

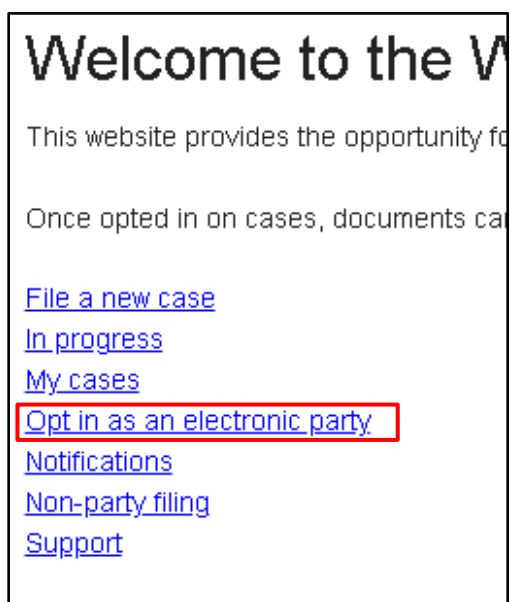
Becoming an Electronic Party on an Existing Appeals Case (Opting in as an Attorney)

Purpose: Attorneys (including pro hac vice attorneys) representing a party on an existing appeals case can use the opt-in feature to begin eFiling and accessing electronic documents on an appellate case. If a self-represented user (pro se) is opted into a case, the party's attorney cannot opt into the case until the pro se party opts out as an electronic party.

Applicable Users: Attorneys

Logging in to the eFiling Website

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, the **[Opt in]** button, or select the **[My cases]** button and select the **Opt in as an electronic party** hyperlink.



3. Enter the **Case number** and the **Party** you represent. Select your email and address if not auto-selected for you.
4. If you are not listed as an attorney of record for the party you represent, you will need to upload your Notice of Appearance or Public Defender Order Appointing Counsel document during the opt in process by selecting **[Upload document]**.
5. Indicate if you are filing for a state or local government agency by answering the question on the opt in page.
6. Opting in as a State Public Defender: If you are appointed by the State Public Defender Office, select the **Yes** radio button. If you are not on record with the appellate court as representing a party on the case, you will be required to upload your public defender order appointing counsel document by selecting **[Upload document]**.

Are you appointed by the State Public Defender Office?

Yes No

Public defender order appointing counsel
 An order appointing counsel must be submitted to opt in. Click the upload document button below to select your document.
Note: Only upload the order appointing counsel. Do not attach additional documents. Please submit the order appointing counsel in text-searchable PDF format.

Upload document

- 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]**.

Do you need to file additional documents?

Yes No

Continue Cancel

- 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]** to submit it to the clerk.

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(s) has been successfully sent to the court.
- 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