



# **MiFILE E-FILING SYSTEM**

Standard Integration Guide

**Version 2.1**

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## 1.0 Terms

| Term                     | Definition  |
|--------------------------|---|
| <b>MiFILE</b>            | The Michigan trial court statewide e-filing and Document Management System (DMS) program sponsored by the Michigan State Court Administrative Office (SCAO).  |
| <b>TF or TrueFiling</b>  | E-filing system provided by ImageSoft   |
| <b>DMS</b>               | Document Management System  |
| <b>Cloud DMS</b>         | Cloud Document Management System. Hosted in the MiFILE environment and available to courts as part of the MiFILE solution.  |
| <b>CMS</b>               | Case Management System  |
| <b>ECF</b>               | Electronic Court Filing – OASIS LegalXML Court Filing Specification. For more information about ECF, please see <a href="https://www.oasis-open.org/committees/tc_home.php?wg_abbrev=legalxml-courtfiling">https://www.oasis-open.org/committees/tc_home.php?wg_abbrev=legalxml-courtfiling</a> . |
| <b>NDC</b>               | Notify Docketing Complete – The communication sent via the Docketing Complete interface.  |
| <b>Case Initiation</b>   | The e-Filing process for creating a new court case.   |
| <b>Subsequent Filing</b> | The e-filing process for delivering a filing record to an existing case.  |

## 2.0 Introduction

### 2.1 Purpose

MiFILE is a State of Michigan program that includes mandatory e-filing, and an optional Cloud DMS (OnBase) system for all Michigan trial courts. This document provides relevant information necessary to interested parties for the implementation of MiFILE integrations.

### 2.2 Intended Audience

This document is intended for use by technical staff and leadership that are interested in integrating a CMS and/or a DMS with the MiFILE system. Integration requirements are presented at a high-level. Additional technical details may be obtained by registering at [www.MiFILE.info/integration](http://www.MiFILE.info/integration).

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## 3.0 Integration Strategy

Courts across the state have a variety of CMS and DMS products that are provided by either a third-party vendor or were developed by the State, County, or Court. ImageSoft is providing a standard interface to accommodate both DMS and CMS integrations. The interfaces are defined in table 4.

### 3.1 Electronic Court Filing

**Electronic court filing (ECF), or e-filing,** is the automated transmission of legal documents from an attorney, party or self-represented litigant to a court, from a court to an attorney, and from an attorney or other user to another attorney or other user of legal documents. (2)

The LegalXML Electronic Court Filing Technical Committee, a subcommittee of [OASIS](#), with members representing both public and private sector organizations, has developed technical specifications that provide for standardization of the following for electronic filing of court documents:

- Message Structures
- Metadata

While it is not necessary to have a deep understanding of ECF to integrate with MiFILE, more information is available from the following sources:

[7 Steps to Electronic Filing with Electronic Court Filing 4.0](#)

[OASIS LegalXML Electronic Court Filing TC](#)

### 3.2 Integration Certification

ImageSoft and the SCAO certify integrations based on CMS/DMS vendor and court location. For a CMS to be considered certified, it must provide at a minimum an integration with the CMS Case Data interface.

### 3.3 Certification Process

Resources regarding certification are available at: [www.mifile.info/integration](http://www.mifile.info/integration)

You can contact ImageSoft through e-mail at [mifile@imagesoftinc.com](mailto:mifile@imagesoftinc.com)

The following steps are required to achieve certification:

- Complete the Certification Application
- Contact ImageSoft for support and access to the testing tools
- Develop and unit test your integration
- Contact ImageSoft to review your integration
- Connect your integration to the MiFILE testing system and verify results
- Notify ImageSoft when all testing is complete. ImageSoft will perform additional validation before issuing certification

## 4.0 MiFILE Integration Types

Table 4

| Item | Name                      | From            | To             | Description   |
|------|---------------------------|-----------------|----------------|---|
| 1    | CMS Case Data*            | Court CMS       | TF / Cloud DMS | Case information required by TrueFiling for e-filing, indexing and workflow. New and modified case information is sent to TrueFiling on a regular interval to maintain the cache of case information relevant for searching and filing. |
| 2    | Record Filing             | TF              | Court CMS/DMS  | Data and documents are pushed to the court for processing by the CMS and/or DMS. This integration is initiated by the Clerk when a filing is accepted in the Filing Review interface of MiFILE.   |
| 3    | Docketing Complete        | Court CMS/DMS   | TF             | Following the Record Filing transaction, data is pushed to the MiFILE signaling the completion of CMS update.   |
| 4    | Court Generated Documents | Court CMS / DMS | TF / Cloud DMS | Documents that are created by the court that need to be filed or served. This includes Orders, Notices, Probation Orders, etc.  |

\*Required interface for court go-live with e-filing through MiFILE.

