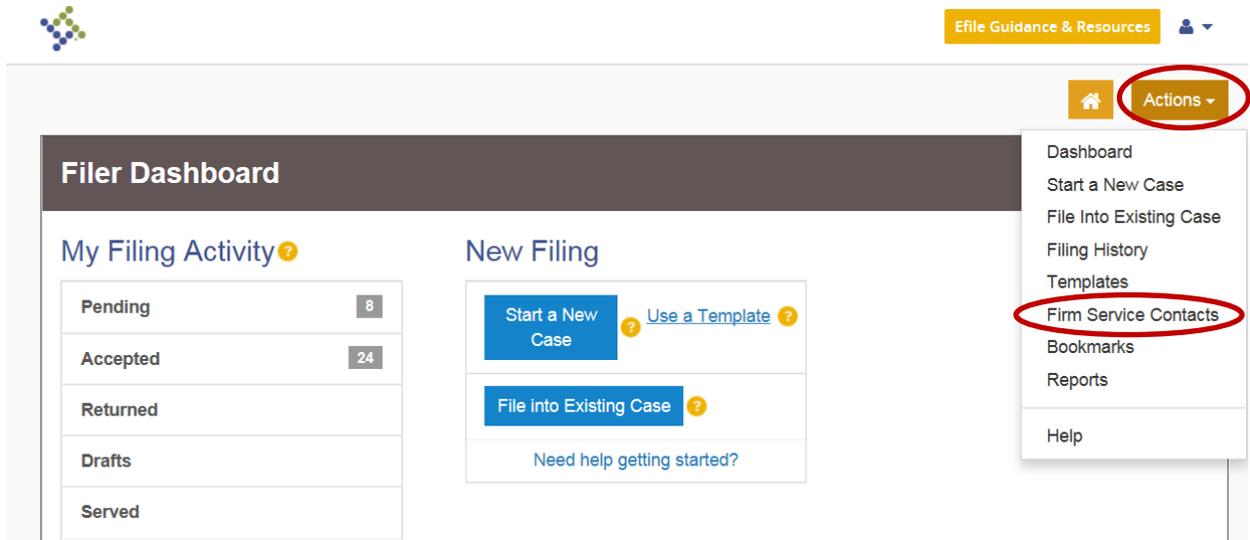


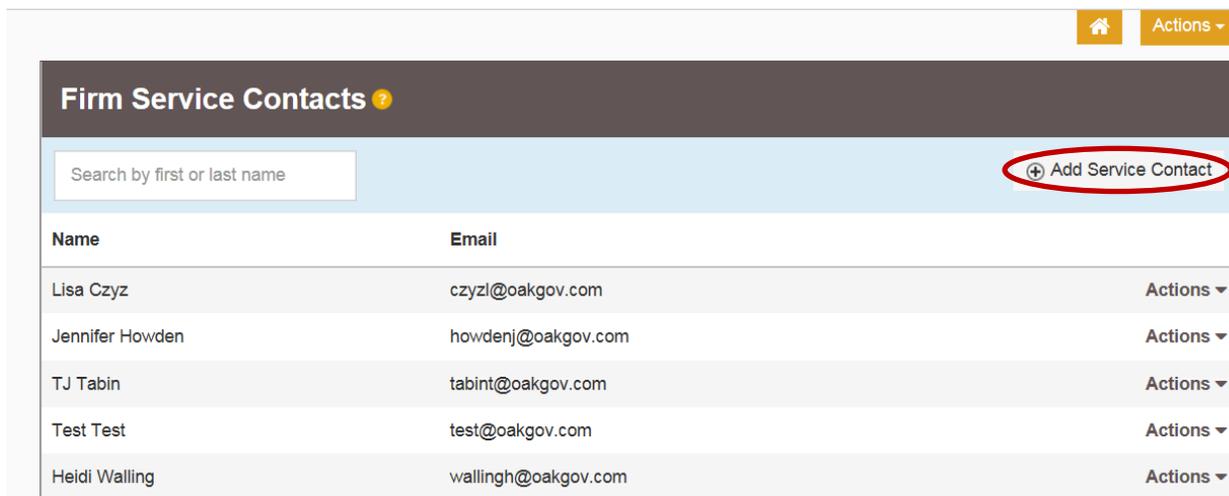
It is imperative that you re-create service contacts for any and all cases you are associated with. It is equally important that maintain this information in the future as well. While the new efilng system will not be available for efilng until Monday, May 1st, beginning Monday, April 24th, the new Tyler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

