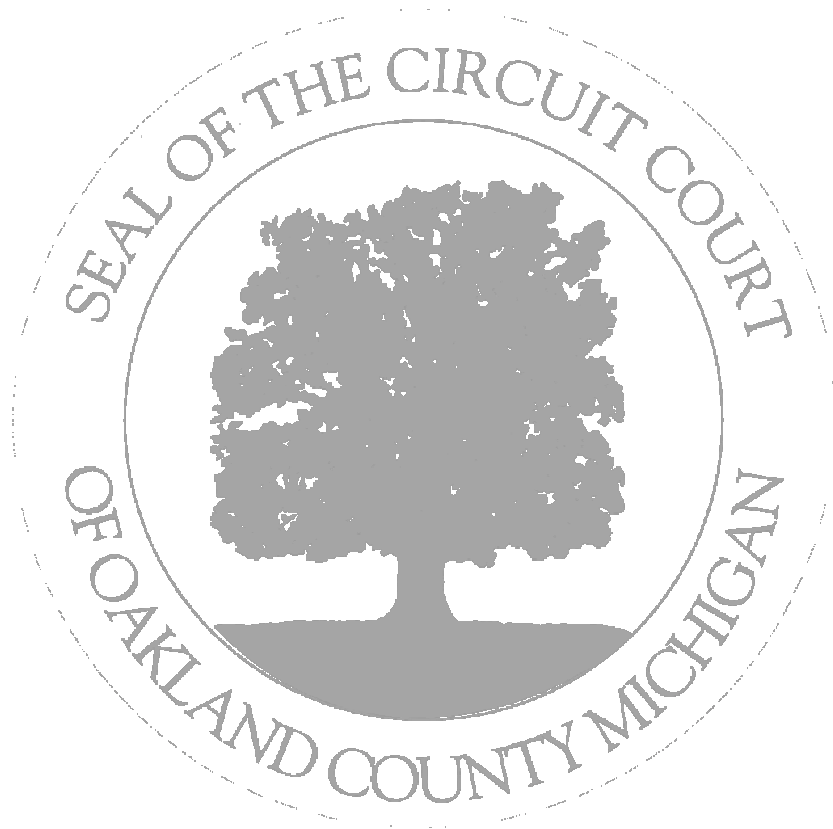


Oakland County Sixth Judicial Circuit Court

E-File&Serve

User Guide



April 29, 2008

Document Overview

Welcome to Wiznet's online E-File & Serve program. This guide will take you through the basic features and functionality of the program and the layout of the various screens.

Use of this document assumes you have access to the E-File & Serve program on the Internet via a computer with an Internet browser of Internet Explorer 5 or above.

If you have any questions about E-File & Serve or this Guide, please contact Wiznet Technical Support at 800-297-5377 or support@wiznet.com.

Table of Contents

- CHAPTER 1 – GETTING STARTED 1
 - 1.1 USAGE REQUIREMENTS 1
 - Browser Requirements 1
 - Connection Requirements 1
 - Minimum Screen Resolution 1
 - 1.2 REGISTRATION..... 1
 - Firm Administrator 1
 - 1.3 LOGIN..... 2
 - Typical Workflow for E-Filing..... 3
 - 1.4 HOME PAGE..... 3
 - The Home Page Screen 3
 - Access Cases from the Home Page 4
 - Search for a Specific Case 4
 - Select a Recent Case 5
 - 1.5 CASE LIST PAGE..... 5
- CHAPTER 2 – SERVICE 7
 - 2.1 SERVICE..... 7
 - Manage Contacts in your Firm Contact List..... 7
 - Manage Contacts in the Case Service List 9
- CHAPTER 3 – E-FILING 10
 - 3.1 E-FILING 10
 - Specify Form or Document(s) to be Filed 10
 - Submit an Envelope to the Sixth Judicial Circuit Court 11
 - 3.2 FEE INFORMATION 13
 - 3.3 E-FILE QUEUE 14
 - Filter Your View of Filings 14
 - View Filing Status 15
 - Cancel a Filing..... 16
 - View Filing Details..... 16
- CHAPTER 4 – SETTINGS..... 18
 - 4.1 UPDATE USER SETTINGS..... 18
 - 4.2 CHANGE USER PASSWORD..... 18

Chapter 1 – Getting Started

1.1 Usage Requirements

Browser Requirements

E-File & Serve is supported by current versions of the Windows operating system using Internet Explorer 5 or above. If your browser does not meet these minimum requirements, please contact your network administrator.

Connection Requirements

A high-speed Internet connection is recommended.

