



MiFILE E-FILING SYSTEM

Integration Guide for Courts

Version 1.4

Revision History

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Table of Contents

1.0	Definitions.....	3
2.0	Introduction.....	4
2.1	Purpose.....	4
2.2	Intended Audience.....	4
3.0	Integration Strategy	5
3.1	Integration Certification	5
3.2	Certification Process	6
3.3	What is ECF?	6
3.4	Testing Harness	7
3.4.1	CMS Case Data Feed – Web Service Test	8
3.4.2	CMS Case Data Feed – File Transfer Test	8
3.4.3	ECF Court Record – Web Service Test.....	8
3.4.4	ECF Court Record – File Transfer Test.....	8
4.0	CMS Integration.....	9
4.1	CMS Case Data	9
4.1.1	CMS Case Data – Class A Method – Type I - Web Service Approach.....	9
4.1.2	CMS Case Data – Class A Method – Type II - Web Service Approach.....	10
4.1.3	CMS Case Data – Class B Method – File Transfer Approach.....	10
4.1.4	CMS Case Data – Class C Method – ODBC Query Approach	10
4.2	Court Generated Documents	11
4.2.1	Court Generated Documents – Class A Method – File Transfer Approach.....	11
4.3	ECF Court Record.....	11
4.3.1	ECF Court Record – Class A Method – Web Service Approach	12
4.3.2	ECF Court Record – Class B Method – File Transfer Approach.....	12
4.4	ECF Docketing Complete.....	13
4.4.1	ECF Docketing Complete – Class A Method – Web Service Approach	13

5.0	DMS Integration	14
5.1	CMS Case Data to DMS.....	14
5.2	ECF Court Record to DMS	14
5.2.1	ECF Court Record to DMS – Class A Method – File Transfer Approach	14
6.0	Appendix A – Technical Details and Resources	16
6.1	CMS Case Feed Data	16
6.1.1	Case Feed Layout Flat File	16
6.1.2	Case Feed Layout JSON	16
6.2	CMS Case Data – Class A Method – Type II - Web Service Approach Inputs and Outputs 17	
6.3	Git Lab Access	18
6.4	Court Generated Documents	19
6.4.1	Supported File Formats.....	19
6.4.2	Metadata Text File	19
6.5	ECF Record Filing (Court Record) Details	19
6.6	ECF Record Filing – Class B Method.....	20
7.0	Appendix B – OnBase CMS Statuses.....	23
8.0	Appendix C - Certification Application	24

1.0 Definitions

Below are some relevant definitions for this document. Other terms are defined in the Definition section of the Contract.

Term	Definition
MiFILE	The Michigan trial court statewide e-filing and Document Management System (DMS) project.
DMS	Document Management System.
CDMS	Cloud Document Management System.
CMS	Case Management System.
IEPD	Information Exchange Package Documentation. A NIEM defined standard way to document a data interchange (see www.niem.gov for further details).
ECF	Electronic Court Filing – OASIS LegalXML Court Filing Specification. For more information about ECF, please see https://www.oasis-open.org/committees/tc_home.php?wg_abbrev=legalxml-courtfiling .
Cached EFM	Electronic Filing Manager – A Major Design Element (MDE) within the ECF specification.

2.0 Introduction

2.1 Purpose

MiFILE is a State of Michigan project that includes mandatory e-filing, and an optional Cloud DMS (OnBase) system for all Michigan trial courts. The purpose of this document is to provide a resource to courts and other interested parties to help successfully integrate with the MiFILE project. The MiFILE system can integrate to the court's CMS and DMS.

Trial courts each have a CMS and some have a DMS. For those courts that do not have a DMS, an OnBase Cloud DMS is provided by ImageSoft as part of the MiFILE solution.

2.2 Intended Audience

This document is intended to be used by technical staff and leadership that are interested in integrating either a CMS or DMS with the MiFILE system. This document is intended to be used by people with a technical background and knowledge of court systems.

This document attempts to provide a description of the integration requirements at a high level. Additional technical details are contained in the Appendix or may be provided in related materials. Additional details concerning MiFILE may be found at: www.mifile.info.

