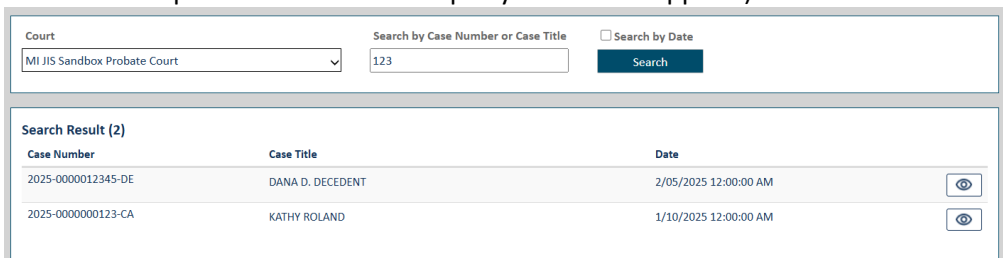


# Oakland County eFiling – File into Existing Case

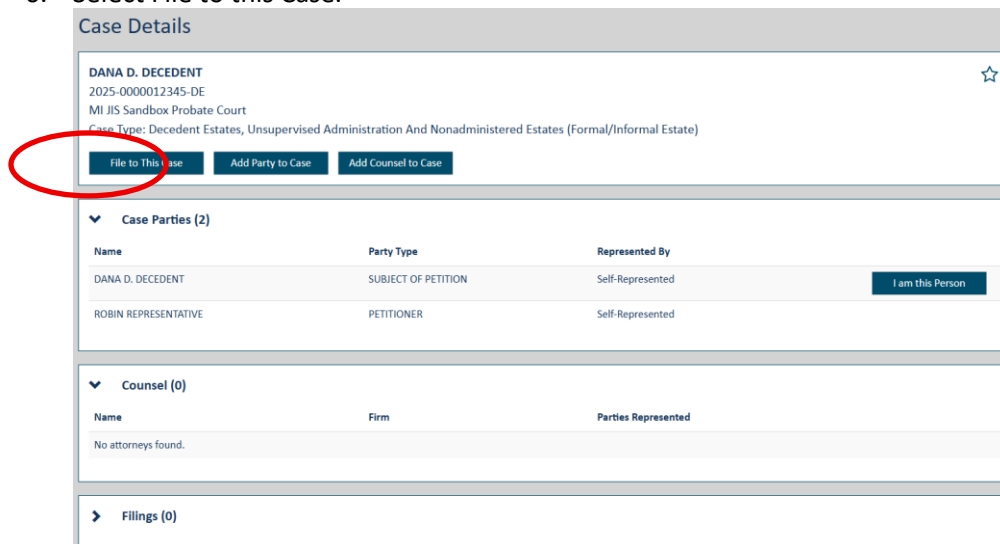
## File into an existing case/subsequent filing

1. Log into <https://mifile.courts.michigan.gov/login> to eFile.
2. Select File in the left navigation bar and the Create Filing window will appear.
3. Under Court – select Oakland County – Probate Court
4. Under Action – select File in an existing case.
5. Under Search for your case – enter the full case number, or any portion of the number such as the six digits in the middle, or by party name(s). Select your case from the results. (If a case is confidential, enter the complete case number. No party names will appear.)



Case Number	Case Title	Date
2025-0000012345-DE	DANA D. DECEDENT	2/05/2025 12:00:00 AM
2025-0000000123-CA	KATHY ROLAND	1/10/2025 12:00:00 AM

6. Select File to this Case.



**Case Details**

**DANA D. DECEDENT**  
2025-0000012345-DE  
MI JIS Sandbox Probate Court  
Case Type: Decedent Estates, Unsupervised Administration And Nonadministered Estates (Formal/Informal Estate)

**File to This Case** **Add Party to Case** **Add Counsel to Case**

**Case Parties (2)**

Name	Party Type	Represented By
DANA D. DECEDENT	SUBJECT OF PETITION	Self-Represented
ROBIN REPRESENTATIVE	PETITIONER	Self-Represented

**Counsel (0)**

Name	Firm	Parties Represented
No attorneys found.		

**Filings (0)**

## Submit and upload filing(s)

The default for eFiling is to both File and Serve which is already selected. Please note the following:

- Electronic service is done at the time of submitting your document(s) and a Proof of Service is created by the system at that time and placed into the court file upon the Probate Court's acceptance of your document(s).
- Service is done via email to everyone attached to the case. Service information will be displayed on this screen if service has been selected.
- If you want to eFile the document, but not electronically serve, you can deselect the Serve Document button. Likewise, if you do not wish to file a document, but want to serve the other side, deselect File Document.

