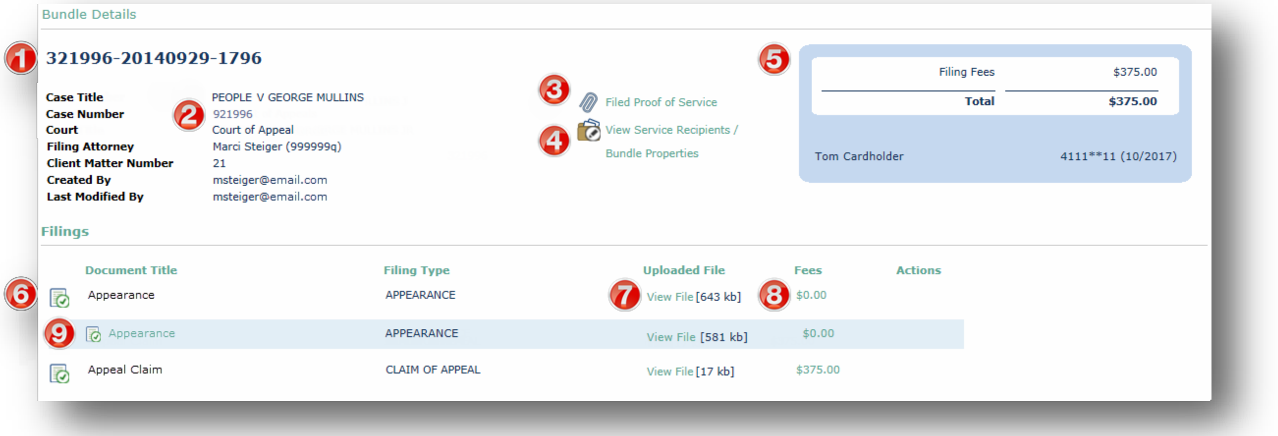


2. Click the Bundle Name to launch the Bundle Details page.

The manner in which the Bundle Details page displays depends on whether the bundle has been submitted to the Court.

Bundle Submitted

For a submitted bundle, the Bundle Details page displays in this format:



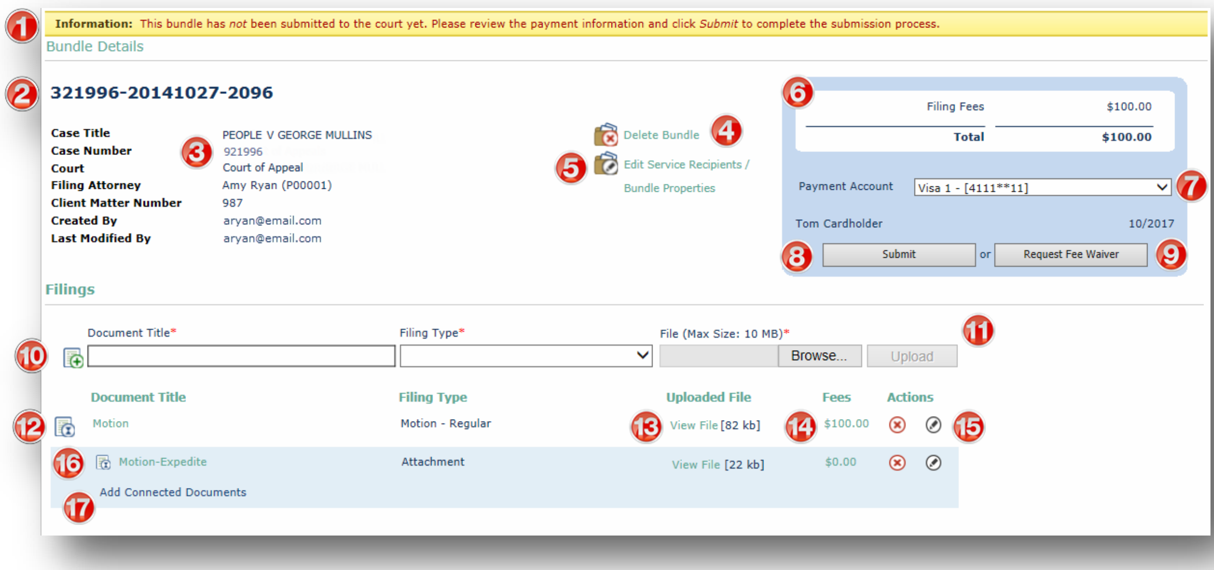
On this page you can:

1	View the bundle name
2	Open the Case Details page by clicking the case number link.
3	Download / save the bundle's filed proof of service document. See *Related Documents >> Generated Proof of Service* later in this section for details.
4	View the bundle properties (which include the bundle name, filing attorney, client matter number, and filing option), and the service recipients and servicing method. If a bundle has been submitted to the Court, its properties cannot be edited.
5	View the fees that are expected to be charged when the Court tentatively accepts the bundle's filings.
6	View a list of the bundle's filings.
7	View / download / save the filing's lead or connected documents.
8	Open a screen containing fee disclosure details for a filing or a connected document.
9	View a list of the filing's connected documents.

NOTE: Once submitted to the Court, a bundle cannot be modified.

Bundle Not Submitted

For an unsubmitted bundle, the page displays in this format:



On this page you can:

1	Be notified that the bundle has not yet been submitted to the Court.
2	View the bundle name.
3	Open the Case Details page by clicking the case number link.
4	Delete the bundle, and by default, all filings in the bundle.
5	Edit the bundle properties (which include the bundle name, filing attorney, client matter number, and filing option) as well as the service recipients and servicing method.
6	View the total fees of all the filings in the bundle.
7	Select the payment account to use.
8	Submit the bundle and its filings to the Court.
9	Request a fee waiver from the Court. See *Submitting the Bundle >> Fee Waiver* in this section for details. If a fee waiver has already been requested, this option displays as Change Fee Waiver to allow you to modify the request.
10	Add a new filing to the bundle. You must specify the Document Title and Filing Type, and select the filing's lead document.
11	Upload the selected lead document.
12	View the individual filings in the bundle

13	View / download / save the filing's lead document
14	Open a screen containing fee disclosure details for a filing or a connected document
15	Perform an action, such as deleting or editing a filing
16	View a list of the filing's connected documents.
17	Add a new connected document to a filing.

NOTE: If the bundle has not been submitted, it can be modified.

Bundle Validation Errors

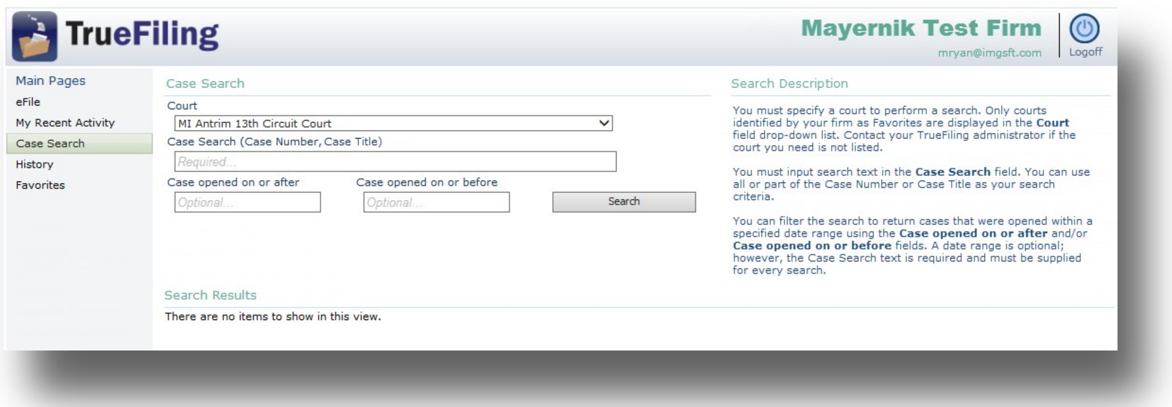
TrueFiling will validate the bundle against court-specific rules whenever the bundle is created or updated. Any issues are reported in the Bundle Validation Errors section on the Bundle Details page. The **Submit** button will remain disabled until the errors are corrected.

Filing in an Existing Case

To submit a filing in an existing case in TrueFiling, you must first locate the case and access its Case Details page.

TrueFiling has a list of every case for each court that participates in electronic filing. The case list is updated every day with the previous day's newly created cases. To locate a case:

1. Select **Main Pages >> Case Search** in the navigation pane. The Case Search page is displayed.

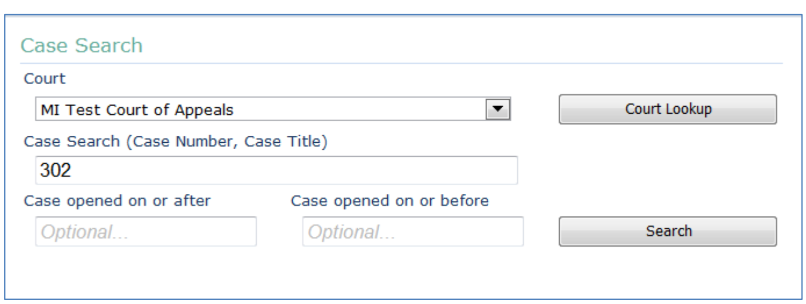


NOTE: The text displayed in the **Search Description** section is court specific and may differ from the text shown in the above screen image.

2. Select the court from the **Court** field drop-down list.

NOTE: Only courts identified by your firm as Favorites are displayed in the drop-down list. Contact your firm administrator if the court you need is not listed.

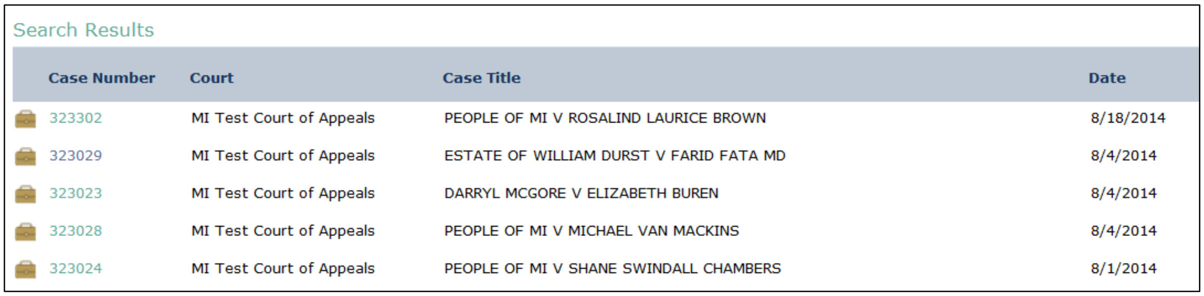
3. Input search text in the **Case Search** text box.



