

Frequently Asked Questions – TrueFiling

Acceptance of Documents:

Documents submitted by e-filing will be *tentatively* accepted the day received and will be time stamped.

Accepted Signature:

Documents can be e-signed as: /S/ John E. Doe

Attachments:

An attachment, when e-filing, is not a new document. Attachments refer to exhibits to a brief or affidavit.

Bundle size:

The maximum bundle size is 30 mg

Clerk's Receipt of Document - How do I know if the document has reached the Clerk for review?

From your Filing Status screen in Truefile, each bundle submitted will have a 'status' –

“In Progress” means the filing has been received & is pending review

“Accepted” the document is conditionally accepted pending payment

“Filed” the filing has been received by the court & processed

“Rejected” if credit card payment did not go through or Clerk's rejected it for stated reasons

Convenience and Processing Fees:

Convenience fee of \$8 and the processing (credit card) fee are applied only when the document is accepted by the Clerk.

Cover letters and Proofs of Service:

Cover letters and proofs of service are not to be filed. The TrueFile system will generate a proof of service. However, a proof of service would be required for filing if stating that discovery was served. (For example – interrogatories are not filed with the court, but a proof of service is to be filed stating that interrogatories were served on an attorney.)

Credit Cards:

Visa, Mastercard and Discover credit cards are accepted. (At this time, debit cards and ACH checks are not accepted.)

E-Mail Address - do I send a copy in the mail to the other party if I do not know their e-mail address?

Yes, and provide a standard Proof of Service to the Court as to who you MAILED it to.

E-Mail Address - If the other party has not signed up on TrueFile but I know their e-mail, how can I copy them?

Page 84 of the User Guide: after you have uploaded the main document, you are able to choose Service Type & Recipients; also,

Page 85 of the User Guide: you are able to add service recipients from that status page

Proof of Service for Attorney:

As the filing party, you can add an attorney Ad Hoc for service (until they add themselves as an attorney in the case by signing up through TrueFile.)

Proof of Service for Pro Per's e-mail:

A pro per's e-mail address can be added Ad Hoc for service in the proof of service.

Registering Firm/Attorney:

When signing up firm/attorney, become friends with Court first and then create account. Only the Administrator of the firm/attorney friends the Court.

Rejection of a Document:

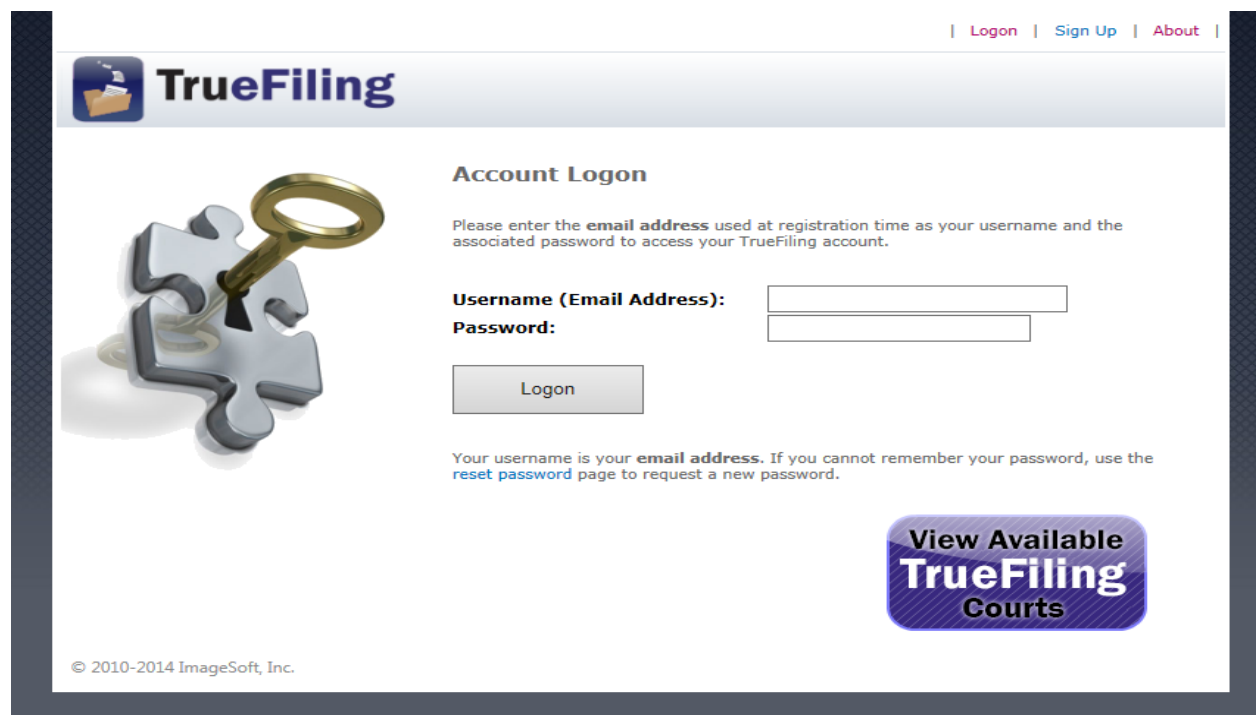
When a document is rejected, only the firm that submitted the document receives the notification that it is being rejected, not everyone included on the proof of service.

Submission of Documents:


Each document needs to be submitted separately, not as one continuous document. Motion – Brief - Notice of Hearing, etc., so that each document will receive a time stamp on its face page.

For additional FAQ, please visit:

https://www.truefiling.com/_layouts/ElectronicFile.Main/loginPage.aspx?ReturnUrl=%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252F&Source=%2F



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 **TrueFiling**

Account Logon

Please enter the **email address** used at registration time as your username and the associated password to access your TrueFiling account.

Username (Email Address):

Password:

Logon

Your username is your **email address**. If you cannot remember your password, use the [reset password](#) page to request a new password.

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Case Search

Court

MI Antrim 13th Circuit Court

Court Lookup

Case Search (Case Number, Case Title)

Required...

Case opened on or after

Optional...

Case opened on or before

Optional...

Search

Search Results

There are no items to show in this view