3.0 Integration Strategy

The solution includes integration with both CMS and DMS systems. 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 primary interfaces are defined in the following table:

Item	Name	From	To	Description
1	CMS Case Data*	CMS	TF / DMS	Data about cases that is required by TrueFiling for e-filing, and within the OnBase Cloud DMS for indexing and workflow. This is not an ECF defined transaction.
2	Court Generated Documents	CMS / DMS	TF / DMS	Documents that are created by the court that need to be filed or served. This includes Orders, Notices, Probation Orders, etc.
3	ECF Court Record	TF	CMS	This is an ECF defined transaction and should be executed after a filing is accepted in the Filing Review interface. Data is typically pushed to the CMS to record an event and documents may be pushed to the DMS.
4	ECF Docketing Complete	CMS	TF	This is an ECF defined transaction. Typically, this follows the ECF Court Record transaction to notify TrueFiling of the completion of the update to the register of actions in the CMS.

TF = TrueFiling, DMS = either cloud DMS or on-premise DMS

*this is a required interface for a court to go-live with the e-filing solution

A high-level description of the interfaces is described in the sections below, broken into CMS and DMS sections. Technical details and other technical resources are described in section 6.0.

3.1 Integration Certification

ImageSoft and the SCAO will certify integrations in several classes, with “Class A” being the most preferred approach. To promote adoption and ensure that all courts can integrate to MiFILE, certain integrations may be accomplished using multiple approaches.

For a CMS to be considered certified, it must at least provide an integration with the CMS Case Data feed interface.

3.2 Certification Process

All resources and contact information are available at: www.truefiling.info/mifile/integration

The following steps are required to achieve certification:

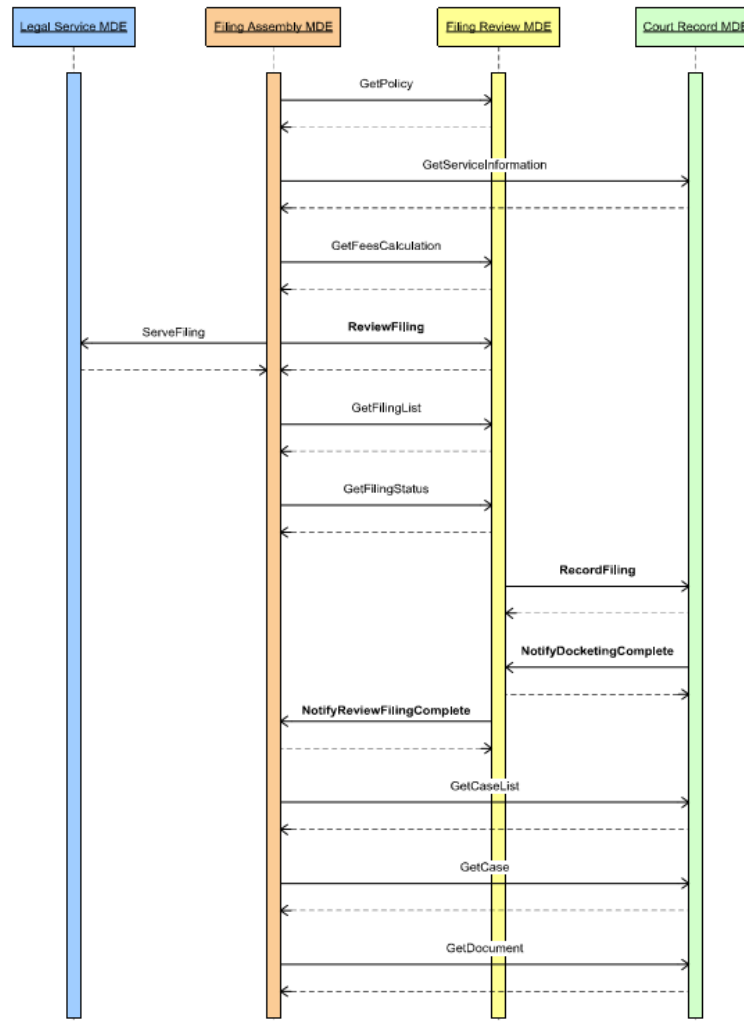
1. Complete the Certification Application
2. Contact ImageSoft for support and access to the testing tools
3. Develop and unit test your integration
4. Contact ImageSoft to review your integration
5. Connect your integration to the live testing system, and verify results
6. Notify ImageSoft when all testing is complete. ImageSoft will perform additional testing before issuing certification

3.3 What is ECF?

ECF (Electronic Court Filing) is a national standard for defining how e-filing transactions should be performed as well as the communication between disparate systems. Following a standard is critical for success because e-filing solutions generally rely on communication between systems managed by multiple parties, as well as the court's CMS.