Case Search is a required field so some text must be supplied for every search. The search is performed against both the case number and court-assigned case title. The search functionality is quite flexible and allows you to input full or partial case numbers or party names.

For example, inputting the numbers "302" will display the cases with docket numbers 302566, 303025, and 300302. Similarly, typing the letters "jack" will display cases with the party names of Jack, Jackie, Jackson, and Lumberjack in their titles.

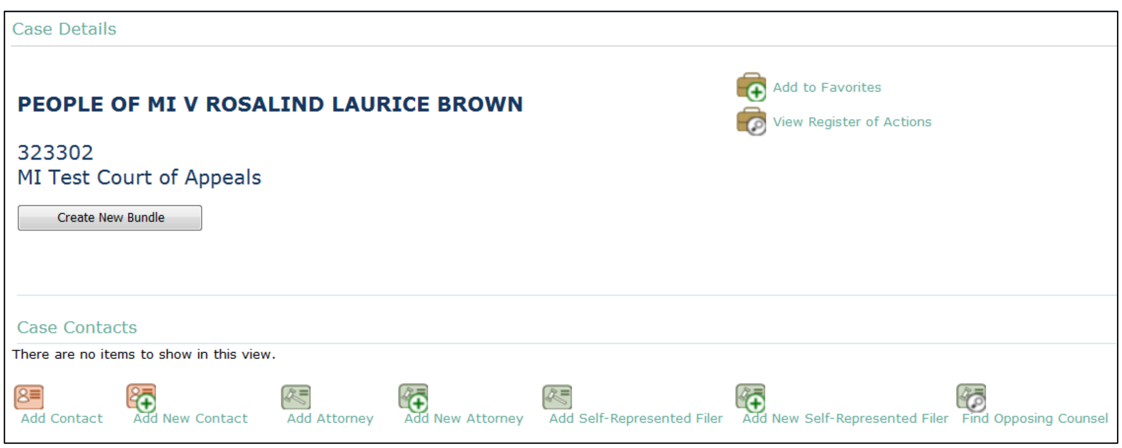
4. Click **Search**.
5. Locate your case and click the case number link to open the Case Details page.


Search Results

Case Number	Court	Case Title	Date
323302	MI Test Court of Appeals	PEOPLE OF MI V ROSALIND LAURICE BROWN	8/18/2014
323029	MI Test Court of Appeals	ESTATE OF WILLIAM DURST V FARID FATA MD	8/4/2014
323023	MI Test Court of Appeals	DARRYL MCGORE V ELIZABETH BUREN	8/4/2014
323028	MI Test Court of Appeals	PEOPLE OF MI V MICHAEL VAN MACKINS	8/4/2014
323024	MI Test Court of Appeals	PEOPLE OF MI V SHANE SWINDALL CHAMBERS	8/1/2014

NOTE: If your search is too broad, the search will display only the first 50 results and you will be directed to refine your search to narrow the results. Conversely, if your search criteria are overly specific, they may not produce any results. For example, typing "General Motors Corporation" will not display a case entitled "General Motors Corp." Use less specific search criteria to broaden the results of a search.

6. From the Case Details page, you can begin the process of attaching and electronically filing documents in an existing case by clicking **Create New Bundle**. See *Creating a Bundle and Its Filings* later in this manual for detailed information on the bundle process.

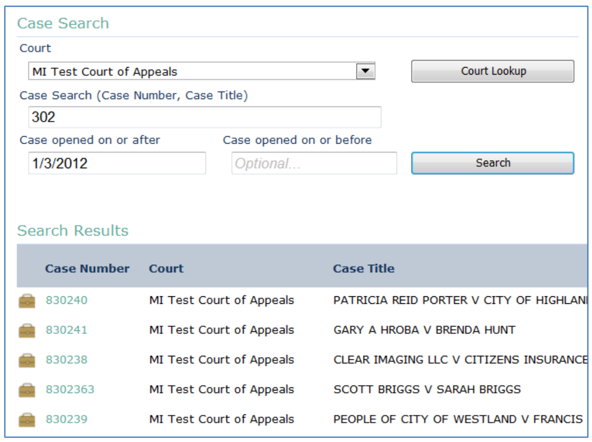


Filtering by Case Date

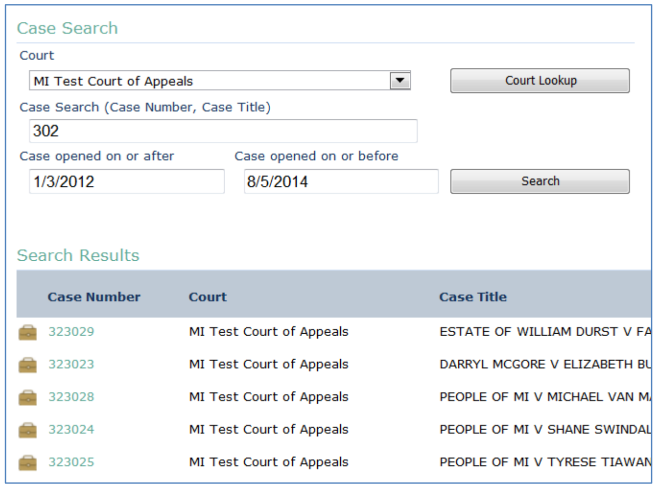
You can use the **Case Date** field to limit the search results to cases that were opened within a specific date range. Specifying a date range is optional. To filter a search by date:

1. Click in the **Case opened on or after** or **Case opened on or before** fields, and select the date(s) from the calendars that appear. You may also type a date directly in each field using the MM/DD/YYYY format.
2. Click **Search.**

The following screen displays the date-filtered results for the search term "302" of cases opened on or after January 3, 2012.



Similarly, you can apply an additional filter using the **Case opened on or before** field to complete a specific date range.

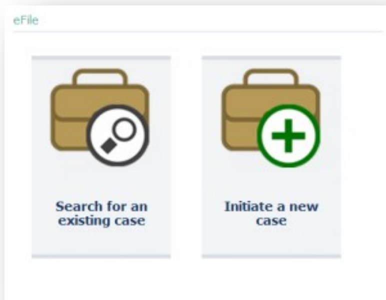


TIP: Use date filtering to limit the results of a Case Search for a common name (e.g., Smith), which may produce too many search results by itself.

Initiating a Case

In the Michigan Supreme Court and Court of Appeals, all case types may be initiated through TrueFiling. To initiate a new case:

1. Select **Main Pages >> eFile** in the navigation pane.



   You can perform a case search if you're not sure the case already exists. Click **Search for an existing case**. The Case Search page is displayed. See the *Searching for a Court Case* section for details on how to perform a search and optimize the search results.

2. Click **Initiate a new case**. A dialog window similar to the following is displayed:

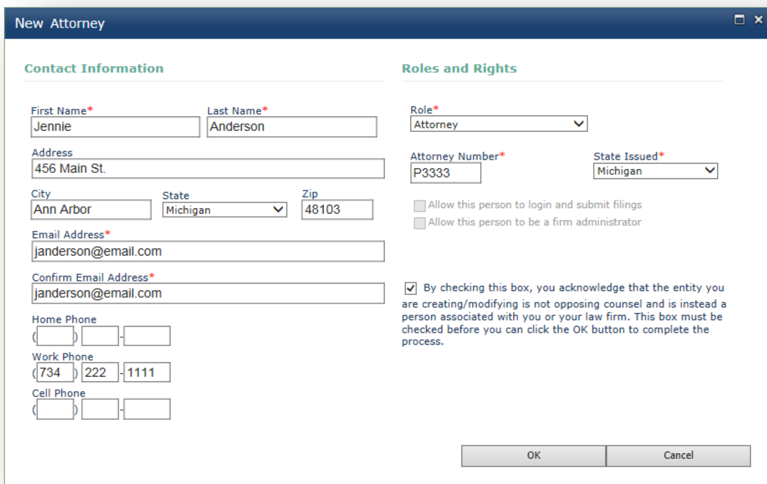
3. Select the appropriate court from the **Court** field drop-down list. This list is populated with your firm's court favorites. Contact your administrator if the required court is not listed. The Court you select determines which fields are displayed in the case initiation dialog window.

4. Select the **Case Type** from the drop-down list. This list is populated with the case types available for electronic initiation as determined by the Court.
5. Confirm or select the name of the attorney or self-represented filer who will be submitting the filing. The **Create** button will not be enabled until an attorney or self-represented filer is specified.
6. Click **Create**.

Adding New Attorney

To add a new attorney who will be identified as the filer of the bundle:

1. Select the **Add New Attorney** option. The New Attorney dialog window is displayed.



2. Input the **Contact Information** for the new attorney. A red asterisk (*) indicates a required field. The **Role** field will default to **Attorney**.
3. Input the **Attorney Number**.
4. Select the state in which the Attorney Number was issued (**State Issued** field).

NOTE: If you are a firm administrator, you can use this form to add a new attorney and to issue an invitation to the attorney to join your firm's TrueFiling site and enable them to submit filings. See the *TrueFiling Administrator Guide* for complete details on inviting new users to join the firm and assigning rights.
If you are not an administrator, the **Allow this person to login and submit filings** and the **Allow this person to be a firm administrator** check boxes are disabled.

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5. Select the check box to verify the attorney is a member of your firm and has rights to file for your firm.

NOTE: You must select the box to verify this attorney is a member of your law firm and has the right to file documents to the courts on your firm's behalf. You must **not** add an attorney from the opposing counsel or someone who is not a member of your law firm. If the box is not checked, the attorney cannot be added.