Minimum Screen Resolution

For best results, a setting of 1024 x 768 is highly recommended. If necessary, users can set their monitors to 800 x 600 pixels, but doing so may compromise the graphic display.

1.2 Registration

Anyone who will use the system, whether attorney, support staff, or individuals, must be registered in the system. Support staff will register under their own name.

Firm Administrator

Your Firm Administrator can register for E-File & Serve online by going to <https://www.wiznet.com/oaklandmi/> and selecting the [Click here to Register](#) option. Once your firm is registered, the Administrator can create multiple user IDs and passwords for the members of your firm who will use the system.

If you have any questions during the registration process, please call Wiznet Technical Support at 800.297.5377.

1.3 Login

In order to e-file or check on the status of your e-filings, you must first log in to the system.

1. From Internet Explorer, enter <https://www.wiznet.com/oaklandmi>.
2. Enter your Firm ID, Username, and Password and click **Login**.

Firm ID, Username, and Password are all case sensitive. If you forget your Firm ID, Username or Password, contact your Firm Administrator or call Wiznet Technical Support at 800.297.5377 for assistance.

The user will be allowed three attempts to log in to the system. After three failed attempts, your account will be deactivated. Contact your Firm Administrator to reset your password.

Oakland County Michigan **Oakland County Sixth Judicial Circuit Court** [Sixth Judicial Circuit Court website](#)
[Court Explorer website](#)

Application Login:
Firm ID:
oakland
Username:
Password:
Login
[Forgot your password?](#)

Message of the Day
IMPORTANT: Documents that are scanned for submission must be scanned at a 200 DPI resolution in order to ensure document integrity.

Multiple Address
Please note: Only one email address may be used per contact. If an individual requires an email to more than one address, they must be added as an additional contact.

Service Contact Attachment
To be sure you receive all orders filed by Judge Warren, please attach yourself to the service list of any case you are involved in.

Service Emails
All service e-mails will come from ccservice@wiznet.com, please be sure this e-mail address is allowed by any spam or junk e-mail filters to make sure you don't miss any service notifications.

[Click here to Register](#)

<p>Resources</p> <p>Administrator Guide - E-File & Serve User Guide - E-File & Serve Wiznet Efile Quick Start Guide Frequently Asked Questions About E-File & Serve</p>	<p>Free Training Sessions</p> <p>Wiznet offers free walk-in & online training for E Filing. For details, click the links below: Online Training Sessions</p>
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Please call or email Technical Support if you have questions.
800.297.5377 or support@wiznet.com

The login page includes links to resources and training information. Clicking any of these links will change the display. To return to the login screen, click the Back button on the Internet Explorer toolbar.

Typical Workflow for E-Filing

In general, the process for E-Filing is as follows.

1. If using electronic service, first review and update the Service Contacts attached to the case.
2. Submit pleadings. All documents and attachments being filed at one time will be submitted in one envelope.
3. Manage your E-Filing Queue. You can view the status and history of all documents you have e-filed. All relevant information is displayed concerning your e-filings.

1.4 Home Page

The Home Page Screen




After you log in you will be at the Home page. The Home page is your launch pad for using the system. From this page, you can begin working with any aspect of the system.

The screenshot shows the WIZnet E-File&Serve Home Page. At the top, there is a header for 'Oakland County Sixth Judicial Circuit Court' with a logo on the left and links to 'Sixth Judicial Circuit Court website' and 'Court Explorer website' on the right. Below the header, a status bar indicates 'No case selected' with a 'Select Case' link and 'FAQ' and 'Logout' links. The left sidebar contains a menu with items: Home, Case List, E-File, E-File Queue, Service Contacts, User / Firm Settings, User Settings, Attorneys, and Firm Admin. The main content area features the WIZnet logo and 'E-File&Serve' branding. Below the logo is a search bar labeled 'Case Description or Number' with a 'Case Search' button. Underneath is a 'Recent Activity' section containing a 'Case History' table.

