

Oakland County Sixth Judicial Circuit Court

E-File&Serve

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BASICS

Is this a mandatory or voluntary system?

It is a mandatory system for "C" and "N" type cases assigned to specific judges on the Oakland County Circuit Court bench. For further information, refer to the Court's website at <http://oakgov.com/circuit>.

What are the computer requirements for using the E-Filing System?

E-File & Serve is a web-based system. The requirements are satisfied with typical office workstations. There are no special setup issues or software installations required.

- *Web Browser Requirements:* E-File & Serve is supported by current versions of the Windows operating system using Internet Explorer 5 or above.
- *Connection Requirements:* High-speed 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.

Can this E-Filing System be used to initiate cases and to file into existing cases?

The system can be used to make filings in existing cases. Both attorneys and support staff can use the system under their own user names. At this time, the system is not available to initiate new cases.

What is the deadline for e-filing?

The E-Filing System is available 24/7 but, as in the past, a filing must be submitted and time stamped by 4:30 pm to be considered filed that business day. In other words, you can file at midnight and the filing will be stamped for the time it is received by the system, but it will not be recognized as having been received by the court clerk under the court rule until the next business day.

How do I access the system?

Go to the following website: <https://www.wiznet.com/oaklandmi>.

Will I ever be automatically logged off the E-Filing System?

You will not time out as long as you are entering data, submitting forms, or reviewing case information in the system. E-File & Serve will automatically log you off, however, after a one-hour period of system inactivity. While many people multi-task in challenging environments and might think that a longer period should be provided, this is an issue of Internet security.

Why am I having difficulty viewing the entire web page on my screen?

You may need to adjust the screen resolution on your computer. To do this, follow the instructions below:

- On a clear area of your computer desktop, right click and select **Properties**.
- The Display Properties dialog box will appear; from there click **Settings**.
- Under **Screen Resolution** or **Screen Area**, slide the bar to select 1024 by 768 pixels.
- Click **Apply** then **OK**.

Is technical support available?

For any technical support issues, you should contact Wiznet Technical Support at 800.297.5377 or support@wiznet.com. Technical assistance will generally be available from 9:00 am to 5:00 pm Monday – Friday.

Is documentation available for using the E-Filing System?

The User Guides, FAQ's and Quick Start Guides are available from the Home page of the Wiznet E-Filing system: <https://wiznet.wiznet.com/oaklandmi>.

How can I sign up for Wiznet training?

You may sign up for training by contacting Wiznet Technical Support at 800.297.5377 or support@wiznet.com. You may also go to the Home page of the Wiznet E-filing system at the following link <https://wiznet.wiznet.com/oaklandmi>.

E-FILING DOCUMENTS**Does the E-Filing System accept only PDF documents?**

No, your filings can be in Word, WordPerfect, Tiff or PDF format. The system will automatically be converted to a PDF with the file stamp on it.

Can I file multiple pleadings – such as a brief and motion – in one transaction?

Yes, multiple filings can be submitted in one transaction, also known as an “envelope”. A transaction can hold multiple lead documents and each lead document can have multiple attachments. Everything submitted in a transaction will have the same timestamp. The filing fees will be calculated accordingly. Transaction fees may vary depending on the contents of the transaction.

What is the maximum file size that can be electronically submitted?

There are no file size restrictions.

What if I need to withdraw an e-Filing from being posted on the E-Filing System?

After a filing has been submitted but before the Court's review has begun (during the Submitted and Pending statuses), a Cancel option will be available for that filing in your E-File Queue.

Will I have access to the documents that I file in the system?

Yes, by using the E-File Queue, you will be able to find and view information concerning electronic filings that have been submitted to the E-Filing System through your username or by any member of your firm. After a transaction is completed, you will be able to access a PDF version of your filing through the system. This PDF version will be “read-only” – it can no longer be modified.

Note: You cannot view e-Filings submitted by other parties on the case.

E-SERVICE**What is e-service?**

Pursuant to Administrative Order 2007-3, e-service has been approved as an acceptable means of electronic service with documents filed through Wiznet's e-file & serve.

Can I use e-service without filing a document with the court?

Yes, by choosing service only as your filing type. Through the service only, the documents will not be filed with the court.

FEES

Is the e-filing fee a standard transaction amount?

Yes, this is the standard fee paid directly to Wiznet that is applied according to the type of E-Filing transaction. The e-filing fee is applied to each filing that will be docketed separately.

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

What is the service fee?

Wiznet applies a 3% service fee to the total amount of the transaction to cover credit card processing fees.

What happens if the document has no statutory fee, such as a brief? Is there still a fee for this transaction?

Yes. You will be charged the standard e-filing fee, along with the 3% service fee.

Is it necessary to have a firm credit card?

Yes. The Firm Administrator will enter the specific card information in the system and provide a name for the account. Multiple credit cards can be added to the firm account. It will be up to all other users in the firm to select the named account when they submit a transaction. The firm can choose to use American Express, Discover Card, MasterCard, or Visa.

Will there be a receipt for the fees paid?

Yes, the Details screen can be printed for use as a receipt. In the E-File Queue, click the Details link for the transaction. The Detail includes several lines devoted to communication from the bank, including a total amount and the status of the financial transaction.

If we intend to e-file on a regular basis, can we set up an alternate billing option?

Other billing options are available depending on the volume of your E-Filing transactions. Please contact Wiznet to discuss your invoicing options.

ADMINISTRATOR

What is the role of the Administrator?

Every firm needs to designate a person to administrate the E-Filing system. Even if there is only one user, there must be a designated Firm Administrator. The Administrator will initially register the firm with the system and will have administrative rights to set up and maintain all data as to users, credit card accounts, and attorneys at the firm. A firm may have multiple administrators but, rather than having separate accounts, they will share a username/password combination for the firm administrator account. However, only one person may be logged in as the Administrator at any given time.

What is the Firm ID?

Each firm will be assigned a Firm ID during the registration process. The Firm ID serves as the common identifier of all users in the firm so that filing transactions can be accomplished and viewed by anyone at the firm. In firms with multiple office locations, it is possible to have a single

Firm ID or multiple Firm IDs, according to firm preference. Because users with the same Firm ID can review everything filed by their firm, different Firm IDs might be desirable to avoid potential conflicts of interest.

What if I am a pro-per?

A pro-per will need to register as a firm administrator. You will still be required to have a firm ID, which can be your last name. You will then need to add yourself to the attorney list, listing your attorney P-number as 99999.

Do the passwords expire? What if I forget my password?

There is no requirement that users must periodically change their passwords. The Firm Administrator is able to reset passwords, if necessary. Further, if you cannot remember your Firm ID, Username or Password, you may contact Wiznet Technical Support at 800.297.5377 for assistance.