Macomb County Clerk
Register of Deeds

-- Our Vision --
One Team, Great Service

Anthony G. Forlini
Macomb County Clerk
Register of Deeds

Kathy Smith
Chief Deputy Clerk

Jennifer Walker
Chief Deputy Register of Deeds

TO: _____

FROM: Macomb County Clerk of the Court

RE: _____ 16th Circuit Court Case Number

JUDGE: _____

This is to inform you that the above mentioned case is deemed an e-filing case pursuant to Administrative Order No. 2019-4. It is MANDATORY that all further filings in this matter are to be filed electronically through the court's e-filing website at:

http:// mifile.courts.michigan.gov

Registration instructions, filing instructions, the administrative order and frequently asked questions can be found on the court's website at:

macombgov.org/departments/16th-judicial-circuit-court/e-filing-resources

All parties must register with the court and opposing parties one e-mail address for service. Service will be provided electronically to the email address that you provide. All parties must also register an email address with the TrueFiling e-filing system. Each individual is responsible for the accuracy of the registered email address.

For TrueFiling technical support, please call 1-855-959-8868, or send an email to:

support@truefiling.com.

You are required to serve this notification on all parties when perfecting service on the Complaint. Also, if you have not previously provided your email address to our office when submitting documents for filing, it is now required that you furnish it in order for us to update our records.

Please Note: It is the responsibility of the filer to submit a summons, one will not be automatically issued.

If you need help in submitting your filing electronically, assistance is available in the Self-Help Center on the 3rd Floor. Computers, scanners and staff are available to assist with technical support during the hours of 8:00 a.m. to 4:00 p.m.