

Convert bar admissions applicant eCourts account to attorney

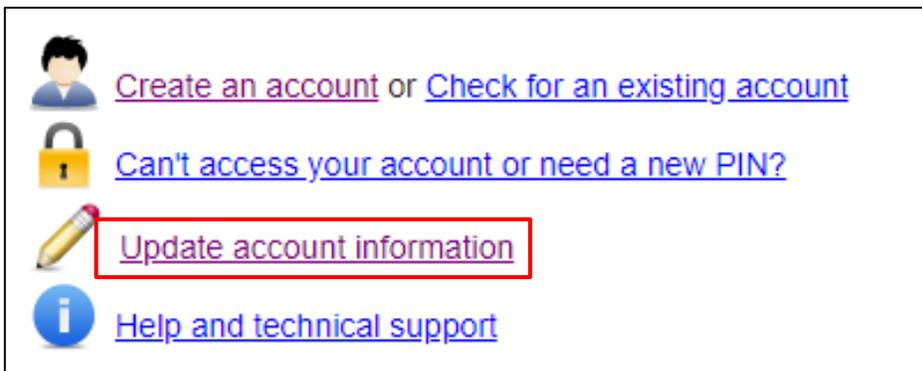
A bar admissions applicant with an eCourts account has the ability to convert this account to an attorney account that can be used to eFile on the eFiling website. To convert an eCourts account, complete the following steps:

1. Visit the eFiling website: <http://efiling.wicourts.gov>.



The screenshot shows the Wisconsin circuit court eFiling website. At the top left is the Wisconsin Supreme Court seal. The title is "Wisconsin circuit court eFiling". Below the title is a paragraph stating that the Wisconsin Supreme Court has approved a gradual transition to mandatory electronic filing in the circuit courts, effective July 1, 2016. It also mentions that the rule is enacted as Wis. Stat. § 801.18 and is posted on the court eFiling website. A second paragraph explains that the rule is effective on July 1, 2016, and lists the case types where eFiling is currently mandatory (civil, small claims, family, paternity, criminal, and probate) and where it will be mandatory starting on September 1, 2018 (guardianships, civil commitments, judgments, and liens). A third paragraph suggests following @CCAP_Wisconsin on Twitter for updates. Below this is a link to the "Current list of counties and case types enabled for eFiling". There is a login section with "User name:" and "Password:" labels, two input fields, and a "Log in" button. At the bottom, there are four links with icons: "Create an account or Check for an existing account" (person icon), "Can't access your account or need a new PIN?" (lock icon), "Update account information" (pencil icon), and "Help and technical support" (info icon).

2. Select the **Update account information** link.



This is a close-up of the account management links from the screenshot above. The links are: "Create an account or Check for an existing account" (person icon), "Can't access your account or need a new PIN?" (lock icon), "Update account information" (pencil icon), and "Help and technical support" (info icon). The "Update account information" link is highlighted with a red rectangular box.

