


eFiling a new writ case document

Purpose: New Writ cases can be electronically filed in the Court of Appeals from the eFiling website. Writs can also be filed with the Supreme Court as a part of an eFiling pilot, **but requires preapproval by the the Clerk of the Supreme Court.**

Applicable Users: Attorneys, Self-Represented Parties

Electronically File a New Writ Case Document

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



2. Select **[New filing]** or **File a new case** to initiate the new case.



3. Select the appropriate **Court type** and select **Writ** for the **Filing type**. Select **[Continue]**.

Case information

Mandatory appellate eFiling does not yet include Supreme Court filings, although the Supreme Court is beginning pilot cases in eFiling. Unless the clerk of the Supreme Court has preapproved a case for eFiling, paper copies must be filed with the Clerk of the Supreme Court either via mail or by hand delivery during regular business hours, and the eFiling system will not effectuate service for you in the Supreme Court.

Court type

Court of Appeals x ▾

Filing type

Writ x ▾

Continue

4. Select **[Add party]** to add parties to the case.

Parties

Add party

Party type	Name	Attorney	Actions
<i>This filing has no parties</i>			

Previous **Continue**

5. Complete the party window. Start by choosing a **Party type**. When applicable, select **[Add attorney]** to add the attorney representing the party on the case, and select

[save].

Wisconsin appellate court eFiling

Appeals court | Circuit court

new filing | in progress | my cases | opt in | notifications | non-party filing | support | ready to file | Mark Eisenberg

Case information | Parties | Documents | Review

Parties

Party type
Required. Select an option

Person Business

First name: Required
Middle name
Last name: Required
Suffix

Address 1
Address 2

ZIP
City
State
Country: Select an option

Party attorney(s)

Add attorney

Save | Save, and Add next party | Cancel

6. When all parties have been added, review them for accuracy and select **[Continue]**.

Wisconsin appellate court eFiling

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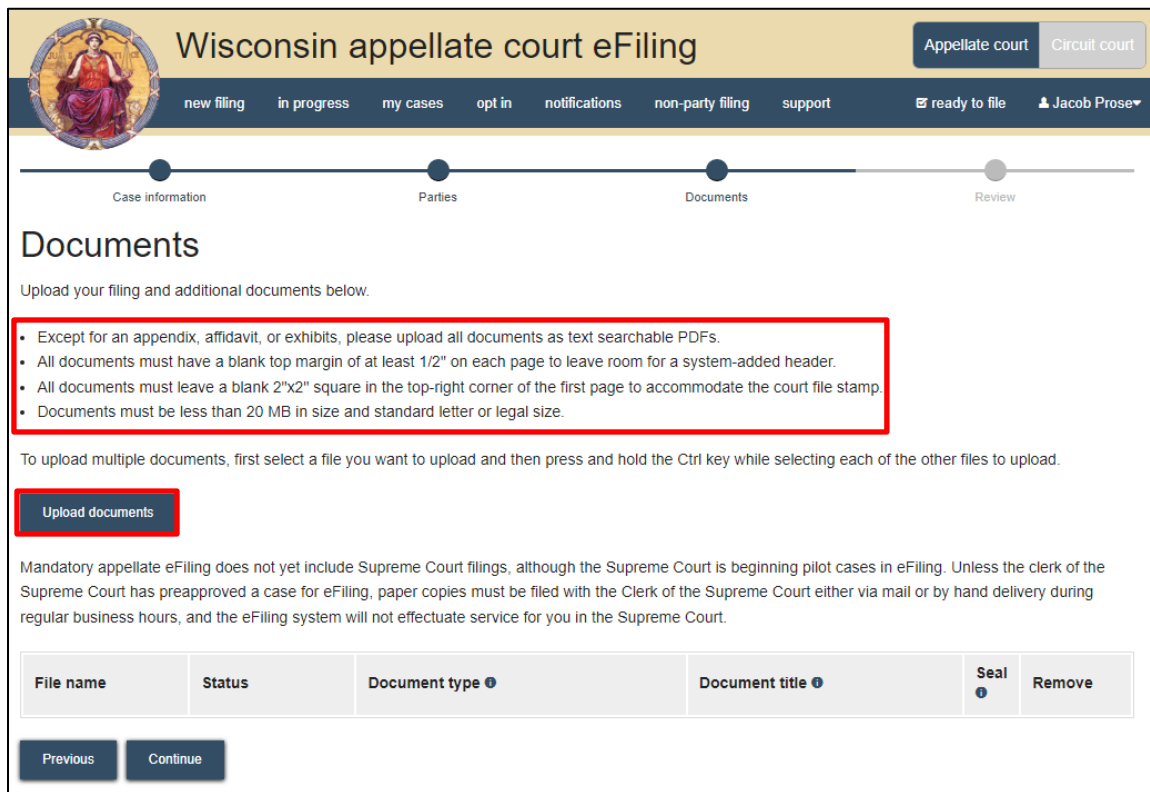
Parties

