

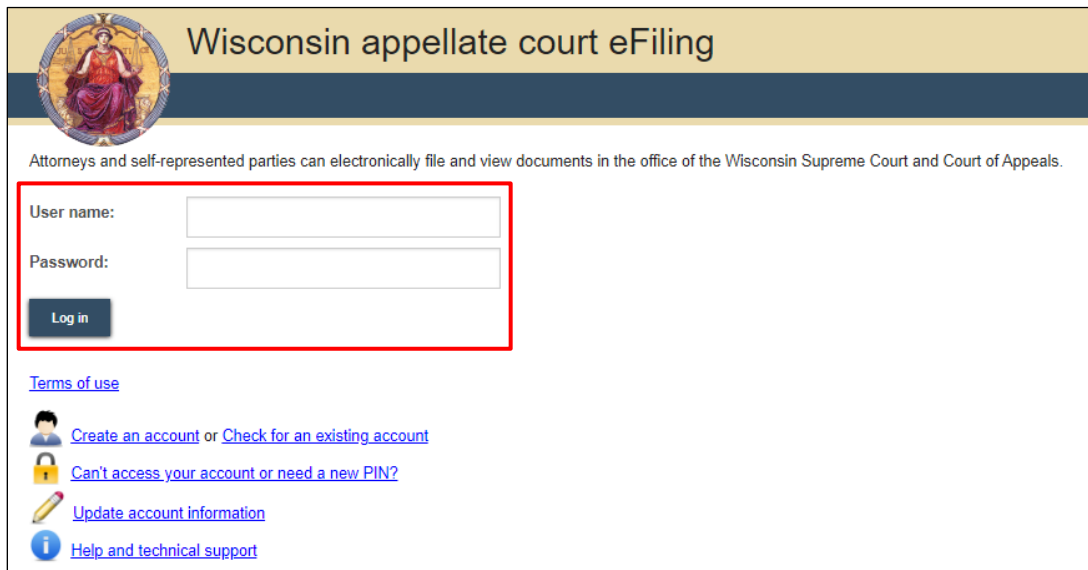
Opt Out as a Self-Represented Party

Purpose: On the eFiling website, if a self-represented party (pro se) is opted into their case, their attorney cannot opt into the case to participate in eFiling. If you are a self-represented party and want to opt out of your case in order for your attorney to opt in, follow the steps below.

Applicable Users: Appellate eFilers

Opt Out as a Self-Represented Party

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 **[my cases]** button or the **My cases** 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](#)

- On the **My cases** screen, find the case and select **Opt out as an electronic party**.

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

My cases

Can't find a case? [Click here to search](#).

Looking to file or receive documents on an existing electronic case not listed below? [Opt in as an electronic party](#).

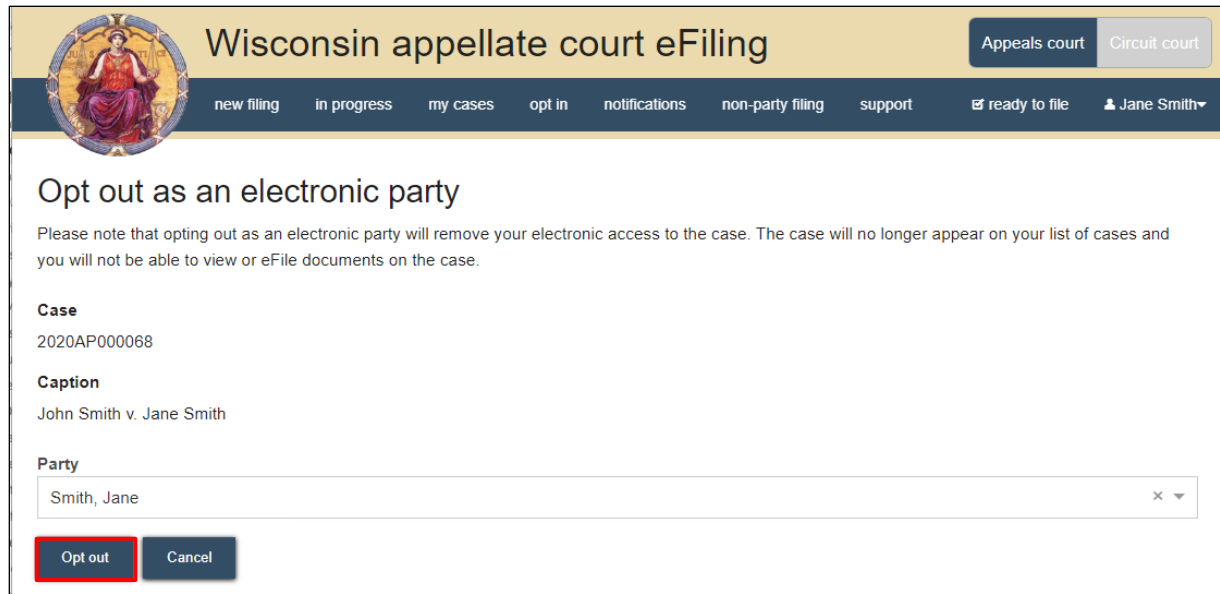
Learn [how to file on an existing case and how to view case information and documents](#).

