

TrueFiling Training

13th Circuit Court
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Agenda

- Introductions
- Overview
- Prerequisites to eFiling
- TrueFiling Basics
- Demonstration
- Question and Answers



TrueFiling Training

INTRODUCTIONS

Introductions

- ImageSoft
 - Founded in 1996
 - Leader for deploying Enterprise Content Management (ECM) technologies in Michigan courts
- TrueFiling
 - Web-based product to allow outside parties to file and serve court document electronically
 - Create, managed and hosted by ImageSoft

TrueFiling Training

OVERVIEW

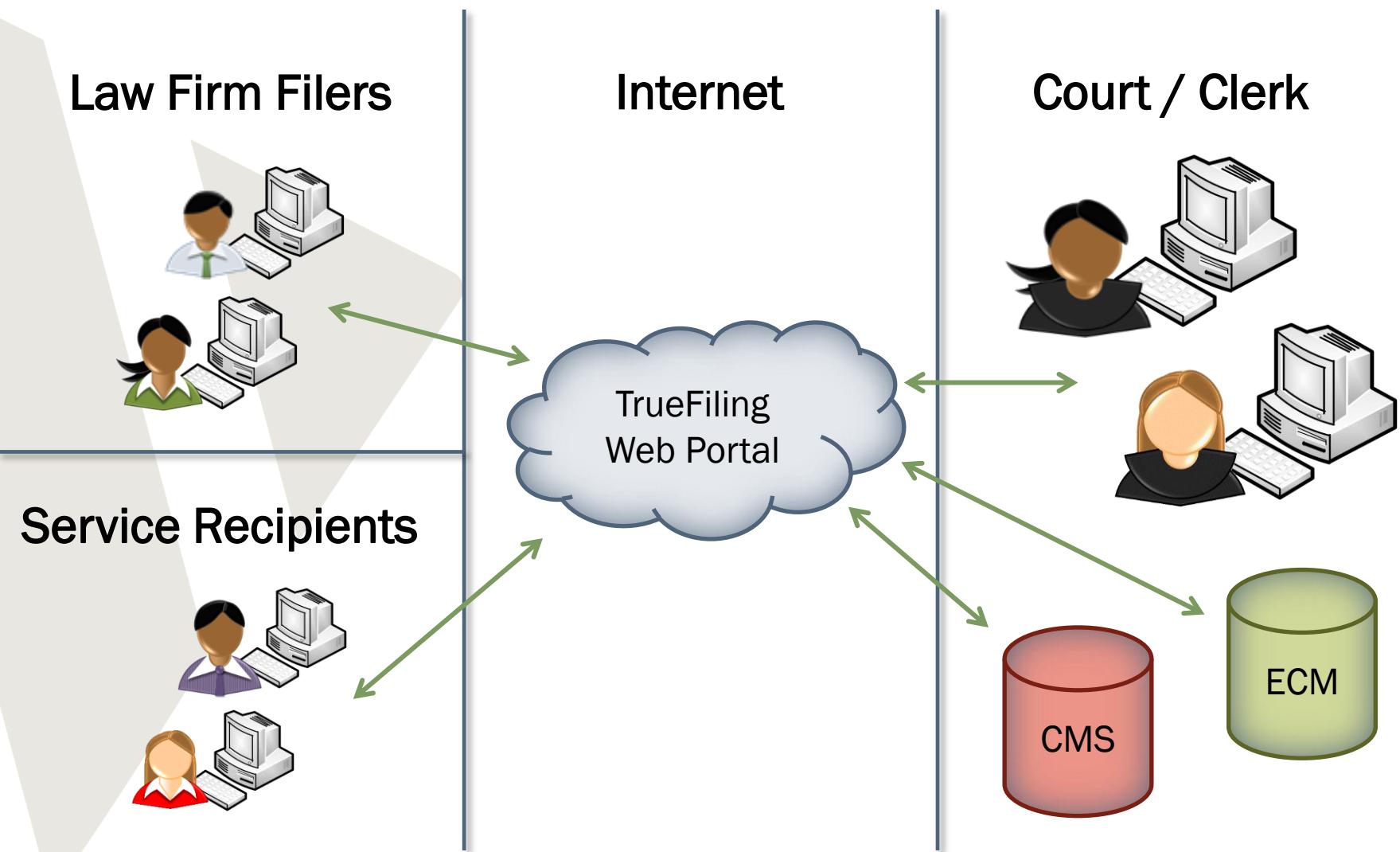
Overview

- Training Objectives
- What is eFiling?
- Helpful Guides and Tools

Training Objectives

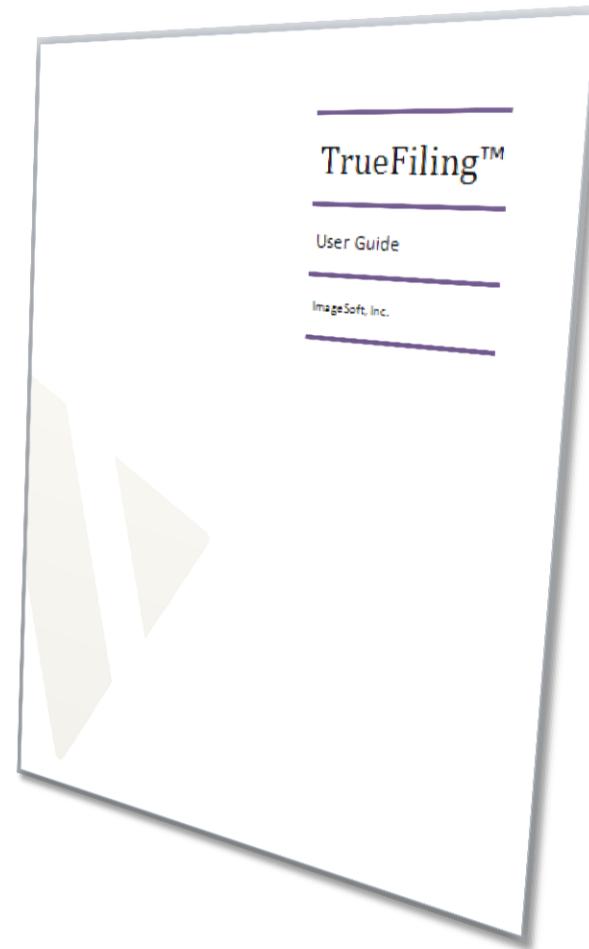
- Training objectives are:
 - To introduce law firms to TrueFiling and eFiling documents to the 13th Circuit Court
 - To show differences between over-the-counter filings and eFiling filings
 - To demonstrate how TrueFiling works and how to join
 - To provide information on what to expect when eFiling

What is eFiling?



Helpful Guides and Tools

- Quick Reference Guide
 - Follow along during demo
 - Reference back at office
 - Take notes of important information
- Other Resources
 - FAQs found on TrueFiling
 - Local Clerk's office
 - More guides coming soon
 - support@truefiling.com



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PREREQUISITES TO EFILING

Prerequisites to eFiling

- SCAO Approval
- Paperless Clerk/Court
- Attorney Registration and Consent

SCAO Approval

- State of Michigan only recognizes paper
 - Case files must have original paper copies
- eFilings would have to be printed per law
 - Printed version not considered “original”
 - Reduces efficiency and automation gains
- Administrative Order approved by SCAO
 - Allows court to keep Electronic Case Files
 - Granted in 2010 for 13th Circuit Court
 - Amended in September 2012

Paperless Clerk/Court

- eFilings need to be stored long term too
 - Paper filings are kept in physical folders
 - eFiled documents are kept in virtual folders
- eFilings would have to be printed
 - Reduces efficiency and automation gains
 - How else can a judge sign an order?

Attorney Registration and Consent

- End User License Agreement
 - Must be accepted by every TrueFiling user
 - Terms of use between the filer and ImageSoft
 - Allows the filer to use TrueFiling only
- Attorney Registration with Court
 - Court may require a consent form
 - Provides verification of the filer and email
- Stipulation for email servicing
 - Required for every case

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TRUEFILING BASICS

TrueFiling Basics

- Features
- What can be eFiled?
- Signing up for TrueFiling

Features

- Web based application
 - Access from any Internet connected computer
 - Supports major browsers
- Multiple filers for a single firm
 - Share credit cards on file
 - Collaborate on filings and cases
 - File on behalf of attorneys

Features

- Multiple court support
 - 20th Circuit Court of Ottawa County
 - 58th District Court of Ottawa County
 - Probate Court of Ottawa County
 - 13th Circuit Court of Grand Traverse County
 - 13th Circuit Court of Leelanau County
