



MiFILE E-FILING SYSTEM

Integration Guide for Courts

Version 1.5

Revision History

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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 a CMS and/or a 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	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.
3	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.
4	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.

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:

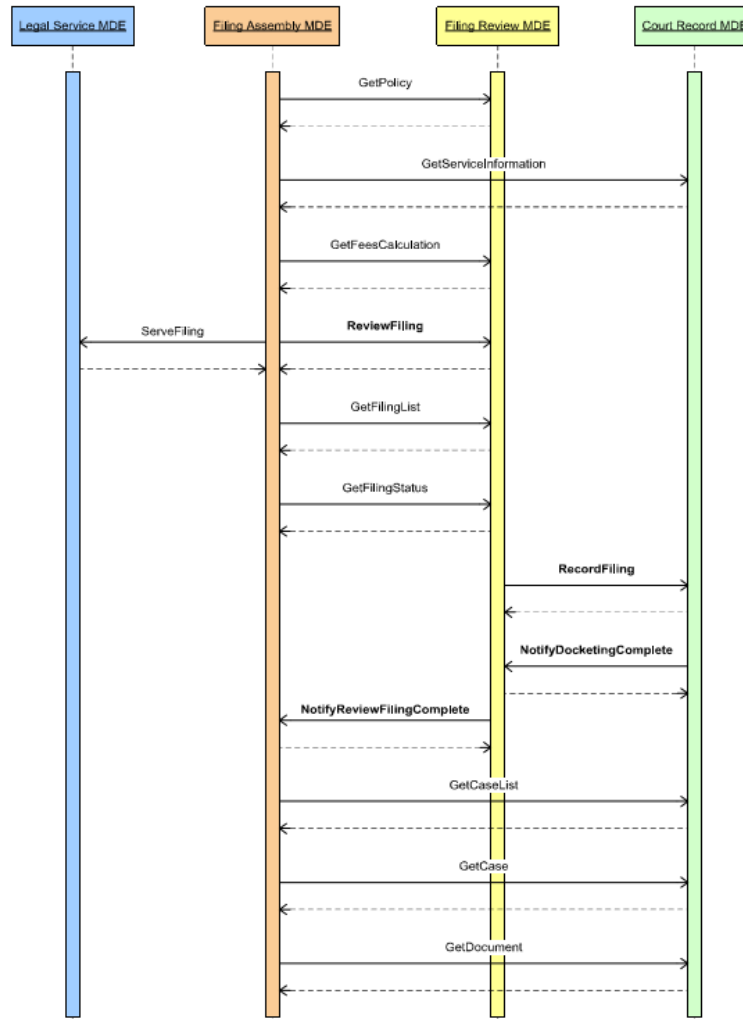
1. Complete the Certification Application
2. Contact ImageSoft for support and access to the testing tools
3. Develop and unit test your integration
4. Contact ImageSoft to review your integration
5. Connect your integration to the live testing system, and verify results
6. Notify ImageSoft when all 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 are 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. 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 interacts with the court's web service endpoint. A request is submitted to the web service with the defined search parameters in Appendix A. The web service responds with case data defined in Appendix A. The response message is evaluated and feedback is provided in real time through the testing harness.

3.4.2 CMS Case Data Feed – File Transfer 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 defined in Appendix A. Feedback is provided in real time through the testing harness.

3.4.3 ECF Court Record – Web Service Test

This test interacts with a court's web service endpoint. A request is submitted to the court's web service. The web service provides the correct filing record response. The submitted court record message is consumed by the CMS/DMS. To finish this testing sequence, refer to 3.4.5.

3.4.4 ECF Court Record – File Transfer Test

This test interacts with a court's storage mechanism for receiving Court Record message files. The testing harness uploads a court record file to the defined sftp location. The file is consumed by the CMS/DMS and uploads the correct filing record response message file to the defined sftp location. The testing harness obtains and evaluates the filing record message. To complete this testing sequence, refer to 3.4.5.

3.4.5 ECF Docketing Complete Request 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.

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 filings. 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 (metadata related to cases that have been updated 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 for producing case data 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 feed must contain case records as defined in Appendix A.

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

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

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

Using this approach, a CMS endpoint is exposed to TrueFiling through a web service. A TrueFiling component makes 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 web service approach, sample request and response files must be provided to ImageSoft. 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

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

Using this approach, the CMS submits case feed information 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.

4.1.3 CMS Case Data – Class C Method – Court Push 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 court push web service approach, sample request files must be provided to ImageSoft. 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.