1. Select the filer.
2. To attach a document, click in the large rectangular area to upload your document. This will open a window to allow you to browse your PC for your saved document. You may also drag and drop your documents.

File to: MI JIS Sandbox Probate Court  
Case Number: 2025-0000012345-DE  
Case Title: DANA D. DECEDENT

Filer\* Where's my filer?  
Walling, Heidi (22222) ▼

[Add Party to Case](#) [Add Counsel to Case](#)

Client / Matter Number (optional)

You are required to protect personal identifying information. [Click here to learn more.](#)

☒ File Document ☐ Additional Payments  
☒ Serve Document ☐ Emergency

▼ Counsel (0)

Name	Firm	Parties Represented
No counsel found.		

▼ Parties (2)

Name	Party Type	Represented By
DANA D. DECEDENT	SUBJECT OF PETITION	Self-Represented <a href="#">I am this Person</a>
ROBIN REPRESENTATIVE	PETITIONER	Self-Represented

[Click here to upload file\(s\) -or- drag and drop](#)

Max file size: 25.00 MB

Note: it is recommended to save your documents to your PC as a .pdf and no larger than 300 dpi. The page size must be no larger than 8.5 x 11. The maximum file size of each uploaded document is 25 mb. See Oakland County's eFiling Tips for Beginners on how to split larger sized documents.

Note: **each document/pleading must be uploaded** separately. Be sure to save your documents on your PC as separate documents or split them up prior to uploading. You can upload several documents within the same transaction (called a bundle). Each document must have its own case caption, case title, and case number.

3. Fill in the rest of the fields:
  - a. Filing Name – this is your document name and will appear with the same name as you saved it on your PC. You may modify this field and rename it at this time if you choose to make it easier to find in your eFiling history later. Know that the Probate Court will docket it with their codes regardless of how it is named here.
  - b. Filing Type – this is a required field and is based on the type of document uploaded.

Filing Name	File Size	Filing Type	Upload Status	Fee	
Motion for appointment	117.76 KB	Motion/Petition/Application	<span>✓</span>	\$20.00	<a href="#">Remove</a> <a href="#">View</a> <a href="#">Edit</a>

[Click here to upload file\(s\) -or- drag and drop](#)

Max file size: 25.00 MB

4. Add additional documents as needed by uploading into the next available upload box.
5. If Serve Document was selected, the Service Recipients appear below for your review. You can add additional recipients for this filing as a Courtesy Copy, but only parties to the case will be listed on the auto-generated Proof of Service.

Select Recipients

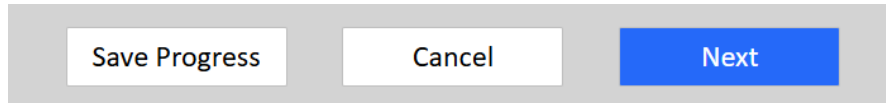
Name	Role	Email	Type	<input type="checkbox"/> All
DANA D. DECEDENT	SUBJECT OF PETITION	unknown	Not Served	<input type="checkbox"/>
ROBIN REPRESENTATIVE	PETITIONER	ISIMPLEMENTATION@GMAIL.COM	E-Serve	<input checked="" type="checkbox"/>

Note: A courtesy copy recipient is not considered a service recipient.

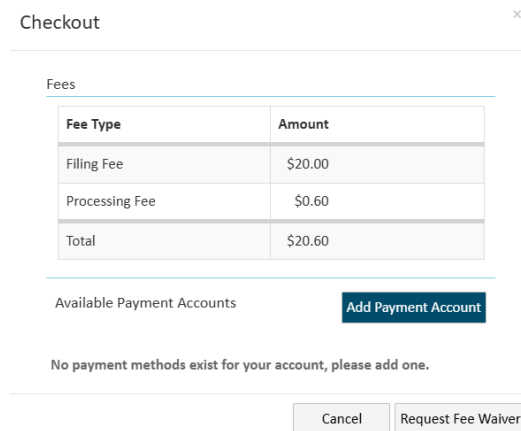
[Send Courtesy Copy](#) [Preview Proof of Service](#)

If a Service Recipient is grayed out, their email address is currently unknown or invalid. They may need to be served the document by another method as required by court rule or law.

6. When you are ready to submit, or continue your progress at a later time, you have three options:
- **Save Progress** – saves the work you did and allows you to come back later to finish. This transaction can be found in your History tab to continue progress at a later time.
  - **Cancel** – cancels the submission completely. You will have to start over next time.
  - **Next** – allows you to proceed to payment information (if required) or payment exemption, prior to Checkout.
7. Once all documents have been uploaded, select **Next** at the bottom of the page.



