

Create an eCourts Account

Purpose: Electronically filing documents with the Appellate Court requires an eCourts account. To create an eCourts account, complete the following steps.

Applicable Users: Appellate eFilers

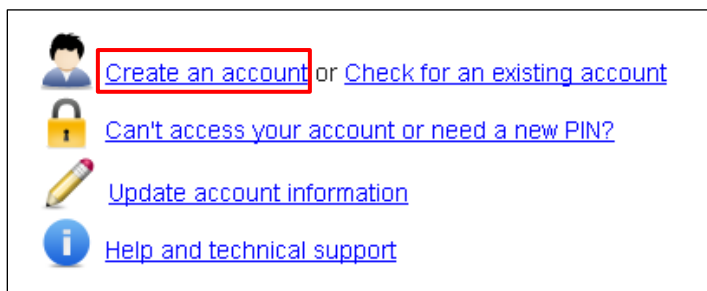
Creating an eCourts Account

1. Visit the eFiling website: <https://logon.wicourts.gov>.



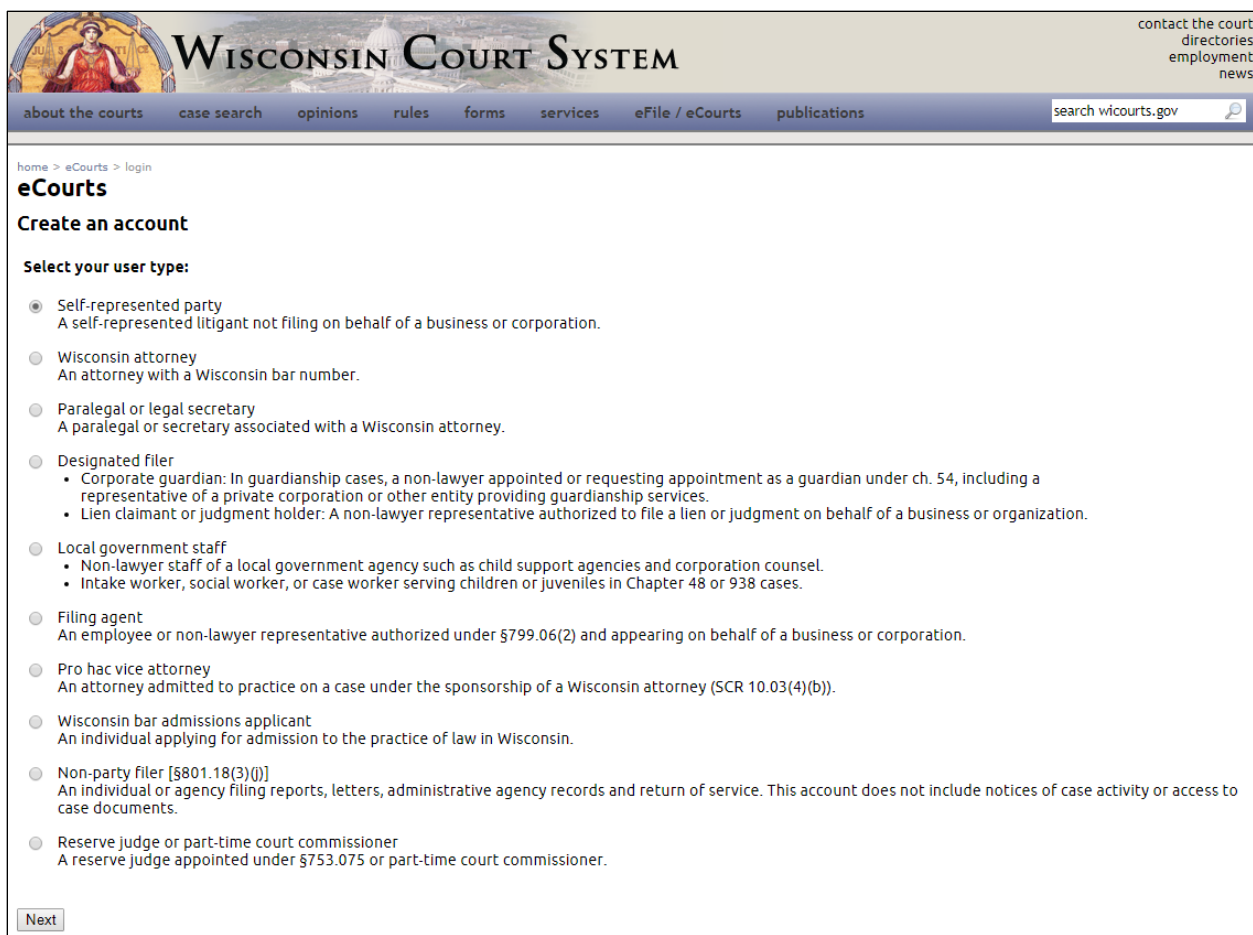
The screenshot shows the Wisconsin Court System eCourts login page. At the top is a banner with the Wisconsin Court System logo and navigation links: about the courts, case search, opinions, rules, forms, services, and eFile / eCourts. Below the banner is a breadcrumb trail: home > eCourts > login. The main heading is "eCourts" followed by "Log in to Wisconsin eCourts". There are two input fields for "User name:" and "Password:", followed by a "Log in" button. Below the login fields are four links with icons: "Create an account" (person icon), "Check for an existing account" (person icon), "Can't access your account or need a new PIN?" (lock icon), and "Update account information" (pencil icon).

