

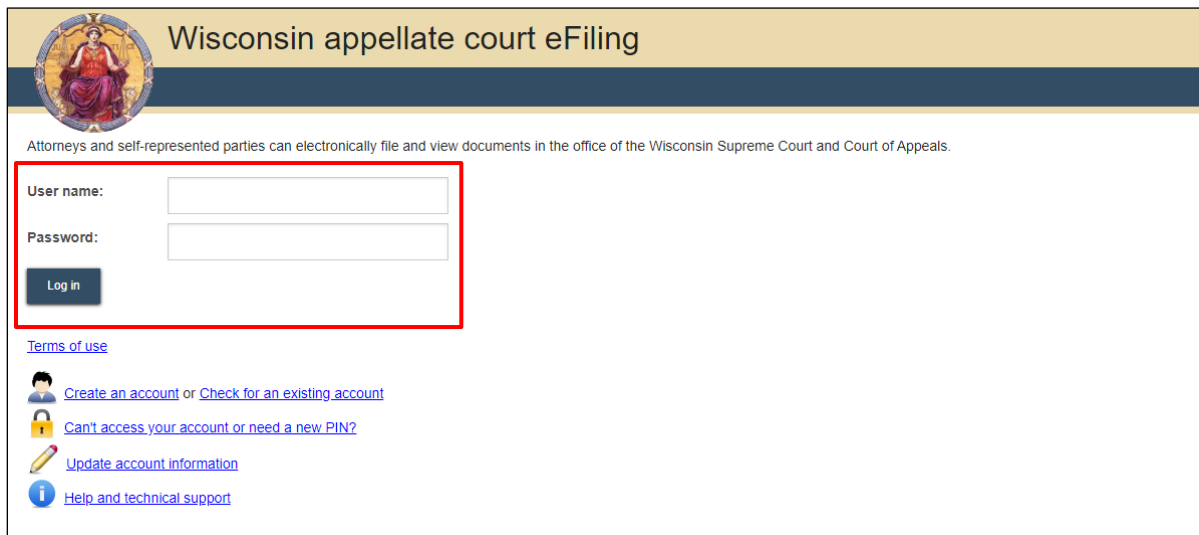
Update eFiling Notification Preferences

Purpose: eMail notifications about cases you are a party on, or that you 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 carbon copy (CC) email address to receive notifications via the Appellate eFiling preferences page. Complete the following steps to edit your notification preferences.

Applicable Users: Appellate eFilers

Update eFiling Notification Preferences

1. Go to <https://acefiling.wicourts.gov/> and enter your username and password to log in.



2. Hover your mouse over your name in the top-right corner of the screen. Select **Preferences** from the dropdown menu that displays.



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

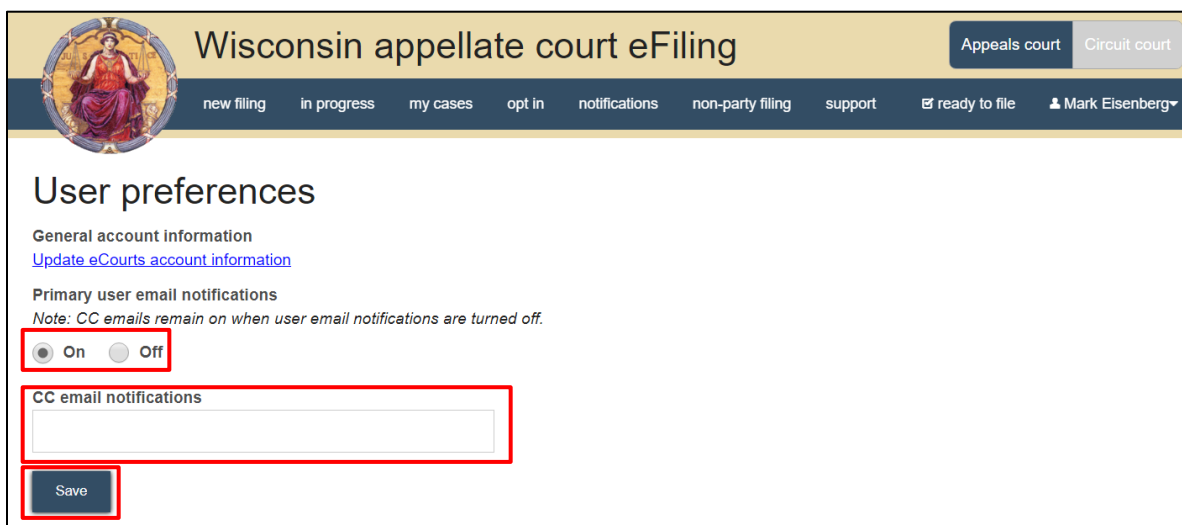
Welcome to the Wisconsin appellate court electronic filing system

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.
4. If you prefer not to receive email notifications you can select the **Off** radio button. The same notifications continue to be available from the **Notifications** page.
5. Select **[Save]**.



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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

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