

Michigan MiFILE Information for Filing New Civil Cases

- Go to www.michiganlegalhelp.org
- Scroll down until you see "MiFILE TrueFiling" and click on it.
- Click on "Electronic Filing with MiFILE."
- Click on "E-Filing Court Documents."
- Select "Gratiot" where it says, "—SELECT COUNTY—"
- Click "Set County" and wait for the page to reload.

Here, you are going to find links for the following:

- How to Register for MiFILE.
- How to File Documents to Start a New Case in MiFILE.
- E-Filing Rejection Reasons and How to Fix Them.
- How to Prepare Documents for E-Filing.
- How to Find a Case-Type Code.
- Paying Fees in E-Filed Cases.
- Working with PDF Files.
- Safety and Privacy When Using Electronic Devices for Legal Matters.
- What is E-Filing?

*Please note, within some of the links are hyperlinks directing you to additional helpful web pages, videos to assist you further with learning MiFILE, and how to properly file a new case or file into an existing case.

If you have any further questions that cannot be answered on the Michigan Legal Help website, please call the TrueFiling Helpdesk at 855-959-8868 or you can send them an email at support@truefiling.com.

Court information for filling out the top of the forms is as follows:

65B Judicial District

Gratiot County

Court Address: 245 East Newark Street, Ithaca, MI 48847

Court telephone number: 989-875-5240

All forms you will need can be found on **courts.michigan.gov** under the "Menu" button then "Forms". These forms are in a fillable format for you to type in and save for uploading to MiFILE.

A quick way to find the documents you need is to Google the form number beside each document above. The first website that appears should be the courts.michigan.gov.

Filing Fee Amounts

Landlord Tenant: Possession Only

TYPE	TOTAL
Landlord / Tenant	\$55
Summary Proceeding	\$55
Claim & Delivery	\$75

Landlord Tenant with Money Damages

CLAIM AMOUNT	TOTAL
Up to \$600	\$90
\$600.01 - \$1,750	\$110
\$1,750.01 - \$10,000	\$130
\$10,000.01 - \$25,000	\$215

Small Claims

CLAIM AMOUNT	TOTAL
Up to \$600	\$30
\$600.01 - \$1,750	\$50
\$1,750.01 - \$7,000	\$70

Remember: When filing ANY case online, MiFILE will break the total amount into three amounts.

See chart below for specific information.**

FEE TYPE	TOTAL
Filing Fee	\$
eFiling System Fee	\$
Processing Fee	\$
Total	\$\$

State of Michigan
65B JUDICIAL DISTRICT COURT
Gratiot County



Stewart D. McDonald
District Court Judge P30191

Telephone: (989) 875-5240
Facsimile: (989) 875-5290

245 East Newark Street • Ithaca, Michigan 48847
65bdistrictcourt@gratiotmi.com

NOTICE
CIVIL PROCESS SERVICE

Effective immediately, all documents required to be served upon the defendant will be returned to you through MiFILE from an info@TrueFiling email address. Service processes in civil actions may be served by a Sheriff, an authorized court officer or by any legally competent adult who is not a party or an officer of a corporate party. It is your responsibility to provide proper paperwork to the service provider. See [MCR 2.103 - Processes; Who May Serve](#) for further information.

EXCEPTION : If you are filing an Application and Order of Eviction and/or any WRIT requiring seizure of attachment of property, service of these documents **MUST** be served by an authorized Gratiot County Court Officer. Information for Gratiot County Court Officers can be found on the Gratiot County website.

Please contact the 65B District Court with any questions regarding process service at 989-875-5240.

SMALL CLAIMS:

- The only form you will need for a Small Claims case is the Affidavit & Claim – form DC84.
 - If you have other documents you would like to provide, you may upload them and code as “Other”.
 - Please understand, that the documents you upload for Judge to see, the defendant has to receive as well.
- The MAXIMUM amount you can ask for in Small Claims is \$7,000.
- You **CANNOT** file a Small Claims case if you want something other than money.
- You **CANNOT** be represented by an attorney in Small Claims.
- The **second page** of the Affidavit & Claim **HAS** to be notarized before the court can accept the new case initiation filing.
- Upload the first and second pages of the Affidavit & Claim as one. This helps with coding purposes at the court’s end during acceptance of the new case.
 - **If this is not done, your request for a new case filing will be rejected.**
- The action had to have happened, or the defendant must live in Gratiot County to file a small claims case with our court.
- Anyone 18 or older who is not related to the case in any way can personally serve the defendant.
 - Please refer to the third page of the Affidavit & Claim, “Proof of Service”, for the ways you can serve the defendant.
- If you are filing a Small Claims case against a company, you will need an individual’s name to add to the defendant’s information.
- The court will no longer print out packets for service. It is the plaintiff’s responsibility to get packets printed for service.
- Plaintiff is responsible for uploading Proof of Service via MiFILE for mailing; Certified Mail Receipt or Certificate of Mailing as well as personal service.

When filing into your case, please use the case number the court has assigned and SC at the end. Case number should be searched as, “24-XXXXX-SC” If you cannot find your case, please call the court for assistance.

SMALL CLAIMS CONTINUED:

Responsibility and Service Process

This information is being provided to all Plaintiffs who file Small Claims cases with the 65B District Court, so you are aware of your responsibility and the process for obtaining service on the defendant when filing a new case:

Per MCL 600.8406 ([MCL - Section 600.8406 - Michigan Legislature](#)), the **first hearing date** must be set within fifteen (15) to forty-five (45) days after the notice date (date of issuance).

1. If no service is obtained on the defendant **at least seven (7) days before** the hearing date, the statute provides the plaintiff may apply to the clerk for a new notice setting a new date for appearance which shall be **not less than fifteen (15) days nor more than thirty (30) days after the date of issuance of the new notice**. If the plaintiff has been unable to personally serve the defendant, they can file a motion for an order for alternative service, provided they file the proper process server's affidavit and postal verification.
2. **If service is not obtained** on the defendant **after the issuance of the new notice date** provided in the paragraph above, **the matter should be dismissed by the clerk for nonservice**. It is a dismissal without prejudice. After dismissal, if the plaintiff locates the defendant, the plaintiff can then **refile a new small claims action and a new file number shall be assigned.**

When refiling, you **can** add the costs from the prior case. If you are serving a defendant via Certified mail return receipt, restricted delivery, and you do not have the return receipt card signed by the defendant, that is considered non-service.