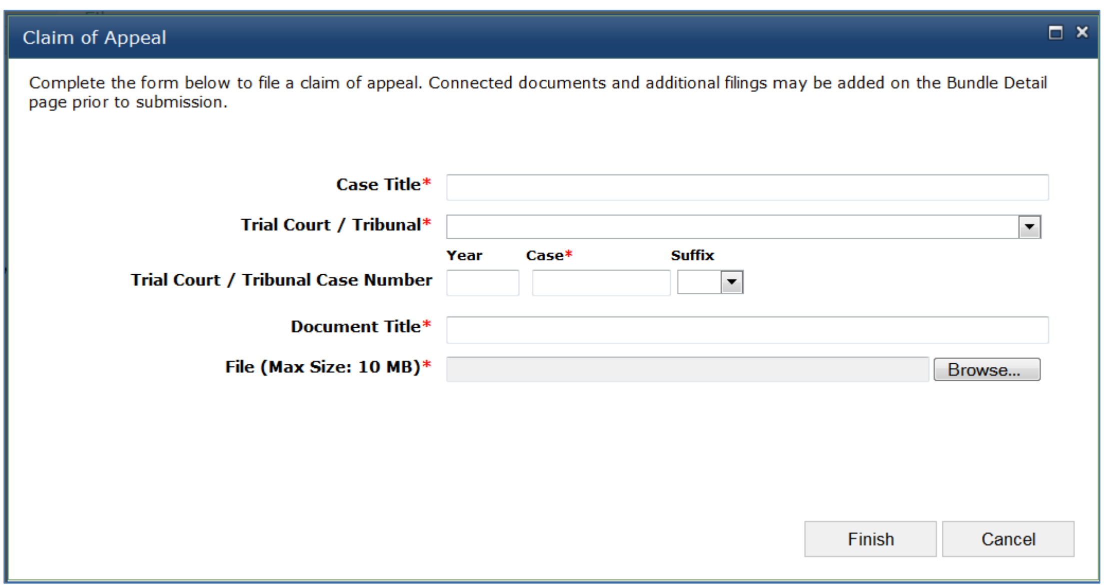
6. Click **OK** to close the dialog window. Once added, the attorney is available in the **Attorney** field drop-down list on the Court and Case Type Selection dialog window.
7. Select the new attorney from the drop-down list.
8. Click **Create**.

IMPORTANT NOTE: As you leave the Case Initiation dialog window, remember that the Court and case type you have selected determines how case initiation progresses.

Sample Case Initiation

The following illustrate a sample case initiation of a Claim of Appeal in the Michigan Court of Appeals.

After clicking **Create**, the Claim of Appeal dialog window appears:

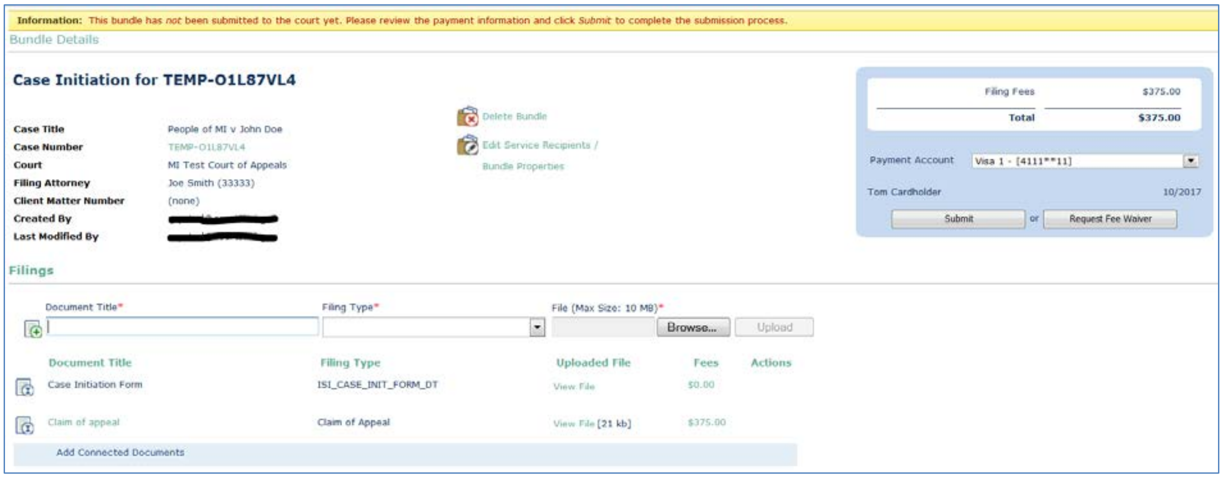


NOTE: The fields marked with a red asterisk are mandatory. You must input information in those fields before clicking **Finish**.

Once you have browsed for and selected your Claim of Appeal document, clicking **Finish** will cause the document to be upload. From the new dialog window that will then open, you may add any connected document(s) or additional filing(s).

Case Initiation Bundle

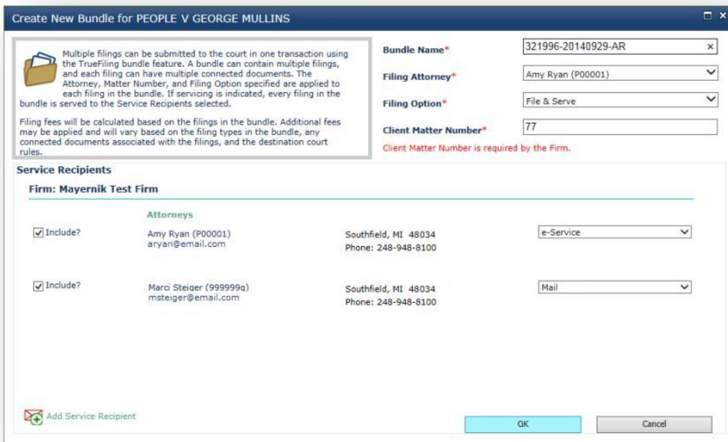
Once the case is initiated, a bundle is created that contains the case initiation form. The Bundle Details page is displayed.



Creating a Bundle and its Filings

On the Bundle Details page, you will create your bundle, add filings (and upload the filing lead document), upload any required connected documents, and specify servicing requirements.

1. Access the appropriate Case Details page.
2. Click the **Create New Bundle** button. The Create New Bundle dialog window is displayed.



In addition to the bundle properties, this dialog window also contains the Service Recipients section, which lists each case contact (attorney, contact, self-represented filer) segregated by firm. Use this section to select or de-select service recipients, specify the servicing method, and add ad- hoc service recipients.

3. Edit the default **Bundle Name**, if required.
4. Select the appropriate **Filing Attorney** from the drop-down list.

NOTE: The attorney selected here is applied to every filing in the bundle.

5. Input the **Client Matter Number**, if one is required.
6. Select the appropriate **Filing Option**.

It is important to understand the option selected is applied to each filing in the bundle.

File and Serve – the filing will be submitted to the Court and served on the specified recipients. Service may occur immediately after the bundle is submitted or once the filing is officially filed with the Court.

File Only – the filing will not be served on any party when the filing's bundle is submitted to the Court.

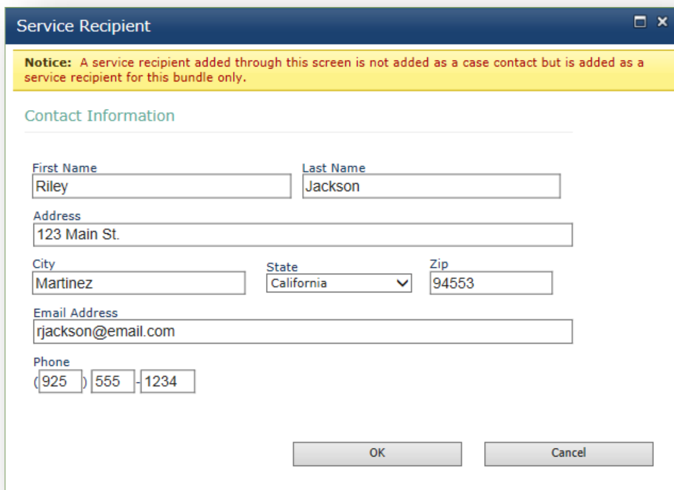
Serve Only – the filing will be served when you submit the filing's bundle to the Court.

7. Select the box beside **Include?** to specify the required service recipients.
8. For each selected service recipient, specify the appropriate servicing method from the drop-down list: e-Serve, Mail, Personal.

   The Court determines what servicing options, if any, are required. If the Court requires one specific servicing method, that method is auto-specified for each selected service recipient and cannot be edited.

If you wish to add an ad-hoc service recipient for the bundle:

a. Click the **Add Service Recipient** option in the Service Recipients section. The following dialog window is displayed.



NOTE: Once an ad-hoc service recipient is created, the contact information cannot be edited. Also, as noted in the above dialog window, when an ad-hoc service recipient is created, he or she is not added as a case contact for purposes of receiving other e-served filings in the case.

b. Add the recipient's contact information.

NOTE: If you plan to specify e-service for this recipient, you must provide an email address. If none is provided, the e-Service option is not available in the drop-down list on the Create New Bundle dialog window.

NOTE: Once you click **OK** and close this dialog window, the contact information cannot be edited.

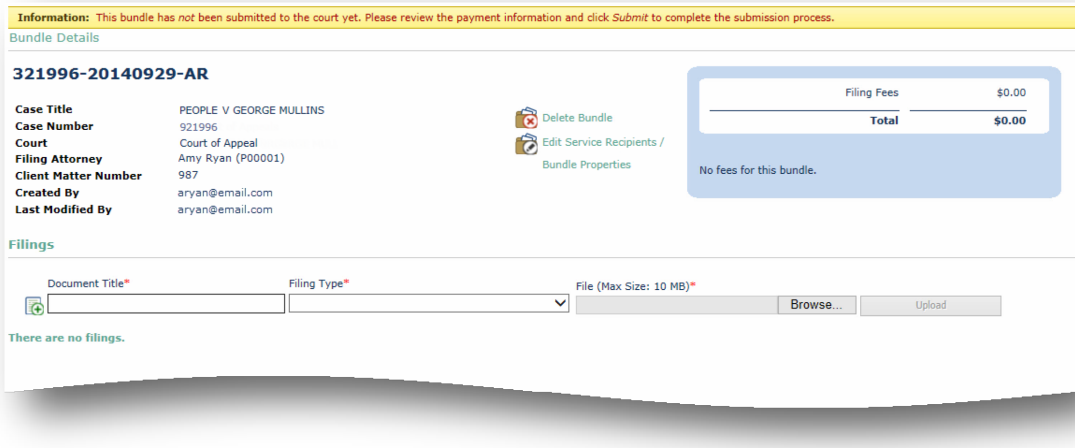
c. Click **OK** to close the Service Recipients dialog window.

The recipient is added to the Service Recipients section.

