

Oakland County eFiling

Quick Tips & Common Rejection Reasons

If you are new to eFiling, please read these tips carefully.

Visit www.oakgov.com/efiling for eFiling instructions to sign up, file into a new case, and file into an existing case. Visit the Michigan Court Rules for filing requirements; or <https://michiganlegalhelp.org/> for forms and processes.

Note: Probate staff cannot give legal advice and cannot tell you what forms are required to be filed.

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A. What can be eFiled through MiFILE:

- All Probate Court case types have been added to allow for eFiling. **eFiling is mandatory for all filings.**

B. Rejection reasons (most common):

1. How do I find my rejection reason – each rejected document will give a reason why it was rejected.
 - A rejection reason may be found in MiFILE in your “My History” tab. The explanation is listed in red below the document that you submitted.
 - A rejection reason is included in your rejection email (on the second line of the email), as long as you have elected to receive a rejection email notification.
2. Document size, illegible document, or images too large and the Probate Court can’t open a document –
 - Documents and images should be scanned documents to a PDF file format whenever possible. They should be scanned at an 8.5” x 11” page size and about 200 dpi.
 - Avoid uploading images from smartphones into MiFILE as they tend to be too large when submitted through MiFILE and not the correct page size. Convert or scan them into a PDF first.
 - There are free phone apps that will allow you to convert an image into a correct PDF file size.
3. Documents need to be separated – do not submit all your different pleadings/documents as one PDF. **You MUST separate and save each pleading/document to your PC prior to uploading into MiFILE.** Note: If you have obtained your documents through Michigan Legal Help, or as a full PDF packet, be sure to separate each document (not each page), prior to uploading into MiFILE.
4. Distinct documents cannot be filed together in a single file – see #3 above.
5. Combine documents – do not submit individual pages separately. You must combine them prior to uploading. Any attachments to a pleading/document need to be combined with the main document before submitting through MiFILE.
6. Remove instructions page – first page of each document must include the case number, case names and title of document. If you have downloaded forms and there are instructions on the first page, you must remove them prior to submitting your document(s) through MiFILE.
7. Documents already accepted – do not re-submit documents if they have already been filed and/or accepted by the Probate Court. However, it is acceptable if the documents are later filed as exhibits or attachments to a different filing/matter.

C. Registration, service and notifications:

- Log into <https://mifile.courts.michigan.gov/login> to register and eFile. This eFiling application is also referred to as MiFILE, which is powered by TrueFiling.
- It is important that you register with MiFILE and that you add yourself as a case contact to your case to receive service. If you are not listed as a service recipient, you will not receive copies of documents that are issued by the court. This will result in a fee to purchase a copy of the document afterwards. **If self-represented, you must select the I am this Person box next to your name. Attorneys will use the area below to connect as attorney of record.
- There are no fees required to eFile through MiFILE, except for when filing certain documents that require statutory filing fees (such as complaints, motions, garnishments, etc.). Statutory filing fees are paid through MiFILE and subject to a credit card transaction fee up to 3%.
- Payment is applied to the filer's credit card when you Checkout (at the time you submit your filing); if a document is rejected, the payment will be refunded.
- Service –
 - If service is selected during file submission, service is made at the time of Checkout (at the time you submit your filings). The MiFILE system will generate a Proof of Service document that will be filed into the court file.
- Notification Settings –
 - You can manage your notifications in MiFILE under "Settings." It is recommended that you keep the Rejected notification on. If a document is rejected, you will receive a reason for the rejection within the email. Other notifications are available under Settings. (You may also check the history of your MiFILE account for status of your document and to obtain a copy of the file stamped document.)
 - Add info@truefiling.com and truefilingadmin@truefiling.com to your white list and to avoid email notifications from going to your junk/spam folder.

D. Requirements for filing documents:

- All pleadings/documents are required to be signed with either an ink (wet/scanned) signature or an electronic signature. The electronic signature must include "/s/" prior to your name and be typed as follows: /s/ John Doe.
- Each first page of a pleading/document must include a case caption (both parties names), case title (name of the document), and a case number. Note: When filing a new case, a case number will be issued after it has been accepted by the Probate Court.
- You may submit multiple pleadings/documents in one submission (called a bundle).
- Submit each pleading/document as its own document. Do not submit each "page" separately. You must combine those 5 pages together and save to your PC prior to uploading.
- Do not submit all your different pleadings/documents as one PDF. **You MUST separate and save each pleading/document to your PC prior to uploading into MiFILE.** Note: If you have obtained your documents through Michigan Legal Help, or as a full PDF packet, be sure to separate each document (not each page), prior to uploading into MiFILE.
- DO NOT submit instruction pages with your documents.
- Review your documents before submitting them. Make sure that your document is legible, that it is scanned at 8.5" x 11" page size, and it is facing the right direction. We recommend that you do not submit your documents in color. Please scan your documents in black and white and at 200 dpi. The maximum file size for each document is 25mb.
- For documents larger than 25mb, separate them prior to uploading. Ensure each beginning page has a case caption, case title, and case number on it. You may want to number them to stay organized. i.e. Part 1 of 3, Part 2 of 3, etc. You may upload them all in the same bundle as long as each document is less than 25mb.

E. Miscellaneous:

- Filing deadlines are extended to midnight. Documents submitted after midnight on Friday or the day before a holiday will be accepted as of 8:00 a.m. the following business day.

F. Training, support and more information about eFiling and MiFILE:

- General information regarding MiFILE (statewide eFiling program) – <https://www.courts.michigan.gov/mifile-systems/>
- Webinar training through MiFILE – <https://www.courts.michigan.gov/mifile-systems/mifile-filers-in-the-trial-courts/>
- MiFILE technical and customer care support – 855-959-8868