

eFile on an Existing Case as a Non-Party Filer

Purpose: The non-party filing feature is available to users with eCourts account types of **Self-represented party**, **Wisconsin attorney**, **Pro hac vice attorney**, and **Non-party filer**. However, this guide is specific to users with the account type Non-party filer who file only using the non-party feature. If you do not have an eCourts account, please follow the steps in the **Creating an eCourts Account** user guide and select the account type of **Non-party filer** when creating your account.

Applicable Users: Appellate eFilers

eFile on an Existing Case as a Non-Party Filer

1. Go to <https://acefiling.wicourts.gov/> and enter your user name and password. 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](#)

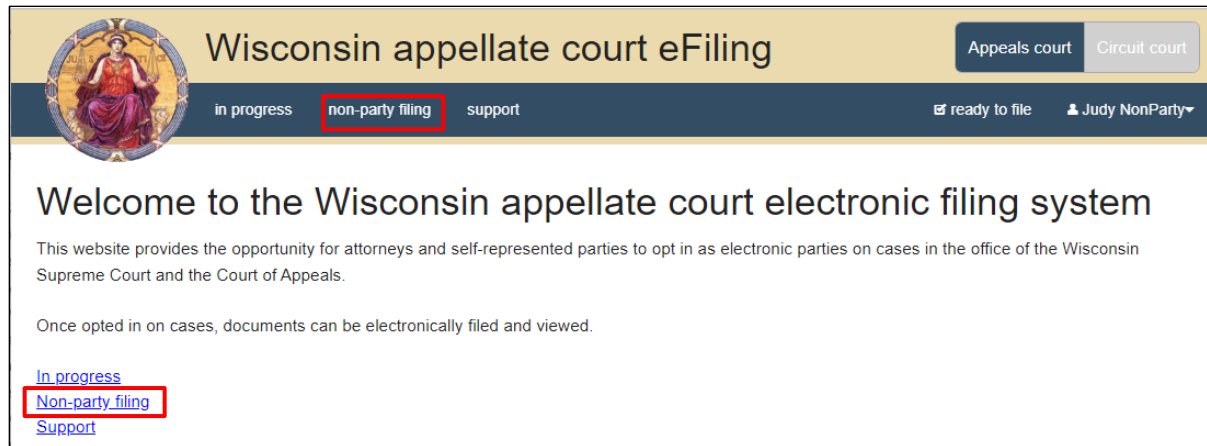
 [Create an account](#) or [Check for an existing account](#)

 [Can't access your account or need a new PIN?](#)

 [Update account information](#)

 [Help and technical support](#)

2. Select the **[non-party filing]** button or the **non-party filing** hyperlink.



Wisconsin appellate court eFiling

Appeals court Circuit court

in progress **non-party filing** support

ready to file Judy NonParty

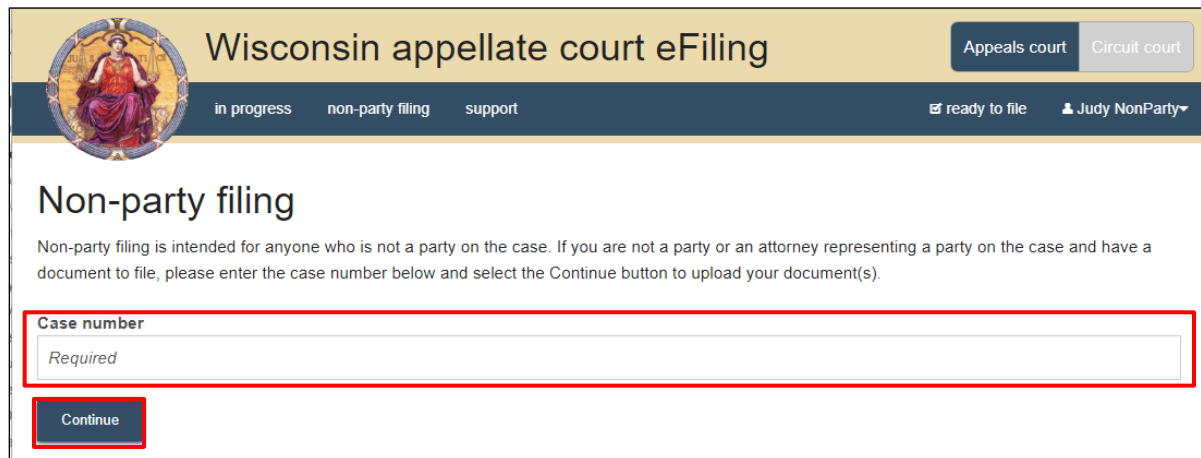
Welcome to the Wisconsin appellate court electronic filing system

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.

[In progress](#)
[Non-party filing](#)
[Support](#)

3. Enter the appeals case number in the **Case number** field. Select **[Continue]**.



Wisconsin appellate court eFiling

Appeals court Circuit court

in progress non-party filing support

ready to file Judy NonParty

Non-party filing

Non-party filing is intended for anyone who is not a party on the case. If you are not a party or an attorney representing a party on the case and have a document to file, please enter the case number below and select the Continue button to upload your document(s).

Case number
Required

Continue

Note: Case numbers must be entered without dashes or spaces.

4. Select **[Upload documents]** to browse for and upload the document you wish to file. Review the bulleted list to ensure your documents are properly formatted.



The screenshot shows the Wisconsin appellate court eFiling interface. At the top, there is a header with the Wisconsin state seal on the left, the text "Wisconsin appellate court eFiling" in the center, and two tabs: "Appellate court" (selected) and "Circuit court". Below the header is a navigation bar with links for "in progress", "non-party filing", and "support". On the right side of the navigation bar, there are icons for "ready to file" and a user profile for "Nancy Non".

Non-party filing

2021AP000002 - John Smith v. Jane 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.

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

5. Select the correct document type from the **Document type** drop down, and enter a descriptive title in the **Document title** field. Select **[Continue]**.

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 **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 permanently saved to the case. Select **[Continue]**.

Upload documents

File name	Status	Document type ?	Document title ?	Corrected ?	Remove
Guardian ad Litem Brief.pdf	Upload complete	Guardian ad Litem Brief x	Guardian ad Litem Brief	<input type="checkbox"/>	Remove

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.

Continue
Cancel

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

Wisconsin appellate court eFiling

in progress non-party filing support

Appellate court
Circuit court

ready to file
Nancy Non

Ready to file

All filings

Non-party filing for: [2021AP000002](#)

Documents:

- [Guardian ad Litem Brief - Guardian ad Litem Brief](#)

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

File

7. The **Filings submitted** page lets you know that your filing(s) has been submitted successfully.



8. After you submit your filing, it is electronically transmitted to the Clerk of the Supreme Court and Court of Appeals and processed by the clerk. You will receive an email confirming your document(s) have been filed once they are accepted by the court.

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