---

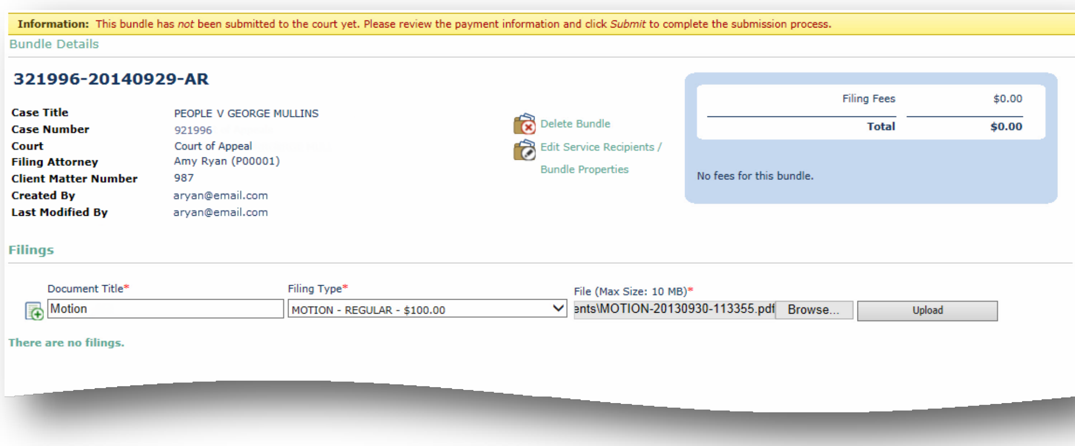
9. Click **OK** on the Create New Bundle dialog window.

A new Bundle Details page is created.



Adding a Filing

To add a filing to the bundle:



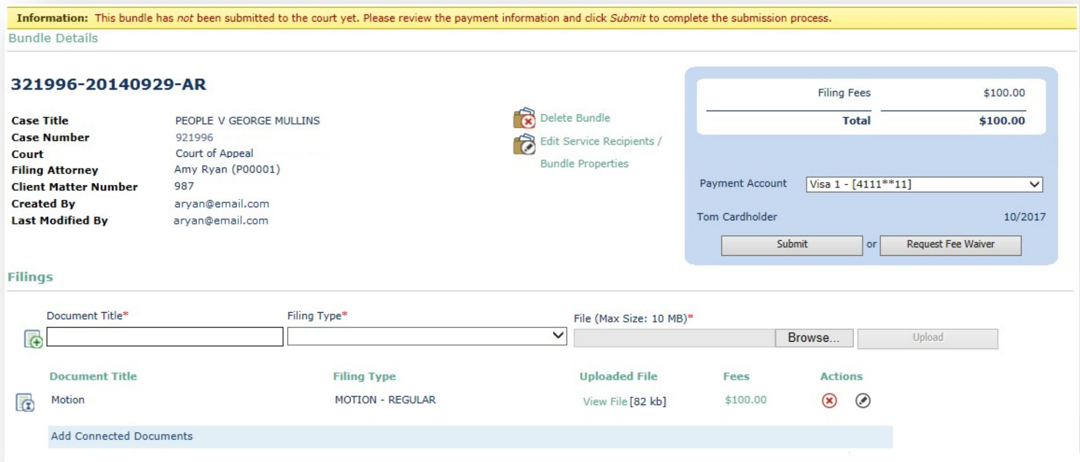
NOTE: A red asterisk (*) indicates a required field.

1. Input the **Document Title**.
2. Select the **Filing Type** from the drop-down list.
3. Click **Browse** (or **Choose File**) to search for the document. A separate dialog window is displayed.
4. Navigate to and select the appropriate file.

Ensure the file size does not exceed the limit specified.

5. Click **Open**. The selected file and its path are listed in the **File** field.

6. Click **Upload**. The filing is added to the bundle.

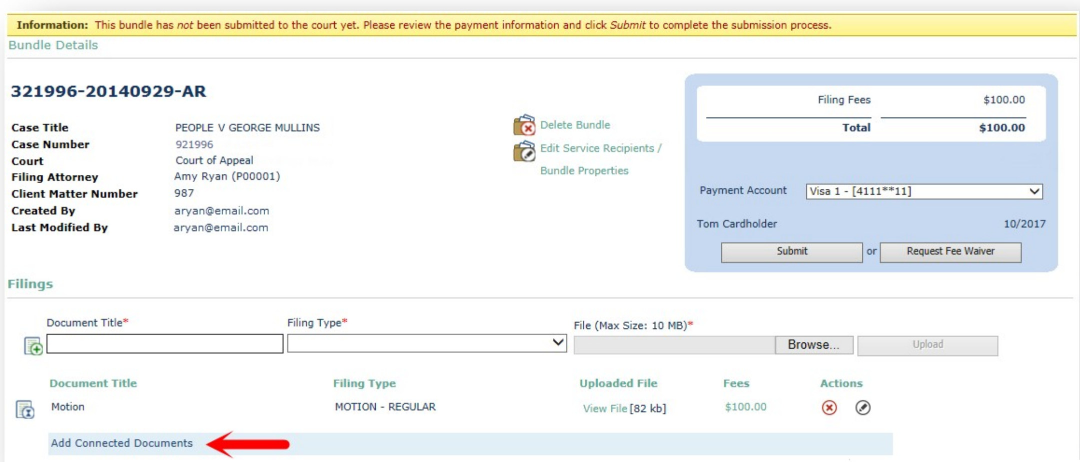


The fees associated with the filing display in the fee tabulation panel.

Uploading a Connected Document

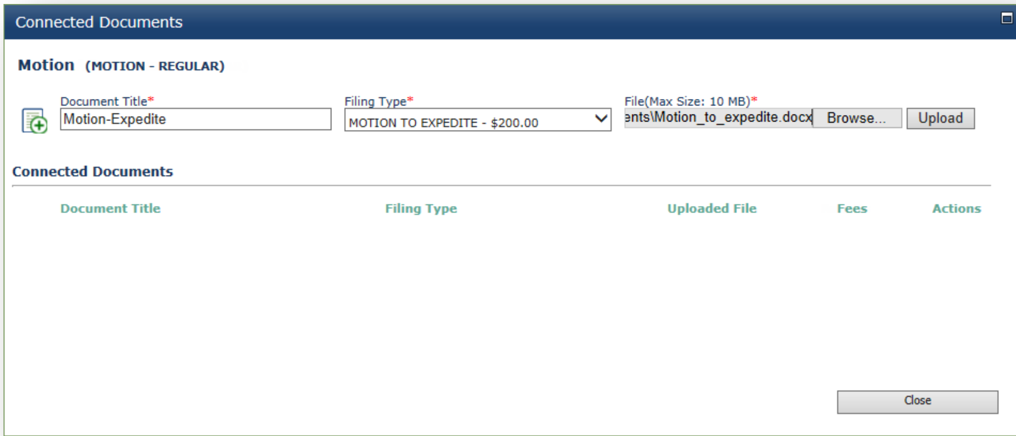
A connected document is a separate filing that has an association with the primary filing.

1. Access the appropriate Bundle Details page.



2. Locate the filing.

3. Click the **Add Connected Document** link. The Connected Documents dialog window is displayed:



REMEMBER: A connected document is a separate filing. Thus, a filing type and a document title must be specified.

---

4. Input the **Document Title**.
5. Select the **Filing Type** from the drop-down list.

NOTE: The filing types displayed are determined by the Court.

---

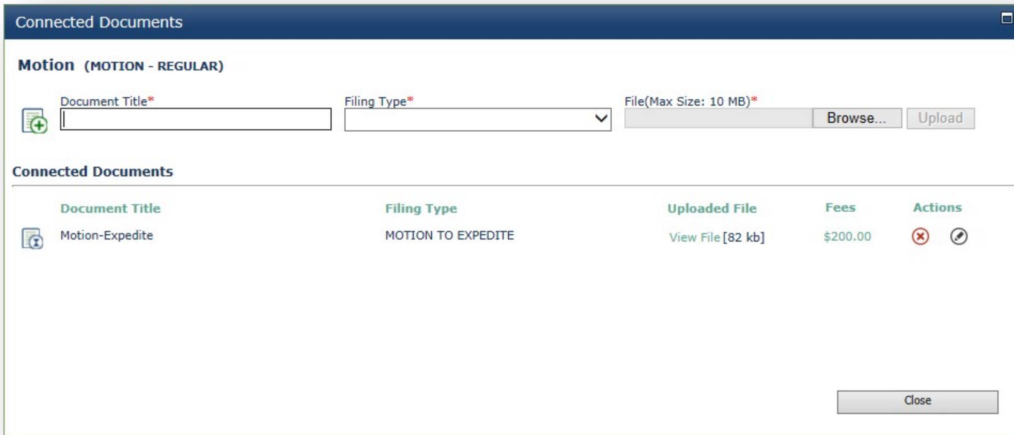
6. Click **Browse** to search for the document. A separate dialog window is displayed.
7. Navigate to and select the appropriate file.

NOTE: Ensure the file size does not exceed the limit specified on the Connected Documents dialog window.

---

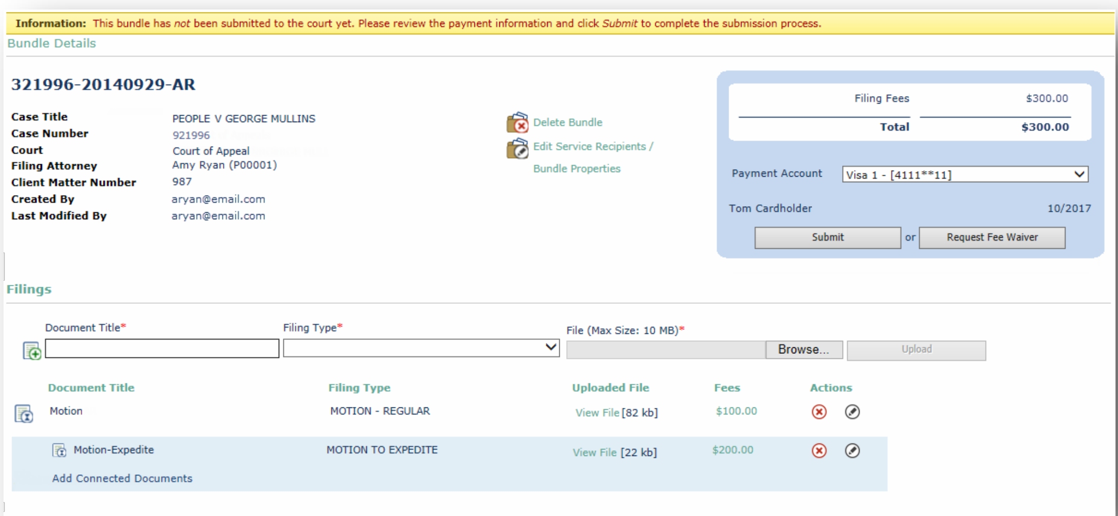
8. Double click the file name or select highlight the name and click **Open**. The selected file and its path are listed in the **File** field.
9. Click **Upload**.

The connected document is uploaded.



