

eFiling a New Case

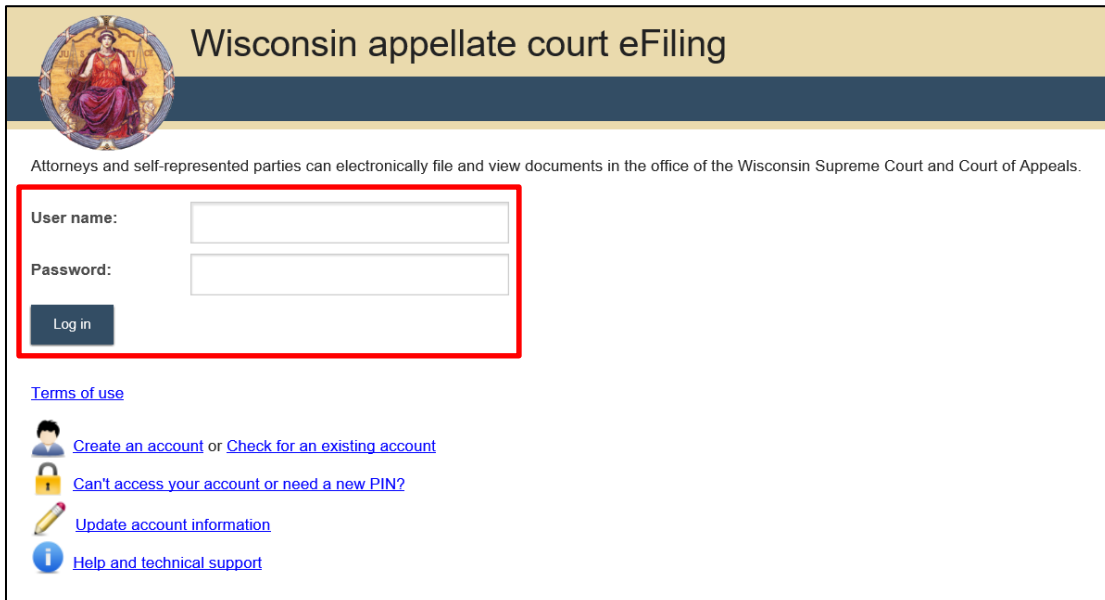
Purpose: Beginning July 1, 2021, it is mandatory for attorneys to electronically file cases and documents with the Wisconsin Court of Appeals. Pro Se parties may choose to file electronically, but paper files are also accepted on their behalf.

The Supreme Court is beginning to pilot accepting 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.

Applicable Users: Attorneys, Self-Represented Parties

Steps to Begin a new case

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 **New filing** or **File a new case** to initiate the new case.



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

Welcome to the Wisconsin appellate court electronic filing system

This website provides the opportunity for attorneys and self-represented parties to opt in as electronic parties on cases in the office of the Wisconsin Supreme Court and the Court of Appeals.

Once opted in on cases, documents can be electronically filed and viewed.

[File a new case](#)

[In progress](#)

[My cases](#)

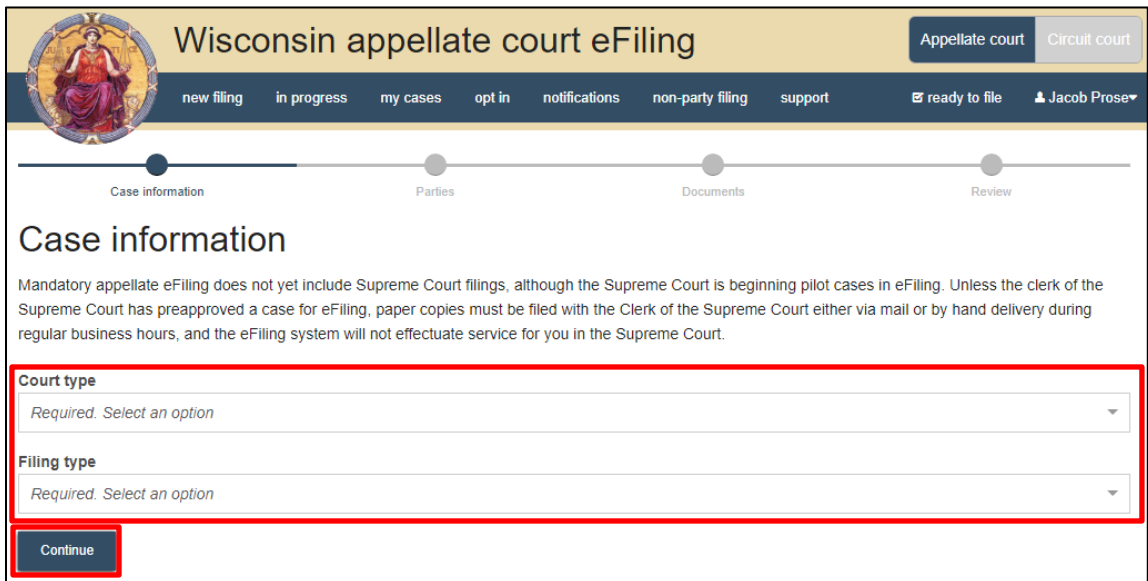
[Opt in as an electronic party](#)

[Notifications](#)

[Non-party filing](#)

[Support](#)

3. Select the appropriate **Court type** and **Filing type** from the dropdown menus, then select **[Continue]**.



Wisconsin appellate court eFiling

Appellate court Circuit court

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Case information Parties Documents Review

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

Required. Select an option

Filing type

Required. Select an option

Continue

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

Wisconsin appellate court eFiling

Appeals court | Circuit court

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Case information | **Parties** | Documents | Review

Parties

Add party

Party type	Name	Attorney	Actions
This filing has no parties			

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.