### 4.1 CMS Case Data

The CMS Case data interface is required for MiFILE. CMS Case data does not conform to a defined ECF transaction. This is a loose integration. CMS Case Data functions to ensure that cached case data maintained in TrueFiling matches the content stored in the CMS. Case data is cached by TrueFiling to meet system performance and uptime requirements and to allow filers to search for and file to a specific case in the system. Caching case data avoids errors and provides an assurance to the court that Subsequent Filings are always associated with a valid case number.

Caching of data related to open court cases and court cases closed within the last 12 months is required by TrueFiling. CMS Case Data is sent asynchronously and real-time communication between a CMS and TrueFiling is not permitted.

Case information from the CMS is exported to a text file by the court and uploaded to a court dedicated and restricted location on the MiFILE SFTP (Secure FTP) site. A TrueFiling component removes the case data file from the SFTP site and processes the content into the cache.

Case data files must adhere to strict formatting requirements. Refer to Appendix A for case data file layout.



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The court must generate CMS case data files under three circumstances.

- System Initiation – CMS case data file is created to represent a complete set of open and recently closed cases. This data is used to populate the MiFILE cache with case information prior to a go-live.
- Incremental Add/Updates – CMS case data files are generated to contain cases that have been added or modified in the CMS since the last time a case data file was created.
- On Demand Cache Refresh – The court initiates the creation of a complete case data file (open and recently closed cases) on demand. A request for a Cache Refresh is typically initiated by ImageSoft.

The interval for producing case data files is determined based on how quickly the court needs to make case data changes available to filers in the MiFILE solution. It is recommended that a case data file is deposited onto the SFTP site at a minimum of once per day. A common implementation includes delivering case data files every few minutes during business hours.

## 4.2 Record Filing

The Record Filing interface is an ECF defined transaction. The MiFILE implementation of Record Filing is conformant to the ECF specification but is augmented to meet the specific needs of the MiFILE solution.

Record Filing is an optional interface and not required for a CMS to be certified or for a court to go live with e-Filing. If the Record Filing interface is not implemented, then court staff will be required to manually update the CMS once a filing is accepted within the Filing Review application.

The Record Filing interface functions to transfer filing data and documents from TrueFiling to the court. The web service must adhere to the MiFILE Record Filing specification obtained from ImageSoft.

The TrueFiling server communicates with the court-provided CMS web service endpoint to transmit the case filing data and applicable documents. It is the responsibility of the court to provide the CMS web service, to process the Record Filing message and to perform the necessary changes to the CMS and/or DMS.

Record Filing is comprised of two methods, one for Case Initiation and the other for Subsequent Filings. The Record Filing message contains filing data, the lead document, and related documents if applicable. Documents included in the transaction are transmitted in PDF format and are embedded in the request message XML.

**Case Initiation** is the Record Filing operation used to deliver a filing record for a new case that does not yet exist in the court or CMS. Case Initiation automates case creation in the CMS. Because the case does not yet exist in the CMS and the case number has yet to be created at the point of Case Initiation, a

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temporary case number acting as a placeholder in TrueFiling is included with the message sent to the CMS. The permanent case number is often later generated by the CMS and is returned to TrueFiling using the Docketing Complete interface.

**Subsequent Filing** is the Record Filing operation used to deliver a filing record for an existing case. Filing data and documents are added to the existing case in the CMS as the result of this operation.

It is possible to implement Record Filing for Subsequent Filings without automated Case Initiation. In this scenario, the case is created in the CMS by a user leveraging native CMS functionality. The reviewer then enters the new case number into the Filing Review application prior to accepting the filing. The filing is then delivered to the CMS as a Subsequent Filing.

