

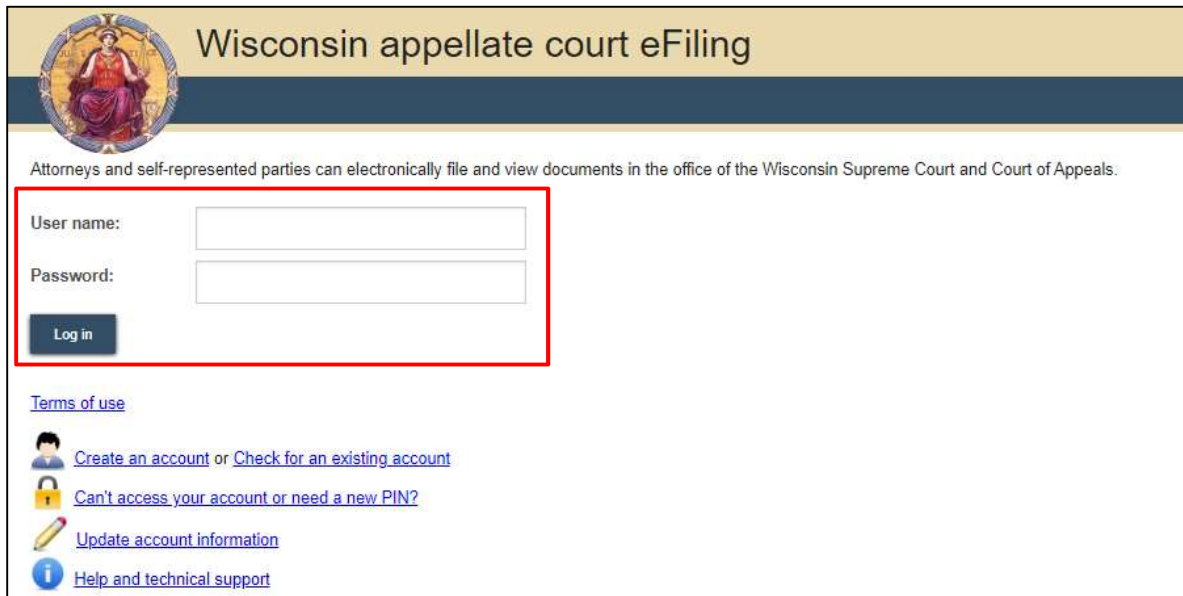
File a Pre-Appeal Motion with the Court of Appeals

Purpose: Pre-appeal motions should be filed electronically by attorneys to the Court of Appeals. An eCourts account is required to participate in eFiling; refer to Registering for an eCourts account for additional information.

Applicable Users: Attorneys and Self-Represented Parties

Filing a pre-appeal motion

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



The screenshot shows the login page for the Wisconsin appellate court eFiling system. The page title is "Wisconsin appellate court eFiling". Below the title, there is a navigation bar with the Wisconsin state seal on the left. The main content area contains the text: "Attorneys and self-represented parties can electronically file and view documents in the office of the Wisconsin Supreme Court and Court of Appeals." Below this text is a login form with two input fields: "User name:" and "Password:". A "Log in" button is located below the password field. A red rectangular box highlights the "User name:" field, the "Password:" field, and the "Log in" button. Below the login form, there are several links: "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", and "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](#)

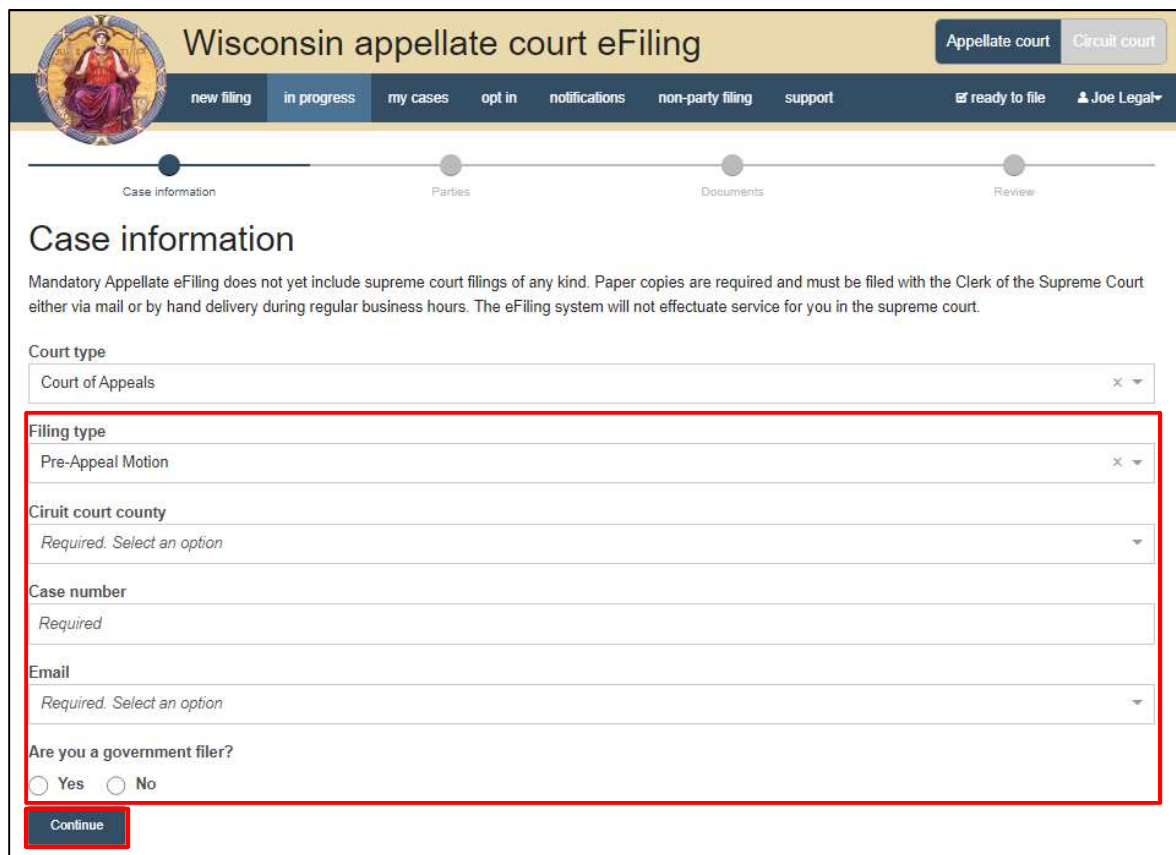
[Opt in as an electronic party](#)

