

NOTICE OF MANDATORY EFILING

- Your case has been assigned to the mandatory efileing pilot project, based on the judge assignment for this case [Administrative Order (AO) 2007-3 and AO 2010-3 – www.oakgov.com/clerkrod/efiling]
- Plaintiff is responsible for serving a copy of this notice with the Summons and Complaint on all opposing parties.
- All future filings must be made through the Tyler Odyssey File & Serve (formerly known as Wiznet) application. You may access efileing at www.oakgov.com/clerkrod/efiling.
- Before you may efile a document with the Court, you must register a firm and user, through Tyler Odyssey File and Serve.
- Trainings on Odyssey File & Serve are offered at the Oakland County Courthouse, as well as online. Times and dates of in-person trainings are located at www.oakgov.com/clerkrod/efiling. To obtain on-line or teleconference training or for technical support, please contact Tyler at 800 297-5377 or support@wiznet.com. If you have further questions regarding efileing, contact the Clerk's Office at (248) 452-8643.
- Judges issue opinions and orders electronically. All filers must register as a Service Contact through Odyssey File and Serve. If you fail to register, you will **not** receive copies of orders issued by the Court. Neither the Court nor the County Clerk provide free copies of opinions, orders, or other electronically filed documents to an attorney or party who fails to properly register with the Odyssey File & Serve application. An attorney or party who fails to properly register for efileing may obtain copies of documents from the County Clerk at a cost of \$1.00 per page.

eFiling Quick Tips

- It is important that you are registered with Tyler Odyssey File & Serve (formerly known as Wiznet) and that you add yourself as a service contact as soon as you receive this notice at www.wiznet.com/oaklandmi. If you are not listed as a service contact you will not receive copies of documents that are issued by the court and will result in a fee for a copy of the document afterwards.
- A credit card is required to use the Odyssey File & Serve e-filing system.
- To prevent e-mails containing the service of documents going into your spam/junk folder we recommend that you register ccservice@wiznet.com with your e-mail provider, or add them to your white list.
- All pleadings are required to be signed with either an ink (wet/scanned) signature or the electronic signature which must read as follows: /s/name.
- Training is offered at the Oakland County Circuit Court. Training is not required before using Odyssey File & Serve, but is highly recommended. You can obtain the training times and location on our website at www.oakgov.com/clerkrod/efiling. Online training and eFiling manuals are also available at the Oakland County Odyssey File & Serve log-in page at www.wiznet.com/oaklandmi.
- It is important that you review your documents before submitting them. Make sure that your document is legible, that it is scanned at 8 ½ by 11 scale size and it is facing the right direction. We recommend that you do not submit your documents in color. Please scan your documents in black and white and at 200 DPI.
- Anytime a document is rejected, the filer will receive an e-mail explaining the reason for the rejection. However e-mails are not sent when a document is accepted. You must check your e-file queue for status of your document and to obtain a copy of the time stamped document.
- No fee is taken if your document is rejected. Fees are only applied at the time that the Oakland County Clerk's Office accepts your document.
- Documents that are related to each other can be submitted together as one document. For example: Motion for Summary Disposition/Brief/Notice of Hearing/Proof of Service. Documents that are not related to each other must be submitted as their own document. If you have any questions regarding the filing of related documents please call the Oakland County Clerk's Office at (248) 452-8643.
- Praecipes must be submitted through the e-praecipe system in order for your court date to be scheduled. You can find the e-praecipe link on our website at <http://courts.oakgov.com/epraecipe>. If you have any questions regarding the e-praecipe system, please contact the case management office at (248)858-0352.
- You can find the Local Administrative Order regarding the E-File Program on our website at www.oakgov.com/clerkrod/efiling.