10. Continue to select and upload all required connected documents.
11. Click **Close** when complete.

The connected documents are added to the filing on the Bundle Details page.

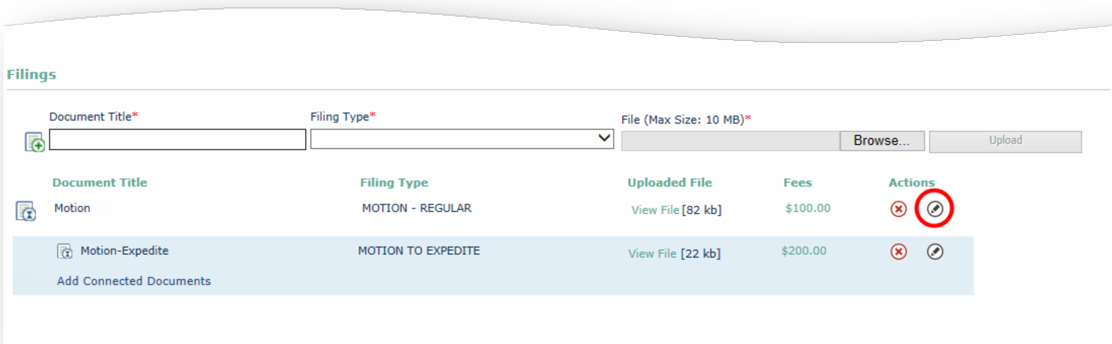


The filing and its connected documents are listed. The fee tabulation pane is updated to include filing fees associated with the connected documents.

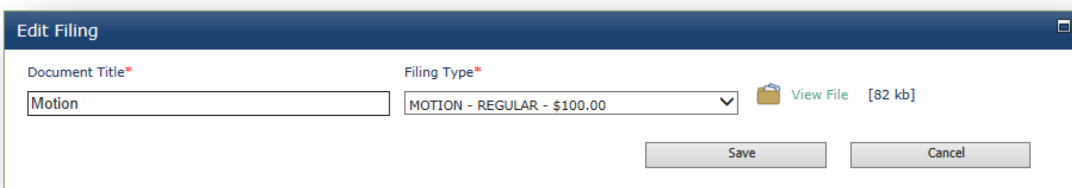
Editing a Filing

If the bundle has not been submitted to the Court, you can edit a filing to change the document title or select a new filing type.

1. Access the appropriate Bundle Details page.
2. Locate the primary filing (lead document) or connected document.



3. Under **Actions**, click the **Edit** icon. The Edit Filing (or Edit Connected Document) dialog window is displayed.



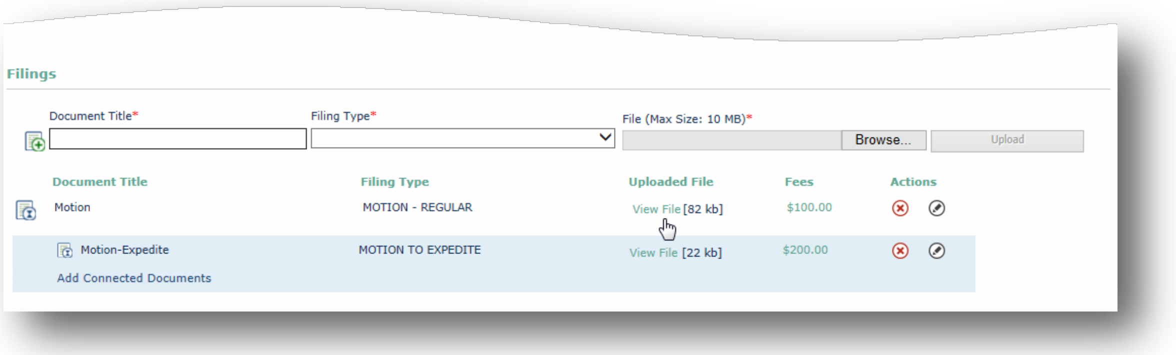
You can click the **View File** option to view / open / save the file within a separate window. Close the window to return to the Edit Filing dialog window. See *Viewing the Filing Documents* below for details.

4. Click **Save** to save the changes. The Bundle Details page is re-displayed.

Viewing the Filing Documents

You can view a filing or a connected document and then save the file locally.

1. Access the appropriate Bundle Details page.
2. Locate the filing or connected document.

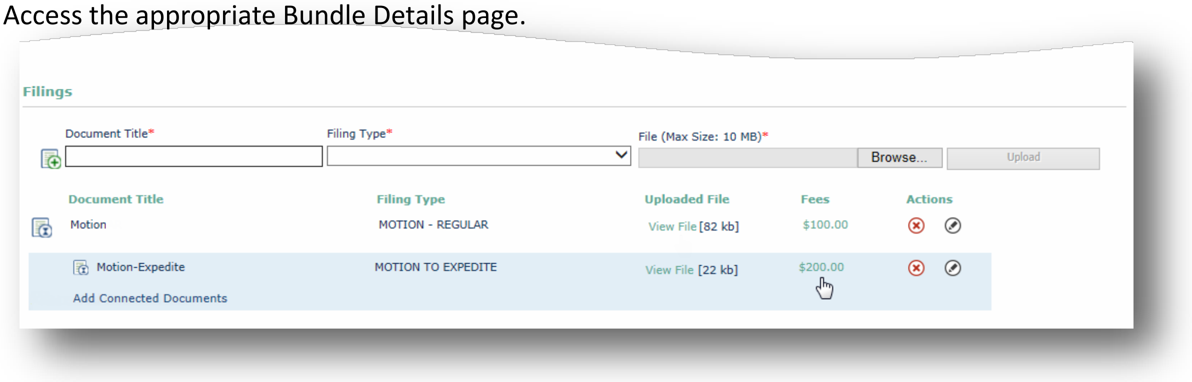


3. Click the **View File** option. The file is displayed in a separate window or tab.
4. You can save the file locally (Save As).

Viewing Fee Details

To access details on the fees associated with a filing or connected document:

1. Access the appropriate Bundle Details page.



2. Locate the filing document or connected document.
3. Click the fee amount link in the **Fees** column.

An informational dialog window is displayed that lists the disclosure details for the selected fee. While the content of this dialog window will vary based on the Court and filing type, its form will resemble:

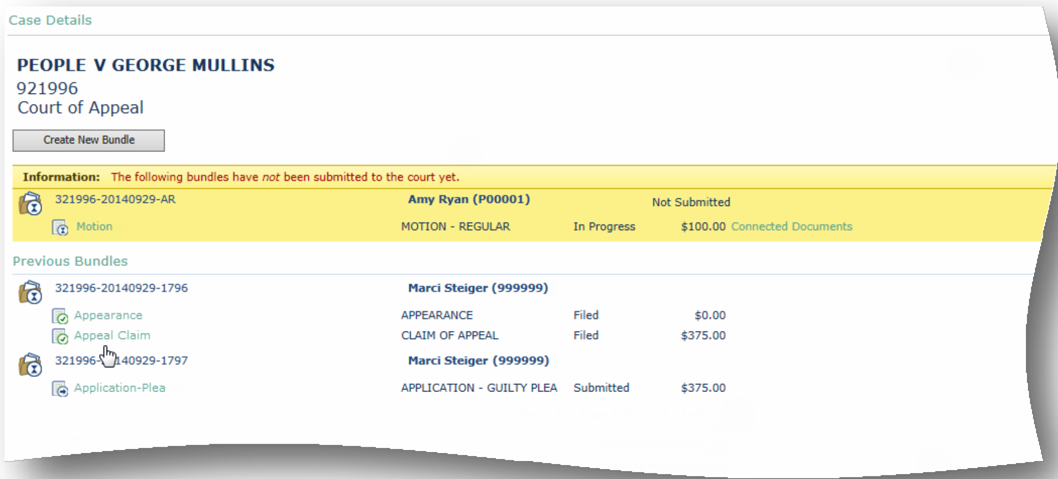
NOTE: The Court determines all fees and fee types associated with a filing based on the filing type. Therefore, the total filing fees may vary from court to court and from case type to case type. However, the statutory fee (also known as the filing fee) is usually mandated at the state level based on case type and filing type.

4. Click **OK** to close the dialog window and return to the Bundle Details page.

Viewing and Accessing a Filing's History

You can access the history of a filing's transactions through either the Case Details page or Bundle Details page.

From the Case Details page, select the appropriate filing **Document Title**.



From the Bundle Details page, select the **Document Title** of the appropriate filing or connected document.

After selecting, a dialog window is displayed that lists the filing's history.

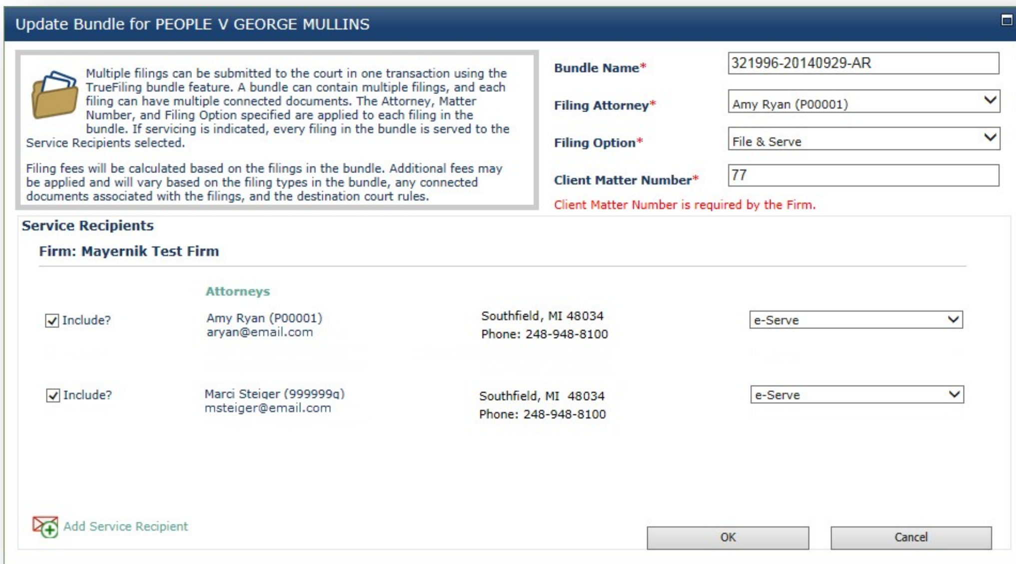
- If the filing's status is **Filed**, you can select the paperclip icon to launch a separate window / tab where you can view and download the official filing copy.
- If the filing's status is **Paid**, you can select the paperclip icon to launch a separate window / tab where you can view and download the associated payment receipt.

