

# MiFILE Filing Instructions

## How do I add myself as a Case Contact?

Once you are registered and logged in, MiFILE allows you to search for a case, either by Case Number or Case Title. Select the MI Ottawa 20<sup>th</sup> Circuit Court as the court in which you would like to search and enter the case number if known.

**\*\*NOTE** – our recommendation is to search using the four or five digit middle number of a case as indicated below.

The screenshot shows the MiFILE Case Search interface. The search criteria are: Court: MI Ottawa 20th Circuit Court, Search by Case Number or Case Title: 20685. The search results table is as follows:

Case Number	Court	Case Title	Date
1994-020685-P2	MI Ottawa 20th Circuit Court	MICHIGAN STATE OF THE PEOPLE OF THE vs. CASTRO, JOSE	5/18/1994 8:00:00 AM

Once your case appears in the search results – select it. This will bring you to the Case Details Screen. Here you will see the case contacts for a case and the area in which you can add yourself as a connected user.

The screenshot shows the MiFILE Case Details interface for case 1994-020685-P2. The case title is MICHIGAN STATE OF THE PEOPLE OF THE vs. CASTRO, JOSE. The case type is Miscellaneous Proceedings. There are 10 case contacts listed:

Name	Role	Organization	Email
Bowling, Kevin	Attorney	20th Circuit Court	kbowling@miottawa.org
Kuiper, Renee	Attorney	Ottawa County Clerk	rkuiper@miottawa.org
Holt, Barbara	Pro Se	In Pro Per	bholt@miottawa.org
Rowden, Rebecca	Pro Se	20th Circuit Court	rrowden@miottawa.org
Petty, Steven	Pro Se	ImageSoft Inc	spetty@imagesoftinc.com
Lange, Elizabeth	Pro Se	Ottawa County Circuit Court Records	elange@miottawa.org
Rooks, Amy	Pro Se	County Clerk/Register of Deeds	arooks@miottawa.org
Whitney, Stew	Pro Se	Ottawa County	swhitney@miottawa.org
Corrigan, Lauren	Pro Se	Clerk/Register of Deeds	lcorrigan@miottawa.org

Once you click the Add Myself/Connected User task, a pop up will appear. Proceed to check the box next to your name. Once your name is checked the Add Selected button will appear. Press this button to add yourself to the case contacts.

The screenshot shows the 'Add Myself or a Connected User' pop-up window. The search criteria is 'Search for user by name or email'. The user 'Renee Kuiper' is selected, and the 'Add Selected' button is highlighted.

Name	Filer Type	Email
<input checked="" type="checkbox"/> Renee Kuiper	Pro Se	reneekuiperatt@gmail.com

Once added to the case contacts screen you will see a red remove box next to your name. This will indicate that you have successfully connected yourself to the case. Do not remove yourself unless you no longer wish to receive documents on this case.

**MiFILE** Powered By TrueFiling Renee Kuiper  
reneekuiperatt@gmail.com Log Out

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**Case Details** [File to this Case](#)

**MICHIGAN STATE OF THE PEOPLE OF THE vs. CASTRO, JOSE** ★  
1994-020685-PZ  
MI Ottawa 20th Circuit Court  
Case Type: Miscellaneous Proceedings

▼ **Case Contacts (10)**

Name	Role	Organization	Email
Bowling, Kevin	Attorney	20th Circuit Court	kbowling@miottawa.org
Kuiper, Renee	Attorney	Ottawa County Clerk	rkuiper@miottawa.org
<b>Kuiper, Renee</b>	Pro Se	Clerk's Office	reneekuiperatt@gmail.com <span style="background-color: red; color: white; padding: 2px;">Remove</span>
Holt, Barbara	Pro Se	In Pro Per	bholt@miottawa.org
Rowden, Rebecca	Pro Se	20th Circuit Court	rrowden@miottawa.org
Petty, Steven	Pro Se	ImageSoft Inc	spetty@imagesoftinc.com
Lange, Elizabeth	Pro Se	Ottawa County Circuit Court Records	elange@miottawa.org
Rooks, Amy	Pro Se	County Clerk/Register of Deeds	arooks@miottawa.org
Whitney, Stew	Pro Se	Ottawa County	swhitney@miottawa.org
Corrigan, Lauren	Pro Se	Clerk/Register of Deeds	lcorrigan@miottawa.org

[Add Myself / Connected User](#) [Add Other Counsel](#) [View Participant Activity](#)

## How do I file to a case in MiFile?

Once successfully connected to your case, on the case details screen select the File to this Case task.

