



# **MiFILE E-FILING SYSTEM**

Standard Integration Guide

Version 3.0

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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).

## 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
- Create an account on the [TrueFiling Test Site](#)
- Develop and unit test your integration using the information and facilities found on the [TrueFiling Test Site](#)
- Notify ImageSoft when all testing is completed successfully; 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	MiFILE TrueFiling and OnBase	Case information required by MiFILE for e-filing, indexing and workflow. New and modified case information is sent to MiFILE on a regular interval to maintain the cache of case information relevant for searching and filing.
2	Record Filing	MiFILE	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	MiFILE	Following the Record Filing transaction, data is pushed to MiFILE signaling the completion of CMS update.

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



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## 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. 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 associated with a valid case number.

Caching of data related to open court cases and court cases closed within the last 12 months, or longer, 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 File Transfer Protocol) 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.

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 may be 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.

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#### 4.1.2 CMS Case Data Integration with Add Parties Functionality

The ability to add parties to a case was added in Phase 2 of the MiFILE integration project. The add parties enhancement is an optional feature that courts may elect to use. If the add parties feature is desired then the new message format will be needed, if add parties will not be used by the court then the standard version of the message may still be used.

The new case data feed message will be in JSON format and will contain the data elements necessary to add parties to a case. The interface rules set forth in section 4.1 CMS Case Data will still apply to this message. The format of the message will change when implementing add parties functionality and is explained in further detail in [section 7.2](#).

## 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 case and/or a filing is accepted within the Filing Review application.

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

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

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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 MiFILE 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 set 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 MiFILE component. If the Record Filing message is rejected, the response message must include an error message.

Refer to the [TrueFiling Test Site](#) for detailed information about Record Filing.

#### 4.2.1 Record Filing with Add Parties Functionality

The record filing message will have all the same specifications from section 4.2 but will send the party information as a document. The 'DocumentDescription' node will be a fixed value of 'CASE\_PARTICIPANT'. The Document attachment will be a Base64 encoded document. The document will hold a JSON structured message that will contain the party information for the case.

**\*Samples for this message and exact field names will be provided when the feature development is complete.**

### 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 should also be implemented.

The Docketing Complete interface functions to notify MiFILE that the CMS has 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, MiFILE updates the temporary case number generated during case initiation in MiFILE with the supplied permanent CMS Case Number.

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 the [TrueFiling Test Site](#) for detailed information about Notify Docketing Complete.

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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 with the CMS.

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.

If a court use the Cloud DMS within the MiFILE solution, then the DMS Document Delivery is automatically enabled on behalf of the court.

### 5.1 Implementation Details for a Third-Party DMS:

The DMS Document Delivery option must be enabled by ImageSoft for a court. When enabled, the MiFILE solution delivers documents for all accepted filings. Following acceptance of a filing in the Filing Review application, MiFILE produces a pair of files representing the filed document. The files are deposited to a court dedicated and restricted location on the MiFILE SFTP server. Refer to this [section](#) 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 will provide 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 would need to be installed and configured on the court’s network. The court obtains the SFTP server credentials from ImageSoft during their implementation 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.

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

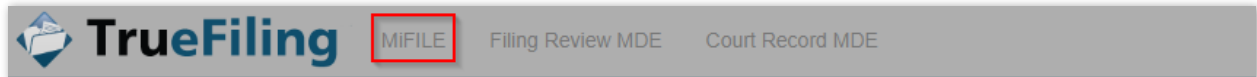
1. File download is triggered based on the existence of the text file.
2. The corresponding PDF file is downloaded when the text file is downloaded.
3. The text file and pdf file are deleted from the SFTP server.
4. The operation is scheduled to occur on a regular interval to prevent the accumulation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

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## 6.0 MiFILE Integration Testing

Each of the integrations must be developed and tested by the integrator or court using the information and testing components found on the [TrueFiling Test Site](#).

An account is required to access the content on the test site. Account creation is self-service. Once your account is created and your email address is verified, log in to the site. Click the MiFILE link at the top of the page.



The test site includes the Case Data, RecordFiling and NotifyDocketingComplete interface tests. Detailed information about ECF, message formats and related fields are described in each About section. Among the information provided about the RecordFiling interface, a sample web service is made available that can be used by the court to aid in the development of the RecordFiling web service.

The test site facilitates message testing for each interface. Immediate feedback is provided upon submission. A success indicates the message is formatted correctly. Failure messages provide information about structural issues found in the message.

Each court must complete the [certification process](#) prior to engaging ImageSoft to implement their integration.

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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
- Tracking Id
- Case Number
- Case Type
- Case Title
- Opened Date / Filed Date (MM/DD/YYYY)
- Judge Name
- Case Status

#### 7.1.1 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
```



### 7.1.2 Case Feed Dictionary

The case feed layout applies to certain fields in OnBase and TrueFiling. These values are represented in the spreadsheet embedded below.

Case Feed Dictionary	<a href="#">Case Feed Dictionary Download</a>
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## 7.2 CMS Case Feed Data (with Add Parties Functionality)

The CMS Case data feed will follow the specifications set forth by the Case Object Definition. This represents information found on a typical case. The layout can be found in the document embedded below.

Case Object Definition:  *Additional information will be added to the definition once the Add Parties development is complete	<a href="#">Case Object Definition Download</a>
---	---

### 7.2.1 Case Object Definition Dictionary

The Case object definition applies to certain fields found in OnBase and TrueFiling. These values are represented in the spreadsheet embedded below.

Case Object Dictionary	*Information will be added once the Add Parties development is complete
------------------------	---

### 7.3 Record Filing / Docketing Complete Implementation Example

#### 7.3.1 Case Initiation

1. MiFILE 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. MiFILE 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 MiFILE unique ID.
7. Additional filing documents are sent to the CMS using the Subsequent Filing process outlined below.

#### Case Initiation Dictionary

Case Initiation (Core Filing)	<a href="#">Core Filing Download</a>
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#### 7.3.2 Subsequent Filing (Record Filing)

1. MiFILE 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 MiFILE, and the CMS case number. The lead document is a case number stamped PDF file. The unique ID represents the filing record in MiFILE. The case number represents the value found in the CMS.

2. The CMS provides a synchronous response to the Record Filing message request 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 MiFILE Docketing Complete web service. The CMS case number and the MiFILE generated unique ID of the filing record are included among the data elements in the message request.
5. The MiFILE 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. MiFILE uses the NDC to complete lifecycle of the filing record.

Subsequent Filing (Record Filing)	<a href="#">Record Filing Download</a>
Record Filing Sample (with Add Parties)	<a href="#">Case Party Sample Download</a>

### 7.3.3 Notify Docketing Complete

The NDC message follows the Record filing message.

Sample NDC Message	<a href="#">NDC Sample Download</a>
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## 7.4 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 for their implementation.

A dedicated SFTP folder and access credentials are configured for each court. A court can view and interact only with their court's 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.

## 7.5 DMS Document Delivery Index File Layout

A sample DMS Document Delivery Index File is shown below. There are some key elements to the message.

BEGIN:	This signifies the start of a new document.
Key value pairs Example (Filing Business Name: Company Name)	This is the description of the metadata 'Filing Business Name' and the value 'Company Name'. Different documents will have different metadata which will result in different keys being included for the document.
Filetype:	This is a number value that corresponds to a certain mime/type that is used when exporting the document.
Mimetype:	Text version of mime type.
Filename:	This references the file the document metadata is about.
END:	This signifies the end of the document.

**Sample Message:**

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

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## 9.0 Appendix C - Certification Application

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