It is imperative that you re-create service contacts for any and all cases you are associated with. It is equally important that maintain this information in the future as well. While the new efiling system will not be available for efiling until Monday, May 1<sup>st</sup>, beginning Monday, April 24<sup>th</sup>, the new Tyler efiling system will be available to update Service Contacts.

## Instructions for creating a Service Contact

Log in to the Tyler efiling system at <u>http://michigan.tylerhost.net/ofsweb</u> Select the Actions button, and the select Firm Service Contacts.

\$.		Efile Guidance & Resources 🛛 💄 🔻
		Actions -
Filer Dashboard		Dashboard Start a New Case
My Filing Activity 0	New Filing	Filing History
Pending 8	Start a New <u>3 Use a Template</u>	Firm Service Contact
Accepted 24		Reports
Drafts	Need help getting started?	Help
Served		

When the Service Contact pane opens, select Add Service Contact to add new users within your own firm.

		Actions -
Firm Service Contacts @		
Search by first or last name		↔ Add Service Contact
Name	Email	
Lisa Czyz	czyzl@oakgov.com	Actions -
Jennifer Howden	howdenj@oakgov.com	Actions -
TJ Tabin	tabint@oakgov.com	Actions -
Test Test	test@oakgov.com	Actions -
Heidi Walling	wallingh@oakgov.com	Actions <del>-</del>

Enter the name and email for the Service Contact. Note that there is an additional field entitled Administrative Copy. One or multiple email addresses can be entered here, separated by commas. This can be any additional address that would also like to receive a copy of everything the Service Contact receives (i.e. legal assistant, secretary, etc).

Items per page: 10 🗸			6 10181
First Name	Middle Name	Last Name	
Firm Name	Email	Administrative Copy 📀	
Michigan 6th Circuit Court			

## Attaching Service Contacts to a case (without efiling)

Once the Firm Service Contacts have been created, you will need to search for the cases to which you would like to be added. The search function is accessible by clicking on File Into Existing Case

Oakland County - 6th Judicial Circuit Court	•
Search for a Case by	
Case Number Party Name	Select Location and Case Number or Part Name to enter appropriate information.
Case #	

With your search results, select Actions, and then View Service Contacts

File Into Existing Case				
	Party and attorney informatio	n may not be current. It is still po	essible to E-file. (CMS Unavailable)	
Case Number	Location	Description	Case Type	
2016-666666-CK	Oakland County - 6th Ju	JETSON, GEORGE V S	CK - Contracts	Actions -
ia a 1 ⊳ ⊨i	20 🔹 items per page			1 - 1 of 1 items

This will bring up the service contacts for this particular case.

Service Contacts: 2016-666666-CK		 ×
Name	Email	
<ul> <li>Party: George Jetson - Plaintiff</li> </ul>		Actions -
TJ Tabin	tabint@oakgov.com	Actions 🔻
<ul> <li>Party: Spacely Sprockets - Defendant</li> </ul>		Actions 🔻
Lucy VanPelt	ssczyzlr@comcast.net	
<ul> <li>Party: Mister Spacely - Defendant</li> </ul>		Actions 💌
Jennifer Howden	howdenj@oakgov.com	Actions 💌
Other Service Contacts		Actions 🔻 🗸
I I ► FI 10 T items per page		1 - 4 of 4 items
		Close

In this window...

if you select the Actions button next to a Party, you have two options.	if you select the Actions button next to an existing Service Contact from your firm, you have two options.
Add From Firm Service Contacts – which allows you to select a contact from your firm to add to that case ***When searching a case, the system will only display the primary plaintiff and defendant. You can add as plaintiff, defendant or Other. This is only for service and has no reflection on your status in the case***	Link Parties With Contact – this allows you to link a contact with multiple parties. As noted previously, this system will only display primary plaintiff and primary defendant on the case, which may make this option unnecessary. Remove Contact – this removes this contact from the case
Show Service Contact History – allows you to see a history of who/when were added/detached as contacts	

**Note**: Oakland County has been efiling for 10 years and has a large volume of cases within the current efiling program. Service Contact information **will not** be migrated to the new system and will need to be updated as soon as possible. In the Wiznet version of efiling, if you look at your service contacts, there is a list beneath each contact with a list of cases to which they are attached. This may be helpful when trying to recreate in the new system.