Wisconsin appellate court eFiling

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Case information | **Parties** | Documents | Review

Parties

Party type
 Required. Select an option Person Business

First name Middle name Last name Suffix
 Required

Address 1 Address 2

ZIP City State Country Select an option

Party attorney(s)

Add attorney

Save | Save, and Add next party | Cancel

6. Select **[Save, and Add next party]** to add additional parties to the case.

Party attorney(s)

Add attorney

Is an interpreter needed?

Yes No

Save **Save, and Add next party** Cancel

Note: Only one Plaintiff, Petitioner, or Complainant and one Defendant or Respondent can be added as parties on a new case filing. The clerk will add all other parties.

7. Once you are done adding all parties, review them for accuracy and **[Continue]**.



Wisconsin appellate court eFiling

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Case information
Parties
Documents
Review

Parties

Add party

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

Previous
Continue

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

Wisconsin appellate court eFiling

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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

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.

File name	Status	Document type	Document title	Seal	Remove

Previous | Continue

9. 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 Original Action Sample.pdf	Upload complete	Petition for Original Action	Petition for Original Action	<input type="checkbox"/>	Remove

Previous | **Continue**

Note: An accurate and descriptive title is beneficial for identifying documents. The title entered here displays on the **View documents** list on your **My cases** page and is visible to the courts.

10. On the review page, review the filing for accuracy. Select a document link to open and view any of your 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 it is accepted. These notes are not seen by the court and are not permanently saved to the case.

Select [**Continue**] to proceed.

Review

Supreme Court : Original Action

Parties

Petitioner : John Smith
123 fake st.
Madison WI 53715
US
Attorney:

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

Documents

[Petition for Original Action](#)

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.

11. On the **Ready to file** page, select the checkbox next to filing(s) you wish to submit or select the checkbox next to **All filings** to submit all filings for Supreme Court and Court of Appeals filings. Select [**File**].

Ready to file

All filings

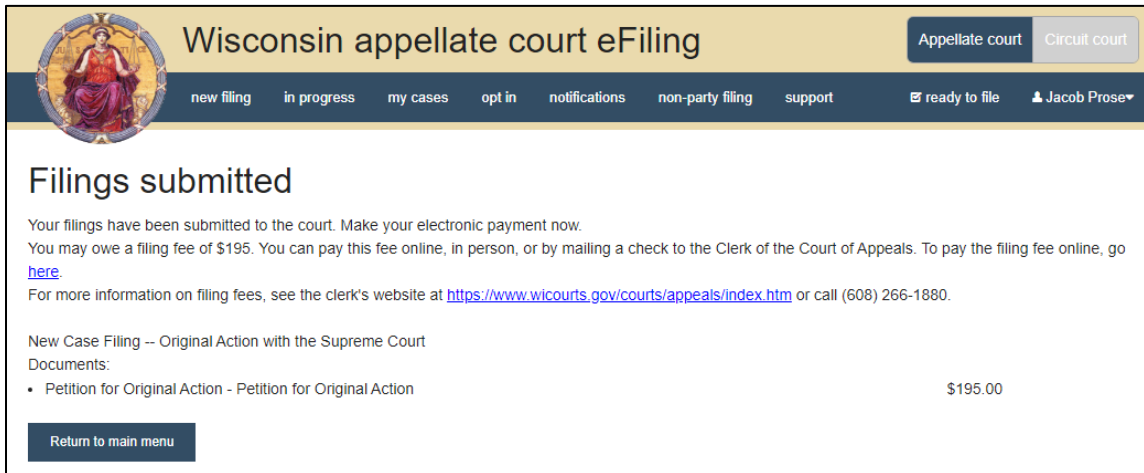
New case filing
Supreme Court : Original Action
Documents:

- [Petition for Original Action - Petition for Original Action](#)

[Edit](#) [Delete](#)

12. The **Filings submitted** page lets you know that your filing has been submitted successfully. If you owe a filing fee, the page will provide instructions detailing how

to make payment.



The screenshot shows the Wisconsin appellate court eFiling website. The header includes the Wisconsin state seal, the title 'Wisconsin appellate court eFiling', and navigation tabs for 'Appellate court' and 'Circuit court'. A dark navigation bar contains links for 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', 'support', 'ready to file', and a user profile for 'Jacob Prose'. The main content area displays 'Filings submitted' with instructions to make electronic payment. It states a filing fee of \$195 and provides a link to pay online. A table lists the filing: 'Petition for Original Action - Petition for Original Action' for \$195.00. A 'Return to main menu' button is at the bottom.

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

Filings submitted

Your filings have been submitted to the court. Make your electronic payment now.
You may owe a filing fee of \$195. You can pay this fee online, in person, or by mailing a check to the Clerk of the Court of Appeals. To pay the filing fee online, go [here](#).
For more information on filing fees, see the clerk's website at <https://www.wicourts.gov/courts/appeals/index.htm> or call (608) 266-1880.

New Case Filing -- Original Action with the Supreme Court

Documents:

• Petition for Original Action - Petition for Original Action	\$195.00
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[Return to main menu](#)

13. 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 court 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