

## View Case Information and Documents from My Cases

**Purpose**: After a party or attorney opts in as an electronic notice party, they can view information about the case as well as all documents filed on the case.

Applicable Users: Appellate eFilers

## **View Case Information and Documents from My Cases**

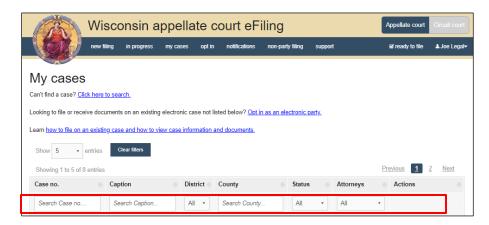
1. Go to <a href="https://acefiling.wicourts.gov/">https://acefiling.wicourts.gov/</a> and enter your user name and password, then select **Log in**.



2. Select the [My cases] button or the My cases hyperlink.



3. Use the filter options to locate the case you wish to view.



**Note**: To view closed cases, select the **Click here to search** link near the top of the page.



4. Select the **Case number** link to view the Wisconsin Supreme Court Court of Appeals (WSCCA) public case view.



5. Select the **View documents** link to view case documents.

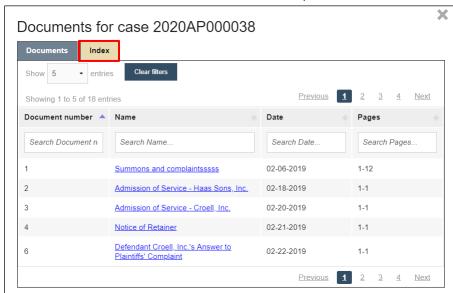


Documents that were eFiled, scanned, or uploaded to the case are listed on the **Documents** tab.

- To change the number of documents displayed at a time, select the number of documents from the **Show** drop down menu.
- Select the **Document name** link to view and/or print the document.
- Document names displayed in **black text** (not a hyperlink) are restricted; you do not have view access to them.
- Documents with "**Submitted**" in the **Date** column are awaiting processing by the court.



6. To view the documents included in the Index, select the **Index** tab.



7. Select the **View parties** link to display all parties and their attorneys on the case.



- 8. The **Notice** column displays the notice type for the associated party.
  - eNotice parties/attorneys receive electronic notification generated by the eFiling system.
  - **Paper** parties require traditional paper notification. If paper parties become electronic filing parties, you will be notified.



## 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: <a href="https://www.wicourts.gov/ecourts/efileappellate/efilefeedback.htm">https://www.wicourts.gov/ecourts/efileappellate/efilefeedback.htm</a>

Email: efilesupport@wicourts.gov