



**MICHIGAN COURT OF APPEALS  
E-File&Serve  
Intent to Participate Form**



After you have registered your agency or office with Wiznet, please return this "Intent to Participate" form to the Michigan Court of Appeals. Thank you for your participation.

1. Complete the form. Check or fill in each field to provide us with necessary information.
2. Save the completed form using a filename such as YOURAGENCYNAME PARTICIPATION FORM.
3. Email the completed form to [COAfileSupport@courts.mi.gov](mailto:COAfileSupport@courts.mi.gov). Use a subject of E-FILE PARTICIPATION FORM.

Note: No email message is required; however, if you have additional comments or questions, please include them in the email and we will respond promptly.

**Getting Started: Registration, Firm Administrator, Payment Account and Training**

1.  Our firm or office has registered with Wiznet for participation in the Michigan Court of Appeals E-File&Serve system.
2. Our Firm or Prosecuting Attorney's Office Name (if applicable) is:
3. We have designated the following individual as our Firm Administrator.  
Name:  
Email:  
Phone:
4.  Our firm or office is aware of the available training options and we will arrange for individuals in our firm or office to attend one of the training sessions.

**Future Communication: Email and ListServ**

1. The generic email address that we will use as a central mailbox for our office is:
2. We are requesting that the following individual email addresses be added to the Michigan Court of Appeals listserv email service:

To register or if you have technical support questions, contact Wiznet at (800) 297-5377 or [support@wiznet.com](mailto:support@wiznet.com). For non-technical information or questions regarding the E-Filing project, contact the Lansing Clerk's Office at (517) 373-0786 or [COAfileSupport@courts.mi.gov](mailto:COAfileSupport@courts.mi.gov).