See *Related Documents*, located later in this manual, for details regarding the processes used to download the official filing copy, the payment receipt, and any proof of service.

Editing the Bundle Properties

If the bundle has been submitted, the bundle properties are read-only and cannot be changed. If the bundle has not been submitted, you can edit the properties:

1. Access the appropriate Bundle Details page.
2. Click the **Edit Bundle Properties** option. The following dialog window is displayed.

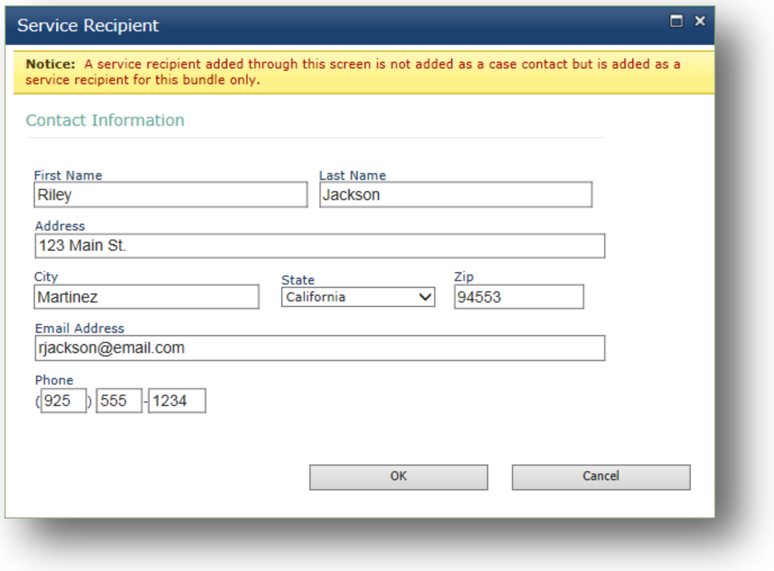


3. Make any required changes.

   If you change the **Filing Option** to **File Only**, the Service Recipients section becomes disabled, and the **Add Service Recipients** option is removed.

If you wish to add an ad-hoc service recipient for the bundle:

a. Click the **Add Service Recipient** option. The Service Recipient dialog window is displayed.



As noted above, an ad-hoc recipient is not added as a case contact.

b. Add the recipient's contact information.

If you plan to specify e-service for this recipient, you must provide an email address. If none is provided, the e-service option is not available in the drop-down list on the Update Bundle dialog window.

NOTE: Once you click **OK** and close this dialog window, the Contact Information cannot be edited.

c. Click **OK** to return to the Update Bundle dialog window.

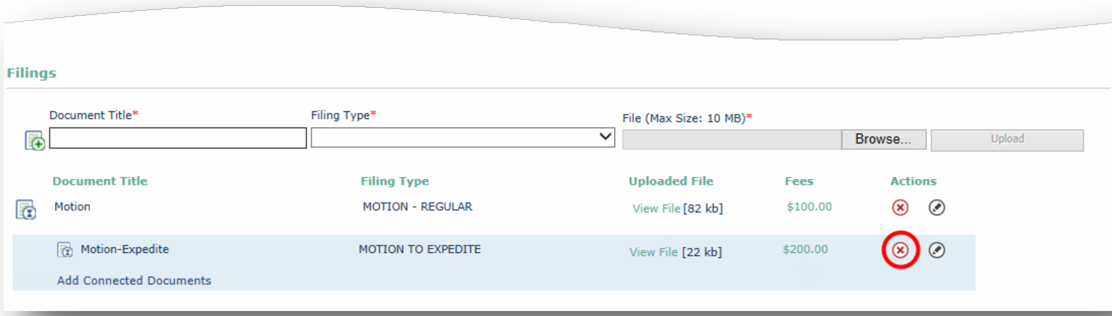
The recipient is added to the Service Recipients section.

4. Click **OK** to save your changes and return to the Bundle Details page.

Deleting a Filing

A filing can be deleted before it is submitted to the Court.

1. Access the appropriate Bundle Details page.



2. Locate the filing or connected document.
3. Click the **Delete** icon in the **Actions** column.

NOTE: Any connected documents associated with the filing will be deleted when the filing is removed.

A dialog window is displayed to confirm that you want to delete the filing completely, not just remove it from the bundle.

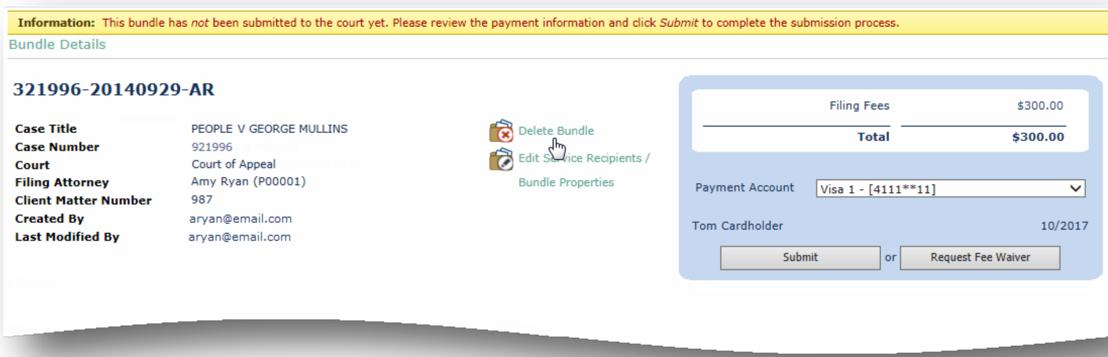
4. Click **Remove** to delete the filing; click **Cancel** to cancel the operation.

Deleting a Bundle

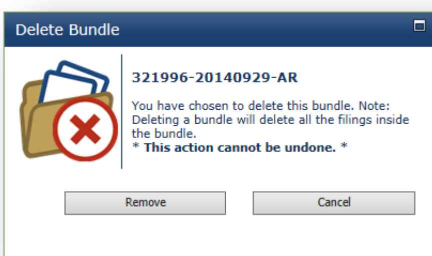
When you delete a bundle, all the filings in the bundle are deleted as well.

You can delete a bundle before it is submitted to the Court or after ALL the filings in the bundle have been filed or rejected.

1. Access the appropriate Bundle Details page.



2. Click the **Delete Bundle** option. The following confirmation dialog window is displayed:



3. Click **Remove** to delete the bundle; click **Cancel** to cancel the operation.

Submitting the Bundle

All filings in a bundle will remain in an **In Progress** status until the bundle is submitted to the Court. This status indicates the bundle and the filings contained in it have not yet been submitted to the Court or electronically served on any of the parties.

Fee Waiver

If the Court permits, you can request the fees associated with your case be waived. **The Court determines which waiver options, if any, are available**.

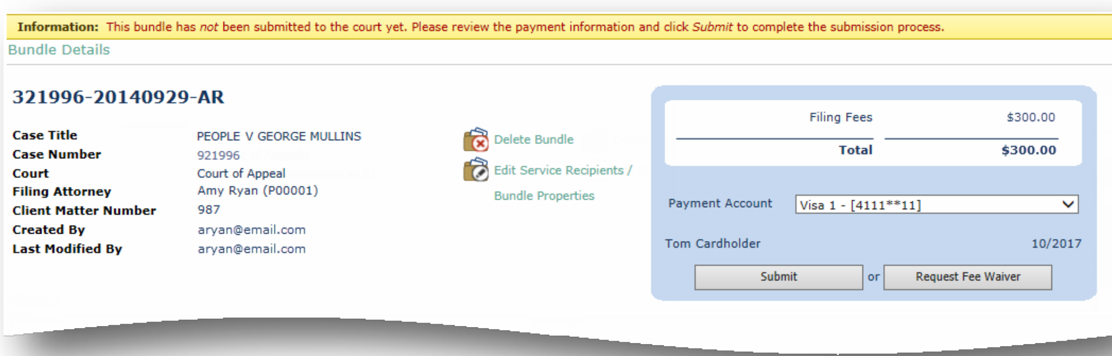
You may be allowed to submit a conditional fee waiver based on your circumstances if you:

- believe the Court has waived fees for the case, e.g., if you are deemed indigent.
- have been appointed counsel by the Court and should be exempt.
- are filing on behalf of a government agency and should be exempt.

NOTE: In all cases of conditional fee waivers, if the fees are not waived for the case, your filings may be rejected due to improper payment. You will have to recreate the bundle and upload your filings again.

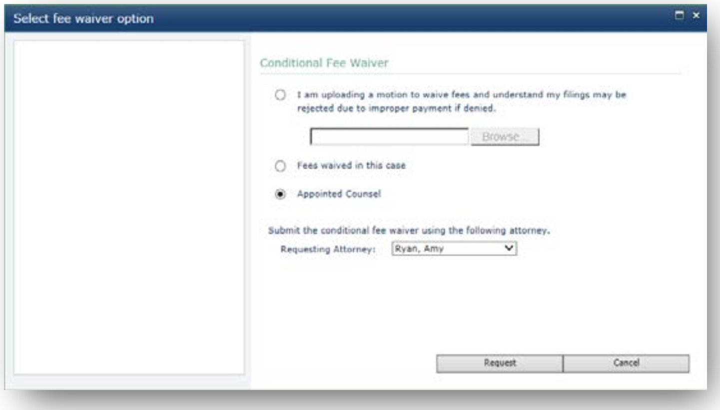
To request a fee waiver:

1. Access the appropriate Bundle Details page. For example:

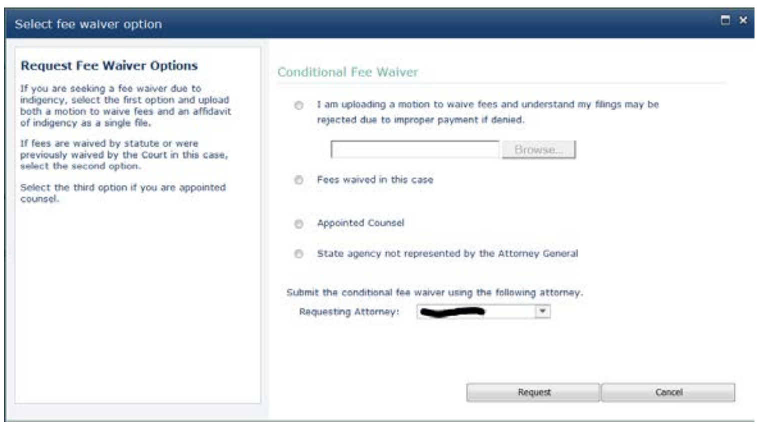


2. In the fee tabulation panel, click **Request Fee Waiver**.

The Fee Waiver Option dialog window for the Court of Appeals is displayed.



