

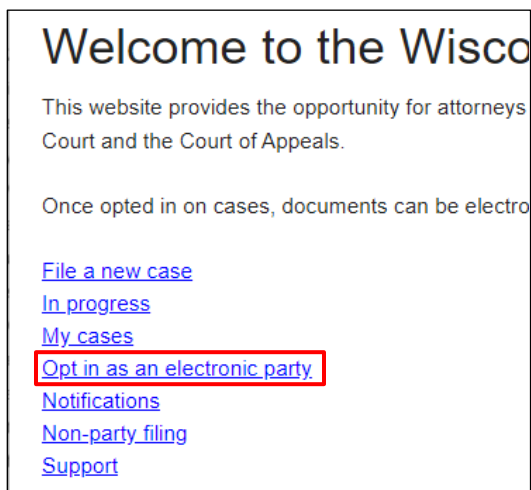
Opt in as a Guardian ad Litem Interested Party

Purpose: An attorney serving as a Guardian ad Litem—acting as an interested party but not representing a party on a case—may opt in as an electronic party to an existing appeals case to begin eFiling and accessing electronic documents on the case.

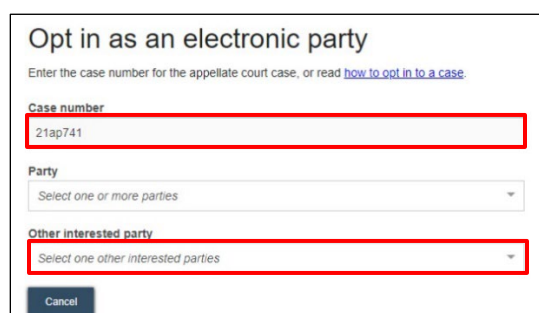
Applicable Users: Guardian ad Litem Attorney

Opt in as a Guardian ad Litem

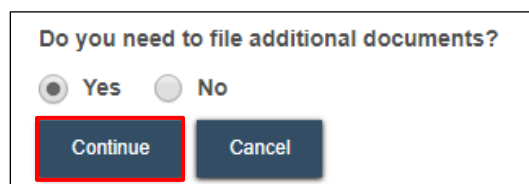
1. Visit the eFiling website at <https://acefiling.wicourts.gov/>. Enter your eCourts user name and password and select **[Log in]**.
2. Select the **Opt in as an electronic party** hyperlink.



3. Enter the Case number and the Other Interested Party you represent. Select your email and address if not auto-selected for you.



4. If you need to file any additional documents at this time, select the **Yes** radio button. Select **[Continue]** to display the additional document upload page. Upload your additional documents, select the document type, and enter a document title. Select **[Continue]**.



5. If you do not need to file any additional documents, select **[Save]** to display the **Ready to File** page or select **[Save and opt in on another case]** to opt in on another case.

Do you need to file additional documents?

Yes No

Save Save, opt in on another case Cancel

- On the **Ready to file** page, verify the filing(s) and mark the checkbox next to the electronic party registration(s) you are ready to file. Select **[File]**.

Ready to file

All filings

Electronic party registration for [2020AP000068](#)
Documents:

- [Notice of Appearance - Notice of Appearance](#)
[Edit](#) [Delete](#)

File

- The Filings submitted page lets you know that your filing has been submitted successfully.
- The opt in request is electronically transmitted to the Clerk of the Supreme Court and Court of Appeals. If no opt in document was required, your request will be automatically processed. If an opt in document was required and filed with your opt-in request, the request(s) to opt in will be processed by the staff in the Clerk of the Supreme Court and Court of Appeals office. Once your opt-in is successfully processed, you will receive an email notifying you that you are now an electronic notice (eNotice) party and the case will display in your My cases list. You can now access all electronic documents and eFile documents 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