

eFiling Documents on an Existing Appeals Case

Purpose: An electronic notice party or attorney can eFile subsequent documents on an appeals case with a filing date after January 1st, 2009.

Applicable Users: Attorneys, Self-represented parties

eFiling Documents on an Existing Appeals 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 one of the **My cases** links.



Wisconsin appellate court eFiling

Appeals court Circuit court

new filing in progress **my cases** opt in notifications non-party filing support ready to file Daniel Hoff

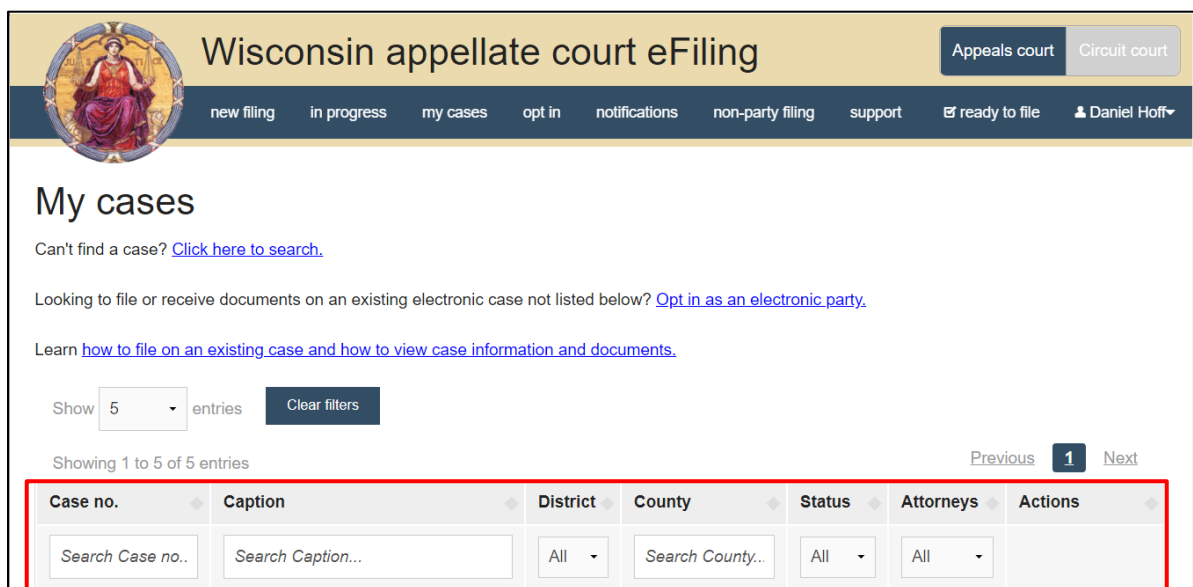
Welcome to the Wisconsin appellate court electronic filing system

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](#)

- Use the filter options to quickly locate the case you wish to file on.



Wisconsin appellate court eFiling

Appeals court Circuit court

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My cases

Can't find a case? [Click here to search.](#)

Looking to file or receive documents on an existing electronic case not listed below? [Opt in as an electronic party.](#)

Learn [how to file on an existing case and how to view case information and documents.](#)

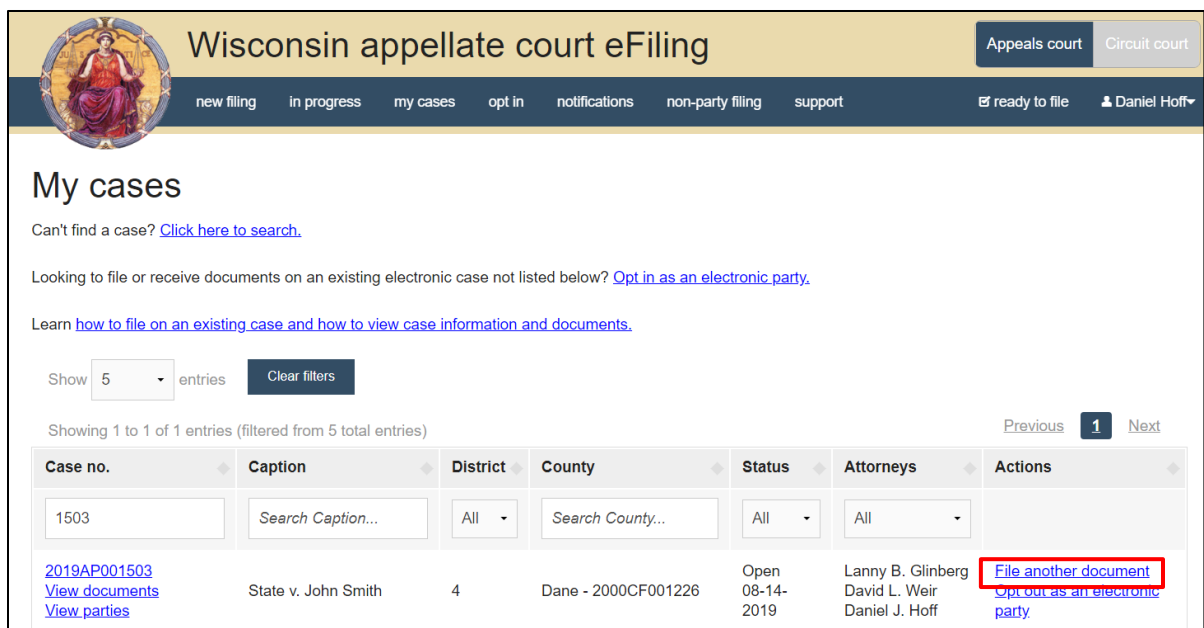
Show entries

Showing 1 to 5 of 5 entries Previous **1** Next

Case no.	Caption	District	County	Status	Attorneys	Actions
<input type="text" value="Search Case no.."/>	<input type="text" value="Search Caption..."/>	All	<input type="text" value="Search County..."/>	All	All	

Note: To view closed cases, select the **Click here to search** link near the top of the page.