Show entries [Clear filters](#)

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

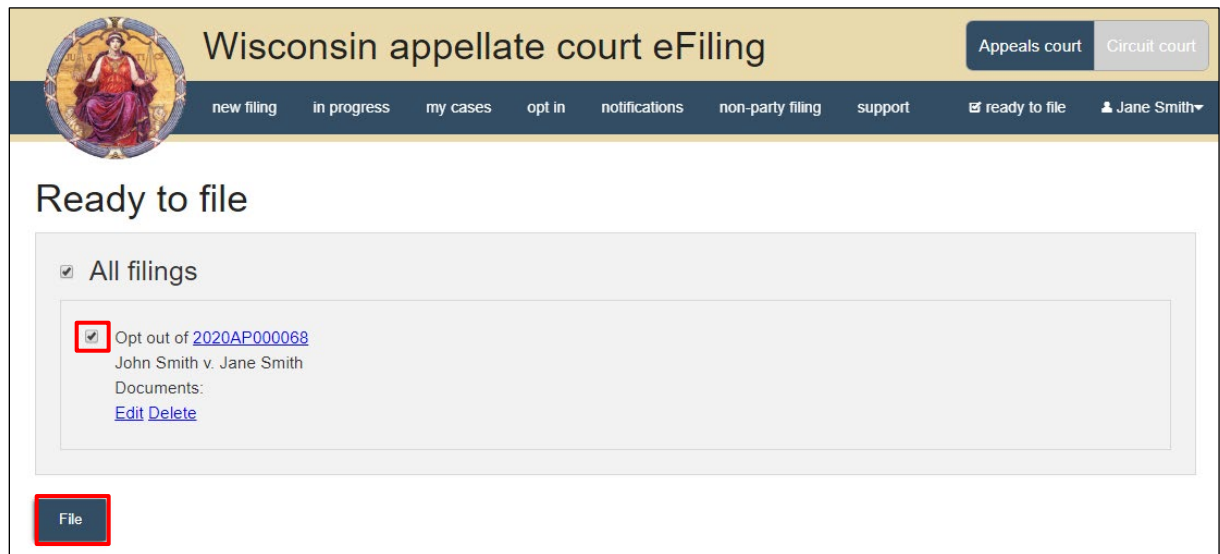
Case no.	Caption	District	County	Status	Attorneys	Actions
<input type="text" value="Search Case no...."/>	<input type="text" value="Search Caption..."/>	All	<input type="text" value="Search County..."/>	All	All	
2020AP000068 View documents View parties	John Smith v. Jane Smith	3		Open 07-29-2020	David T. Smith	File another document Opt out as an electronic party

- Review the case information and select **[Opt out]**.




The screenshot shows the 'Wisconsin appellate court eFiling' interface. The header includes a logo, the title, and tabs for 'Appeals court' and 'Circuit court'. A navigation bar contains links for 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', 'support', 'ready to file', and a user profile for 'Jane Smith'. The main content area is titled 'Opt out as an electronic party' and contains a warning message: 'Please note that opting out as an electronic party will remove your electronic access to the case. The case will no longer appear on your list of cases and you will not be able to view or eFile documents on the case.' Below this, case details are listed: 'Case: 2020AP000068', 'Caption: John Smith v. Jane Smith', and 'Party: Smith, Jane' (in a dropdown menu). At the bottom, there are two buttons: 'Opt out' (highlighted with a red box) and 'Cancel'.

5. On the **Ready to file** page, check the checkbox next to the opt out request and select the **File** button.



The screenshot shows the 'Ready to file' page in the Wisconsin appellate court eFiling system. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'Ready to file' and contains a section for 'All filings'. Under this section, there is a list of filings. The first item is 'Opt out of 2020AP000068' (with the case number in blue), 'John Smith v. Jane Smith', and 'Documents: Edit Delete'. A red box highlights the checkbox next to this item. At the bottom left, there is a 'File' button, also highlighted with a red box.

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



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: "Appeals court" (selected) and "Circuit court". Below the header is a navigation bar with links: "new filing", "in progress", "my cases", "opt in", "notifications", "non-party filing", "support", "ready to file" (with an envelope icon), and a user profile "Jane Smith" with a dropdown arrow. The main content area displays a confirmation message: "Filings submitted" in bold, followed by "Your filing(s) have been submitted successfully to the court". A "Return to main menu" button is located below the message.

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/Court of Appeals software. Upon successful opt out, you will receive an email notifying you that you are no longer an electronic notice (eNotice) party on the case. You will no longer be able to access 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