4.2 ECF Court Record

This is an ECF defined transaction used to facilitate the transfer of court data and documents from TrueFiling to the CMS. Documents included in the transaction are transmitted in PDF format.

Court Record is utilized during Case Initiation events and Subsequent Filing events. The Court Record message contains the docketing information known to TrueFiling, the lead document, and related documents if applicable. During Case Initiation, a temporary case number value is passed to the CMS acting as a placeholder until the CMS generates the permanent case number.

After the Court Record message is transmitted to the court, the CMS responds to the message with a Filing Record response message indicating whether the request was received or rejected by the CMS. If the 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 Court Record transaction.

Samples of Court Record messages can be found on [GitLab](#).

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

Using this approach, a TrueFiling component interacts with the court's CMS web service endpoint to transmit the case data and applicable documents.

If an error occurs during the delivery, then the transaction is retried a specific number of times and if the transaction fails to execute after retries are exhausted, the message is routed to an error queue. Notifications are sent to the local system administrator and the ImageSoft system administrator for intervention.

To be certified as a Class A method, sample Court Record request and a Court Response messages must be provided to ImageSoft.

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

Using this approach, TrueFiling submits transactions to the CMS by producing a transaction file that is placed on the TrueFiling sftp site. The files are then retrieved by the court and processed by the CMS. This is a simpler interface providing a looser integration to TrueFiling than the Class A method. Using this method TrueFiling has no ability to retry and is not aware of file processing failures within the CMS. Error handling is completely managed by the CMS.

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

4.3 ECF Docketing Complete

This is an ECF defined transaction and is used to notify TrueFiling when the CMS is finished processing the Court Record message. A NotifyDocketingComplete (NDC) message request is sent to TrueFiling to close the loop on the Court Record request. Further, the NDC message contains the permanent case number, and is used by TrueFiling to update the temporary case number initially stored during case initiation.

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

Using this approach, the CMS interacts with a TrueFiling web services endpoint. 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.

4.4 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 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 are processed through a cloud-based OnBase workflow. The workflow interprets the metadata and performs any required workflow processing, which includes sending notifications to filers (eNotice) or routing through the Filing Review process. Certain documents accepted for the case file result in an ECF Court Record transaction (refer to section 4.2) which can deliver data and documents to either the CMS or DMS, depending on the court's configuration.

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

Using this approach, the court's system submits documents to TrueFiling by producing a pair of files that are uploaded to the TrueFiling SFTP site based on a defined interval. The files are

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 are uploaded to the TrueFiling FTP site.

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 is 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 exposes 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.

5.2 ECF Court Record to DMS

During the ECF Court Record transaction (see section 4.2) 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

TrueFiling submits transactions to the court’s DMS by producing a pair of files that are deposited to an SFTP site. The court must implement a mechanism to retrieve and process the files into the DMS and then cleanup/delete the files from the SFTP site. It is recommended that the court look for the text file first, since it is written last by the Court Record process.

Each document is represented by a text file and PDF file that are named the same, using a unique identifier representing the associated filing, 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.

- Tracking Id
- Case Number
- Case Type
- Case Title
- Opened Date / Filed 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 – Web Service 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

6.5.1 Available TrueFiling Values:

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

6.5.2 Record Filing Implementation Examples

Case Initiation

1. Case initiation data is delivered to the CMS via Record Filing (CoreFilingMessage). Included in this message is a temporary case number.
2. The CMS responds to the Record Filing message with a return message indicating success or failure. If a failure is encountered, the appropriate error message is included.
3. The CMS creates the case and responds to TrueFiling with the CMS generated case number with a Docketing Complete message
4. TrueFiling responds to the Docketing Complete message with a response indicating success or failure. If a failure is encountered, the appropriate error message is included.
5. Truefiling updates the case number with the value provided by the CMS.

When there are additional filing documents to send the CMS:

Subsequent Filing

6. TrueFiling stamps filing documents with the CMS case number.
7. Truefiling delivers the stamped filing documents to the CMS via Record Filing (RecordDocketingMessage).
8. The CMS responds to the Record Filing message with a return message indicating success or failure. If a failure is encountered, the appropriate error message is included.
9. The CMS processes the Subsequent Filing message, then sends a Docketing Complete message to TrueFiling
10. TrueFiling responds to the Docketing Complete message with a response indicating success or failure. If a failure is encountered, the appropriate error message is included.

6.6 ECF Record Filing – Class B Method

The Record Filing Class B Method includes a metadata file. The file must 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"  
}  
1}
```

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.