If an error occurs during the delivery of a Record Filing request, then the TrueFiling component retries the web request a specific number of times. If the transaction fails to execute after retries are exhausted, the message is routed to an error queue within the MiFILE solution. Notifications are sent to the local system administrator and the ImageSoft system administrator for intervention.

After the Record Filing message is received by the court's Record Filing service, a response message indicating whether the request was received or rejected is sent back to the TrueFiling component. If the Record Filing message is rejected, the response message must include an error message.

Refer to Appendix A for a listing of possible values that can be provided by Truefiling during a Record Filing transaction.

Samples of Record Filing messages can be found online using GitLab. Refer to section 7.6 for details.

### 4.3 Docketing Complete

The Docketing Complete interface is an ECF defined transaction. The MiFILE implementation of Docketing Complete is conformant to the ECF specification but is augmented to meet the specific needs of the MiFILE solution.

Docketing Complete is an optional interface and not required for e-Filing. However, Docketing Complete is paired with Record Filing, thus if the Record Filing interface is implemented, then the Docketing Complete interface must also be implemented.

The Docketing Complete interface functions to notify TrueFiling after the CMS is finished processing a Record Filing message. Docketing Complete typically follows a Record Filing operation asynchronously.

The Docketing Complete message contains the CMS Case Docket ID (Case Number) and the unique ID of the filing record sent as part of the Record Filing transaction. When the Docketing Complete message is used in relation to a case initiation transaction, TrueFiling updates the temporary case number generated during case initiation in TrueFiling with the supplied permanent CMS Case Number.

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A Docketing Complete web service is hosted in the MiFILE environment on a TrueFiling server. The court is responsible for creating a component to generate and send message requests to the Docketing Complete web service.

The court component must be designed to handle message request submission failures and message rejections. The court component should include retry and exception handling logic. It is the court's responsibility to ensure that a Docketing Complete message is successfully transmitted to the Docketing Complete web service and a response message indicating success is obtained.

After the Docketing Complete message is received by the Docketing Complete web service, a response message indicating whether the request was received or rejected is sent back to the court component. If the Docketing Complete message is rejected, the response message includes an error message.

Refer to Appendix A for a listing of values that must be included during a Docketing Complete transaction.

Samples of Docketing Complete messages can be found on GitLab. Refer to section 7.6 for details.

#### 4.4 Court Generated Documents

The Court Generated Documents interface is not an ECF defined transaction. The interface is optional and not required for MiFILE certification or for a court to use e-Filing. Instead of this automated interface, Courts may choose to manually upload court documents through the Filing Review user interface.

MiFile supports the ability for court-generated documents to be automatically added to the case file and delivered (eService or eNotice) to case participants.

Documents submitted through this interface are processed similarly to documents filed by an outside party. They are routed through the Filing Review application and once accepted, certain documents will result in a Record Filing message request sent to the court's Record Filing Web Service endpoint.

To implement the Court Generated Documents interface, the court must create a mechanism to generate the content and upload the data to the TrueFiling SFTP site. A TrueFiling component monitors the SFTP site for new files. When files are uploaded, the component triggers a process to import the filing documents and data into MiFILE

Each submission must include upload a pair of files:

1. A filing document formatted as a PDF.
2. A text index file defining the document metadata documented in Appendix A.

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The index file and document must be named the same. The appearance of the index file will trigger the capture, so the document file must be written before the text file to avoid timing related errors.

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## 5.0 DMS Document Delivery

DMS Document Delivery functions to provide filing documents to the court for long term storage in the DMS after the filings have been accepted through the e-Filing process. This feature is only required for courts that have their own Document Management System that is not updated as part of the Record Filing integration.

Courts have the following options related to using a Document Management System (DMS) with MiFILE:

- **Cloud DMS** – a hosted DMS system available within the MiFILE environment.
- **Third-party DMS** – a DMS owned by the court outside of the MiFILE environment. These systems may be hosted or run on the court’s premises.
- **Third-party Combined CMS/DMS** – a court owned CMS application which includes DMS functionality.

DMS Document Delivery is enabled on behalf of the court when Cloud DMS is used.