ECF is the OASIS LegalXML Court Filing Specification. For more information about ECF, please see https://www.oasis-open.org/committees/tc_home.php?wg_abbrev=legalxml-courtfiling.

The ECF definitions for communication between the Filing Review MDE or the Filing Assembly MDE and the Court Record MDE will be used to support the associated integrations between the CMS and TrueFiling. However, not all integrations defined in the MiFile solution are defined in the ECF specification. In particular, the case feed integration is not an ECF transaction, but is required to integrate with the MiFile solution.



Swim lanes courtesy of the Oasis ECF 4.0.1 specification

3.4 Testing Harness

ImageSoft recommends using Postman for interface testing when web services are involved. 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.

3.4.1 CMS Case Data Feed – Web Service Test

This test will interact with the TrueFiling Web Service endpoint (as defined in section 4.1.1). Case feed data will be submitted to the Web Service and a response will be provided real-time to verify the interaction. The test will validate the structure and format of the data posted.

3.4.2 CMS Case Data Feed – File Transfer Test

This test will interact with the TrueFiling FTP site to upload files produced by a CMS to supply case data to the MiFILE solution. The storage, file format, and data will be evaluated to meet the requirements of the CMS Case Data Feed interface (as defined in section 4.1.2).

3.4.3 ECF Court Record – Web Service Test

This test will interact with a court's Web Service endpoint. A request will be submitted to the court's Web Service and a response will be provided real-time to verify the interaction. The court's Web Service will store the CMS data (as defined in section 4.3.1) and produce the DMS data files (as defined in section 5.2.1).

3.4.4 ECF Court Record – File Transfer Test

This test will interact with a court's storage mechanism to upload files containing e-filing transaction data. The file transfer will be evaluated to meet the requirements of the ECF Court Record interface (as defined in section 4.3.2). The court will be able to evaluate the transferred files to store the CMS data and produce the DMS data files (as defined in section 5.2.1).

4.0 CMS Integration

4.1 CMS Case Data

Data related to active, and recently closed¹, court cases from the CMS is required by TrueFiling for e-filing, and optionally within the OnBase Cloud DMS or on-premise DMS for indexing and workflow.

This data flows from the CMS to an intermediary TrueFiling cache called the “Cached EFM” that is used to support subsequent filing to an active case. The data is cached by TrueFiling to meet system performance and uptime standards. Live access from TrueFiling to a CMS database is not permitted.

The CMS can produce either a delta file (changes in court data since the last time feed data was sent) or a complete list of active / recently closed cases. Every CMS must be able to produce a complete list upon demand for system startup and to allow a refresh of the cache. Additionally, every CMS must be able to produce a feed on demand for a specific case.

The interval of file creation by the CMS will be established based on the filing volume of the court. For busy / high volume courts, it is important to have a frequent interval (10 minutes, for example). For low volume courts, the feed may be needed only once or twice per day.

The file will contain case records as defined in Appendix A.

Case data can be provided by the CMS vendor using one of the following certified methods.

4.1.1 CMS Case Data – Class A Method – Type I - Web Service Approach

Using this approach, the CMS case feed data is transmitted by the court to TrueFiling using a web service provided by ImageSoft.

To be certified with the type I web service approach, sample data must be delivered to ImageSoft via the web service. The layout and structure will be reviewed and validated. Samples of the format can be accessed through GitLab, as outlined in Appendix A. Additional information about the file contents and structure is documented in section 6.

¹ If possible, the case feed should only contain cases closed within the past 12 months.

4.1.2 CMS Case Data – Class A Method – Type II - Web Service Approach

Using this approach, a CMS endpoint will be exposed through a web service to ImageSoft. a TrueFiling component will perform web requests to get case information on a periodic interval. The CMS endpoint must accept a date range and court identifier as input parameters and return the data fields documented in Appendix A. The endpoint must identify newly added or modified cases between (inclusive) the date range provided in the request.

