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**NOTICE**  
**MANDATORY ELECTRONIC FILING BEGINS JULY 1, 2009**

Effective July 1, 2009, the Rules of Appellate Procedure (Wis. Stat. ch. 809) have been amended to require attorneys to electronically file a copy of all appellate briefs, no-merit reports, petitions for review, and responses thereto. Self-represented litigants are excluded from this requirement, but may e-file. Neither attorneys nor self-represented litigants are required to file an electronic copy of the appendix, but are encouraged to do so. *See* Wis. Stat. §§ 809.19(8)(a)4., 809.19(12), 809.19(13), 809.32(1)(fm), 809.62(4)(b), (c), and (d), 809.80(3), and 809.80(5). You are responsible for reading, understanding, and complying with these rules.

Electronic filing must be accomplished using the court's web-based e-filing interface, available at [www.wicourts.gov](http://www.wicourts.gov). The Clerk's Office will **not** accept submission of electronic documents by e-mail or on diskettes, CDs, or thumb drives.

**IMPORTANT:** The required electronic copy is **in addition** to the paper copies currently required. The number of required paper copies has not changed, and the deadlines for filing of paper copies have not changed.

Registering with the E-Filing System. To register for the Wisconsin Courts' e-filing system, go to [www.wicourts.gov](http://www.wicourts.gov), click on the "Electronic Filing (eFiling)" button on the right side of the screen, and follow the directions. You need to register only once to use the electronic filing system in the circuit court and appellate courts or to use the continuing legal education (CLE) reporting system.

Portable Document Format. The rules require that electronically-filed briefs, no-merit reports, and petitions for review (and responses) be submitted in text-searchable Portable Document Format (PDF). Text-Searchable PDF is created by converting a word processing document into PDF. An electronic appendix must be filed in PDF Image format, which is created by scanning the paper appendix.

**PLEASE NOTE:** Filing a document electronically does not alter or extend any filing deadline. A document that is received electronically after the close of business is considered to have been filed on the next business day.

Please do not hesitate to contact the Clerk's Office at (608) 266-1880 or at [clerk@wicourts.gov](mailto:clerk@wicourts.gov) with any questions regarding the new rules.