

STATE OF MICHIGAN
12TH JUDICIAL DISTRICT COURT

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www.d12.com

Administrative Order 2023 - 01

E-FILING ACCESS PLAN

This e-Filing access plan is intended to ensure meaningful access to court services for litigants who are unable to remotely file court documents electronically when a court seeks to mandate electronic filing for all filers. The purpose of this plan is to ensure that a court can show it will provide sufficient assistance to litigants. This plan is based on the premise that the majority of filers that need assistance with access to electronic filing are self-represented litigants. This plan does not address the needs of litigants deemed exempt from e-Filing.

IT IS ORDERED:

Section I. Needs Assessment

A. Self-Represented Litigant Data

The court will provide self-represented litigants service and access to e-Filing computer workstations to electronically file documents in the court. The court has used the e-Filing Workstation Calculator to estimate the number of workstations necessary to support the number of self-represented litigants who may come to the courthouse to file. The court's completed calculator is attached as Addendum 1.

B. Government Agencies

The court has identified that the following government agencies routinely file documents with the court: City of Jackson. The court has consulted with each government agency listed above and established that it is capable of e-Filing court documents. Additionally, the court has consulted with law enforcement agencies specifically regarding e-Filing citations.

Section II. E-Filing Assistance Resources

A. Access to Computer Workstations

No less than one (1) computer workstations will be available to litigants for the purposes of e-Filing court documents. Where possible, computer workstations will be located in the courthouse. Computer workstation is available in the following location:

1. 1st floor of the Courthouse, outside of the 12th District Court Civil Division

Computer workstations will meet or exceed the capabilities of the configurations recommended on the MiFILE webpage available at <https://info.courts.mi.gov/hubfs/Equipment%20Handout.pdf>.

B. Access to Assistance in e-Filing Documents

The court will assist individuals who need help electronically filing documents in the following ways.

- Assistance with using the court’s electronic equipment such as computers, scanners, and printers includes:
 - Written step by step directions
 - Clerk assistance
- Assistance for completing e-Filing tasks includes:
 - Training will be available on the MiFILE TrueFiling site at: <https://mifile.info/>
 - Michigan Legal Help/E-Filing: <https://michiganlegalhelp.org/self-help-tools/e-filing>
 - MiFILE Filer Training Videos at: <https://www.youtube.com/channel/UCXQq7tVeeswxQGQUAZiC6Rw>
 - MiFILE: Filers in the Trial Courts: <https://www.courts.michigan.gov/mifile-systems/mifile-filers-in-the-trial-courts/>
 - Clerk assistance

Section III. Training

The court is committed to training its court staff to provide meaningful access to the court. When the court provides training, it will include a component on ensuring self-represented litigants have access to e-Filing resources. The court will work with the State Court Administrative Office (SCAO) and Michigan Judicial Institute to ensure that all Civil Division employees are trained on e-Filing access policy and process.

Section IV. Public Notification and Evaluation of e-Filing Access Plan

A. E-Filing Access Plan Approval and Notification

This e-Filing Access Plan has been approved by the State Court Administrative Office. The court will post its e-Filing Access Plan on its public website, public notification area within the courthouse and will make copies of the plan available upon request.

B. Evaluation and Review of the e-Filing Access Plan

One year after the effective date of this local administrative order and every three years thereafter, the court will assess whether its e-Filing Access Plan needs to be updated. Review of the following areas may indicate a need to update the e-Filing Access Plan:

- Number of litigants requesting access to computer workstations
- Number of litigants requesting assistance using computer workstations
- Number of litigants requesting procedural assistance electronically filing documents in the court

- Changes in the entities with which the court has a memorandum of understanding for the purposes of e-Filing
- Changes in the memorandum of understanding for the entity with which the court has a relationship to assist with e-Filing
- Feedback from litigants
- Feedback from court staff
- Changes to the e-Filing initiative statewide or locally
- Problems that have arisen since implementation of the above plan

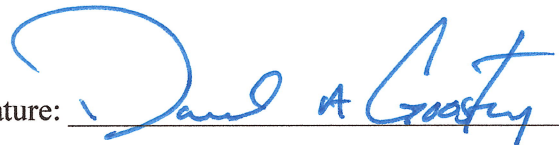
C. Grievance Process

The court is committed to addressing grievances regarding access to electronic filing assistance promptly and thoroughly. Specific issues regarding e-Filing access must be submitted to the court administrator by completing form MC 98. The court will respond in writing to your grievance using form MC 98 within five business days. The court administrator will forward copies of the grievance and response to the person who submitted the grievance, the chief judge, and the appropriate regional administrator of the State Court Administrative Office.

Effective Date: July 1, 2023

Date: 5-30-23

Chief Judge Signature: _____

A handwritten signature in blue ink, appearing to read "David A. Gosselin", is written over a horizontal line.

e-Filing Workstation Calculator

Instructions: Please complete this calculator once for each circuit, district, or probate court. Unified trial courts, courts with concurrent jurisdiction, and district-probate courts may combine the estimated self-represented litigants identified in the hyperlinked document below and complete the calculator only once.

Please enter the estimated number of self-represented litigants filing in your court per day in the green box below.

[The estimated number of self-represented litigants is available here.](#)

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Estimated Minimum of Workstations Needed

The number of workstations that your court is estimated to need appears above in blue. If any of the conditions listed below are already present in your jurisdiction, please check the box to make adjustments to your court's estimated need for workstations. The lesser of the two numbers in blue boxes is your court's minimum requirement of workstations to mandate e-Filing for self-represented litigants.

Adjustment Factors

- | | |
|---|---|
| <input type="checkbox"/> Self Help Center with a Computer Workstation in Courthouse | 0 |
| <input type="checkbox"/> Self Help Center with a Computer Workstation in County | 0 |
| <input type="checkbox"/> Caseload Increased 5% Over Last 5 Years | 0 |
| <input type="checkbox"/> Caseload Decreased 5% Over Last 5 Years | 0 |
| <input type="checkbox"/> No Public Transportation | 0 |
| <input type="checkbox"/> Other Judicial Computer Workstation Available (i.e., Clerk's computer) | 0 |
| <input type="checkbox"/> MOU with Entity Providing Computer Workstation(s)* | 0 |

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Adjusted Minimum

1

* Executed Memoranda of Understanding (MOU) must be attached to the court's e-Filing Access Plan.

[A model MOU is available here.](#)