

Pursuant to the authorization set forth in MSC Administrative Order No. 2016-1 and MCR 1.109(C)(1), all cases filed in the 7th Judicial Circuit Court for Genesee County, arising from allegations of lead or other contaminants in Flint water shall be filed with the Court in an electronic format.

The purpose of this order is to effectively manage high volume case filings arising from allegations of lead or other contaminants in Flint water and promote efficient document management. The Michigan Rules of Court govern all other aspects of the cases involved.

- A. Information and instructions for court filings is located at:
www.7thcircuitcourt.com/flintwatercases.
- B. Filing fees, if any, can be paid via credit card or may be sent in the form of a money order or check. The clerk will not process documents for filing until any necessary filing fee payment has been received.
- C. The file specifications are as follows: File Format: PDF (portable document format); File Size: maximum 10mb (megabytes); DPI: 200 x 200 DPI (dots per inch) or greater.
- D. Signatures must conform to the requirements of MCR 1.109(D).
- E. The parties shall be *required* to accept e-mail service by the court and *may* agree among themselves to e-mail service by filing a stipulation in the case pursuant to the requirements of MCR 2.107(C)(4).
 - (1) Attorneys shall file their e-mail address, which shall include the same e-mail address currently on file with the State Bar of Michigan. If an attorney is not a member of the State Bar of Michigan, the e-mail address shall be the e-mail address currently on file with the appropriate registering agency in the state of the attorney's admission. Attorneys shall immediately notify all other non-represented parties or attorneys of record and the court if the attorney's e-mail address changes.

- (2) Each e-mail that transmits a document to the Court shall include a subject line that identifies the case by court, party name, case number (except for original filing) and the title or legal description of the document(s) being sent. e.g. [7th Judicial Circuit Court, John Jones-Plaintiff, 16-00000CZ, Motion to Compel]
- (3) An e-mail transmission sent after 4:00 p.m. Eastern Time shall be deemed to be received by the court on the next day that is not a Saturday, Sunday, legal holiday or furlough day approved by local administrative order.
- (4) Court service by e-mail is complete upon transmission, unless the court learns that the attempted service did not reach the e-mail address of the intended recipient.
- (5) If an e-mail is returned as undeliverable the court must serve the paper or other document by regular mail under MCR2.107 (C) (3) and include a copy of the return notice indicating that the e-mail was undeliverable. The court must also retain a notice that the e-mail was undeliverable.

Effective date: 7.5.16

/S/
Richard B. Yuille
Chief Judge

Dated: June 24, 2016