### Implementation Details:

The DMS Document Delivery option must be enabled by ImageSoft for a court. When enabled, TrueFiling delivers documents for all accepted filings. There is no feature to limit the delivery of filed/accepted documents.

Following acceptance of a filing in the Filing Review application, TrueFiling produces a pair of files representing the filed document. The files are deposited to a court dedicated and restricted location on the MiFILE SFTP site. Refer to [section 7.8](#) for additional SFTP server detail.

Each document is represented by a text index file and PDF file which are named with the same unique file name. The PDF file represents the accepted filing document. The index file contains the metadata specific to the filing. The index file is formatted as a list of key value pairs, is machine readable and is intended to be used during automated document import processing.

Refer to [Appendix A](#) for an example of the text file layout.

ImageSoft provides an SFTP file download utility to the court to automate the download and removal of files from the MiFILE SFTP server. It is recommended that a court implements file retrieval using the provided SFTP file download utility, but it’s use is not required. The utility is installed and configured on the court’s network. The court obtains the SFTP server credentials from ImageSoft and ensures the utility can communicate with the SFTP server. The court specifies a local storage location and ensures the utility can access the storage location during the download operation.

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Any alternative solution implemented by the court to retrieve files MiFILE SFTP server must conform to the following rules:

1. File download is triggered based on the existence of the text file.
2. The corresponding PDF file is downloaded when the text file is downloaded.
3. The text file and pdf file are deleted from the SFTP server.
4. The operation is scheduled to occur on a regular interval to prevent the accumulation of files on the SFTP server.

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## 6.0 MiFILE Integration Testing

MiFILE provides testing tools for each of the interfaces. These tools should be set up and used with the assistance of ImageSoft.

ImageSoft recommends using Postman for testing web service interfaces. Postman provides the ability to manage collections of web service requests that can be used for testing, documentation, and sharing.

More details regarding Postman are available at: <https://www.getpostman.com/>

ImageSoft will provide examples upon request for each of the interfaces supported in the MiFILE solution.

### 6.1 CMS Case Data Integration Test

This test interacts with the CMS generated case feed data file. The file is uploaded to the testing harness where the file format, and data is evaluated to meet the requirements of the CMS Case Data Feed interface. Feedback is provided in real time through the testing harness.

### 6.2 Record Filing Integration Test

This test interacts with the court web service endpoint. A request is submitted from the testing harness to the court's web service. The court web service provides the correct filing record response back to the testing harness. The testing harness evaluates the transaction including the response message. Feedback is provided in real time through the testing harness.

### 6.3 Docketing Complete Integration Test

This test interacts with the testing harness. A request message is provided to the testing harness for evaluation. Feedback about the message structure and content is provided real time through the testing harness. If the message is well formed, the testing harness will provide a docketing complete response.

### 6.4 Court Generated Documents Test

This test interacts with the filing document and metadata txt file. The files are uploaded to the testing harness where the filing document is verified as being a PDF and the metadata text file is evaluated to meet the requirements of the Court Generated Documents interface. Feedback is provided in real time through the testing harness.

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## 7.0 Appendix A – Technical Details and Resources

### 7.1 CMS Case Feed Data

The CMS Case Data Integration file field definition is the same for all file creation scenarios. The following elements must be included for every case in every file.

- Court Code<sup>i</sup>
- Tracking Id
- Case Number
- Case Type<sup>i</sup>
- Case Title
- Opened Date / Filed Date (MM/DD/YYYY)
- Judge Name
- Case Status

### 7.2 Case Data Feed Layout Flat File

The case data feed must be pipe delimited. Each row is terminated with a CrLf.

