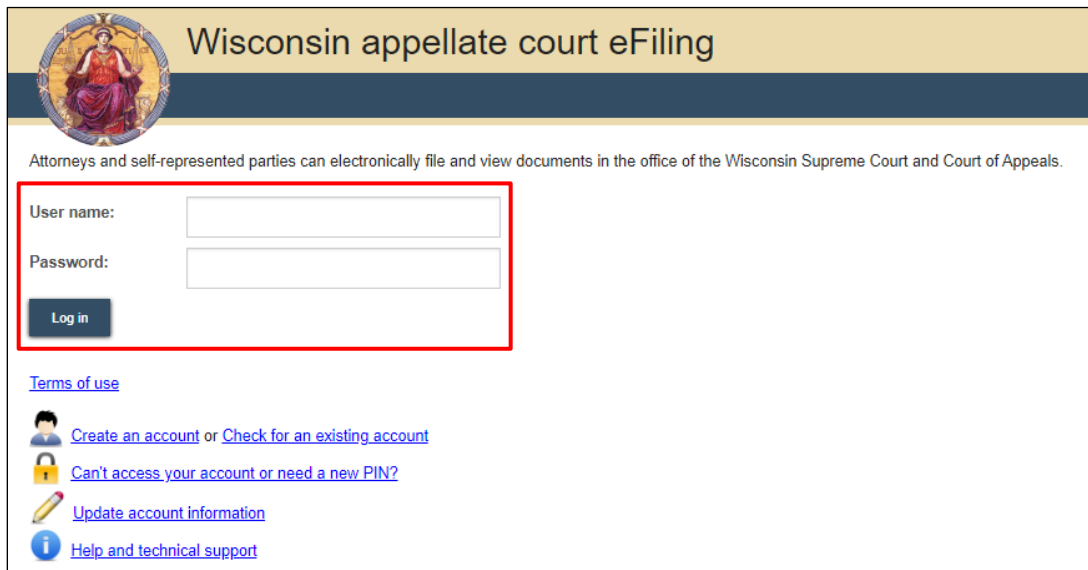# Download Case Documents

Purpose: Electronic notice parties can view individual case documents as well as download all case documents as a zip file. Once downloaded, the documents can be viewed, printed, or saved to the user's computer. This document discusses how to download case documents.

Applicable Users: Appellate eFilers

Downloading case documents from My cases

1. Go to https://acefiling.wicourts.gov/ and enter your user name and password, then select **[Log in]**.

2. Select the **[My cases]** button or the **My cases** hyperlink.

3. Use the filter options to locate the case you wish to view.

Note: To view closed cases, select the **Click here to search** link near the top of the page.

4. Select the **View documents** link to view case documents.

Documents that were eFiled, scanned, or uploaded to the case are listed on the **Documents** tab.

- To change the number of documents displayed at a time, select the number of documents from the **Show** drop down menu.
- Select the **Document name** link to view and/or print the document.
- Document names displayed in **black text** (not a hyperlink) are restricted; you do not have view access to them.
- Documents, with **Submitted** in the **Date** column, are awaiting processing by the court; you do not have access to them.
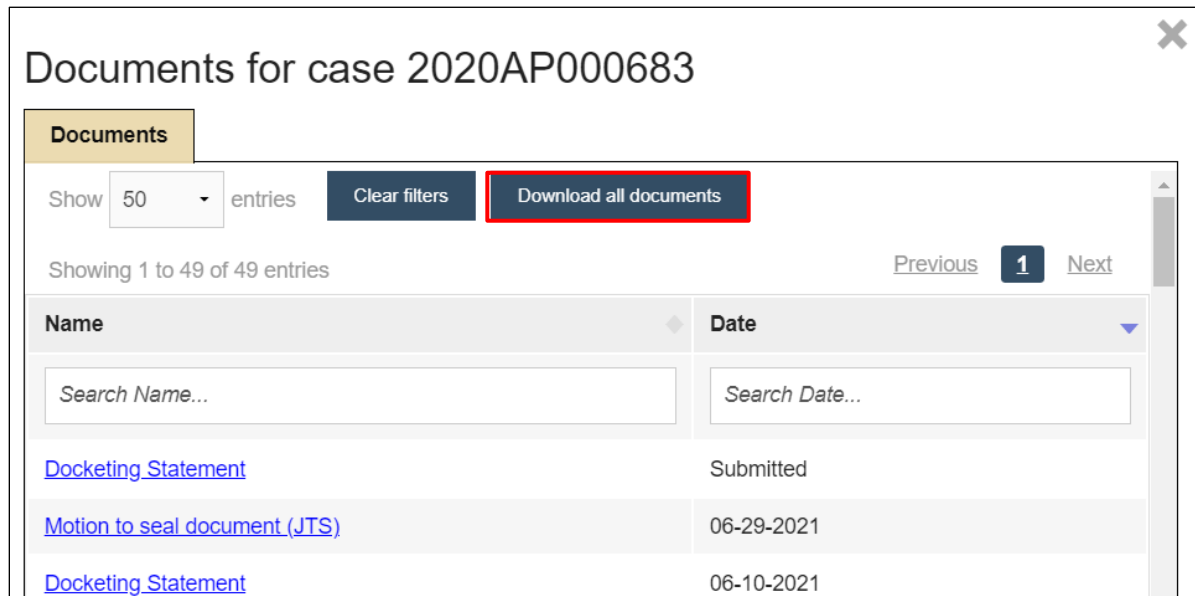