E-File	Service	Case Number - Description	Last Accessed
E-File	Service	2007-234567-XX - BROWN, JOHN VS REDD, JOHN	06/23/2007 12:00 AM EDT
E-File	Service	2007-123456-XX - SMITH, JANE VS DOE, JOHN	06/23/2007 12:00 AM EDT
E-File	Service	2007-081657-CZ - ATCHOO, NATHIMA, H VS ORION TWP	05/03/2007 12:00 AM EDT
E-File	Service	2007-081370-CK - AMERITECH PUBLISHING INC VS DONNELLY BROS LANDSCAPING & SN	05/03/2007 12:00 AM EDT
E-File	Service	2007-082409-CZ - AUTOOWNERS INS CO VS JVG MODERNIZING INC	05/03/2007 12:00 AM EDT
E-File	Service	2006-079118-NP - AUTO CLUB GROUP INS CO VS COAST FOUNDRY & MFG CO	05/03/2007 12:00 AM EDT
E-File	Service	2007-079960-CK - AZZAR, JULIAN VS NAIMOU, BASIM	05/03/2007 12:00 AM EDT
E-File	Service	2007-080091-CK - AMERITECH PUBLISHING INC VS HOME & DOOR PRODUCTS INC	05/03/2007 12:00 AM EDT
E-File	Service	2006-073110-CH - ROGERS, JERMA VS ADAMS, JOHN	05/03/2007 12:00 AM EDT
E-File	Service	2007-082382-CZ - CITIBANK SOUTH DAKOTA VS FURNEY, SARAH, N	05/03/2007 12:00 AM EDT
E-File	Service	2007-082076-CK - ASSET ACCEPTANCE VS LANGE, DANNY, W	05/03/2007 12:00 AM EDT

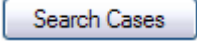
- The **menu** on the left provides all of the basic options. Clicking on any of the options will display a new page.
- The **main area** of the screen provides access to cases in the system. The Search box in the center enables you to quickly access a case by name or number. You can also see a list of the most recent cases in which you have filed.
- A link to the **Oakland County Sixth Judicial Circuit Court website** provides access to check other available resources.
- A link to the **Sixth Judicial Court Explorer** website provides docket entries for cases filed at the Oakland County Clerk's Office.
- The **status bar** displays general information, such as the active case number and short title if you are working with an existing case. This area provides context for the current options.



- While you work in the system, you have control over the screen display. You can use the Shrink Left , Shrink Left & Top , or the Shrink Top  buttons to alter the amount of space devoted to the main area of the screen.
- The **FAQ** link provides access to Frequently Asked Questions.
- The **Logout** link is the proper way to log out of the system when your transactions are complete. Keep in mind that the system will timeout after one hour of inactivity.

Access Cases from the Home Page

Search for a Specific Case

To locate a specific case, enter the case number, part of the short title or part of the number in the Search Cases field and click . The case or list of cases meeting the criteria you entered will appear on the screen. You can then click [E-File](#) to add a filing to an existing case, or click [Service](#) to manage the service contacts for that case.

Select a Recent Case

The Recent Activity summary on the Home page displays the 100 most recent cases you have accessed, sorted by activity date. For cases listed in this summary, the following options are available:

- Click the [E-File](#) link to the left of the case number to electronically file a document in that case.
- Click the [Service](#) link to the left of the case number to access the service lists. You need to review and update the service recipients for the case before filing. (See [Chapter 2: Service](#).)

1.5 Case List Page

The Case List page allows you to access and manage cases.

Bookmark	E-File	Service	Case #	Description
Remove	E-File	Service	2006-075910-CK	REES,DAVID VS STONE,MARK
Remove	E-File	Service	2007-081471-CK	BACKONEN,MARK VS ESPER,THOMAS
Remove	E-File	Service	2007-080093-NO	VILLARREAL,SECUNDINO VS CARLSON,MARK
Remove	E-File	Service	2006-075910-CK	REES,DAVID VS STONE,MARK
Remove	E-File	Service	2006-078791-CC	KEEGO HARBOR CITY VS HOHEISEL,MARK,L

- **Bookmarked Cases tab** – Functions as a “Favorites” or frequently accessed cases list. Cases must be manually bookmarked to appear on this tab by clicking the [Add](#) button on the Case Search Results page (see below).
- **Case History tab** – Displays the 100 most recent cases you have accessed, sorted by activity date. Only cases associated with the user who is logged in will be displayed.
- **Case Search** – You can search for a case by entering a case number or partial case name and clicking on [Search Cases](#).

The screenshot shows the WIZnet interface with a sidebar on the left and a main content area. The sidebar contains navigation buttons: Home, Case List, E-File, E-File Queue, Service Contacts, User / Firm Settings, User Settings, Attorneys, and Firm Admin. The main content area has tabs for Bookmarked Cases, Case History, and Search Results. The Search Results tab is active, displaying a search box with the text 'mark' and a 'Case Search' button. Below the search box is a table with the following data:

Bookmark	E-File	Service	Case #	Description
<input type="button" value="Add"/>	E-File	Service	2007-081471-CK	BACKONEN,MARK VS ESPER,THOMAS
<input type="button" value="Add"/>	E-File	Service	2006-078791-CC	KEEGO HARBOR CITY VS HOHEISEL,MARK,L
<input type="button" value="Add"/>	E-File	Service	2006-075910-CK	REES,DAVID VS STONE,MARK
<input type="button" value="Add"/>	E-File	Service	2007-080543-CK	SHELBY CENTER MANAGEMENT INC VS SPENCER,MARK,A
<input type="button" value="Add"/>	E-File	Service	2007-080093-NO	VILLARREAL,SECUNDINO VS CARLSON,MARK

Below the table, there is a 'Previous' button on the left and 'Results 1 - 5 of 5' on the right.