2. Select **Create an account**.



This close-up shows the account creation links from the previous screenshot. The link "Create an account" is highlighted with a red rectangular box. The other links are "Check for an existing account", "Can't access your account or need a new PIN?", "Update account information", and "Help and technical support".

3. Select the **user type** depending upon your filing needs. The only **user types** eligible for eFiling with the Supreme Court and the Court of Appeals are **Self-represented party**, **Wisconsin attorney**, **Pro hac vice attorney**, and **Non-party filer**. A **Wisconsin attorney** already has an eCourts account. Select one of the eligible user types and then select **[Next]**.



The screenshot shows the Wisconsin Court System eCourts account creation page. At the top, there is a header with the Wisconsin Court System logo and navigation links: about the courts, case search, opinions, rules, forms, services, eFile / eCourts, and publications. A search bar is also present. Below the header, the page title is "eCourts" and the sub-header is "Create an account". The main section is titled "Select your user type:" and lists various user types with radio buttons for selection. The user types include: Self-represented party, Wisconsin attorney, Paralegal or legal secretary, Designated filer (with sub-options for Corporate guardian and Lien claimant or judgment holder), Local government staff (with sub-options for Non-lawyer staff and Intake worker), Filing agent, Pro hac vice attorney, Wisconsin bar admissions applicant, Non-party filer, and Reserve judge or part-time court commissioner. A "Next" button is located at the bottom left of the form.

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Create an account

Select your user type:

- ☐ Self-represented party
A self-represented litigant not filing on behalf of a business or corporation.
- ☐ Wisconsin attorney
An attorney with a Wisconsin bar number.
- ☐ Paralegal or legal secretary
A paralegal or secretary associated with a Wisconsin attorney.
- ☐ Designated filer
 - Corporate guardian: In guardianship cases, a non-lawyer appointed or requesting appointment as a guardian under ch. 54, including a representative of a private corporation or other entity providing guardianship services.
 - Lien claimant or judgment holder: A non-lawyer representative authorized to file a lien or judgment on behalf of a business or organization.
- ☐ Local government staff
 - Non-lawyer staff of a local government agency such as child support agencies and corporation counsel.
 - Intake worker, social worker, or case worker serving children or juveniles in Chapter 48 or 938 cases.
- ☐ Filing agent
An employee or non-lawyer representative authorized under §799.06(2) and appearing on behalf of a business or corporation.
- ☐ Pro hac vice attorney
An attorney admitted to practice on a case under the sponsorship of a Wisconsin attorney (SCR 10.03(4)(b)).
- ☐ Wisconsin bar admissions applicant
An individual applying for admission to the practice of law in Wisconsin.
- ☐ Non-party filer [§801.18(3)(j)]
An individual or agency filing reports, letters, administrative agency records and return of service. This account does not include notices of case activity or access to case documents.
- ☐ Reserve judge or part-time court commissioner
A reserve judge appointed under §753.075 or part-time court commissioner.

