

Opt in as a Self-Represented Party – Becoming an Electronic Party on an Existing Case

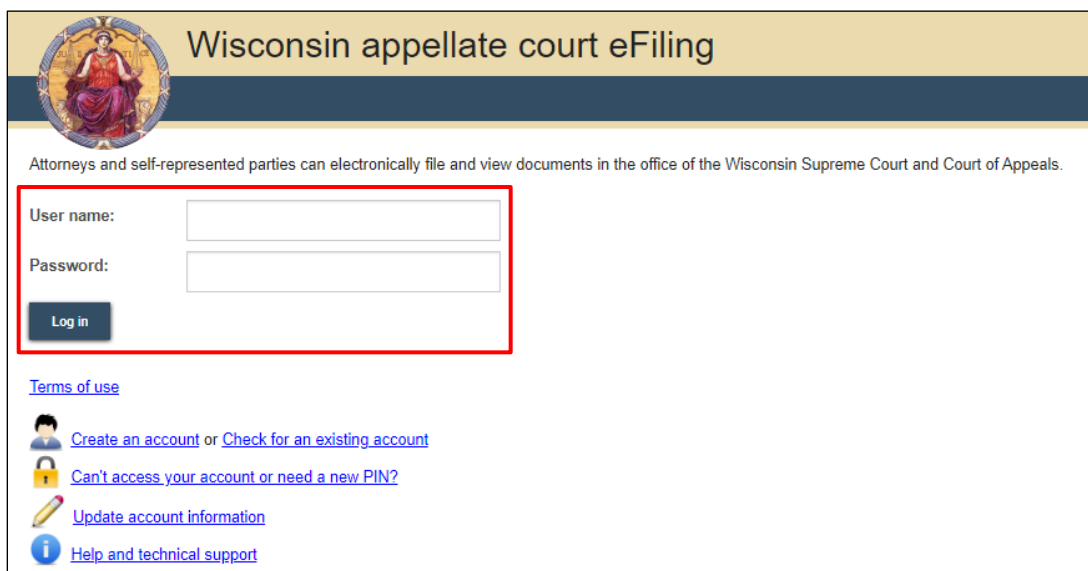
Purpose: Self-represented parties on an appeals case may become an electronic notice party on the case in order to view and file documents on the case electronically.

Prerequisites: An eCourts account is required to participate in eFiling; refer to **Creating an eCourts Account** for additional information. The name on the eCourts account must match the name on the appeals case to opt in successfully.

Applicable Users: Appellate eFilers

Opt in as a Self-Represented Party

1. Prior to opting in as an electronic party on an appeals case, you need an opt-in code. This code appears on the AP-30 Electronic Filing Notice that is mailed by the Clerk of the Supreme Court and Court of Appeals office when a case is first filed. If you did not receive this code or need it resent to you, contact the clerk to request a new one. You cannot proceed with opting in until this code is obtained.
2. After registering for an eCourts account, go the <https://acefiling.wicourts.gov/> and enter your user name and password, then 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](#)

3. Select the **[Opt in]** button or the **Opt in as an electronic party** hyperlink.



Wisconsin appellate court eFiling

Appeals court Circuit court

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

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](#)

4. Enter the **Case number** and **Opt in code**. Your name defaults into the **Party** dropdown. If you need to file additional documents with the opt in request, choose the appropriate radio button and follow the prompts to upload the document. If not, select **No** and then **[Save]**.



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Opt in as an electronic party

Enter the case number for the appellate court case, or read [how to opt in to a case](#).

(Note: Parties representing themselves will need to request an opt in code from the Court of Appeals/Supreme Court office in order to opt in.)

Case number
20ap68

Opt in code
b5494a

Party
x Smith, Jane x

Do you need to file additional documents?
 Yes No

Save Save, opt in on another case Cancel

5. On the **Ready to file** page, check the checkbox next to the opt in request and select **File**. Unlike circuit court cases, there is no fee assessed for opting into an appellate case.



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



7. After the opt in request has been electronically transmitted to the Clerk of the Supreme Court and Court of Appeals, the request will be automatically processed by the Supreme Court and Court of Appeals software. Upon successful opt in, 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 will now be able to access all electronic 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