[Notifications](#)

[Non-party filing](#)

[Support](#)

3. Select the appropriate **court type** and select *Pre-Appeal Motion* for the **filing type**. Fill out the **Circuit court county**, **Case number**, **Email**, and indicate if you are **Government filer**. Then select **Continue**.



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

Case information Parties Documents Review

Case information

Mandatory Appellate eFiling 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.

Court type
Court of Appeals

Filing type
Pre-Appeal Motion

Circuit court county
Required. Select an option

Case number
Required

Email
Required. Select an option

Are you a government filer?
 Yes No

Continue

4. Select the **Add party** button 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

- Complete the party window. Start by choosing a **Party type**. When applicable, select the **Add attorney** button to add the attorney representing the party on the case, then select **Save**.

Wisconsin appellate court eFiling

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Case information | Parties | Documents | Review

Parties

Party type

 Person Business

First name Middle name Last name Suffix

Address 1 Address 2

ZIP City State Country

Party attorney(s)

Save | Save, and Add next party | Cancel

- Once done adding all parties review them for accuracy and select **Continue**.

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 Legat

Case information Parties Documents Review

Parties

Add party

Party type	Name	Attorney	Actions
Defendant	Sam Smith	Legal, Joe	Edit Remove
Plaintiff	State of Wisconsin		Edit Remove

Previous **Continue**

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

Wisconsin appellate court eFiling

Appellate court Circuit court

new filing in progress my cases opt in notifications non-party filing support ready to file David Smith

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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8. From the **Document type** drop down menu, select the correct document type and enter the descriptive title in the **Document title** text entry field. Select the **Continue** button.

File name	Status	Document type ⓘ	Document title ⓘ	Seal ⓘ	Remove
Motion for Pre-Appeal Case.pdf	Upload complete	Miscellaneous Motion on Pre-A... x ▾	Pre-Appeal Motion	<input type="checkbox"/>	Remove

[Previous](#) [Continue](#)

Note: Choose a **document type** from the drop down. The document type selected must be one from the list below as a filing document is required:

- Miscellaneous Motion on Pre-Appeal Case
- Motion for Postconviction or Postdisposition Relief
- Compel Cir. Ct. Clerk to comply 809.30 (809.30(2)(c))
- Motion for Extension of Time to File Postdisposition Motion/Notice of Appeal
- Motion for Extension of Time to File Postconviction Motion/Notice of Appeal
- Motion for Extension of Time to Decide Postconviction Motion
- Motion for Extension of Time to Decide Postdisposition Motion
- Motion for Extension of Time to Appoint Counsel/Request Transcripts
- MXT to contact State Public Defender
- Motion to Review Release Pending Postconviction Relief
- Notice of Intent to Seek Postconviction or Appellate Relief (TPR cases)
- Notice of Intent to Seek Postconviction or Post Disposition Relief
- Motion for Extension of Time to File Transcript
- Motion for Extension of Time to File Notice of Intent
- Motion for sanctions against Ct. Rep.
- Motion to Compel Production/Service of Transcripts (CPT)
- Motion to Seal
- Motion (general)

9. 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 displays 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 : Pre-Appeal Motion
Circuit case: Jefferson, 2020CV000010

Parties

Petitioner : Mary Martin
Attorney: Smith, David
Respondent : Tom Smith
Attorney:

Documents

[Miscellaneous Motion on Pre-Appeal case - Pre-Appeal Motion](#)

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 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 the **File** button.



Wisconsin appellate court eFiling

Appellate court | Circuit court

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

Ready to file

All filings

New case filing

Court of Appeals : Pre-Appeal Motion, Jefferson : 2020CV000010

Documents:

- [Miscellaneous Motion on Pre-Appeal case - Pre-Appeal Motion](#)

[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 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/efileappellate/efilefeedback.htm>

Email: efilesupport@wicourts.gov