
In partnership with Wiznet, Inc., the Michigan Court of Appeals has been offering electronic case initiation, filing, and service of pleadings since 2006 for a limited set of cases. We are pleased to announce that the scope of the electronic filing and service program, referred to as E-File&Serve, has expanded. The program is now applicable on a voluntary basis for all case types. You may file in existing cases or initiate a new case through the [Wiznet E-File&Serve](#) system.

Highlights of E-File&Serve

We invite your involvement and would like to highlight some of the features of the system that you may find advantageous.

- The Court of Appeals does not require paper filings of documents submitted through the E-File&Serve system.
- The system enables attorneys to submit filings electronically to the Court 24-hours a day, 7 days a week from any PC with Internet access.
- A filing received by 11:59 p.m. on a business day is considered filed that business day under MCR 7.202(2). A filing received on a weekend or holiday is considered received on the next business day.
- The Clerk's Office will review documents on a daily basis and has a goal of reviewing documents within one business day of their arrival.
- Once documents are submitted electronically, you may view the status of those documents on the Wiznet system.

With E-File & Serve, attorneys have the option to immediately e-serve other parties in the case.

- Documents are electronically served to other parties in a case via email generated by the system.
- When you opt to use e-service, a service notification email containing a link to the electronic document(s) will be served to other parties in the case.
- You will be able to use the system to track when each party received and opened the filing.

Standard e-filing transaction fees are as follows: EFS (e-filing with service) \$ 8.00; SO (service only) \$ 5.00. For a limited period, Wiznet is offering e-filing with service for \$5.00. ***There is no file size restriction and no limit to the number of service recipients per transaction.***

Registering with Wiznet to Use the E-File&Serve System

Because this is a web-based program, you will need an Internet browser and PDF creation software, such as Adobe Acrobat or PDF Creator. Getting started is simply a matter of registering your office. Your office will need to consider the following items before contacting the Court of Appeals e-filing vendor, Wiznet, to begin the registration and setup process.

Firm Administrator: Every firm must designate a person to administer the E-File&Serve system. The Firm Administrator will initially register your organization with the system and will set up and maintain all accounts for attorneys and staff associated with your firm or office, and for credit cards (if applicable).

Escrow Accounts: For government agencies, Wiznet has agreed to set up escrow accounts for billing purposes. These non-interest bearing accounts are designed to simplify the payment process for government agencies, such as the prosecutor's office and SADO, who do not use credit cards in their daily business but who can benefit from the convenience of a pre-pay program.

Training: Wiznet will be hosting several online training events over the next several months for anyone who is new to the online system. The sessions are free of charge and should last no more than 45 minutes. The sessions are open to attorneys, paralegals, support staff, and anyone interested in e-filing using the E-File&Serve system. General training is also available at any time from Wiznet, even subsequent to this initial training period.

If you would like to get started today, please have the individual from your office who will serve as the Firm Administrator contact Wiznet Technical Support at 800.297.5377 or support@wiznet.com to register your firm.

This individual should be prepared to provide Wiznet with the following information:

- 1) Name, email address and phone number for your Firm Administrator;
- 2) Your invoicing preferences, particularly if you are interested in setting up an escrow account; and,
- 3) Your training needs, in terms of whether you prefer online training or onsite training (if feasible) and how many participants from your office would be interested in attending training.

Enrolling with the Court of Appeals to Use the E-File&Serve System

Once you have registered with Wiznet, the next step is to send us the completed "Intent to Participate" form by filling it out electronically and returning it to the Court of Appeals. This serves as a means to provide the Court of Appeals with other setup information.

Generic Email Address: We recommend that your office have available an email address that is not tied to an individual employee that others can use within the system to electronically serve opposing counsel. For example, appellatedivision@oakgov.com or appeals@macombcountymi.gov. We make this list of addresses available at the E-File&Serve website as a reference for all users. In this way, attorneys in your office can receive e-filing related email at a central "mailbox." Depending how you set this up in your office, one or more persons can access this central mailbox and/or forward email to specific attorneys, as necessary.

Listserv Contact Email Address: The Court of Appeals maintains a listserv group, which is an email service that is intended to provide speedy communication between the Court and the individuals who are participating in our e-filing system. Ideally, at least one individual from your office will sign up for this service; other individuals will be able to subscribe and unsubscribe at any time.

More Information

For more detailed information on E-File&Serve, you may want to visit the following websites.

- An overview of the program is available at the Michigan Court of Appeals website located at <http://coa.courts.mi.gov/efile/>.
- The Michigan Court of Appeals E-File&Serve login page is located at <https://wiznet.wiznet.com/appealsmi/>. Even without being a registered user, you can browse through the many resources available, including a Quick Start Guide and FAQs, to gain a better understanding of the system.

We hope that you will benefit from this convenient and inexpensive access to the Court. We extend our gratitude to everyone who has participated in a successful pilot program of the E-File&Serve system since July 2008. By providing constructive feedback, they have helped us build a better e-filing system for the future. We believe that this Court is well situated to provide a comprehensive electronic solution that will meet the needs of attorneys, litigants, and the Court. We look forward to your participation.



**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. 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. 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.