4. Complete the required fields, noted in **bold**. Fields will vary depending on the user type account you are creating. When court forms are printed, your name will display with the information you entered for the first, last, and middle name/initial. When you are finished, select **[Next]**.

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Enter the information requested. Required fields are noted in bold.
Please note that the first, middle, last name and suffix you provide below will be used by the court and printed on court forms exactly as entered.

User name:

New password:

Retype new password:

First name:

Middle name or initial:

Last name:

Suffix:

My signature:
(For signing electronically)

Primary e-mail address:

Retype e-mail address:

Note: Your password must conform to the following rules

- Do not use your user name in the password
- Enter a minimum of 7 characters and a maximum of 20 characters
- Use at least one lowercase letter
- Use at least one uppercase letter
- Use at least one number

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5. Provide an email address or mobile phone number when you no longer have access to your primary email address and you need assistance with recovery of your user name or password. To proceed, select **[Next]**.

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Enter an e-mail address (different than the primary e-mail address provided on the previous screen) and/or a mobile phone number.

Recovery e-mail address:

Recovery mobile phone:

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6. Enter your primary mailing address and other contact information. This section is only required for certain types of eCourts accounts. When you are finished, select **[Next]**.

Note: The address provided is your default address for the appellate/circuit courts.

7. If you are creating an attorney eCourts account, you can add additional addresses for specific counties by selecting the **Add another address** link if you are also eFiling in the circuit courts.
8. Enter all required address information. If you would like this address to replace your existing address on pending cases or to make this address your primary address in specific circuit courts, select the appropriate check box. When you are finished, select **[Save]** and then select **[Next]** to continue with account setup.

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Address nickname	Address	Assigned to	Actions
Primary	110 East Main Street, Madison, WI 53704	All circuit courts	Edit

[Add another address](#)

Add address

Law firm/organization:

Select your firm or select 'Other' to enter one not included in the list

Address nickname:

Assign to:

Address line 1:

Address line 2:

City:

State/Province:

Postal code:

Phone: x

Cell phone:

Other phone:

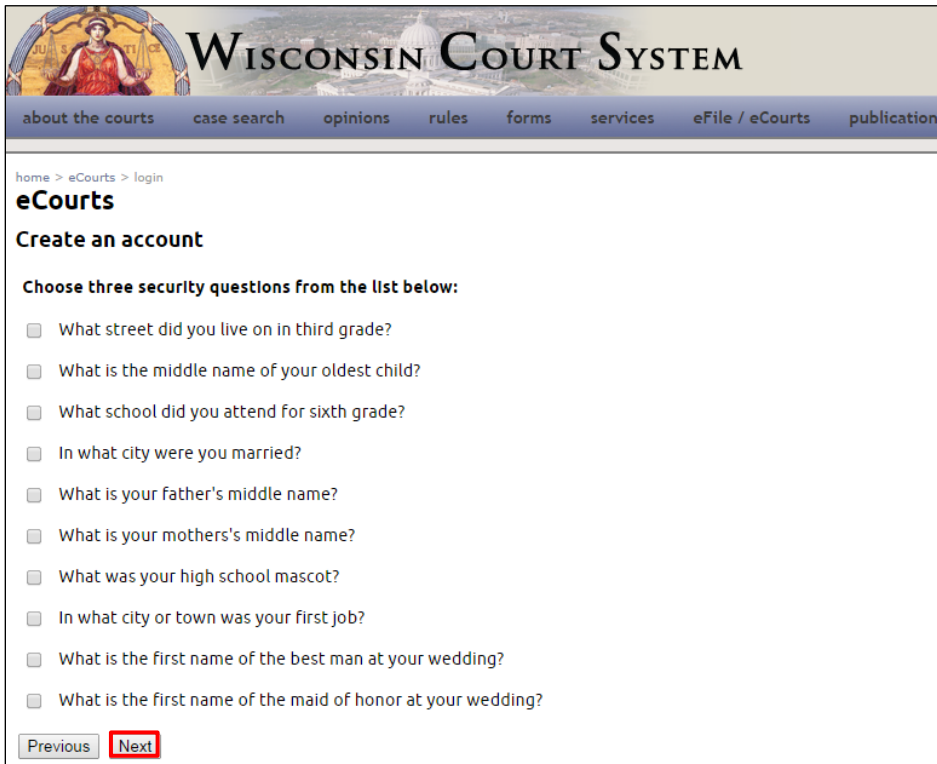
Fax number:

☐ **Replace my primary address in the selected county(s) with this address**

☐ **Update pending cases with this address**

9. To enable independent account recovery in the future, you must select and answer three security questions. These questions are utilized when recovery of your user name and

password are required. Choose three security questions from the available list and select **[Next]**.



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Choose three security questions from the list below:

- ☐ What street did you live on in third grade?
- ☐ What is the middle name of your oldest child?
- ☐ What school did you attend for sixth grade?
- ☐ In what city were you married?
- ☐ What is your father's middle name?
- ☐ What is your mother's middle name?
- ☐ What was your high school mascot?
- ☐ In what city or town was your first job?
- ☐ What is the first name of the best man at your wedding?
- ☐ What is the first name of the maid of honor at your wedding?

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10. Provide answers to the security questions selected. Responses are not case sensitive. To complete eCourts account setup, select **[Create account]**.



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Provide answers to your chosen security questions.

What street did you live on in third grade?

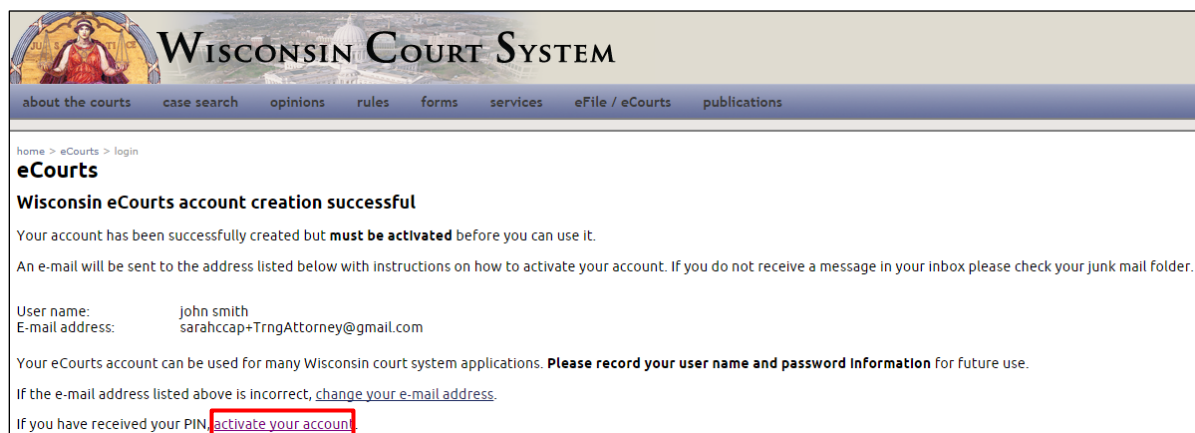
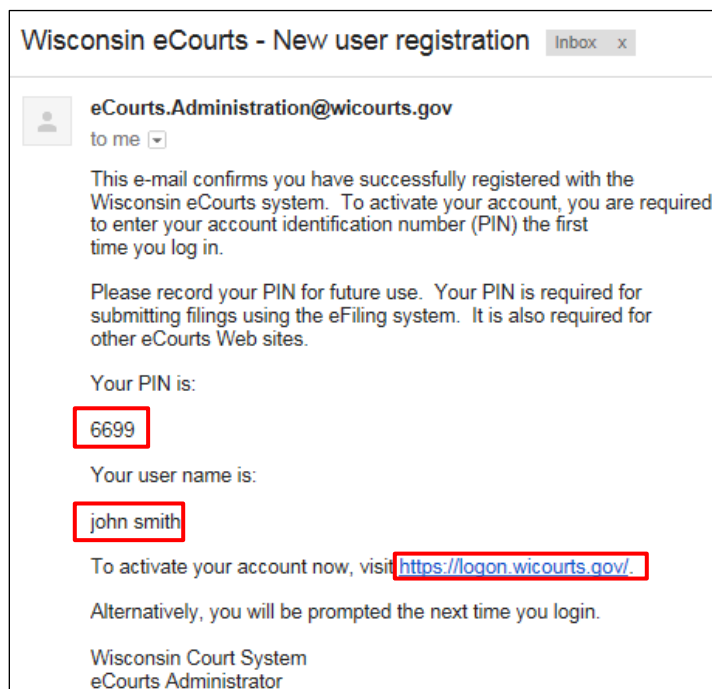
What is your father's middle name?