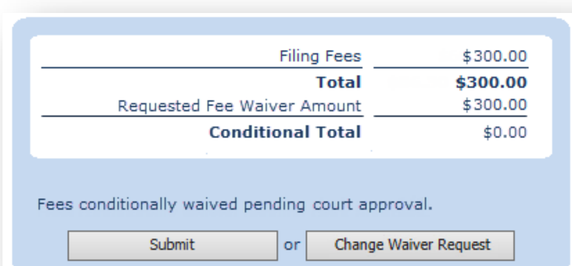
The dialog window for the Supreme Court looks slightly different:



3. Select the applicable Conditional Fee Waiver option.

   If you select to upload a fee waiver motion, click **Browse** (or **Choose File**) and select the file in the dialog window displayed. The selected file name will populated the text box.

4. Select the **Requesting Attorney**.
5. Click **Request** to submit your fee waiver request. The Bundle Details page is re-displayed.



The fee tabulation panel indicates the requested fee waiver amount. The fees will be tentatively zeroed out pending approval from the clerk or the Court. If the waiver is approved, the **Conditional Total** of $0.00 is applied to the bundle.

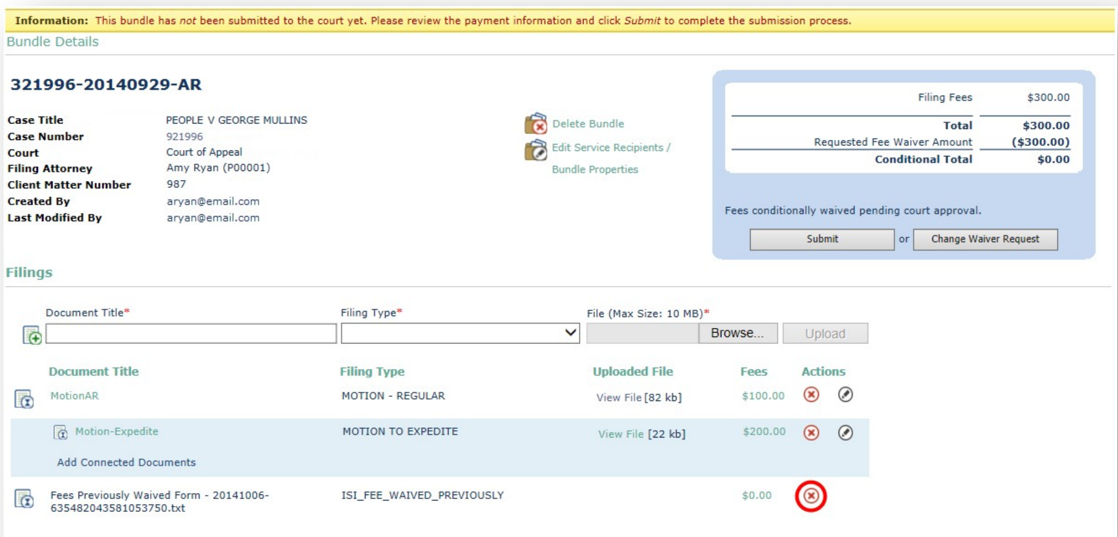
Modifying the Fee Waiver Type

Once you have requested the fee waiver, the **Request Fee Waiver** button in the fee tabulation panel changes to **Change Waiver Request**. When you click this button, the Fee Waiver Option dialog window is opened, and you can select a different waiver type to apply.

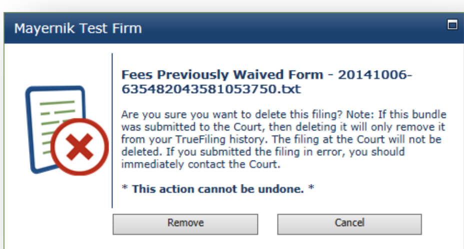
Removing the Fee Waiver

If you want to remove the fee waiver:

1. Access the Bundle Details page.



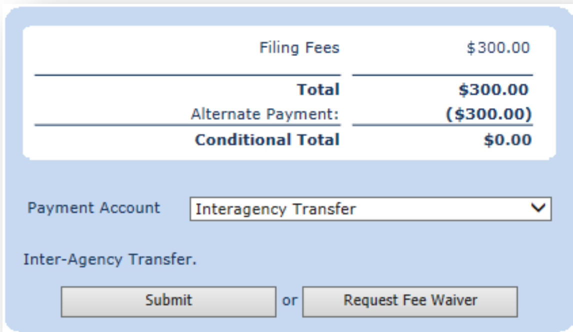
2. Locate the Fee Waiver filing.
3. Click the **Delete** icon under Actions. A confirmation dialog window is displayed.



4. Click to **Remove** the Fee Waiver filing. The fee waiver filing is deleted, and the fee waiver amount is removed from the fee tabulation panel.

Inter-Agency Transfer

An inter-agency transfer enables a filing fee to be paid by a state government entity. When so authorized, a specialized Payment Account is created to facilitate these transfers. This payment account type will be available for selection by the government entity and its members when submitting a bundle to the Court. For example:

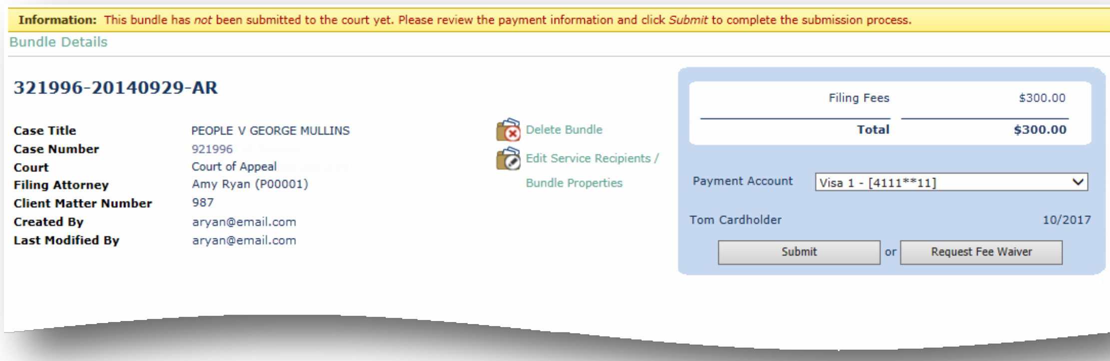


After the bundle is submitted, the fee tabulation panel is re-displayed, showing a Conditional Total of $0.00. The filing fees are applied to an alternative payment method.

Submitting the Bundle to the Court

To submit the bundle and its filings to the Court:

1. Access the appropriate Bundle Details page. For example:



NOTE: The yellow information bar in the above image indicates the bundle is unsubmitted. These filings have not yet been submitted to the Court or electronically served on any of the parties.

2. Verify the fee **Total** is accurate.

NOTE: If required, click the **Request Fee Waiver** button to access options for requesting a fee waiver from the Court. Refer to the previous section—*Fee Waiver*—for details.

3. Select the appropriate credit card from the **Payment Account** drop-down list.
4. Click **Submit**. A confirmation dialog window is displayed.
5. Click **OK** to proceed; click **Cancel** to cancel the submission.

The bundle and all the filings contained in it will be submitted to the Court for processing.

NOTE: When the bundle is submitted, and if e-servicing is specified, a single, combined Proof of Service is generated for all the filings in the bundle and immediately delivered to the clerk. Remember, each service recipient that was specified is served one email that contains links for all filings in the bundle.

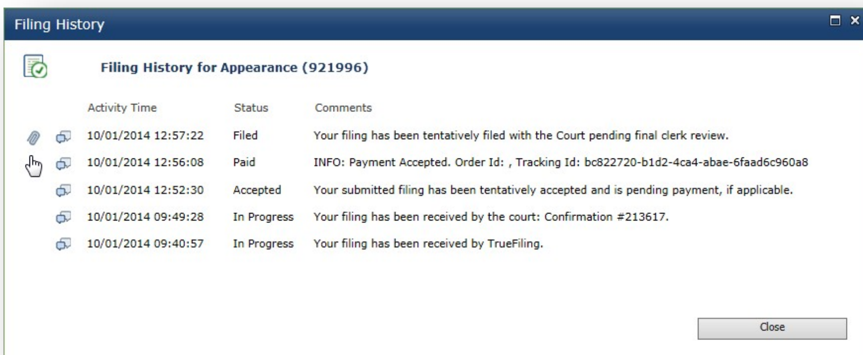
Related Documents

Related Documents are created by the Court or TrueFiling during the submission, review, and filing process. Documents include the automatically generated official file-stamped file copy, payment receipts, and automatically generated proof of service filing.

Official Filing Copy

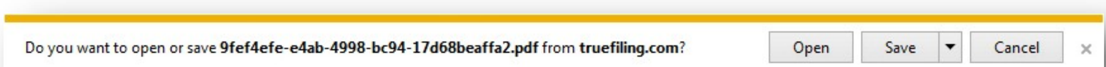
The official filing copy the file-stamped version of the submitted document. You can access and download the official filing copy through the filing history:

1. On either the Case Details or Bundle Details page locate the filing.
2. Click the appropriate **Document Title**. The Filing History dialog window is displayed.



3. Locate the line item associated with the `Filed` status.
4. Click the paperclip icon beside the `Filed` timestamp to start the download.

   Your browser may prompt you to save the document locally. The following is an example of how Internet Explorer 10.0 will display the download and save prompt.



5. Click **Save** to save the document locally.

   After saving, you should open the document to verify it is the official file-stamped copy of the filing you submitted.

6. Be sure to save the file locally as part of your case file.

IMPORTANT: The Court does not provide an official filing in paper when using TrueFiling. Therefore, it is very important to save a copy of the file-stamped version for your own records and case file.

Payment Receipts

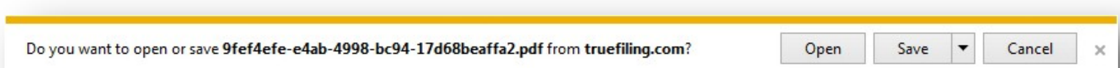
Every filing in a bundle is accepted and authorized for payment individually. Therefore, every filing will have a separate payment receipt detailing the amount charged and the authorization date and code, including $0.00 payment amounts if the filing does not have an associated fee.