Case Feed Example:

```
P999|00123456|17-001234-DO|DO|Archer vs. Smith|10/25/2017|Hon. Judge Smith|OPEN
P999|00123457|17-001235-ND|ND|Smith vs. Insurance Co.|10/26/2017|Hon. Judge Jones|OPEN
P999|00123457|17-001235-DO|DO|Smith vs. Insurance Co.|10/26/2017|Hon. Nancy Drew|OPEN
P999|00123456|17-001234-ND|ND|Archer vs. Smith|10/25/2017|Hon. Judge Smith|OPEN
```

### 7.3 Properties Included in Record Filing Message Requests

Case Information:

- Court Code<sup>i</sup>
- Case Number
- Judge Name

Service Recipient Information (Party)

- Attorney Number

Document Information

- Document Title



- Document Type
- Fees associated with Document
- Document data (PDF)
- Document Submitter Information (same as party info available)
- Submission Date / Time

#### Payment Information

- Payment Amount

#### Bundle Information

- Bundle Id

### **7.4 Properties Included in Docketing Complete Message Requests**

#### Case Information:

- Case Number
- Case Tracking ID
- Case Title
- Case Type<sup>i</sup>
- Judge Bar Number

#### Bundle Information

- Bundle Id

#### Transaction Information

- Transaction Id

#### Record Information

- Filing Id
- Filing Status
- Record Id

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## 7.5 Court Generated Documents

The filing document must be a PDF file. The metadata text file is pipe delimited. Each row is terminated with a CrLf.

Required Fields:

- Court Code<sup>i</sup>
- Case Number
- Case Type<sup>i</sup>
- Filing Type<sup>i</sup>
- Filing Date

Example metadata file format:

C03|17-001246-DM|DM|Motion|01/01/2017

## 7.6 Git Lab Access

ImageSoft stores sample request / response messages along with lists of values used within the TrueFiling system as well as sample schemas on Git Lab. Git Lab is located at [www.gitlab.com](http://www.gitlab.com). To gain access to ImageSoft’s GitLab library, a user will need to provide to ImageSoft a registered GitLab user id or an email address.

| Name   | Last commit                | Last Update  |
|--|----------------------------|--------------|
| gc   | Initial migration from SVN | 3 months ago |
| ws   | Initial migration from SVN | 3 months ago |
| xml  | Initial migration from SVN | 3 months ago |
| xsd  | Initial migration from SVN | 3 months ago |
| ECF4Mapping.xlsx                             | Initial migration from SVN | 3 months ago |
| ECF4Swimlanes.pdf                            | Initial migration from SVN | 3 months ago |
| README.md                                    | Update README.md           | 3 months ago |
| _readme.txt                                  | Initial migration from SVN | 3 months ago |
| ecf-v4.01-spec-errata02-os-complete-diff.pdf | Initial migration from SVN | 3 months ago |
| ecf-v4.01-spec-errata02-os-complete.pdf      | Initial migration from SVN | 3 months ago |
| ecf-v4.01-spec-errata02-os.pdf               | Initial migration from SVN | 3 months ago |
| <b>README.md</b>                             |                            |              |

When you log into GitLab. The user will see the above folder and file layout. The description of each folder is as follows:

GC – This folder contains a list of the global codes that are used within the TrueFiling system.

WS – This folder contains a list of the wsdl’s that are used in the TrueFiling system.

XML – A list of sample XML files used in the TrueFiling system.

XSD – A list of schemas used in the TrueFiling system.

ECF Mapping – a spreadsheet containing how fields in TrueFiling are mapped in the ECF framework.

ECF Swim lanes – A document that shows the various components for e-filing and how they are connected

ECF-4.0.1 documents – This is the full documentation from Oasis on the ECF 4.0.1 specification.

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## 7.7 Record Filing / Docketing Complete Implementation Example

### Case Initiation

1. TrueFiling initiates a Record Filing transaction by submitting a message request to the court's web service endpoint. Among the data elements supplied, the message request includes the lead document, a unique id generated by TrueFiling, and a temporary case number. The lead document is a Case Initiation form. The unique ID represents the filing record in TrueFiling. The temporary case number serves as a placeholder in TrueFiling until the permanent case number is returned from the CMS.
2. The CMS provides a synchronous response to the Record Filing message request with a response indicating the success or failure of receiving the communication. If a failure is encountered, the appropriate error message is included.
3. The CMS consumes the Record Filing message and generates a new case.
4. After the case is created in the CMS, a court component initiates a Docketing Complete transaction by sending a Notify Docketing Complete (NDC) message request to the TrueFiling Docketing Complete web service. The CMS case number and the TrueFiling generated unique ID of the filing record are included among the data elements in the message request.
5. The TrueFiling web service responds to the Docketing Complete request indicating the success or failure of receiving the communication. If a failure is encountered, the appropriate error message is included.
6. TrueFiling uses the NDC to complete the lifecycle of the filing record and to update the temporary case number using the CMS generated case number and the TrueFiling unique ID.
7. Additional filing documents are sent to the CMS using the Subsequent Filing process outlined below.