3. Log into eCourts with your user name and password. Select the **Log in** button.



home > eCourts > login

eCourts

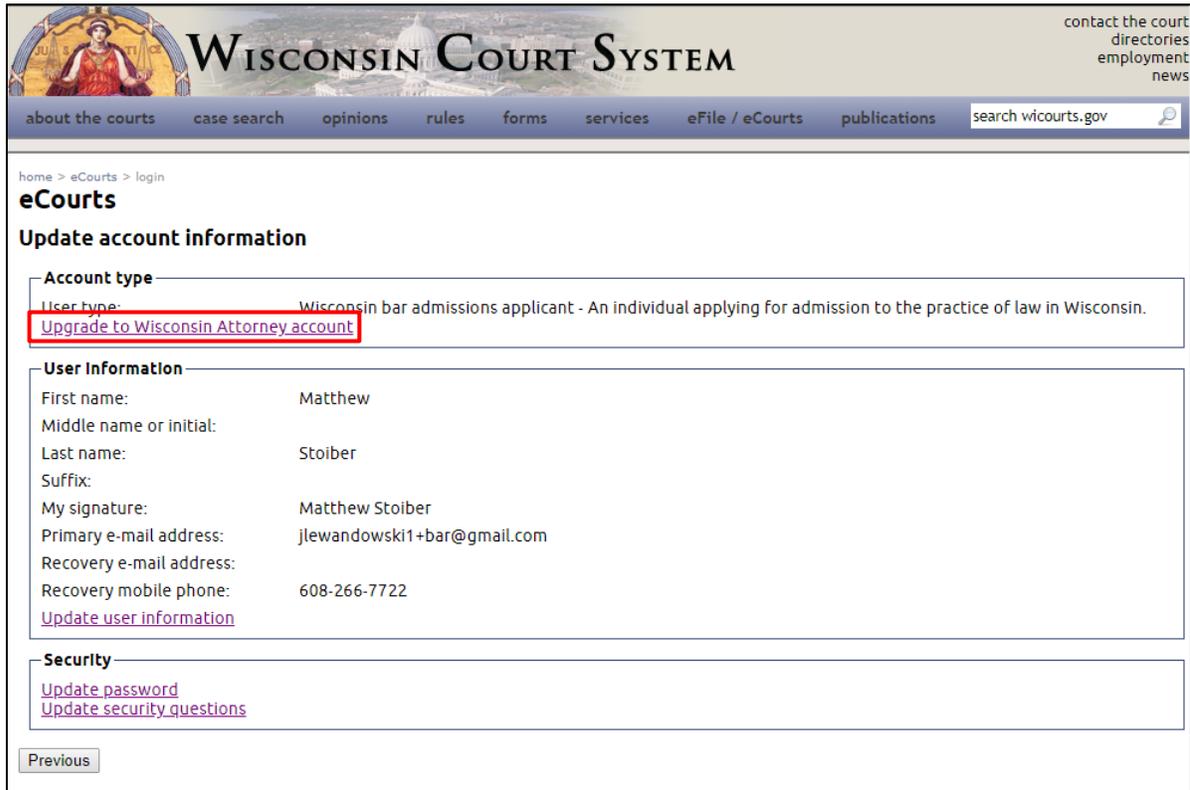
Log in to Wisconsin eCourts

Please log in to continue

User name:

Password:

4. Select the **Upgrade to Wisconsin Attorney account** link.



home > eCourts > login

eCourts

Update account information

Account type

User type: Wisconsin bar admissions applicant - An individual applying for admission to the practice of law in Wisconsin.

[Upgrade to Wisconsin Attorney account](#)

User Information

First name: Matthew

Middle name or initial:

Last name: Stoiber

Suffix:

My signature: Matthew Stoiber

Primary e-mail address: jlewandowski1+bar@gmail.com

Recovery e-mail address:

Recovery mobile phone: 608-266-7722

[Update user information](#)

Security

[Update password](#)

[Update security questions](#)

5. On the **Upgrade to Attorney** page, enter your **Bar Id** and address information. The Firm and Phone/Fax Number fields are optional. Select the **Save** button.

home > eCourts > login

eCourts

Upgrade to Attorney

Bar Id:

Firm:

Address line 1:
Street address, P.O. box

Address line 2:
Apartment, suite, unit, building, floor, etc.

City:

State:

Postal code:

Phone:

Cell phone:

Other phone:

Fax number:

6. The **Update account information** page displays. Your eCourts user account type is now a Wisconsin attorney. Use the links on this page to update your user information, password, security questions, and addresses. Select the **Previous** button to return to the eCourts log in screen.



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eCourts

Update account information

Account type

User type: Wisconsin attorney - An attorney with a Wisconsin bar number.

User Information

First name: Matthew
Middle name or initial:
Last name: Stoiber
Suffix:
My signature: Matthew Stoiber
Bar number: 1101365
Primary e-mail address: jlewandowski1+bar@gmail.com
Alternate e-mail address:
Recovery e-mail address:
Recovery mobile phone: 608-266-7722
[Update user information](#)

Security

[Update password](#)
[Update security questions](#)

Addresses

Address nickname	Address	Assigned to
Primary	3844 Redstone Dr., Janesville, WI 53548	All circuit courts

[Update addresses](#)

[Previous](#)