The Search Results tab will display. Once you have located a specific case, you may bookmark it by clicking on , or [E-File](#) into the case, or review and update the [Service](#) contacts for the case.

Chapter 2 – Service

2.1 Service

The Service Contacts page is where you establish the contacts to whom you will serve the pleading in a case which is already in the E-Filing System.

There are two separate lists in this area:

Case Service List – Each case has a Case Service List, which displays everyone who is attached to the service list for a case. This may include your firm's contacts in addition to contacts entered from opposing counsel. You can view the contacts on this list, but you can only edit contacts attached by your firm on this list.

Firm Contact List – The Firm Contact List is a list of all contacts that you or others in your firm have entered; this list is available for all cases. Your Firm Administrator may have added your contact information to this list. If not, you will need to add it yourself.



The screenshot shows the Service Contacts page with a navigation menu on the left. The main content area is divided into two panels: 'Firm Contact List' and 'Case Service List'.

Firm Contact List: Contact list for firm Wiznet: [Add Contact] (Click on name to see contact details)

[Delete] [Edit]	Robert Smith Add to Case Service List Not receiving service in any cases
[Delete] [Edit]	Mark McNeely Add to Case Service List Receiving service in 1 case
[Delete] [Edit]	Mary Daniels Add to Case Service List Not receiving service in any cases
[Delete] [Edit]	Barby Sizemore Add to Case Service List Receiving service in 1 case
[Delete] [Edit]	Joe Smith Add to Case Service List Receiving service in 1 case
[Delete] [Edit]	Barby Sizemore This contact is on the service list for this case. Receiving service in 2 cases

Case Service List: Master list of all service contacts receiving service in case **2007-234567-XX - BROWN, JOHN VS REDD, JOHN:** (Click on name to see service contact details)

[Remove]	Robert Schott Added by firm: Oakland County Sixth Judicial Circuit Court
[Remove]	Michael Joyce Added by firm: Oakland County Sixth Judicial Circuit Court
[Remove]	Barby Sizemore Added by firm: Oakland County Sixth Judicial Circuit Court
[Remove]	Heidi Walling Added by firm: Oakland County Sixth Judicial Circuit Court
[Remove]	Lisa A Czyz Added by firm: Oakland County Sixth Judicial Circuit Court
[Remove]	Jennifer Rowden Added by firm: Oakland County Sixth Judicial Circuit Court
[Remove]	Jane Smith Added by firm: Oakland County Sixth Judicial Circuit Court
[Remove]	Rick Perry Added by firm: Oakland County Sixth Judicial Circuit Court

To access your Firm Contact List or the Case Service List for a particular case, click the [Service](#) link next to the case name on the Home page or in the [Case List](#) section.

Manage Contacts in your Firm Contact List

You can add yourself and others to the Firm Contact List. Before adding a contact to your Firm Contact List for use in a particular case, confirm that it is not already on the Case Service List for that case. This will avoid duplicate entries for the same service contact.

You must first select a case, before working with the Service Contacts page.

To add a contact to the Firm Contact List:

1. From the Service Contacts page, click the Firm Contact List tab.
2. Click [Add Contact](#)

3. Fill in all fields.

4. Click .

Note: This will add them to the Firm Contact List, to attach the new contact to the case, simply click [Add](#) underneath the contacts name.

Note: You can attach someone to the case, even if they are not a registered user of the system or an attorney.

To edit the information for a particular contact:

1. From the Service Contacts page, click next to a contact name.

2. Enter the new information.

3. When finished making changes, click .

If the information for a contact changes, you only have to update the information for that contact once in your Firm Contact List and the information will be updated in all cases to which the contact is attached. If an update affects an attorney in your firm, the Firm Administrator should also update that attorney's contact information.

To delete a contact from your Firm Contact List:

1. From the Service Contacts page, click next to the contact name.

Note: You cannot delete a contact if it is attached to a case.

Manage Contacts in the Case Service List

You can attach contacts from your Firm Contact List to the Case Service List for any case. All entries in the Firm Contact List will be available for every case. As contacts are attached to a case, the Case Service List dynamically changes.

You must first select a case, before working with the Service Contacts page.