### Subsequent Filing

1. TrueFiling initiates a Record Filing transaction by submitting a message request to the court's web service endpoint. Among the data elements supplied, the message request includes the lead document, a unique id generated by TrueFiling, and the CMS case number. The lead document is a case number stamped PDF file. the filed document. The unique ID represents the filing record in TrueFiling. The case number represents the value found in the CMS.
2. The CMS provides a synchronous response to the Record Filing message request with a response indicating the success or failure of receiving the communication. If a failure is encountered, the appropriate error message is included.
3. The CMS consumes the Record Filing message and adds the new filing document to the existing case.
4. After the CMS processes the Record Filing message, a court component initiates a Docketing Complete transaction by sending a Notify Docketing Complete (NDC) message request to the

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TrueFiling Docketing Complete web service. The CMS case number and the TrueFiling generated unique ID of the filing record are included among the data elements in the message request.

5. The TrueFiling web service responds to the Docketing Complete request indicating the success or failure of receiving the communication. If a failure is encountered, the appropriate error message is included.
6. TrueFiling uses the NDC to complete lifecycle of the filing record.

## 7.8 MiFILE SFTP Server

The MiFILE SFTP Server is used to facilitate the transmission of files between TrueFiling and the court. This is the preferred and default file transfer mechanism for the Case Data interface and the DMS Document Transfer process.

ImageSoft provides the SFTP server address and authentication information to the court directly during integration setup.

A dedicated SFTP folder and access credentials are configured for each court. A court can view and interact only with the folder provisioned by ImageSoft. Subfolders exist for each type of file transfer operation. The folder, CaseDataFile, receives case data files uploaded by the court as part of the Case Data interface. The folder, DMSTransfer, is used by the court to retrieve filing documents when DMS Document Transfer is required.

## 7.9 DMS Document Transfer Index File Layout

```
BEGIN:
Document Type: eFiling Document Type
Document Date: 2018-11-02
Filed Date: 2018-11-02
Court Type: Civil
ROA Text: Register of Actions Title
Description: Document Description
Filing Business Name: Company Name
Filing Party Name: Smith, John
Filing Fee: 0.00
Filing Event Code: CVNODEP
Seal Case Indicator: false
Waiver Indicator: false
Document Review Date: 2018-11-02
Reviewer Name: clerkuser
FileType: 16
MimeType: application/pdf
FileName: 20A12AF5-A7DF-4987-9F0E-EC404011224E.pdf
END:
```

## 8.0 Appendix B – OnBase CMS Statuses

There is a keyword in the OnBase MiFILE Review system that stores that status of the sending the completed filings to the CMS. The statuses are the following:

| Status                           | Definition   |
|----------------------------------|--|
| Accepted; Awaiting Stamping      | The reviewer has accepted the filing and is awaiting the stamping process to apply the filed stamp.                |
| Stamped; Awaiting Send to CMS    | The filing has been filed, stamped and is queued to be sent to the CMS.  |
| Sent to CMS; Awaiting NDC        | The filing has been sent to the CMS and the system is waiting for the CMS to send the NDC response back to OnBase. |
| Complete                         | The filing has completed the process of being sent to the CMS.   |
| Exception                        | The filing encountered an exception when being sent to the CMS. This exception will be reviewed by ImageSoft.      |
| NDC Returned – Failed; In Review | An error was returned by the CMS and the document needs customer review.   |
| NDC Returned – Success           | NDC was returned and indicated that the CMS successfully received and processed the filing.                        |
| Not Accepted                     | Filing is currently in a queue to be processed; filing has yet to be accepted or rejected                          |

## 9.0 Appendix C - Certification Application

The certification application can be found at: [www.mifile.info/integration](http://www.mifile.info/integration)

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<sup>i</sup> Values can be found at [www.mifile.info/integration](http://www.mifile.info/integration)