You can access and download a filing's payment receipt through the filing history:

1. On either the Case Details or Bundle Details page locate the filing.
2. Click the appropriate **Document Title**. The Filing History dialog window is displayed.

3. Locate the line item associated with the `Paid` status.
4. Click the paperclip icon beside the `Paid` timestamp to start the download.

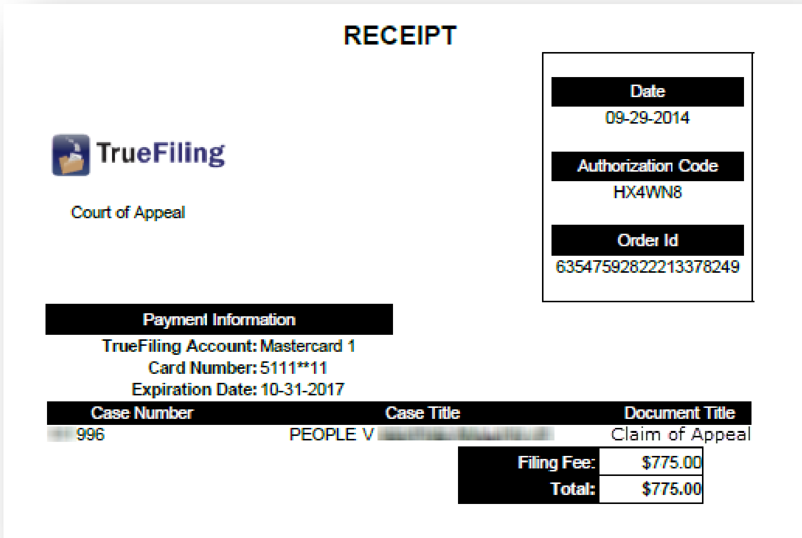
   Your browser may prompt you to save the document locally. The following is an example of how Internet Explorer 10.0 will display the download and save prompt.



5. Click **Save** to save the document locally.

   After saving you should open the document to verify it is the appropriate amount charged for the filing you submitted.

The payment receipt will resemble.



RECEIPT

TrueFiling

Court of Appeal

Date
09-29-2014
Authorization Code
HX4WN8
Order Id
63547592822213378249

Payment Information

TrueFiling Account: Mastercard 1
Card Number: 5111**11
Expiration Date: 10-31-2017

Case Number	Case Title	Document Title
996	PEOPLE V	Claim of Appeal

Filing Fee:	$775.00
Total:	$775.00

6. Be sure to save the file locally as part of your case file.

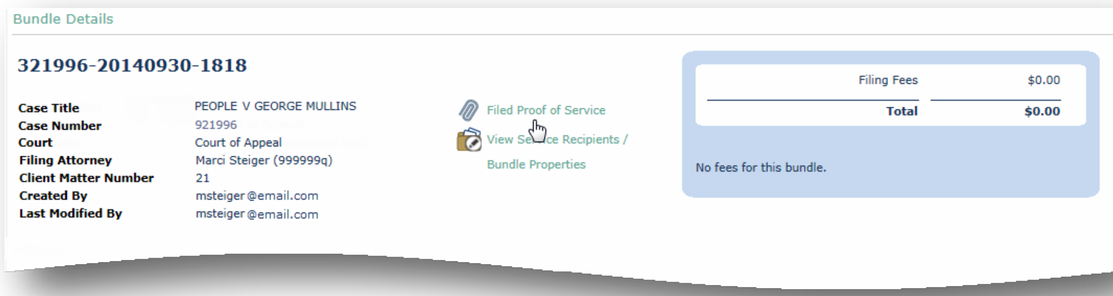
Because each filing in a bundle is charged individually, the receipt will show only the filing fees authorized for payment of the associated filing. Therefore, the receipt is not guaranteed to match the total amount listed on the filing's Bundle Details page. However, the sum of all accepted and paid filings should be equal to the amount listed on the Bundle Details page.

Generated Proof of Service

NOTE: TrueFiling automatically generates a single Proof of Service for the entire bundle and submits it to the Court.

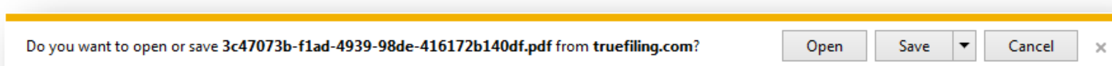
If a filing requires service, TrueFiling enables e-servicing capability when the filing is submitted. To download the filed copy of a Proof of Service for a filing:

1. Open the appropriate Bundle Details page.



2. Select the **Filed Proof of Service** option.

   Your browser may prompt you to save the document locally. The following is an example of how Internet Explorer 10.0 will display the download and save prompt.



3. Click **Save** to save the document locally.

   After saving, you should open the document to verify it shows the appropriate service recipients for the filing you submitted.

The Proof of Service will resemble.

STATE
Court of Appeal

Proof of Service

Case Title:	Case Number: 996

1. Title(s) of the document(s) e-served:

Document Title	Filing Type
APPEARANCE	Appearance

2. On 09-30-2014, I e-served the document(s) described above on:

Recipient	Address	Type
Ryan, Amy Mayernik Test Firm P00001	aryan@email.com 25900 W 11 Mile Rd Southfield, MI 48034	None
Steiger, Marci Mayernik Test Firm 999999	msteiger@email.com 25900 W 11 Mile Rd Southfield, MI 48034	e-Service

This proof of service was automatically created, submitted and signed on my behalf through my agreements with TrueFiling and its contents are true to the best of my information, knowledge, and belief.

09-30-2014
Date

/s/ Attorney Signature
Signature

Mayernik Test Firm

RECEIVED by COA 9/30/2014 9:11:44 AM

4. Be sure to save the file locally as part of your case file.

TrueFiling offers electronic service through email, and the Court will accept the generated Proof of Service. However, the filer is still responsible to verify the appropriate filings were served on opposing counsel based on court rules.

Filings, including a generated proof of service, should <u>not</u> be considered filed with the Court until the filer receives a file-stamped copy, and a docket entry is entered.

Viewing your Firm's Filing History

A summary of all your firm's filings, arranged by filing Status, is available. The summary includes the Bundle Name, Filing Title, Case Number, Court, Date Submitted (if applicable), Case Title, and Last Activity Date.

To access the filings summary, select **Main Pages >> History** in the navigation pane. All filings are listed, arranged by one of these statuses:

Status	**Description**
In Progress	The filing is still being created by the filer and has not been submitted to the clerk for review. The Court cannot see and has no knowledge of filings that are **In Progress**.
Submitted Filings	The filing was submitted to the clerk for review. The clerk will either conditionally accept the filing pending payment or reject the filing.
Accepted	The filing was conditionally accepted and payment is pending.
Filed	The filing has been accepted by the clerk, paid for (when applicable), and filed as part of the official case record.
Not Filed	The filing has been accepted by the clerk, paid for (when applicable) but deemed moot (or not filed). The filing is not part of the official case record.
Rejected Filings	The filing envelope is rejected if ImageSoft has identified problems with your credit card or if the clerk's office has determined that the filing was directed to the wrong case. On the Filing Detail screen (available when the filing is created using the Legacy Bundle Method), ImageSoft uses the Transaction History section to note any problems with payment. A Comments field is used to display additional detail about the status, which can include reasons for rejection.

Appendix

Glossary of Terms

Term	Description
Auto-servicing	The process of automatically e-serving filings to specified service recipients.
Bundle	A logical grouping of filings that is submitted to the Court; this is analogous to an envelope used for multiple filings. Each filing must belong to a bundle.
Bundle Details page	Page that lists the filings in a bundle, as well as any fees that have been assessed or paid.
Case Details page	Page that lists the specifics of the filing, including the Primary Document / Lead Document, attachments, and service recipients.
Case Search page	Page used to search a specified court for a specific case.
Connected Document	A document associated with a lead filing. Connected documents are used in the streamlined bundle method.
Contact	An individual who is a potential service recipient for a specific case.
Default Page	The first page that displays when a user logs on to TrueFiling. This page can be configured through **Settings >> My Settings**.
Document Type	A Court filing category that may or may not include fees.
Email Notifications	Preference used to specify when TrueFiling should send a user an email notification of an action. This preference is set through **Settings >> My Settings**.
E-service (Electronic Document Service)	The process of electronically serving case documents to specified recipients.
Favorites	Case favorites - a list of cases that you have designated as your favorites from the Case Filing page. Court favorites – a list of courts designated as favorites by your firm. The courts listed here populate the **Court** field drop-down list on the Case Search page.
Fee Waiver	An order of or authorization from the Court that waives all fees for a filer for a case.
Filer	An individual who files a document through the TrueFiling system
Filing Fee	Fee assessed to the filer that is based on the filing type.
Filing History	A page in TrueFiling that lists your firm's filings, organized by filing status. Select **Main Pages >> History** to access.
Filing Organization	An organization (normally a law firm) that has an account on the system for filing.

Term	Description
Filing Status	Specifies the filing's current state; for example, submitted, filed, rejected.
Filing Type	A Court filing category that may or may not include Court fees.
Firm Administrator	Party in the firm responsible for maintaining the firm's TrueFiling site.
Inter-Agency Transfer	A function through which a government entity pays filing fees outside the TrueFiling system.
Lead Document	The primary filing document (used in streamlined bundle method)
Logon User	TrueFiling user who can access the firm's TrueFiling site and submit filings.
Official Filing Copy	Generally, a file-stamped version of a submitted document; this may vary among courts.
Password Change	Functionality that enables a user to change their password from within TrueFiling.
Password Reset	Functionality that enables a user to request a new password BEFORE they have logged on to TrueFiling.
Payment Account	Credit card accounts used for payment when a bundle is submitted to the Court.
Payment Receipt	Receipt generated from the Filing Detail page in the Transaction History section (Legacy) or through the Filing History on the Bundle Details page (Streamlined).
Processing Fee	Court imposed fee for processing a case filing.
Proof of Service	Proof that a recipient was served with a filing document. TrueFiling enables automatically generated Proof of Service functionality.
Self-Represented Filer	A person who chooses to represent himself or herself.
Service Recipient	An individual that is served a case filing via email.
Statutory Fee	Fee based on filing document type, which is the same fee assessed when filed as paper.
Streamlined Bundle Method	The method used to create bundles and filings wherein properties and attributes are applied bundle-wide, i.e., to all filings in the bundle.
Support Specialist	ImageSoft, Inc. employee to whom the TrueFiling user has granted site access for assistance during a support call. Access is granted through **Settings >> Support**.
Username	The email address of the TrueFiling user.