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**Case Details** [File to this Case](#)

**MICHIGAN STATE OF THE PEOPLE OF THE vs. CASTRO, JOSE** ★  
1994-020685-PZ  
MI Ottawa 20th Circuit Court  
Case Type: Miscellaneous Proceedings

▼ **Case Contacts (10)**

Name	Role	Organization	Email
Bowling, Kevin	Attorney	20th Circuit Court	kbowling@miottawa.org
Kuiper, Renee	Attorney	Ottawa County Clerk	rkuiper@miottawa.org
Kuiper, Renee	Pro Se	Clerk's Office	reneekuiperatt@gmail.com <span style="background-color: red; color: white; padding: 2px;">Remove</span>
Holt, Barbara	Pro Se	In Pro Per	bholt@miottawa.org
Rowden, Rebecca	Pro Se	20th Circuit Court	rrowden@miottawa.org
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Whitney, Stew	Pro Se	Ottawa County	swhitney@miottawa.org
Corrigan, Lauren	Pro Se	Clerk/Register of Deeds	lcorrigan@miottawa.org

[Add Myself / Connected User](#) [Add Other Counsel](#) [View Participant Activity](#)

This task will open the file page.

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**File to:** MI Ottawa 20th Circuit Court  
**Case Number:** 1994-020685-PZ  
**Case Title:** MICHIGAN STATE OF THE PEOPLE OF THE vs. CASTRO, JOSE

Client / Matter Number (optional)

Filer: Kuiper, Renee [Don't use your file?](#)  
 File Document  
 Serve Document

Max File Size: 5.00 MB

[Click Here to Upload File\(s\) -or- Drag and Drop](#) [Download Form](#)

Upload your document/s and select the correct filing type that you wish to file your document/s. You can upload more than one document per bundle. Once your document/s are uploaded, the select service recipients section should appear. You will want to select which parties you wish to serve (\*\*NOTE – the case will default and serve all connected users).

The screenshot shows the mFILE TrueFiling interface. At the top, the user is identified as Renee Kuiper (reneekuiperatt@gmail.com) with a Log Out option. The main area displays a filing summary for a document named "notice of hearing" (14.66 KB) with a filing type of "MISCELLANEOUS - \$0.00" and a fee of \$0.00. Below this, there is a "Max File Size: 5.00 MB" and a "Click Here to Upload File(s) -or- Drag and Drop" button, along with a "Download Form" button. The "Select Service Recipients" section contains a table with the following data:

First / Last Name	Role	Address	Service Type	
Kevin Bowling	Attorney	kbowling@miottawa.org	e-Serve	<input checked="" type="checkbox"/>
Renee Kuiper	Attorney	rkuiper@miottawa.org	e-Serve	<input checked="" type="checkbox"/>
Renee Kuiper	Pro Se	reneekuiperatt@gmail.com	e-Serve	<input checked="" type="checkbox"/>
Barbara Holt	Pro Se	bholt@miottawa.org	e-Serve	<input checked="" type="checkbox"/>
Rebecca Rowden	Pro Se	rrowden@miottawa.org	e-Serve	<input checked="" type="checkbox"/>
Steven Petty	Pro Se	spetty@imagesoftinc.com	e-Serve	<input checked="" type="checkbox"/>
Elizabeth Lange	Pro Se	elange@miottawa.org	e-Serve	<input checked="" type="checkbox"/>
Amy Rooks	Pro Se	arooks@miottawa.org	e-Serve	<input checked="" type="checkbox"/>
Stew Whitney	Pro Se	swhitney@miottawa.org	e-Serve	<input checked="" type="checkbox"/>
Lauren Corrigan	Pro Se	lcorrigan@miottawa.org	e-Serve	<input checked="" type="checkbox"/>

At the bottom of the table, there are buttons for "Add Recipient", "Add Connected User", and "Add Opposing Counsel".