Add party

Party type	Name	Attorney	Actions
Petitioner	John Smith	Eisenberg, Mark Arthur	Edit Remove
Respondent	Jane Smith		Edit Remove

Previous | Continue

7. Select **[Upload documents]** to browse for and upload documents. Review the bulleted list to ensure your documents have been properly formatted.



Wisconsin appellate court eFiling

Appellate court | Circuit court

new filing | in progress | my cases | opt in | notifications | non-party filing | support | ready to file | Jacob Prose

Case information | Parties | Documents | Review

Documents

Upload your filing and additional documents below.

- Except for an appendix, affidavit, or exhibits, please upload all documents as text searchable PDFs.
- All documents must have a blank top margin of at least 1/2" on each page to leave room for a system-added header.
- All documents must leave a blank 2"x2" square in the top-right corner of the first page to accommodate the court file stamp.
- Documents must be less than 20 MB in size and standard letter or legal size.

To upload multiple documents, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

Upload documents

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File name	Status	Document type	Document title	Seal	Remove

Previous | Continue

8. From the **Document type** dropdown menu, select the correct document type and enter a descriptive title in the **Document title** text entry field. Select **[Continue]**.

File name	Status	Document type	Document title	Seal	Remove
Petition for Writ.pdf	Upload complete	Petition for Writ x	Petition for Writ	<input type="checkbox"/>	Remove

Previous | **Continue**

Note: the filing **Document type** of "petition for writ" must be included in the new case filing for pre-appeal.

9. On the **Review** page, review the filing for accuracy. Select a document link to open and view any of the uploaded files. The **Transmittal notes to clerk** text entry field functions like a virtual sticky note on your filing. Anything entered in this box is displayed to the clerk while they process your filing, but is deleted once your filing is accepted. These notes are not seen by the court and are not permanently saved to

the case. Select **[Continue]** to proceed.

Review

Court of Appeals : Writ

Parties

Respondent : Jane Smith
222 Fake St.
Madison WI 53715
US
Attorney:

Petitioner : John Smith
123 Fake St.
Madison WI 53715
US
Attorney:

Documents

[Petition for Writ](#)

Transmittal notes to clerk
(These notes will be deleted upon the processing of the filing, are not seen by the court, and are not a part of the court record.)

Please type any notes to the clerk here.

10. On the **Ready to file** page, select the checkbox next to the filing(s) you wish to submit. Select **[File]**.

Ready to file

All filings

New case filing
Court of Appeals : Writ
Documents:
• [Petition for Writ - Petition for Writ](#)
[Edit](#) [Delete](#)

11. Once you submit your filing, it is transmitted to the Supreme Court and Court of Appeals office and processed by the clerk. You will receive an email confirmation, and the file-stamped document(s) will be visible on the **My cases** page of the Appellate eFiling website, where you can print them for paper notice parties on the case.

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/efilecircuit/efilefeedback.htm>

Email: efilesupport@wicourts.gov