Oakland County Michigan

wiznet

MODERN TOOLS FOR MODERN LAW

E-File&Serve

E-File & Serve Contact Info

Technical Support: 800.297.5377
Email: support@wiznet.com

What is E-File & Serve?

E-File & Serve is an electronic filing and service program through which attorneys can electronically file documents with the Oakland County Sixth Judicial Circuit Court in specified types of cases.

How do I register as a new user?

Only one person from your firm is required to register with Wiznet. That person becomes the Administrator, and can then set up username's and passwords for the rest of the firm.

1. Go to https://www.wiznet.com/oaklandmi
2. Click the **Click here to Register** link.
3. Create a firm ID, this will be used by everyone in the firm when logging in to the system.
4. Username/Password Selection: Create a unique username and password for the Administrator account.
5. Registration Complete.

You will receive confirmation of your password and your Firm ID displayed on the page.

How do I login?

1. Go to https://www.wiznet.com/oaklandmi
2. Enter your Firm ID, Username and Password.
3. Click **Login**.

How do I E-File documents?

1. Login to the system.
2. Type the case number of the desired case in the Case Search field, and click **Search Cases**. Then click the E-File link by the case name. Or, if the desired case is listed in your Recent Activity Summary, simply click on that E-File link. This will take you to the E-File Submission Form.
3. Attach your document by clicking **Browse...**. Your document can be in Word, WordPerfect, PDF, Text or RTF format. Use "/S/ John Doe" for a signature on documents.
4. Select the "Document Type" from the dropdown menu.
5. Enter the "Document Description" or document title.
6. For attachments to documents, if not in the primary file, click **Select Attachments**.
7. Enter any comments to the Clerk.
8. Enter your Firm Case/File Number or Matter Number for your internal billing purposes.
9. To submit more pleadings in the same transaction, click **Add Filing**.

For all filings being submitted with this transaction, complete the following:

10. Enter e-mail addresses for courtesy copies.
11. Select the filing attorney who is filing the document from the drop down.
12. Select the Filing Type from the dropdown.
13. If using E-Service, set up the Service Recipients.
    - Parties you have *previously* included on the Case Service List for the case *by attaching them to the case* are automatically listed.
    - To add Service Recipients, enter the required information and check the "Include" box.
    - To save this contact information to your Firm Contact List, check the "Keep" checkbox so that you can later attach them to the case from your Firm Contact List.
14. Select an Account to charge the fees to.
15. Click **Submit Envelope**.

How do I check the status of an E-Filing?

1. From the left menu bar, click the **E-File Queue** button to view the status and details of filings for the current User. If you are an administrator, you will be able to see filings by all users for that firm name.
2. The status of a filing is displayed in the first column.
3. Click [details button] to view E-Filing details and access the file-stamped copy of your document. If the details button has a green dot [details button with green dot] then the court has included a review comment.
4. If using e-service, click [e-service button] to view details and track the e-service of that document.