Once you establish who you want to serve, and you are ready to file your documents with the court, select Submit Filings.

The screenshot shows a navigation bar with three buttons: "Save Progress" (dark blue), "Submit Filing(s)" (green), and "Cancel Filing" (red).

This will bring up the following pop-up. Press Proceed to Payment.

The screenshot shows a "Filing Submission" pop-up window. The title bar says "Filing Submission" with a close button (X). The main content area displays "Filing Validated" in large text, followed by "Please proceed to payment." in smaller text. At the bottom right, there is a green button labeled "Proceed to Payment".

Another pop-up will appear telling you what you owe for submission. You can add a payment method straight from this window or request a fee waiver.

## Payment Options

×

### Check out

Fee Type	Amount
Filing Fees	\$20.00
Processing Fees	\$0.60
Total	\$20.60

### Saved Payment Methods

Add Payment Method

No payment methods exist for your account, please add one.

Request Fee Waiver

Once you choose a payment option, either by payment method or fee waiver select submit. This will submit your filings to the court electronically.

## Payment Options

×

### Check out

Fee Type	Amount
Filing Fees	\$20.00
Processing Fees	\$0.60
Total	\$20.60
Waived Amount	(\$20.60)
Conditional Total	\$0.00

Fees have been conditionally waived.

Edit Fee Waiver

Submit

You should receive the following pop-up as notification that your submission was successful. In addition, you will receive an email indicating that your documents were submitted to the court.

## Submission Successful

Your submission was successful.

OK

## History

To review filed documents at a later date and receive judge signed copies, please visit the history tab. Select the document you wish to review and select status updates, here you will find the Filed Stamped Copy which will contain any changes that the Court has made to the document.

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### History

[My History](#) [My Network's History](#) [Unsubmitted](#) [View Payment Information](#)

Filing Name	Filing Type	Matter Number	Filer	Submitter	Court	Case Number	Submission Date	Status
15-4238-AP	MOTION		Renee Kuiper (Pro Per)	Renee Kuiper	MI Ottawa 20th Circuit Court	1994-020685-PZ	09/19/2018 at 08:23:35 AM	Paid
Fee Waiver Form	ISI_FEE_WAIVER_FORM		Renee Kuiper (Pro Per)	Renee Kuiper	MI Ottawa 20th Circuit Court	1994-020685-PZ	09/19/2018 at 08:23:35 AM	Filed

[Properties](#) [Status Updates](#) [Service Recipients / Status](#)

Status	Date	Comments
Filed	09/19/2018 09:26:20 AM	UNITY-TIMER   9/19/2018   Filed Record
Paid	09/19/2018 08:56:19 AM	FEES WAIVED, Auto Accepted
Accepted	09/19/2018 08:56:10 AM	UNITY-TIMER   9/19/2018   Accept Record
In Progress	09/19/2018 08:23:49 AM	ISI_FEE_WAIVER_FORM successfully submitted on 9/19/2018 at 8:23:37 AM for Case Number 1994-020685-PZ with a Record ID of 602a8e04-a566-48c5-a7e8-556893e264e2
Submitted	09/19/2018 08:23:35 AM	Submitted to the court by Renee Kuiper (Pro Per)

[Received Stamped Copy](#) [Original Copy](#)

Fee Waiver Form	ISI_FEE_WAIVER_FORM		Renee Kuiper (Pro Per)	Renee Kuiper	MI Ottawa 20th Circuit Court	1994-020685-PZ	09/13/2018 at 08:26:04 AM	Paid
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## Need Help?

Computers, scanners, and staff are available to assist you in the Clerk/Register's Office on the 3<sup>rd</sup> floor of the Grand Haven Courthouse during normal business hours, Monday through Friday from 8:00 A.M. – 5:00 P.M., except for the first Friday of the month in which the Clerk/Register's Office is open from 9:00 A.M. – 5:00 P.M.

If you have questions about using MiFile, please contact [support@truefiling.com](mailto:support@truefiling.com) or call (855) 959-8868.