

# Make a Payment to the Appellate Court

**Purpose:** Electronic filings submitted to the Supreme Court and Court of Appeals are processed by the court with or without payment. If payment is not received prior to, or at the time of the filing, the court will invoice the filer for the fee. This document covers the options to pay electronically, in person, or by mail.

**Applicable Users:** Appellate efilers

## Pay Electronically at the Time of the Filing

To pay for an electronic filing at the time of filing follow the steps below:

1. On the **Filings submitted** page, make note of the amount due and select the go **here** hyperlink.



Wisconsin appellate court eFiling

Appellate court | Circuit court

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

### Filings submitted

Your filing(s) have been submitted successfully to the court.  
A filing fee may be owed for the following filings. To make the payment for these filing fees, you can:

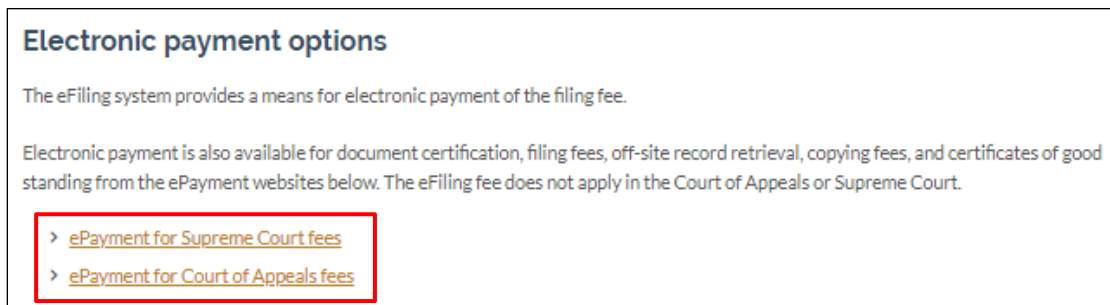
- go [here](#) and select one of the Electronic Payment links
- pay in person at the Court of Appeals/Supreme Court Clerk of Court office
- or pay by mail to  
110 E Main St Ste 215  
PO Box 1688  
Madison, WI 53701-1688.

New Case Filing -- Writ with the Court of Appeals  
Documents:

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

2. Choose one of the electronic payment options.



### Electronic payment options

The eFiling system provides a means for electronic payment of the filing fee.

Electronic payment is also available for document certification, filing fees, off-site record retrieval, copying fees, and certificates of good standing from the ePayment websites below. The eFiling fee does not apply in the Court of Appeals or Supreme Court.

- > [ePayment for Supreme Court fees](#)
- > [ePayment for Court of Appeals fees](#)

**Note:** Both options have similar steps, but payment is routed to the Appellate Court or Supreme Court depending on the selection made. In the example below, payment is to the Appellate court.

3. Select **Filing fee** to pay for the electronic filing.

**ePayment for Court of Appeals fees**

Electronic payment to the Court of Appeals is available for the following fees. Note that only 3 payment types may be selected during a single transaction and you cannot pay a filing fee and copy fee simultaneously.

**Fees and costs**

- Document certification fee (\$1.00)
- Closed (off-site) file record retrieval fee (\$2.50)
- Copy fee (\$.40 per page)
- Filing fee

Total fees:  
\$0.00

Payments can be made using MasterCard, Visa, or electronic check with the following non-refundable fees charged by US Bank to process the payment.

- > MasterCard and Visa convenience fee - 1.5%
- > Electronic check flat fee - \$1.95

**ePayment**

- Supreme Court
- Court of Appeals**
- Board of Bar Examiners
- Office of Lawyer Regulation

4. Enter the **circuit court or appellate court case number** and a **description of filing** (case caption).

Filing fee

**Filing fee**

required \$ 195.00

Circuit/appellate court case number Filing fee

required

Description of filing (include case caption)

Total fees:  
\$195.00

Payments can be made using MasterCard, Visa, or electronic check with the following non-refundable fees charged by US Bank to process the payment.

- > MasterCard and Visa convenience fee - 1.5%
- > Electronic check flat fee - \$1.95

5. Enter the **Attorney/filer information**. If the attorney/filer is the same as the payor, check the corresponding box and skip to step 7.

**Attorney/filer information**

Information entered in this section will be referenced for any mailings that may occur as a result of your request.

**Name/State Bar Number**

First name Last name WI State Bar ID

**Address**

Street address Secondary address

City State/Prov./Reg. Zip code Country

**Phone/Email**

Phone Email address

Check this box if the attorney/filer is the same as the payor.

6. Enter **Payor information** and select **[Make Payment]**.

**Payor information**

**Name**

First name Last name

**Address**

Street address Secondary address

City State/Prov./Reg. Zip code Country

**Phone/Email**

Phone Email address

7. You are directed to the State of Wisconsin ePayment services website to confirm contact information and enter your method of payment. After information is entered, select **[Continue]**.

**State of Wisconsin**  
**e-Payment Services**

**Make a Payment**

My Payment

**Clerk of Court of Appeals ePayments**  
 Amount Due \$195.00  
 Attorney/Filer First Name John  
 Attorney/Filer Last Name Jones  
 Attorney/Filer Primary Address 123 Main St  
 Attorney/Filer City Madison  
 Attorney/Filer State WI  
 Attorney/Filer Zip 53704  
 Attorney/Filer Country USA  
 Attorney/Filer Phone Number 555-555-5123  
 Attorney/Filer Email Address jessica.sash@wicourts.gov  
 Invoice Number 21AP12  
 Description of Copies John Jones vs. Sam Smith  
 Total Amount Due \$195.00

Payment Information

Frequency One Time  
 Payment Amount \$195.00  
 Payment Date Pay Now

Contact Information

First Name John  
 Last Name Jones  
 Company (Optional)  
 Address 1 123 Main St  
 Address 2 (Optional)  
 City/Town Madison  
 State/Province/Region WI  
 Zip/Postal Code 53704  
 Country USA  
 Phone Number  
 Email Address jessica.sash@wicourts.gov

Payment Method

Payment Method Select

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Continue](#) [Cancel](#)

**Note:** A \$1.95 convenience fee is charged for electronic check payments. A fee of 1.5% of the total amount owed is charged for credit and debit card payments.

**Paying in Person at the Court of Appeals/Supreme Court Clerk of Court Office**

To pay for an electronic filing in person, report with payment to the respective Court of Appeals/Supreme Court office.

**Paying by Mail**

To make a payment by mail, submit a check to:

110 E Main St Ste 215  
 PO Box 1688  
 Madison, WI 53701-1688

## 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](mailto:efilesupport@wicourts.gov)