

**State of Michigan**  
64B JUDICIAL DISTRICT COURT  
Montcalm County



Adam J. Eggleston  
64B District Judge P70508

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617 North State Street · Stanton, MI 48888

**64B District Court Administrative Order 2024 -03**

**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:

*-The 64B District Court does not have any government agencies that routinely file documents.*

**Section II. E-Filing Assistance Resources**

**A. Access to Computer Workstations**

No less than **(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 workstations are available in the following locations:

**1. 64B District Court lobby**

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:
  - Clerk Assistance
  - 64B District Court website ([www.montcalm.us/779/64B-District-Court](http://www.montcalm.us/779/64B-District-Court))
  - Written instructions provided and located at the workstation
- Assistance for completing e-Filing tasks includes:
  - Clerk support to assist self-represented litigants in using the MiFile Program interface
  - 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/>

### 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 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 (if available) or 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, see **ADDENDUM 2**. 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: October 1, 2024

Date: 7/29/2024 Chief Judge Signature: 

## ADDENDUM #1

### 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.

5.6
0

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 checked="" type="checkbox"/> Self Help Center with a Computer Workstation in Courthouse	-0.5
<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 checked="" type="checkbox"/> No Public Transportation	-0.25
<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

0

Adjusted Minimum

0
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\* Executed Memoranda of Understanding (MOU) must be attached to the court's e-Filing Access Plan.

A model MOU is available here.

## ADDENDUM # 2

<b>Statement of Grievance Regarding e-Filing Access Plan</b>		<b>FOR COURT USE ONLY</b>
		GRIEVANCE NO. <input type="text"/>
		DATE RECEIVED: <input type="text"/>
Use this form to submit specific issues regarding e-Filing access at a court. Submit the completed form to the court administrator. The court will respond in writing to your grievance within five business days.		
First and last name of person requesting review <input type="text"/>	Court no. and name <input type="text"/>	Case no. (if applicable) <input type="text"/>
Describe in detail your complaint. Include dates of particular incidents, names of individuals involved, locations of computer workstations, your concerns, and any other information that will help in reviewing your complaint. If you need more space, attach separate sheets.		
<input type="text"/>		
Signature of person requesting review and date <input type="text"/>		

<b>Response to Statement of Grievance</b>	
Response: <input type="text"/>	
Chief judge, court administrator and date <input type="text"/>	
Address <input type="text"/>	
City, state, zip <input type="text"/> Telephone no. <input type="text"/>	

**COURT USE NOTE:** Distribute copies of the completed response to the grieving party, chief judge, and SCAD regional administrator.

Approved, SCAD  
Form MC93, Rev. 7/19  
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