

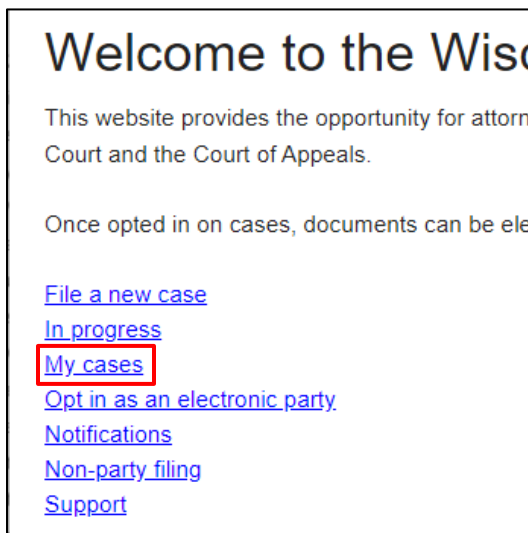
Opt Out as an Attorney

Purpose: On the Appellate Court eFiling website, if an attorney is no longer representing a party, the attorney can opt out as an electronic party in order to be withdrawn from the appeals case.

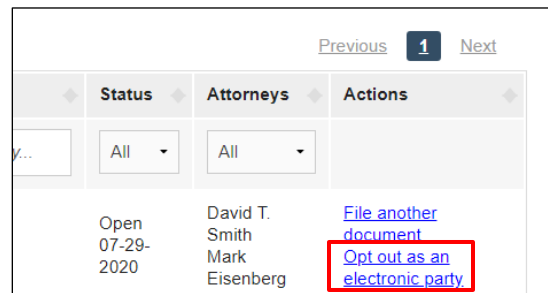
Applicable Users: Attorneys

Opt Out as an Electronic Party

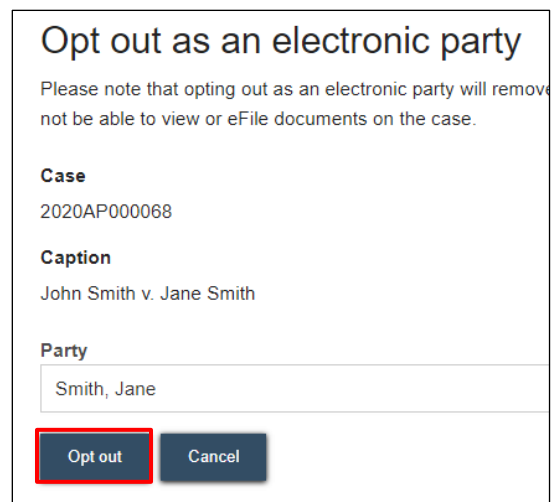
1. Visit the eFiling website at <https://acefiling.wicourts.gov/>. Enter your eCourts user name and password and select **[Log in]**.
2. Select the **My Cases** hyperlink or the **[my cases]** button in the toolbar at the top of your page.



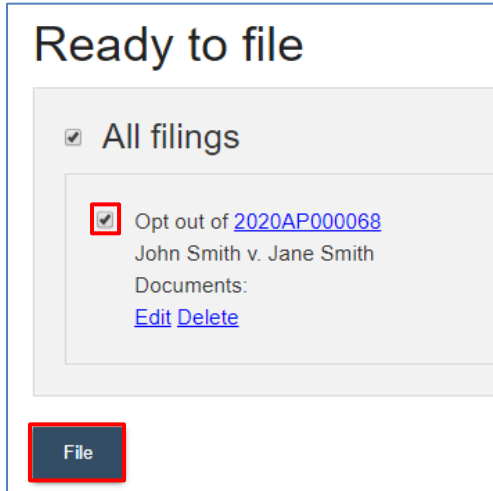
3. On the **My Cases** page, find the case in which you would like to opt out. Select the **Opt out as an electronic party** link in the Actions column.



4. Review the case information and select the party you are opting out on if not already selected, then select **[Opt out]**.



5. On the **Ready to file** page, place a checkmark in the checkbox for the opt out request and select **[File]**.



The screenshot shows a web interface titled "Ready to file". Under the heading "All filings", there is a list of cases. The first case is "Opt out of 2020AP000068" by "John Smith v. Jane Smith". Below the case name are the words "Documents:" and two links: "Edit" and "Delete". A red box highlights the checkbox next to the case name. At the bottom of the interface, there is a blue button labeled "File", which is also highlighted with a red box.

6. The **Filings submitted** page lets you know that your filing has been submitted successfully.
7. After the Opt out 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. You will be opted out of this case. You will receive an email notifying you that you are no longer an electronic notice party on the case. You will no longer be able to access electronic documents and eFile documents on the case. The case will no longer display on the **My cases** page.

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