

# Court Reporter - eFiling Transcripts & Granting Access

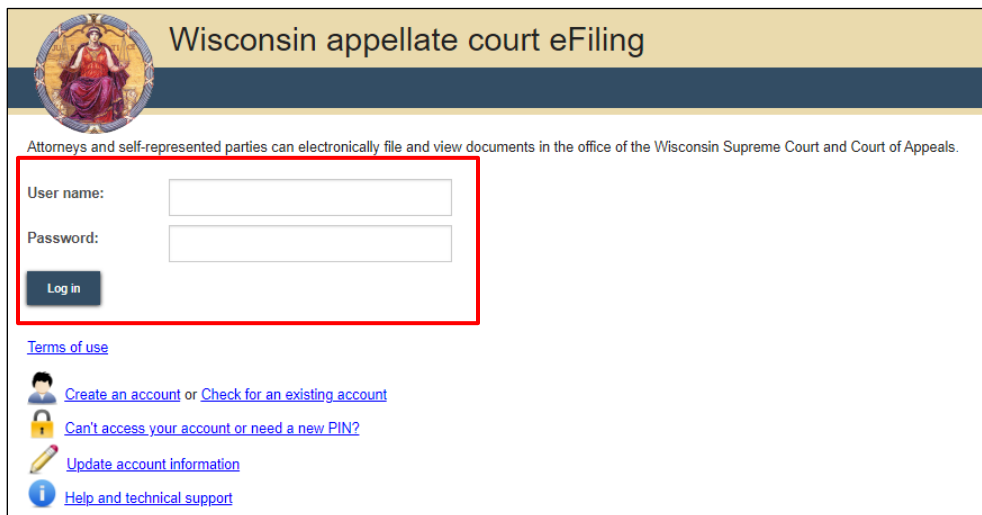
**Purpose:** Court reporters can eFile transcripts on appellate court cases and grant access to parties using the Appellate eFiling website.

**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 a Transcript

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:

[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 transcript]** to file transcripts on an appellate case.



The screenshot shows the homepage of the Wisconsin appellate court eFiling system. At the top left is the Wisconsin state seal. The main header reads "Wisconsin appellate court eFiling" with tabs for "Appellate court" and "Circuit court". A dark navigation bar contains links for "upload transcript", "upload additional documents", "my transcripts", "support", and a user profile for "Judy Court-R...". The main content area features a "Welcome" message and instructions. A red box highlights the "Upload transcript" link in the list of options.

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 **Case number** and select **[Upload documents]**.



The screenshot shows the "Upload transcript" form. The "Case number" input field is highlighted with a red box and has a "Required" label below it. The "Upload documents" button is also highlighted with a red box. Below the form is a table with columns for "File name", "Status", "Document title", and "Remove". At the bottom are "Submit" and "Cancel" buttons.

## Upload transcript

Case number

Required

Upload documents

File name	Status	Document title ⓘ	Remove
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Submit Cancel

4. Select the transcript document that you want to submit to the case. The document uploaded will display in the table.

Wisconsin appellate court eFiling Appellate court Circuit court

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

## Upload transcript

Case number  
21AP4

Caption  
State v. Jordan T. Denney

Upload documents

File name	Status	Document title ⓘ	Remove
<a href="#">Sample Transcripts.pdf</a>	Upload complete	Transcripts	<a href="#">Remove</a>

Submit Cancel

5. Enter an appropriate name in the **Document title** field. If an incorrect document is uploaded, select the **Remove** link for that document. Select **[Submit]**. The transcript is sent to the Clerk of the Supreme Court/Court of Appeals office for processing.

Wisconsin appellate court eFiling Appellate court Circuit court

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## Upload transcript

Document(s) successfully submitted for 2021AP000004

6. After the transcript document is accepted to the case by the clerk, access can be granted to parties allowing electronic notice parties/attorneys to view the transcript document on the Appellate eFiling website. Select **My transcripts** and enter the **Case number**.

Wisconsin appellate court eFiling Appellate court Circuit court

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

## My transcripts

Case number  
Required

Submit Cancel

7. Select **[Submit]**. The transcript document, party and attorney information displays in the table.

Wisconsin appellate court eFiling

Appellate court | Circuit court

upload transcript | upload additional documents | my transcripts | support

Judy Court-R...

### My transcripts

Case number  
21ap4

Submit Cancel

Transcript: [Transcripts](#)

Party name	Party type	Attorneys	Can view
Jordan T. Denney	Defendant;Appellant	Timothy T. Kay	<input type="radio"/> Yes <input checked="" type="radio"/> No
State of Wisconsin	Plaintiff;Respondent	Patricia J. Hanson	<input type="radio"/> Yes <input checked="" type="radio"/> No

Save

8. All parties/attorneys have **Case view** set to No. Select the **Yes** radio button to grant access to the party/parties who should be given access to the transcript document. Select **[Save]** to save the changes.

## 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)