



Annette Kingsland
Ziegler
Chief Justice

Supreme Court of Wisconsin

OFFICE OF THE CLERK

110 E. MAIN STREET, SUITE 215

P.O. BOX 1688

MADISON, WISCONSIN 53701-1688

Telephone (608) 266-1880
TTY Users: Call WI TRS at 1-800-947-3529; request (608) 266-1880
Fax (608) 267-0640
Web Site: www.wicourts.gov

Hon. Randy R.
Koschnick
Director of State
Courts

Sheila T. Reiff
Clerk of Supreme
Court

SUPREME COURT AND COURT OF APPEALS FACSIMILE RULE

Facsimile (Fax) Number: (608) 267-0640

1. Pursuant to Wis. Stat. § (Rule) 809.80 (1) (effective July 1, 2021), “filing” is with the Clerk’s Office, Madison, WI. Filing by facsimile is permitted only as set forth in § 809.80 (3) and Wis. Stat. § 801.16. Mandatory electronic filing users must use the eFiling system instead of filing by facsimile.
2. Any transmission must include a cover sheet which states the case number, name, and telephone number of the party transmitting the document, and the total number of pages being transmitted.
3. For copies transmitted by facsimile, the filer should NOT also send the document or copies by mail. Only one copy of the filing should be filed by facsimile.
4. The original document filed by facsimile shall not exceed ten pages, or fifteen pages if an appeal or other proceeding is one of the types of cases specified in Wis. Stat. § 752.31.
5. Briefs, petitions for review, indigency applications, and petitions under Wis. Stat. §§ (Rule) 809.50, 809.51, 809.61, 809.70, and 809.71 may not be filed by facsimile.
6. Any document transmitted by facsimile must comply with Wis. Stat. § (Rule) 809.81 (e.g., size, style, spacing, etc.).
7. A document should be transmitted so that the Clerk’s office staff is not required to rearrange pages to assemble the document.
8. The party transmitting the facsimile document is solely responsible for ensuring its timely and complete receipt and assumes any risks inherent in such transmission. The Clerk’s office is not responsible for errors or failures in transmission that result in missing or illegible documents or for periods when the Clerk’s office facsimile machine is busy or not in operation for any reason.
9. The party transmitting the facsimile document must comply with the service requirements of Wis. Stat. § (Rule) 809.80 (2).

10. Time of Filing.

- A. Court of appeals. Documents completing transmission after 11:59 p.m. central time will be considered “filed” the next business day the clerk’s office is open. Wis. Stat. § (Rule) 809.80 (3) (a).
 - B. Supreme court. The supreme court has not yet completed the transition to mandatory electronic filing of all case types. For cases that have been accepted for inclusion in the supreme court electronic filing pilot project, documents filed by facsimile will be treated as in section 10.A. above. For cases that have not been accepted for inclusion in the supreme court electronic filing pilot project, the deadline for completion of transmission is 5:00 p.m. central time unless the supreme court orders otherwise in a particular matter. On the date that electronic filing becomes mandatory in the supreme court, all documents filed by facsimile will be treated as in section 10.A. above.
11. A petition for review may not be filed by facsimile transmission. For cases that have been accepted for inclusion in the supreme court electronic filing pilot project, a petition for review is not considered filed until an electronic copy is received via the electronic filing system. For cases that have not been accepted for inclusion in the supreme court electronic filing pilot project, a petition for review is not considered filed until a paper copy is physically received in the clerk’s office. This rule, and the 30-day filing deadline, are strictly enforced.
12. This rule will take effect on July 1, 2021.

This local rule is approved pursuant to Wis. Stat. § 801.16 (2) (a), this 22nd day of 2021, by Annette Kingsland Ziegler, Chief Justice, Wisconsin Supreme Court, and Lisa S. Neubauer, Chief Judge, Wisconsin Court of Appeals.