To be certified with the type II web service approach, sample request and response files must be provided as an example of how to communicate with the web service. The layout and structure will be reviewed and validated. Samples of the formats can be accessed through GitLab, as outlined in Appendix A. Additional information about the case feed data is documented in section 6

4.1.3 CMS Case Data – Class B Method – File Transfer Approach

Using this approach, the CMS will submit case feeds to TrueFiling by producing a feed file that is uploaded to the TrueFiling FTP site. The file is then processed by TrueFiling. This is a simpler interface and provides a looser integration to TrueFiling than the Class A method.

To be certified with the file transfer approach, sample files must be delivered to the TrueFiling FTP site. The layout and structure will be reviewed and validated. Samples of the format can be accessed through GitLab, as outlined in Appendix A. Additional information about the file contents and structure is documented in section 6.

4.1.4 CMS Case Data – Class C Method – ODBC Query Approach

Using this approach, a TrueFiling loader application, running within the Court's network, will query the CMS database and load the transaction data into a file for transport to TrueFiling. The CMS provider will supply login credentials and a view into the database that is consistent with the requirements defined in Appendix A, section 6.

4.2 Court Generated Documents

The purpose of this interface is to allow processing of documents that are created by the court that need to be filed or served. This applies to Criminal, Juvenile and Domestic cases.

This is an optional interface and is not required for a CMS to be certified or a court to utilize TrueFiling. Courts with lower case volumes may elect to upload court generated documents manually through either the TrueFiling user interface or through the Filing Review interface.

Court generated documents may come from a CMS, DMS, or other court system. Court Generated documents that are delivered to TrueFiling by the Court using one of the automated methods described below will be initially processed through a cloud-based OnBase workflow. This workflow will interpret the metadata and perform any required workflow processing, which may include sending notifications to filers (eNotice) or routing through the Filing Review process. Certain documents that are accepted for the case file will result in an ECF Court Record transaction (refer to section 4.3) which can deliver data and documents to either the CMS or DMS, depending on the court's configuration.

4.2.1 Court Generated Documents – Class A Method – File Transfer Approach

Using this approach, the court's system will submit documents to TrueFiling by producing a pair of files that are uploaded to the TrueFiling FTP site based on a defined interval. The files will be processed by TrueFiling and routed through the Filing Review workflow based on the metadata provided.

Each submission must include upload a pair of files:

1. A document file in one of the supported file formats as defined in Appendix A.
2. A text index file that defines the metadata related to the document file as defined in Appendix A.

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.

The file pairs will be uploaded to the TrueFiling FTP site.

4.3 ECF Court Record

This is an ECF defined transaction. This event occurs after a filing is accepted in the Filing Review interface. The purpose of this transaction is for TrueFiling to push data and documents

to the CMS to record an event and documents and the DMS to store data and documents. All documents will be transmitted in PDF format.

This function sends the lead document data, attachments, payment information, submitter and case related information to the CMS. For each operation, there will be a Record Filing request message that is sent from the Filing Review MDE (TrueFiling) to the Court Record MDE. The Court Record MDE will send back a Filing Record response message, this message will notify the Filing Review MDE caller that the message was either received or rejected by the Court Record MDE. If the message was rejected, the response message will also contain an error message.

The Record Filing message will contain, at a minimum, at least the document that was reviewed and docketing information known to TrueFiling. Samples of the Record Filing message are provided by the Court Record MDE to the Filing Review MDE.

A listing of the possible values that can be provided by TrueFiling found in Appendix A, Section 6.4.

4.3.1 ECF Court Record – Class A Method – Web Service Approach

Using this approach, a TrueFiling component will perform a Web Services call to a court CMS endpoint to push the data and a document. The file pairs will be deposited at an agreed upon location.

This call will typically occur within a few minutes of the filing being accepted in the Filing Review interface. If an error occurs during the delivery, then the transaction will be retried a specific number of times and if the transaction fails to execute after retries are exhausted, it will be routed to an error queue, where notifications will be sent to the local system administrator and the ImageSoft system administrator for intervention.

To be certified as a Class A method, a sample Court Record request and a Court Response must be provided. These files will define the way the TrueFiling system will communicate with the CMS system.

4.3.2 ECF Court Record – Class B Method – File Transfer Approach

Using this approach, TrueFiling will submit transactions to the CMS by producing a transaction file that is dropped into an agreed upon location and interval. The files are then processed by the CMS. This is a simpler interface, that provides a looser integration to TrueFiling than the Class A method. Using this method TrueFiling has no ability to retry and is not aware of failures in the CMS. Error handling is completely managed by the CMS.