To attach a contact to a case:

1. From the Service Contacts page, click the Firm Contact List tab.
2. Click [\[Attach\]](#) next to the contact name.

The contact will appear on the Case Service List

To detach a contact from a case:

1. From the Service Contacts page, click [\[Detach\]](#) next to the contact name under Case Service List.

This removes the contact from the Case Service List for a case.

Note: You can only remove contacts that have been attached by your firm.

Chapter 3 – E-Filing

3.1 E-Filing

Tip 1: Before attempting to e-file, make sure the Firm Administrator has set up a credit card account. Also be sure the Firm Administrator has set up a list of Attorneys for the firm. For pro se, put “0000” in for the “P” number.

Tip 2: Before e-filing a document into a case, if using electronic service, be sure you have attached the appropriate Service Contacts to the case. (See [Chapter 2: Service](#) for specific information.)

Specify Form or Document(s) to be Filed

Document *	Select the document from your computer to be filed. [Get SCAO Forms]
	<input type="text"/> <input type="button" value="Browse..."/>
Document Type *	Select the filing type for this document. -- Select --
Document Description *	Please describe the specific type of motion, appearance, brief, etc. identifying this filing. <input type="text"/>
Attachments	Select additional file attachments. <input type="button" value="Select Attachments"/>
Comments	Enter any additional comments about this filing. <input type="text"/>
Firm Case/ File Number	Enter any personal/firm reference numbers for this filing. <input type="text"/>

Filing Type – Choose whether to upload a document to the Sixth Judicial Court or populate and file an SCAO form.

Document – If uploading a document, this field will contain the document (such as a motion, brief or proof of service) that you wish to file. To locate the document stored in your computer or network, click on , select the disk drive and folder containing the document, and select the file containing the document.

Template Form – If you would like to populate and file an existing SCAO form, click on the “Get SCAO Forms” link, then choose which form you would like to fill out. After completing the form, save that document to your computer. Then click and choose that file to upload to the court.

Document Type – Select the type of document from the dropdown list. The statutory fee appears next to each item in the dropdown list.

Document Description – Enter the title of the document. This description will become a tab on the left side of the E-Filing screen to serve as a navigational aid. The document description will also identify the document for the Court during its review process.

Attachments – Attachments can be added to the lead document by clicking .

Comments – This field can be used to enter any comments to the Clerk that do not require a response.

Firm Case/File Number – Enter your firm’s file or case identifier for the firm's internal use. This information will appear on the Detail screen (see [section 3.3, E-File Queue, View Filing Details](#))

Note: This is a mandatory field, if your firm does not use an internal filing number, put at least one character in this field.

You have the option to file multiple documents and/or forms in the same transaction, by clicking on and filling out the filing information. The transaction information remains the same for all filings.

Note: The following information will be for all filings submitted in the envelope.

Submit an Envelope to the Sixth Judicial Circuit Court

The following fields apply to all filings in this envelope:

Courtesy Copy	List of email addresses, comma separated <input type="text"/>
Filing Attorney *	Select the filing attorney (from your firm) -- Select -- <input type="button" value="v"/>
E-Filing Type*	Select E-Filing Type EFO (E-File Only) <input type="button" value="v"/>
Account**	E-file payment & filing fees will be taken from account selected. -- Select -- <input type="button" value="v"/>

Courtesy Copy – This will send a copy of the filing to the e-mail addresses you provide. Multiple e-mail addresses can be added by separating them with a comma. This is not considered service and will not be viewed by other parties.

Filing Attorney – Select the name of the filing attorney from the dropdown list. If the filing attorney is not listed, contact your Firm Administrator to have the name added to the list. This will also apply for pro se filers.

Filing Type – E-File (**EFO**) will only send the documents to the court for filing. E-file and Serve (**EFS**) will send the documents to the court for filing, and after the filings are accepted, service will be sent out to party's specified from the Case Service List. Service Only (**SO**) will immediately serve the parties on the Case Service List and will not be sent to the court for filing.

Service Recipients – If choosing E-File and Serve or Service Only, Service Recipients entered here will be e-served the document.

- By default, all service contacts attached to this case are selected as service recipients. You can manually uncheck any names that do not need to be served. Options to select All or None of the names are found under the Select Service Recipients heading.
- You have the option to add additional service recipients at the bottom of this section. Fill in the recipients name and information to serve them with this envelope of filings.

Account – From the dropdown list, select the credit card account that will be charged the fees for this filing envelope. The Firm Administrator must have set up at least one account in the system.

When all fields are complete and you have reviewed the information on this screen, click

Submit Envelope

to send the envelope of filings to the Court. The E-File Queue page will display and indicate the status of your filing.