Instructions for creating a Service Contact

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



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



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

First Name:

Middle Name:

Last Name:

Firm Name:

Email:

Administrative Copy:

Attaching Service Contacts to a case (without efile)

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](#)

Location:

Search for a Case by

Case Number Party Name

Case Number:

Search Clear Search

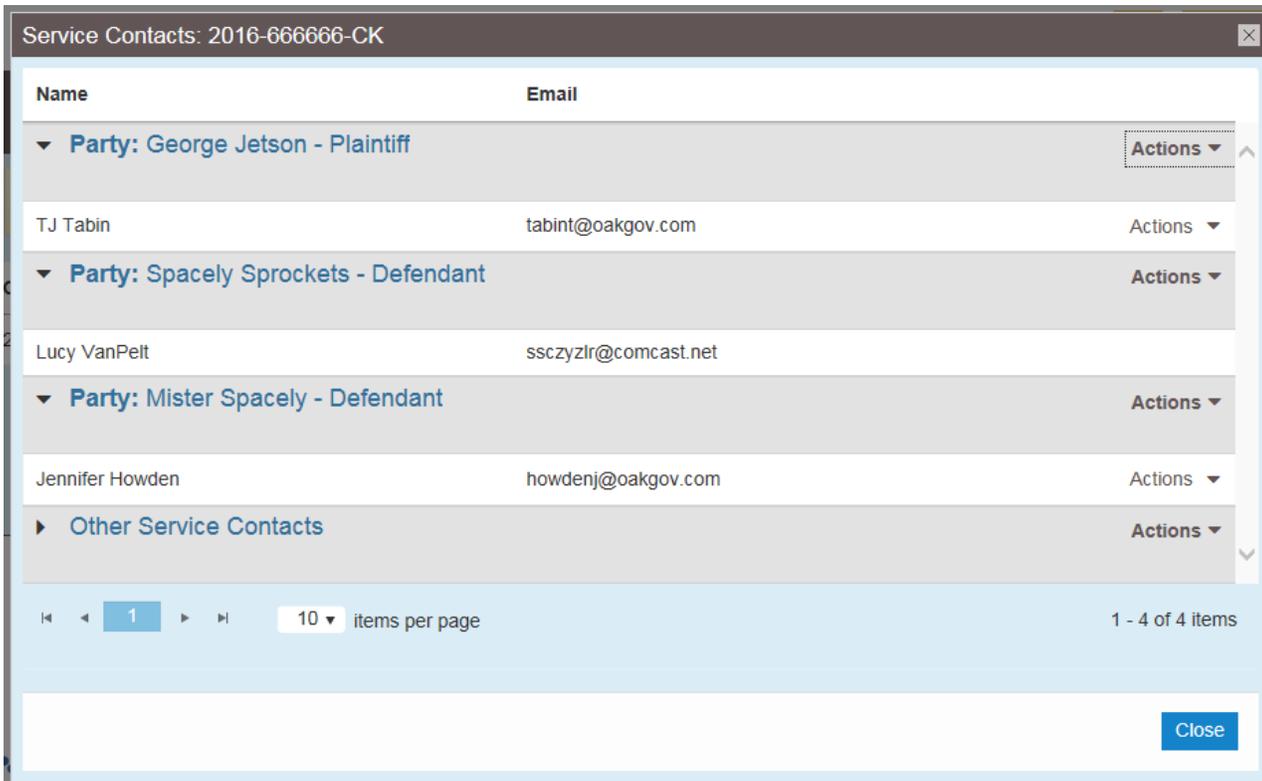
Select Location and Case Number or Party Name to enter appropriate information.

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

File Into Existing Case				
Party and attorney information may not be current. It is still possible 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

1 20 items per page 1 - 1 of 1 items

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



In this window...

<p>...if you select the Actions button next to a Party, you have two options.</p>	<p>...if you select the Actions button next to an existing Service Contact from your firm, you have two options.</p>
<p>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***</p>	<p>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.</p>
<p>Show Service Contact History – allows you to see a history of who/when were added/detached as contacts</p>	<p>Remove Contact – this removes this contact from the case</p>

Note: Oakland County has been e-filing for 10 years and has a large volume of cases within the current e-filing 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 e-filing, 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.