The file will contain transaction records in one of the supported formats, as defined in Appendix A.

4.4 ECF Docketing Complete

This is an ECF defined transaction and is used to notify TrueFiling of the completion of the update to the register of actions in the CMS and to optionally deliver a stamped copy of a document to TrueFiling (if the CMS is doing the stamping). This interface is optional.

4.4.1 ECF Docketing Complete – Class A Method – Web Service Approach

Using this approach, the CMS will perform a Web Services call to a TrueFiling endpoint to push data. Samples for the request and response format can be accessed through GitLab, as outlined in Appendix A.

The caller (CMS) is responsible for ensuring delivery and providing retry/error handling logic.

5.0 DMS Integration

Within the MiFILE solution Trial Courts have the following high-level options related to using a Document Management System (DMS):

1. Cloud DMS – utilize the Cloud DMS system that is being provided within the MiFILE project.
2. Third-party DMS – utilize a third-party DMS that is outside of the MiFILE project. These systems may be hosted or run on the Court’s premises.

Some courts use a standalone DMS product and some court use their CMS to store and manage case file documents. Below is a description of the various integrations and how they relate to the DMS.

5.1 CMS Case Data to DMS

The CMS Case Data will be used by ImageSoft-provided OnBase DMS systems (either an on-premise system, or the Cloud DMS included within MiFILE) to provide data validation and lookup during various DMS (OnBase) processes, including but not limited to:

1. OnBase capture (scan, import, etc.) and indexing of case-related documents that are not coming through e-filing.
2. OnBase Workflow routing and processing

ImageSoft will implement a Web Service interface that allows calls from within OnBase to the Cached EFM database hosted by ImageSoft. Refer to section 4.1 for further details on the Cached EFM.

5.2 ECF Court Record to DMS

During the ECF Court Record transaction (see section 4.3) delivery of document and metadata to the court’s DMS is possible using one of the following certified methods:

5.2.1 ECF Court Record to DMS – Class A Method – File Transfer Approach

ImageSoft will submit transactions to the court’s DMS by producing a pair of files that are dropped into an agreed upon location. It is up to the court’s DMS to process and then cleanup/delete the files. It is recommended that the court look for the text file first, since it will be written last by the Court Record process.

Each document will be represented by a text file and PDF file that are named the same, using a unique name, as follows:

1. A multi-page PDF file representing the accepted filing.
2. A text file that defines the metadata related to the filing as defined in Appendix A.

6.0 Appendix A – Technical Details and Resources

6.1 CMS Case Feed Data

The case feed field definition is the same for a full case feed and incremental case feed. A full case feed must be supplied to ImageSoft to prime TrueFiling prior to production go-live. Full case feeds are required periodically to ensure TrueFiling is synchronized with the CMS over time. Incremental case feeds are used to maintain the Cached EFM with adding new and changed cases over time.

- CMS Case ID
- Case Number
- Case Type
- Case Title
- Case Opened Date
- Judge Name
- Case Status

6.1.1 Case Feed Layout Flat File

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

Case Feed Example:

```
00123456|17-001234-DO|DO|Archer vs. Smith|20171025|Hon. Judge Smith|OPEN
00123457|17-001235-ND|ND|Smith vs. Insurance Co.|20171026|Hon. Judge Jones|OPEN
00123457|17-001235-DO|DO|Smith vs. Insurance Co.|20171026|Hon. Nancy Drew|OPEN
00123456|17-001234-ND|ND|Archer vs. Smith|20171025|Hon. Judge Smith|OPEN
```

6.1.2 Case Feed Layout JSON

```
[
  {
    "Id": "CMS Case ID",
    "Number": "Case Number",
    "Type": "Case Type",
    "Title": "Case Title",
    "FiledDate": "Case Filed Date",
    "Judge": "Judge Full Name",
    "Status": "Case Status"
  }
]
```

]

6.2 CMS Case Data – Class A Method – Type II - Web Service Approach Inputs and Outputs

Required Input Parameters

- Case Created Date/Time Range
- Case Updated Date/Time Range

Optional Input Parameters

- Case Title
- Case Category/Sub Category
- Case Resolution (e.g. Open, Closed, etc.)
- Case Participant
 - Given Name
 - Middle Name
 - Sur Name
 - Organization Name

Required Response Fields

- CMS Case ID
- Case Number
- Case Type
- Case Title
- Case Opened Date
- Judge Name
- Case Status

6.3 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. To gain access to ImageSoft's Git Lab library, a user will need to provide a registered git lab user id or an email that will be used to register account.