3.2 Fee Information

Both the e-filing transaction fees and the 3% service fees are paid directly to Wiznet, the E-Filing vendor. The statutory fees, if any, are charged at the time of filing and forwarded to the Oakland County Clerk's Office.

The e-filing transaction fees are as follows:

Type Of Filing	Fee
EFO (e-file only)	\$ 5.00
EFS (e-filing with service)	\$ 8.00
SO (service only)	\$ 5.00

Filing fees are dynamically displayed on the E-Filing screen in two places:

1. In the upper-left corner of the screen, a detail box displays the total amount that will be charged to the credit card account when the Clerk's Office accepts your filing. The total amount includes an e-filing transaction fee, the statutory fee for the document(s), and a 3% service fee paid to the credit card company.

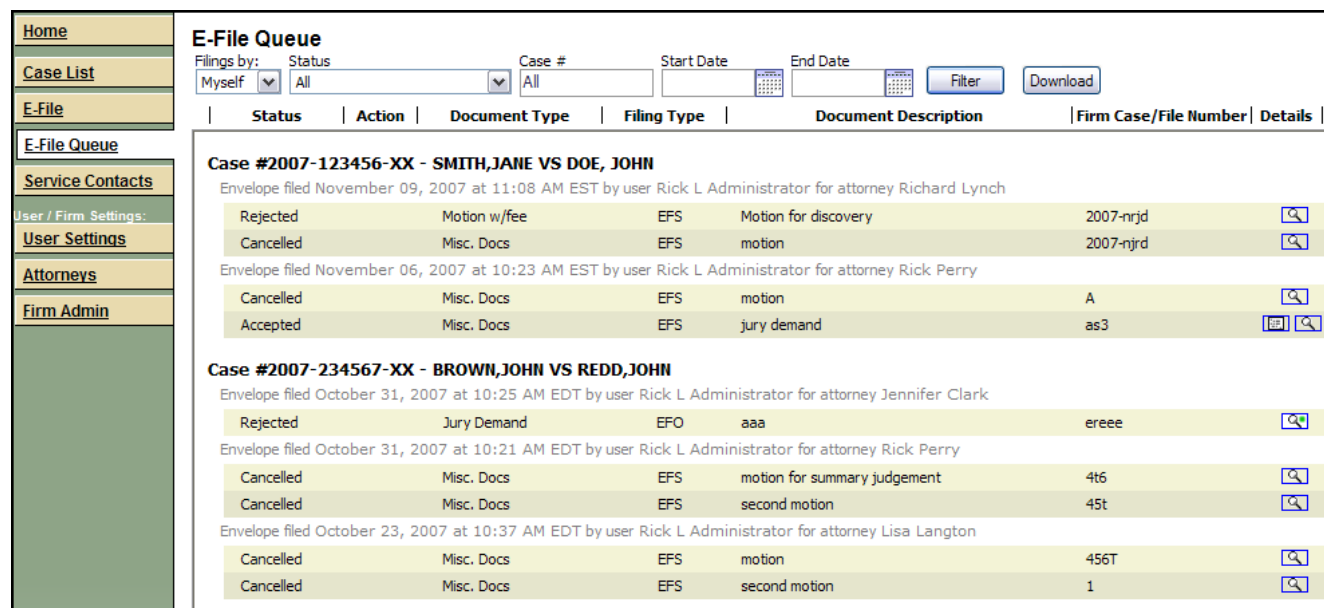
If the envelope includes more than one document, the detail box will display the incremental fees only for the Selected Filing. You can see the fees for each document by toggling back and forth between the tabs for each document. The "Total All Filings" reflects all fees for the envelope. (See *Fee Example below.*)

At the bottom of the screen, the total fees being charged for the E-Filing envelope will show as a "Total" just above the "Submit Envelope" button.



3.3 E-File Queue

To view the current status and history of all documents you have e-filed, click **E-File Queue** on the left menu bar. All relevant information is displayed concerning your filings. Only you and your firm (depending on the firm setup) may see this information. Neither the public nor any other firm will be able to see your E-File Queue.