What is your mother's middle name?

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11. Upon successful account creation, a confirmation email is sent from the eCourts System to the email address entered during the registration process. This email contains your user name and PIN. Save or record this information for future use.

12. To activate your eCourts account, select the eCourts link provided in the **New user registration** email or, if the confirmation page is still open from the registration process, you can select the **activate your account** link on that page instead.



13. Enter your user name and password, and then select **[Log in]**.



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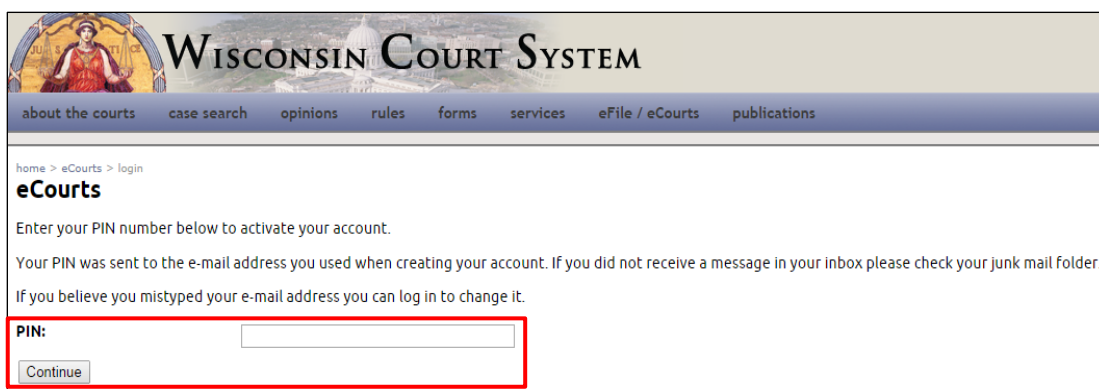
Log in to Wisconsin eCourts

User name:

Password:

[Log in](#)

14. Enter the PIN provided in the confirmation email, and select **[Continue]**.



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Enter your PIN number below to activate your account.

Your PIN was sent to the e-mail address you used when creating your account. If you did not receive a message in your inbox please check your junk mail folder.

If you believe you mistyped your e-mail address you can log in to change it.

PIN:

[Continue](#)

15. You are directed to a page confirming activation of your eCourts account. You may now use the eFiling system.



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You have successfully logged in. As long as you don't close your browser and have cookies enabled, you will not be prompted to login again.

You may wish to continue to one of the following applications:

- [Appellate court eFiling](#)
- [Attorney continuing legal education reporting](#)
- [Circuit court eFiling](#)
- [Cost reporting](#)
- [MyForms Forms assistant](#)
- [WCCA](#)

eFile Support

Contact the eFile support center if you have further questions. Staff are available Monday through Friday, 8:30 a.m. to 4:30 p.m., except for court holidays.

Phone: 1-800-462-8843

Online support form: <https://www.wicourts.gov/ecourts/efileappellate/efilefeedback.htm>

Email: efilesupport@wicourts.gov