 - 13th Circuit Court of Antrim County
 - More coming soon...

What can be eFiled?

- Same rules apply as “over-the-counter”
 - Pleadings, motions, briefs, responses, lists, orders, judgments, notices, etc...
 - Same statutory fees apply
- Filings for existing cases only
 - No case initiation
 - Filings for C, N, A or P case types only
 - Case type filters the list of document types

What can be eFiled?

- The system will accept any of the following file formats:
 - Microsoft Word (DOC and DOCX)
 - Adobe PDF (PDF)
 - Plain Text (TXT)
 - Scanned Images (TIFF, JPG and PNG)
- Everything gets converted to Adobe PDF

Signing up for TrueFiling

- Creating a Firm
 - Each firm should have an initial administrator
 - Only one person for the firm needs to signup
 - Administrator creates the firm name
 - A valid email address is required for registration
- Inviting other filers
 - Administrator invites other members of the firm
 - Email address serves as the user's user Id
 - A valid email address is required for registration

Signing up for TrueFiling



TrueFiling

Account Login

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

Username

Password

[Login](#)

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

**The Benefits Of
TrueFiling**
[Click Here To Learn More](#)

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Signing up for TrueFiling



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Welcome to TrueFiling

To logon to the TrueFiling system, you need to register your email address with a TrueFiling firm (or sole-proprietor).

Option 1: Firm is currently enrolled

If your firm is already enrolled in TrueFiling then you should request an invitation from your TrueFiling administrator. Your TrueFiling administrator will create your user account and invite you to the system through email.

Option 2: Firm is not currently enrolled

[Click here if you are an attorney or an administrator from a firm \(or sole-proprietor\) that is not yet enrolled in TrueFiling.](#) This option will enable you to create a new firm with you as the administrator.

Option 3: Not sure

If you're not sure if your firm is enrolled or who your administrator is, then you may [click here](#) to search for your administrator. You can also send an e-mail to support@truefiling.com or you may contact the relevant court (click [here](#) to see the active courts and their contacts).

Note: Currently the system is only accepting filings from attorneys. Filing by self-represented (pro-se) persons is scheduled to be added in the near future.

OK

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Signing up for TrueFiling



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Account Sign Up

Please enter your email address and a password to sign up for a TrueFiling account. You will be emailed a confirmation link within 10 minutes of signing up. You must finish the registration process by clicking the confirmation link in the email before you can access your account.

Email:

Confirm Email:

Password:

Confirm Password:

Sign Up

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DEMONSTRATION



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QUESTION AND ANSWERS