

Creating a template for frequently used parties

1. Log in to your Wisconsin eCourts account (<http://efiling.wicourts.gov>) by entering your User name and Password. Next, click on **your name** in the upper right hand corner and then select **Templates** from the drop down menu.



2. Click the **Create** button.



3. Enter a **Template name**, and complete additional fields. Click **Add attorney**, to add an attorney for this party. Click the **Save** button to continue.

Wisconsin circuit court eFiling

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Create template

Template name
Large Claims Megacorp

County
Dunn

Class code
30302 - Civil - Garnishment - Large Claims

Party type
Plaintiff Person Business

First name Middle name Last name Suffix
Filer

Address 1 Address 2
123 Anywhere St

ZIP City State Country
53715 Madison WI United States

Phone number

Other name(s) for this party

Add other name

Party attorney(s)
Howard G. McMahon
110 Main St
Madison WI 53703
[Edit](#) [Remove](#)

Add attorney

Save Cancel

4. To access saved templates when filing a case, click **your name**, then click **Templates**. Find the template for the party information you wish to use and click the **Create new case** link. A new case will be initiated with the information from the template.

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Templates

Show 5 entries Clear filters Create

Name	Actions
Search Name...	
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