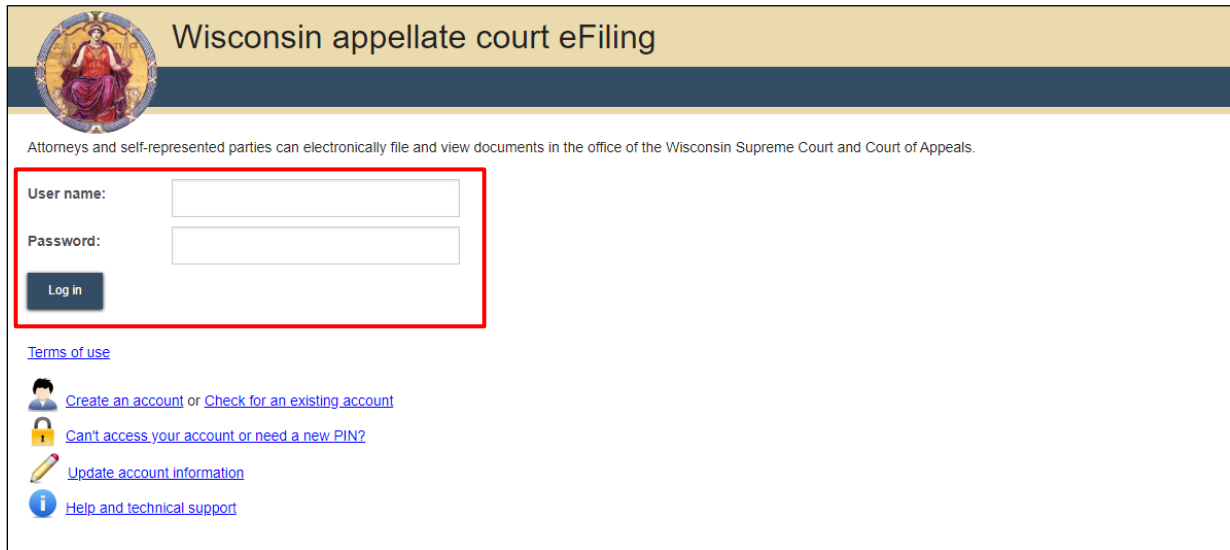


Updating eFiling notification preferences

Email notifications about cases you are a party on are represent a party on are sent to the primary email address associated with your eCourts account. However, you can choose to turn off emails and rely on the Notifications page of the appellate eFiling website and/or add a CC email address to receive notifications via the Appellate eFiling preferences page. Complete the following steps to edit your notification preferences.

1. Go to <https://acefiling.wicourts.gov/> and enter your username and password to 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. Hover your mouse over your name in the top-right corner of the screen. Select **Preferences** from the dropdown menu that appears.



Wisconsin appellate court eFiling

Appeals court Circuit court

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

Mark Eisenberg

Preferences

Log out

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](#)

3. Enter or edit the email address in the **CC email notifications** field.

- If you prefer not to have your email notifications sent to your email address on your eCourts account, you can select the **Off** radio button. Note that emails can still be viewed on the **Notifications** page.
- Select the **Save** button.



Wisconsin appellate court eFiling

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User preferences

General account information
[Update eCourts account information](#)

Primary user email notifications
Note: CC emails remain on when user email notifications are turned off.

On Off

CC email notifications

Save