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

README.md

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.

6.4 Court Generated Documents

6.4.1 Supported File Formats

- PDF

6.4.2 Metadata Text File

The metadata text file must be provided in a delimited format. The following fields apply to Court Generated Document:

Required Fields:

- Court Code
- Case Number
- Case Type
- Filing Type
- Filing Date

Example metadata file format:

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

6.5 ECF Record Filing (Court Record) Details

TrueFiling contains at a minimum the following fields, which can be provided during the Record Filing call:

Case Information:

- Court Code
- Case Number
- Case Title
- Case Status
- Case Open Date
- Judge Name

Service Recipient Information (Party)

- Firm Name
- Person Name
- Email
- Attorney Number
- Address Information
- Job Title (e.g. Attorney)
- Phone 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

- Masked card number
- Payment confirmation code
- Payment Id
- Payment Date
- Payment Amount
- Creation Date

Bundle Information

- Bundle Id
- Servicing Type
- Bundle Name

6.6 ECF Record Filing – Class B Method

The Record Filing Class B Method will include a metadata file. The file will be laid out as follows:

- Court Code
- Bundle ID
- Lead Document ID

- Case Number
- Case Title
- Case Type
- Fee Type
- Fee
- Fee Waiver Indicator
- Confidentiality Indicator
- Sealed Indicator
- File Date
- Reviewer
- Submitter Name
- Submitter Firm Name
- Lead Document
 - ID
 - Title
 - Document Type
 - File Location Reference
 - File Format Name
 - Page Count
 - Attorney Number
 - Reviewed Date Time
- Connected Document(s)
 - ID
 - Title
 - Document Type
 - File Location Reference
 - File Format Name
 - Page Count
 - Attorney Number
 - Reviewed Date Time

Record Filing Example:

```
{
  "BundleId": "37a0cad5-1986-4ae3-9585-3f748f100f82",
  "LeadDocumentId": "6D398E59-4E6A-4964-9177-F3A7C55BD72A",
  "CaseNumber": "2017-000123-AB",
  "CaseTitle": "Plaintiff vs. Defendant",
  "CaseType": "AB",
  "FeeType": "Motion",
  "Fee": 85,
```

```
"FeeWaiverIndicator": false,
"ConfidentialityIndicator": true,
"SealedIndicator": false,
"FileDate": "2017-10-26T13:39:00",
"Reviewer": "",
"SubmitterName": "Smith, Johnr",
"SubmitterFirmName": "John Smith and Associates",
"LeadDocument": {
  "Id": "6D398E59-4E6A-4964-9177-F3A7C55BD72A",
  "Title": "Motion",
  "DocumentType": "MTN",
  "FileLocator": "Motion-1.pdf",
  "FileFormatName": "application/pdf",
  "PageCount": 1,
  "AttorneyNumber": "999999",
  "ReviewedDateTime": "2017-10-26T13:39:00"
},
"ConnectedDocuments": [
  {
    "Id": "b75c1045-1a7c-4b15-8af2-33fc088b565b",
    "Title": "Brief",
    "DocumentType": "B",
    "FileLocator": "Brief-1.pdf",
    "FileFormatName": "application/pdf",
    "PageCount": 1,
    "AttorneyNumber": "999999",
    "ReviewedDateTime": "2017-10-26T13:39:00"
  },
  {
    "Id": "5837e3fa-58cf-472c-904c-dc01ee85ea37",
    "Title": "Proof of Service",
    "DocumentType": "POS",
    "FileLocator": "Service-1.pdf",
    "FileFormatName": "application/pdf",
    "PageCount": 1,
    "AttorneyNumber": "999999",
    "ReviewedDateTime": "2017-10-26T13:39:00"
  }
]
}
```


7.0 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 awaiting the process to send the filing to send to the CMS via the cached EFM.
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

8.0 Appendix C - Certification Application

The certification application can be found at: www.truefiling.info/mifile/integration.