8. If a payment is required, you can select your payment type now to checkout/submit your filing. If you do not have a credit card previously on file, you can add it at this time. If you are requesting a fee waiver, select **Request Fee Waiver**.



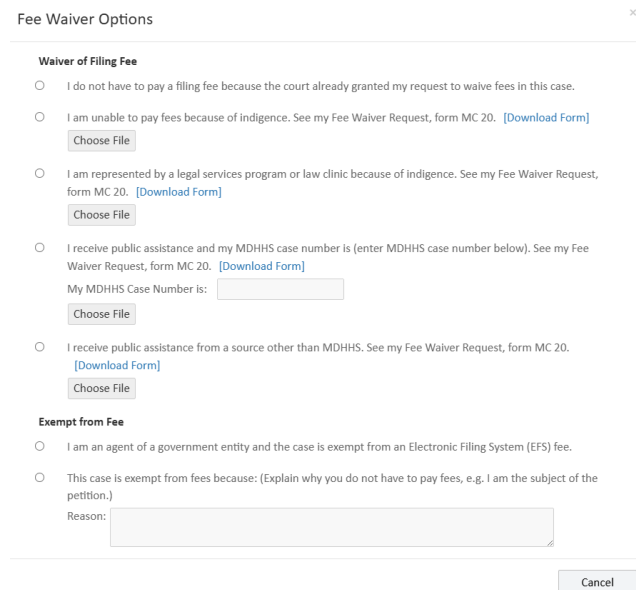
Fee Type	Amount
Filing Fee	\$20.00
Processing Fee	\$0.60
Total	\$20.60

Available Payment Accounts [Add Payment Account](#)

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

[Cancel](#) [Request Fee Waiver](#)

9. On the **Fee Waiver Options** screen (if applicable), select the appropriate radio button if you are exempt from fees. Note: if you have not already done so, you must go back and upload your completed **Fee Waiver Request form (MC20)** to include with your filings.



**Waiver of Filing Fee**

☐ I do not have to pay a filing fee because the court already granted my request to waive fees in this case.

☐ I am unable to pay fees because of indigence. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)  
[Choose File](#)

☐ I am represented by a legal services program or law clinic because of indigence. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)  
[Choose File](#)

☐ I receive public assistance and my MDHHS case number is (enter MDHHS case number below). See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)  
My MDHHS Case Number is:   
[Choose File](#)

☐ I receive public assistance from a source other than MDHHS. See my Fee Waiver Request, form MC 20. [\[Download Form\]](#)  
[Choose File](#)

**Exempt from Fee**

☐ I am an agent of a government entity and the case is exempt from an Electronic Filing System (EFS) fee.

☐ This case is exempt from fees because: (Explain why you do not have to pay fees, e.g. I am the subject of the petition.)  
Reason:

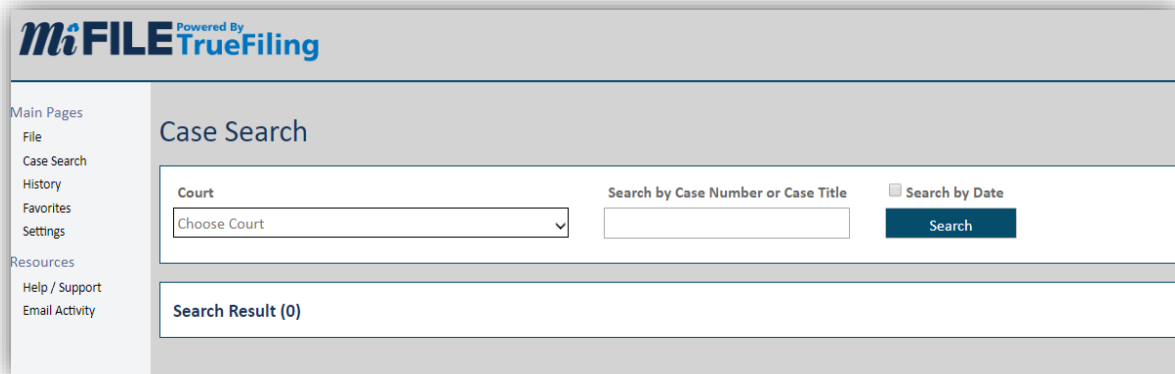
[Cancel](#)

10. At Checkout, hit **Submit**. The Probate Court will review the filing. Your file stamped documents will be available in your History. You may receive an email or text notification depending on how you have set up those options in your Settings.