- Once you have located the case, select **File another document**.



Wisconsin appellate court eFiling

Appeals court | Circuit court

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My cases

Can't find a case? [Click here to search.](#)

Looking to file or receive documents on an existing electronic case not listed below? [Opt in as an electronic party.](#)

Learn [how to file on an existing case and how to view case information and documents.](#)

Show 5 entries [Clear filters](#)

Showing 1 to 1 of 1 entries (filtered from 5 total entries) [Previous](#) 1 [Next](#)

Case no.	Caption	District	County	Status	Attorneys	Actions
1503	<input type="text" value="Search Caption..."/>	All	<input type="text" value="Search County..."/>	All	All	File another document Opt out as an electronic party
2019AP001503 View documents View parties	State v. John Smith	4	Dane - 2000CF001226	Open 08-14-2019	Lanny B. Glinberg David L. Weir Daniel J. Hoff	

5. 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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Additional documents

2019AP001503 - State v. John Smith

Upload your 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](#)

Note: If you need to file a document with your signature on it, that signature must be added before the document is uploaded to the eFiling system. To apply your signature it is recommended that you type "Electronically signed by (your name)" where your signature should go. For documents requiring more than just your signature you may print them out, sign them by hand, and scan them back in as a PDF.

- From the **Document type** drop down, select the correct document type, and enter a descriptive title in the Document title field. 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.

Select the **Corrected** checkbox if the uploaded document is a new version of a previously filed document. Only certain document types allow for a corrected version to be uploaded.

The **Notes to Clerk** text entry field functions like a virtual sticky note on your filing. Anything entered in this box displays to the clerk while they process your filing, but is deleted once your filing is accepted. These notes are not permanently saved to the case. Select **[Continue]**.

The Appellate eFiling Pilot Project does not yet include supreme court filings of any kind. Paper copies are required and must be filed with the Clerk of the Supreme Court either via mail or by hand delivery during regular business hours. The eFiling system will not effectuate service for you in the supreme court.

File name	Status	Document type ⓘ	Document title ⓘ	Seal ⓘ	Corrected ⓘ	Remove
BriefOfRespondent.pdf	Upload complete	Brief of Respondent × ▾	Brief of respondent - J. Smith	<input type="checkbox"/>	<input type="checkbox"/>	Remove

Are you a government filer?

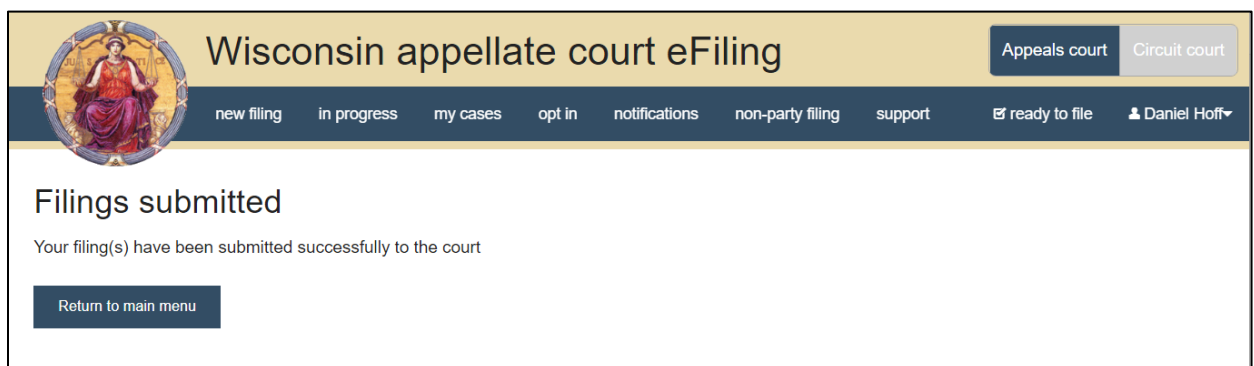
Yes No

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.

- On the **Ready to file** page, select the checkbox next to filing(s) you wish to submit to the Supreme Court and Court of Appeals, then select **[File]**.



8. The **Filings submitted** page lets you know that your filing has been submitted successfully.



9. After you submit your filing, it is transmitted to the Supreme Court and Court of Appeals office and manually 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 eFiling website where you can print them if needed for paper notice parties on the case. **Note:** Electronically filed documents that have not yet been processed display in Submitted status on the **My cases** page. They are not visible to other parties until they have been processed.

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/efileappellate/efilefeedback.htm>

Email: efilesupport@wicourts.gov