5. To download all case documents, select the **Download all documents** button.
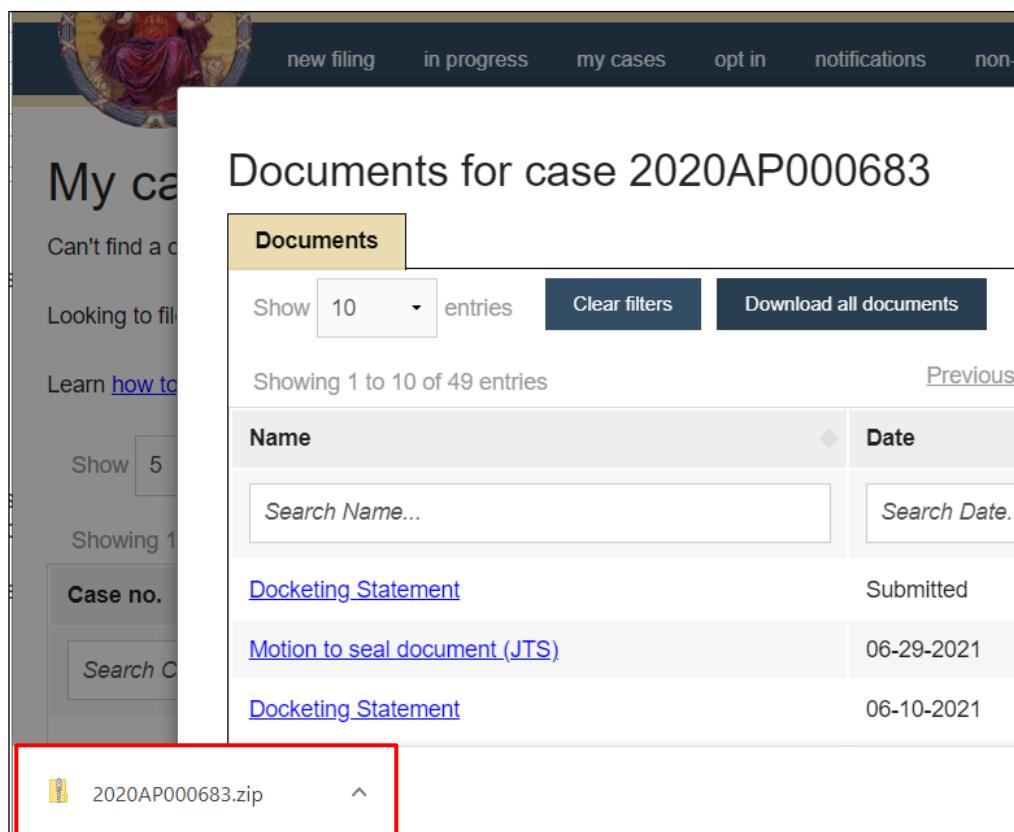
6. After selecting the **Download all documents** button, a .zip file displays in the bottom left-hand corner of your monitor. Documents are in Adobe PDF format.

7. Selecting the .zip file opens the files in a new window. Documents in the file are listed by "DocNumber - Name" where Name is the first 80 characters from the name of the document and any non alpha numeric characters other than spaces or '-' are replaced with '_' (underscore character).
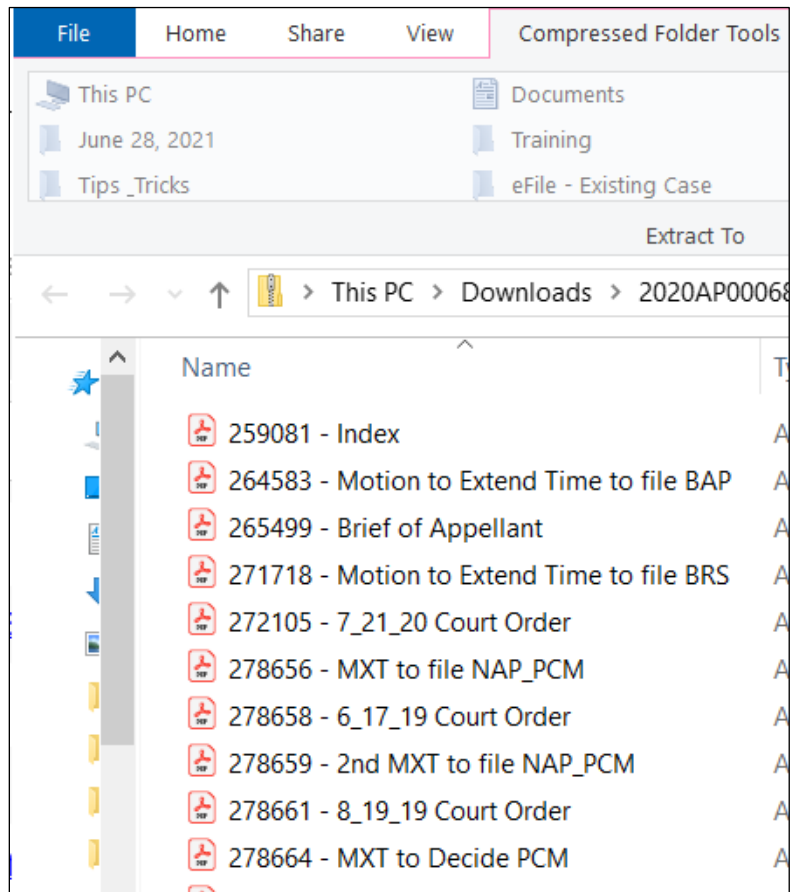
8. Documents may be selected and printed.

Notes:

- Submitted documents, not yet processed by the Clerk of Courts, are not included in the zip file.

- Sealed or confidential documents to which an ecourts user does not access are not included in the zip file.

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