

# Court Reporter - eFiling Additional Documents

**Purpose:** Court reporters can eFile additional documents on appellate court cases using the Appellate eFiling website.

Prerequisites: An eCourts account is required to participate in eFiling; refer to [Create an eCourts account](#) for additional information.

**Applicable Users:** Appellate Court Reporters

## Electronically File Additional Documents with a case number

1. Visit the eFiling website at <https://acefiling.wicourts.gov/>. Enter your eCourts user name and password, and select **[Log in]**.



Wisconsin appellate court eFiling

Attorneys and self-represented parties can electronically file and view documents in the office of the Wisconsin Supreme Court and Court of Appeals.

User name:

Password:

Log in

[Terms of use](#)

 [Create an account](#) or [Check for an existing account](#)

 [Can't access your account or need a new PIN?](#)

 [Update account information](#)

 [Help and technical support](#)

2. Select [Upload additional documents](#) to file one or more documents other than transcripts on an appellate case.



Wisconsin appellate court eFiling

Appellate court Circuit court

upload transcript upload additional documents my transcripts support Judy Court-R...

## Welcome to the Wisconsin appellate court electronic filing system

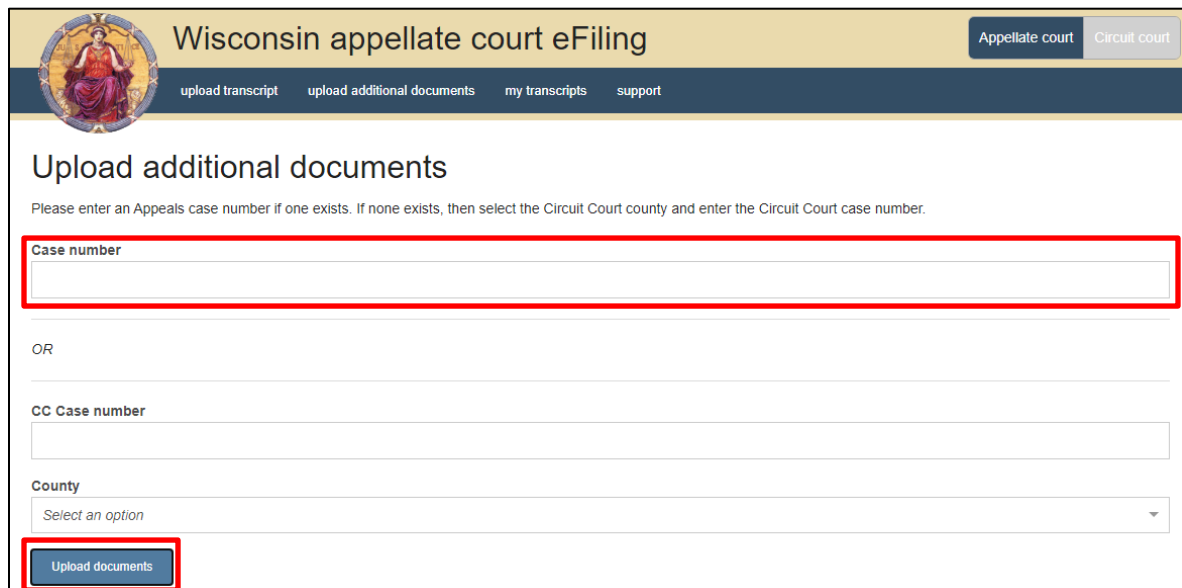
This website provides the ability for court reporters to submit transcripts prepared for appeals cases to the Wisconsin Clerk of the Supreme Court and Court of Appeals office.

After the transcript is submitted, the clerk will process the document on to the case.

You can select which parties have access to your transcripts. Click the my transcripts link and search for your case to begin.

[Upload transcript](#)  
[Upload additional documents](#)  
[My transcript](#)  
[Support](#)

3. Enter the Appeals **or** Circuit court **Case number** (only one case number is allowed) and select **[Upload documents]**.



Wisconsin appellate court eFiling

Appellate court Circuit court

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## Upload additional documents

Please enter an Appeals case number if one exists. If none exists, then select the Circuit Court county and enter the Circuit Court case number.

Case number

OR

CC Case number

County  
Select an option

Upload documents

- Select one or more additional documents you want to submit to the case. The documents that are uploaded will display in the table.

Wisconsin appellate court eFiling

Appellate court Circuit court

upload transcript upload additional documents my transcripts support

Case number: 21ap4

Caption: State v. Jordan T. Denney

File name	Status	Document type	Document title	Remove
<a href="#">Sample additional document.pdf</a>	Upload complete	Required. Select an option	Required	<a href="#">Remove</a>

Submit Cancel

- Select one of the forms from the **Document type** dropdown. Enter an appropriate name for the document in the **Document title** field. If an incorrect document is uploaded, select the [Remove](#) link for that document and re-upload the correct document. Select **[Submit]**.

Wisconsin appellate court eFiling

Appellate court Circuit court

upload transcript upload additional documents my transcripts support

Case number: 21ap4

Caption: State v. Jordan T. Denney

File name	Status	Document type	Document title	Remove
<a href="#">Sample additional document.pdf</a>	Upload complete	Required. Select an option	Required	<a href="#">Remove</a>

Submit Cancel

- If a Word document (docx) is uploaded, a message will display letting you know the document is in the incorrect format.

File name	Status	Document type	Document title	Remove
<a href="#">Motion to advance.pdf</a>	Upload complete	Required. Select an option	Required	<a href="#">Remove</a>
<a href="#">Motion.docx</a>	Upload rejected	Reason: Only .pdf files may be uploaded.		<a href="#">Remove</a>

6. The document(s) are sent to the Clerk of the Supreme Court/Court of Appeals office for processing.



## Support

Contact the CCAP call center if you have further questions.

Phone: 1-800-422-7137

E-mail: [ccap.support@wicourts.gov](mailto:ccap.support@wicourts.gov)