E-File Queue

Filings by: Status: Case #: Start Date: End Date:

Status	Action	Document Type	Filing Type	Document Description	Firm Case/File Number	Details
Case #2007-123456-XX - SMITH,JANE VS DOE, JOHN						
Envelope filed November 09, 2007 at 11:08 AM EST by user Rick L Administrator for attorney Richard Lynch						
Rejected		Motion w/fee	EFS	Motion for discovery	2007-nrjd	
Cancelled		Misc. Docs	EFS	motion	2007-nrjd	
Envelope filed November 06, 2007 at 10:23 AM EST by user Rick L Administrator for attorney Rick Perry						
Cancelled		Misc. Docs	EFS	motion	A	
Accepted		Misc. Docs	EFS	jury demand	as3	
Case #2007-234567-XX - BROWN,JOHN VS REDD,JOHN						
Envelope filed October 31, 2007 at 10:25 AM EDT by user Rick L Administrator for attorney Jennifer Clark						
Rejected		Jury Demand	EFO	aaa	ereee	
Envelope filed October 31, 2007 at 10:21 AM EDT by user Rick L Administrator for attorney Rick Perry						
Cancelled		Misc. Docs	EFS	motion for summary judgement	4t6	
Cancelled		Misc. Docs	EFS	second motion	45t	
Envelope filed October 23, 2007 at 10:37 AM EDT by user Rick L Administrator for attorney Lisa Langton						
Cancelled		Misc. Docs	EFS	motion	456T	
Cancelled		Misc. Docs	EFS	second motion	1	

Filter Your View of Filings




E-File Queue

Filings by: Status: Case #: Start Date: End Date:

You can filter the E-File Queue by “Myself” or “My Firm,” by case number, Status, or by Date Range. To filter the list:

1. Select your filter parameters in the dropdown boxes.

For Start Date or End Date, you can enter the date manually (i.e. 9/9/2004) or click on the  button to display a calendar and then click on the date you want to insert.

2. Click .
3. If needed, you can download the filtered queue information by clicking on . This will download your filtered results into Excel, which can be used for billing purposes.

To view more filings, click the button at the bottom of the list.

(Note: The button will be grayed out if there is no subsequent page.)

To clear the filter, simply click on the **E-File Queue** button in the left menu bar.

Auto-Refresh Queue

The Auto-Refresh option refreshes the page as changes are made in the system.


Auto-Refresh Queue?

View Filing Status



For each of your filings, information is displayed about the Status, Document Type, Filing Title, Date Filed, and so on. You will only see those filings that you or your firm have submitted when logged on to the system, rather than all filings in a case.

Status	Description
Submitted	Your filing has been sent to the E-Filing System. The timestamp that will reflect the date and time of your submission once the filing has been accepted. A filing must be submitted by 4:30 pm to be filed that business day. Otherwise, the time stamp date will reflect the next business day at 8:30 am.
Pending Review	Your filing has been received by the Sixth Judicial Circuit Court and is waiting to be reviewed.
Under Review	The Sixth Judicial Circuit Court is in the process of reviewing your filing.
Accepted	The Sixth Judicial Circuit Court has accepted your filing. The timestamp that is applied to your filing will reflect the date and time of submission.
Cancelled	Your filing has been cancelled by you or a registered user of your firm and is no longer available for review by the Sixth Judicial Circuit Court.
Rejected	A filing envelope will be rejected if Wiznet has identified problems with your credit card or if the Clerk's Office has determined that the filing was directed to the wrong case. On the Details screen, Wiznet will use the Transaction Response section to note any problems with payment. On the same screen, the Court will use the Review Comments section to note other explanations for rejection such as those listed above.
Error	If your filing contains format errors, it will NOT be processed by the E-Filing system. You can click on the "Error" link next to the document name for more details. You must correct the problem and resubmit the filing.

Cancel a Filing

You may click the  button for any “Pending Review” filings to withdraw the document from being filed. This will not send out any service or charge the credit card for any fees.

View Filing Details

The Details  button provides a detailed listing of all aspects of the filing. This is where you can view your stamped file copy. If the court needs to make any comments back to you, the details button will contain a green dot . Click on the button to review the comment.

Details of filing Brief
from case **2007-234567-XX - BROWN,JOHN VS REDD,JOHN**

Envelope | Filing | Documents | Review Log | All

Envelope (click bold names to expand details)

Date Filed: 07/24/2007 2:46 PM EDT

Case Number: 2007-234567-XX [\[E-File\]](#) [\[Service\]](#)

Case Description: BROWN,JOHN VS REDD,JOHN

Attorney: Lisa Langton

Firm Name: Oakland County Sixth Judicial Circuit Court

Filer: Rick L Administrator

Account Name: test account

Transaction Amount: 5.15

Transaction response: **Approved**

Transaction ID: V18E0C09712C

Details of filing Brief
from case **2007-234567-XX - BROWN,JOHN VS REDD,JOHN**

Envelope | Filing | Documents | Review Log | All

Documents

Lead: [test document.pdf](#) 512693 bytes

Attachments:

