



1. Log in to TrueFiling.com.
2. Click the **eFile** link in the left navigation frame.
3. Select "Search for an existing case."
4. Select the "Court" in which you want to submit a filing.
5. In "Case Search," enter the docket number (full or partial) or the last name of a party and click the "Search" button.
6. From the Search Results, click on the Case Number into which you want to submit a filing.

*Note: If you expect to e-file additional documents in the case, you may want to add it as a Favorite for future filings by clicking on the Add to Favorites link in the upper-right corner of the Case Details page. The case will appear on your Favorites page, which is accessed by clicking the link in the left navigation frame.

7. On the **Case Details** page, review the "Case Contacts" listed on the middle of the page.
 - a. If the filing attorney is not listed as a Case Contact, click the "Add Attorney" link and select from the list of registered attorneys in your firm to add the filing attorney to the case.
 - b. Confirm that everyone to be e-served is listed as a Case Contact.
 - i. If opposing counsel is not listed, click the "Add Other Counsel" link to search for attorneys who have registered with TrueFiling. From the Search Results, select the checkbox of each attorney to be added as a Case Contact.
 - ii. If you do not find opposing counsel using the "Add Other Counsel" link, you must serve them by mail or in person. You will have an opportunity to record mail or personal service by using the "Add Service Recipient" link in step 8 below.
 - c. Click the "Create New Bundle" button.
8. On the Create New Bundle page, confirm that the Service Recipient 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. label and attach your primary filing.
 - b. select the "Add Connected Documents" link at the bottom of the screen to add connected document(s) such as exhibits;
 - b. review/update the payment information, as necessary; and
 - c. click the "Submit" button to submit the bundle.

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, support staff, 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.