

Creating a template for frequently used parties

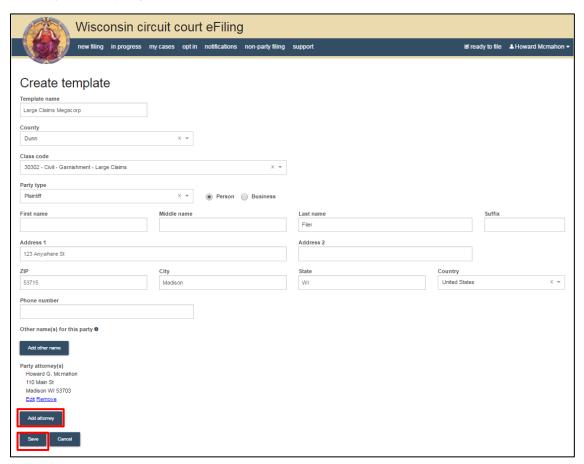
Log in to your Wisconsin eCourts account (http://efiling.wicourts.gov) by entering your User name and Password. Next, click on your name in the upper right hand corner and then select Templates from the drop down menu.



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.



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.