Stamped Document: [Processed-test document.pdf](#) 178450 bytes

Details of filing Brief
from case 2007-234567-XX - BROWN,JOHN VS REDD,JOHN

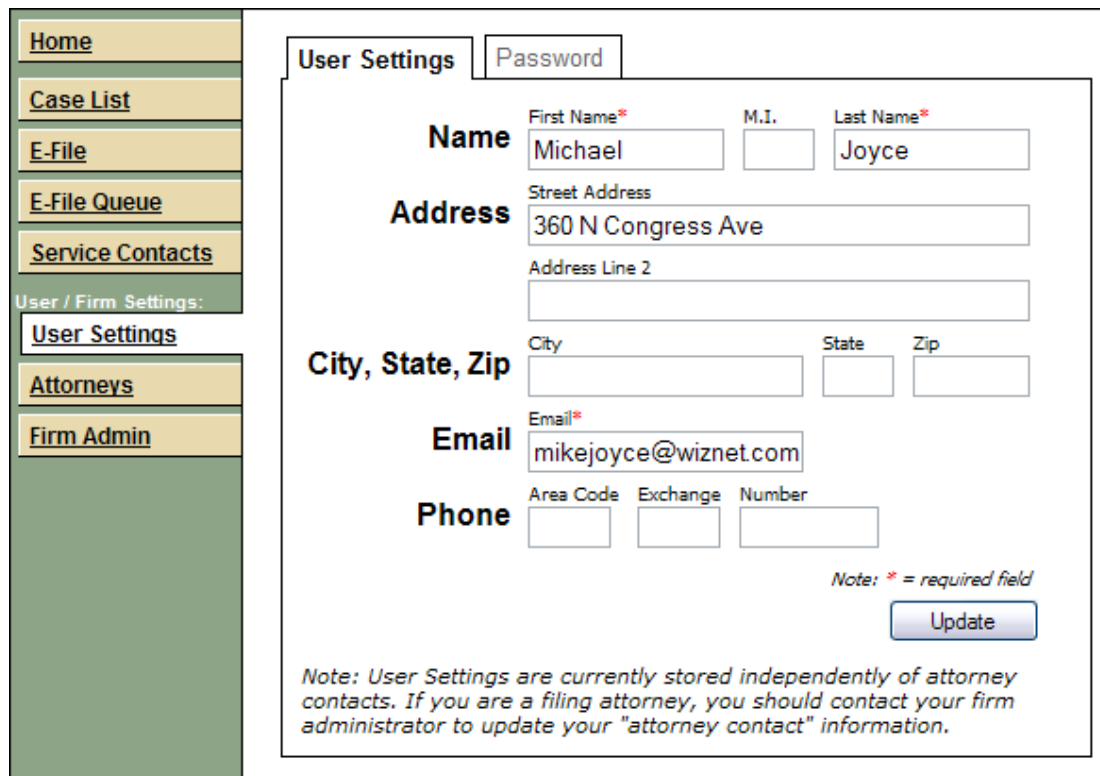
Envelope Filing Documents **Review Log** All

Review Log

Time	Action	Old Status	New Status	Comments	Review Role
07/24/2007 4:03 PM EDT	Begin Review	Pending Review	Under Review by County Clerk		County Clerk
07/24/2007 4:03 PM EDT	End Review	Under Review by County Clerk	Pending County Clerk Review		County Clerk
07/24/2007 4:22 PM EDT	Begin Review	Pending County Clerk Review	Under Review by County Clerk		County Clerk
07/25/2007 11:19 AM EDT	Begin Review	Under Review by County Clerk	Under Review by County Clerk		County Clerk
07/25/2007 11:20 AM EDT	Accepted; Review Completed	Under Review by County Clerk	Accepted - Processing		County Clerk

Chapter 4 – Settings

The Settings option on the main menu provides access to the settings that affect you as a user of the system.



User Settings | Password

Name First Name* M.I. Last Name*
 Michael [] Joyce

Address Street Address
 360 N Congress Ave
 Address Line 2
 []

City, State, Zip City State Zip
 [] [] []

Email Email*
 mikejoyce@wiznet.com

Phone Area Code Exchange Number
 [] [] []

Note: * = required field

Note: User Settings are currently stored independently of attorney contacts. If you are a filing attorney, you should contact your firm administrator to update your "attorney contact" information.

4.1 Update User Settings

This screen enables you to update your personal contact information.

1. From the Settings page, select the User Settings tab.
2. Enter the updated information.
3. Click .

4.2 Change User Password

A password must be a minimum of 6 alphanumeric characters. It must include at least one number and one letter. To change your password:

1. From the Settings page, select the Password tab.
2. Enter your old password once and your new password twice.
3. Click .