## Service/Case Contacts

Electronic service is completed using MiFile. You need to click the I am this Person checkbox to ensure you are attached to the case. Someone, including the Court, may be trying to serve you so ensure that you, or your attorney are added as soon as possible.

1. Search for the case, using the full case number, or the 6 digits in the middle. You can also search on the party name(s).



2. Click on the case under Search Results.

5052-000000153-CA	KATHY ROLAND	1/10/2025 12:00:00 AM	
5052-0000015342-DE	DANA D. DECEDENT	5/02/2025 12:00:00 AM	
Case Number	Case Title	Date	

Search Results (5)

3. Click on the I am this Person option to add yourself as a contact to the selected case.

KATHY ROLAND  
2025-000000123-CA  
MI JIS Sandbox Probate Court  
Case Type: Conservatorship Adult



[File to This Case](#) [Add Party to Case](#) [Add Counsel to Case](#)

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▼ Case Parties (2)

Name	Party Type	Represented By	
KATHY ROLAND	SUBJECT OF PETITION	Self-Represented	<a href="#">I am this Person</a>
SUSIE GRAY	PETITIONER	Self-Represented	

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▼ Counsel (0)

Name	Firm	Parties Represented
No attorneys found.		

### Other options:

- File Into This Case – allows you to proceed to eFile and/or serve a document within this case.
- Add Party to case – this option is to add a party to the action, not an attorney. Proper documentation must also be submitted, such as an amended complaint or order allowing the additional party. A screen will appear to allow you to fill out the relevant party information.
- View Register of Actions – directs you to Court Explorer, Oakland County’s online access to view the register of actions or order documents that are already filed with the Probate Court.

# History

1. You will search for your cases using a date or date range.
2. The History tab stores information on each filing for your reference and to access the file-stamped document. There are 4 tabs:
  - History – document information for filings submitted by you.
  - My Network's History – document information for filings submitted by you, and anyone to whom you are Connected.
  - Unsubmitted – this holds those submissions that you chose to Save Progress. You can select these previously started filings and complete the filing.
  - View Payment Information – this tab contains your financial history and allows you to reconcile your credit card or do your billing.
  - Download Documents – a direct path to download your filed documents.

**Note – documents are only stored in the application for one year so be sure to download/save documents locally if you want to retain them long term.**

The screenshot shows the 'History' tab selected in a navigation bar. Below the tabs, there are input fields for 'Start Date' (04/28/2025) and 'End Date' (05/28/2025), followed by a 'Search' button.

3. If your document is rejected, it will appear in red and contain the reason for rejection. If you have rejection notifications enabled in your Settings, you will also receive notification of your rejection.

The screenshot shows a single entry in a table, highlighted in red to indicate rejection. The entry details include the date and time of filing, the court, case number, document type, fee, filer name, and the reason for rejection.

04/23/2020 at 2:00:35 PM	MI Oakland County 6th Circuit Court	TEMP-GIS26DNY	complaint	NEW CASE FILING FEE	Lisa Cxyz (Pro Per)	Lisa Cxyz	Rejected
J. Wright: illegible, not in English, or corrupted file; MCR 1.109(D)(1)(a) (18787526)							

4. To access the details of a filing, click on the case number using the History tab. There are three options here:
  - Properties – gives general case information. Clicking on the case number from here will allow you to file into the case again.
  - Status updates – gives a record of the process the document took at the court. **This is where you acquire your File Stamped Copy** of your document for service (if not served at time of submission) or for your records.
  - Service Recipients/Status – gives information on the service of the document, if service was selected. You can also choose to view/download the Proof of Service that was system-generated and filed with the Court if your filing was accepted. The Proof of Service is not filed with the court on rejected bundles.

The screenshot shows the 'Properties' tab of a case details page. It displays various case information including court, matter number, fees, bundle ID, case information, and filer information. At the bottom right, there are buttons for 'Received Stamped Copy', 'Original Copy', and 'Proof of Service'.

01/15/2020 at 9:33:07 AM	MI Oakland County 6th Circuit Court	2007-123456-XX	buactschedulingorder12272019	MISCELLANEOUS	Lisa Cxyz (Pro Per)	Lisa Cxyz	Filed
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Properties

Status Updates

Service Recipients / Status

Court:

MI Oakland County 6th Circuit Court

Matter Number:

N/A

Fees:

\$0.00

Bundle ID:

1379671

Case Information:

2007-123456-XX PEOPLE vs. DOE,JOHNJANE,

Filer Information:

Submitted on January 15th, 2020 by Lisa Cxyz

Received Stamped Copy

Original Copy

Proof of Service