



**ORDER REQUIRING E-FILING, MAINTENANCE OF RECORDS IN ELECTRONIC FORM IN CRIMINAL CASES**

Administrative  
Chief Judge Order:  
ADMIN-2025-02

Rescinds: N/A

Court Address  
2 Woodward Avenue, Suite 701, Detroit, MI 48226

Court Telephone No.  
(313) 224-5430

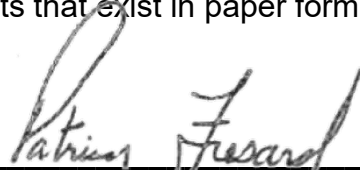
Pursuant to Supreme Court Administrative Order 2019-4, electronic filing (“e-filing”) through the MiFile system is mandatory for all criminal cases.<sup>1</sup>

The Michigan Court Rules and the Michigan Trial Court Records Management Standards require maintenance of e-filed documents in electronic form, and paper filings are no longer permissible. Therefore, to ensure that records in Criminal cases are maintained in accordance with applicable standards,

**IT IS ORDERED:**

1. No paper files will be created or maintained for new criminal case filings (except by Court order regarding sealed documents).
2. For cases with existing paper files, subsequent filings via the MiFile system shall be maintained in electronic form, only, although the existing paper file shall be kept in accordance with MCR 8.119.
3. Judges shall not accept paper filings. Parties that provide any document directly to a courtroom that has not been e-filed shall be directed immediately to the Office of the Wayne County Clerk for e-filing assistance. All orders submitted for the signature of Criminal Division judges must be e-filed through MiFile and signed in OnBase.
4. The Office of the Wayne County Clerk shall maintain all electronic filings in electronic form, only, and shall cease maintaining paper files (existing paper files shall be kept in accordance with MCR 8.119).
5. Jurists will be required to use the electronic case management system (Odyssey) to retrieve/review records, except for documents that exist in paper form, only.

**Date: April 30, 2025**

  
\_\_\_\_\_  
**Hon. Patricia Perez Fresard, Chief Judge  
Third Judicial Circuit of Michigan**

<sup>1</sup>Prisoner and certain self-represented individuals may request and obtain a waiver of the e-filing requirement, but such a waiver merely provides for e-filing assistance from the Clerk’s Office - the individual’s filing is still commenced and processed via MiFile.