

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

If you are a partnership, corporation or LLC filing a Landlord Tenant or General Civil case, you HAVE to have an attorney file on your behalf.

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.

LANDLORD TENANT:

7 Day or Nonpayment of Rent (Pay to Stay):

- Demand for Possession, Nonpayment of Rent – form DC100a.
 - **Hold on to the first page:** after you have served the **SECOND** page to the defendant(s), on day 8 or after, you can proceed with the next steps.
- Summons – form DC104_NEW.
- Complaint, Nonpayment of Rent – form DC102a_NEW.
- Advice of Rights – form DC538.
- Rental Assistance – form DC539.
 - This form does not need to be filled out, just uploaded and can be a “connected document” to the Advice of Rights form.
- Local Housing Information.
 - www.gratiotmi.com
 - Law & Justice.
 - 65B District Court.
 - Civil Division.
 - Under Quick Links on the right, you will find the local housing information page named, “Gratiot County Housing Assistance.”
 - **The form is also attached to this packet.**
- The Demand for Possession, Nonpayment of Rent and the Complaint, Nonpayment of Rent will match in name and close form numbers; DC100a and DC102a_NEW.
- The court will do a second mailing for a \$13 fee per defendant.
 - Plaintiff(s) will still be responsible for their mailing after receiving papers back from the court via MiFILE as well as arranging personal service. The court will no longer be printing packets for service.
 - A second mailing by the court **is necessary** to entitle the Plaintiff to a default judgment in the event the Defendant fails to appear at the initial court hearing.
- Plaintiff(s) are also responsible for uploading Proof of Service(s) via MiFILE for mailing; Certified Mail Receipt or Certificate of Mailing as well as personal or posted service.
 - When filing into your case, please use the case number the court has assigned and LT at the end. Case number should be searched as, “24-XXXXX-LT” If you cannot find your case, please call the court for assistance.

LANDLORD TENANT CONTINUED:

30 Day or Recover Possession of Property:

- Notice to Quit to Recover Possession of Property – DC100c.
 - **Hold on to the first page:** after you have served the **SECOND** page to the defendant(s), on day 31 or after, you can proceed with the next steps.
- Summons – form DC104_NEW.
- Complaint to Recover Possession of Property – form DC102c_NEW.
- Advice of Rights – form DC538.
- Rental Assistance – form DC539.
 - This form does not need to be filled out, just uploaded and can be a “connected document” to the Advice of Rights form.
- Local Housing Information.
 - www.gratiotmi.com
 - Law & Justice.
 - 65B District Court.
 - Civil Division.
 - Under Quick Links on the right, you will find the local housing information page named, “Gratiot County Housing Assistance.”
 - **The form is also attached to this packet.**
- The Notice to Quit to Recovery Possession of Property and the Complaint, Recover Possession of Property will match in name and close form numbers; DC100c and DC102c_NEW.
- The court will do a second mailing for a \$13 fee per defendant.
 - Plaintiff(s) will still be responsible for their mailing after receiving papers back from the court via MiFILE as well as arranging personal service. The court will no longer be printing packets for service.
 - A second mailing by the court **is necessary** to entitle the Plaintiff to a default judgment in the event the Defendant fails to appear at the initial court hearing
- Plaintiff(s) are also responsible for uploading Proof of Service(s) via MiFILE for mailing; Certified Mail Receipt or Certificate of Mailing as well as personal or posted service.
 - When filing into your case, please use the case number the court has assigned and LT at the end. Case number should be searched as, “24-XXXXX-LT” If you cannot find your case, please call the court for assistance.

Each bulleted form in the Landlord Tenant pages HAVE to be uploaded as a separate document for coding reasons on the court’s end. This is an important step to remember. All documents you cannot find in the dropdown menu during uploading can be listed as “Other”.

LANDLORD TENANT CONTINUED:

Subchapter 4.200 Landlord-Tenant Proceedings; Land Contract Forfeiture

Rule 4.201 Summary Proceedings to Recover Possession of Premises

(D) Service of Process. A copy of the summons and complaint and all attachments must be served on the defendant by mail. Unless the court does the mailing and keeps a record, **the plaintiff must perfect the mail service by attaching a postal receipt to the proof of service.** A plaintiff may also request the court mail a second copy of the summons and complaint and all attachments to the defendant in a court envelope – the same envelope as used for other court business which is clearly identified as coming from the court. This court mailing must be delivered to the US Post Office at least 7 days before the date of trial, and a record must be kept. The court may charge an additional fee as determined and published by the State Court Administrative Office. **In addition to mailing**, the defendant must be served in one of the following ways:

- (1) By a method provided in MCR 2.105;
- (2) By delivering the documents at the premises to a member of the defendant's household who is
 - (a) of suitable age,
 - (b) informed of the contents, and
 - (c) asked to deliver the documents to the defendant; or
- (3) After diligent attempts at personal service have been made, by securely attaching the documents to the main entrance of the tenant's dwelling unit. A return of service made under this subrule must list the attempts at personal service. Service under this subrule is effective only if a return of service is filed showing that, after diligent attempts, personal service could not be made. An officer who files proof that service was made under this subrule is entitled to the regular personal service fee.

You will need to fill out Request for Court Mailing and Record of Mailing by Court – DC536 if you would like the court to do a second mailing in addition to plaintiff mailing and personal service.

- If you are requesting a second mailing, the only information you would need to fill out on the DC536 form is the 65B Judicial District Court, Court address, Court phone number, Plaintiff and defendant information and then sign and date under the “REQUEST FOR COURT MAILING.”