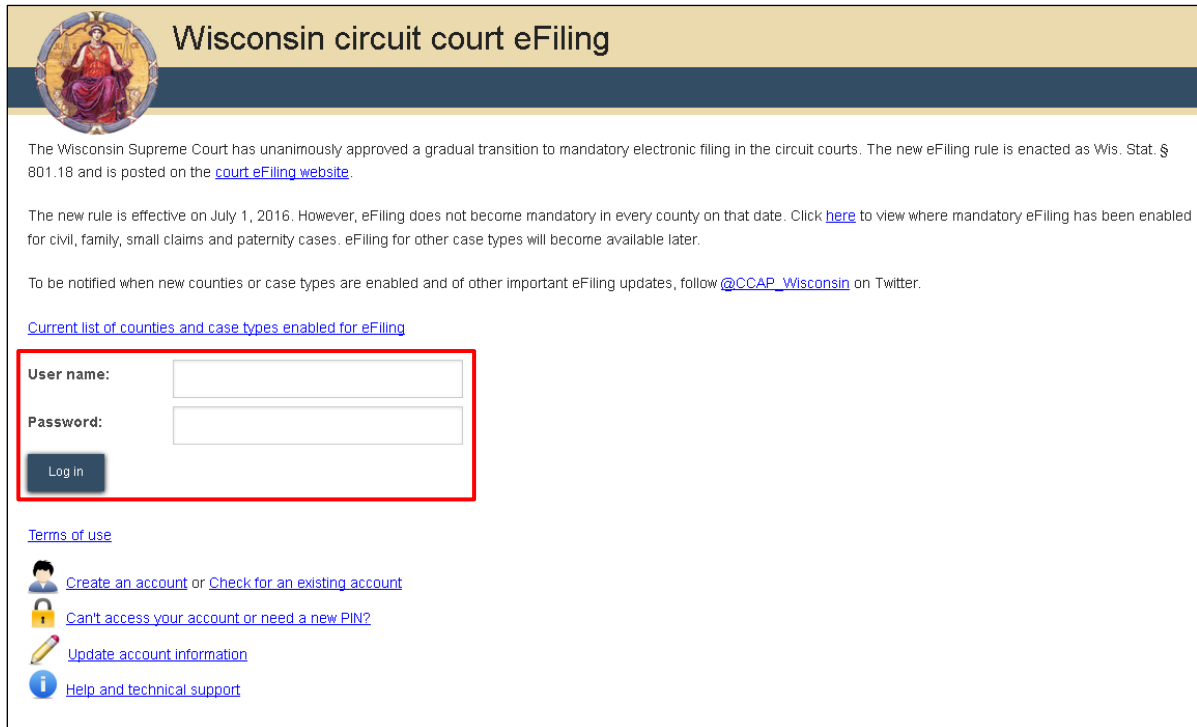


Filing and sharing court reporter transcripts

Transcripts for eFiled cases may be transmitted to the courts using the Wisconsin eFiling system. Once processed by the courts, the court reporter can choose which parties on the case may view the transcript.

Uploading transcripts

1. Visit the eFiling website at <http://efiling.wicourts.gov>. Enter your eCourts user name and password, and select the **Log in** button.



The screenshot shows the login page for the Wisconsin circuit court eFiling system. The page title is "Wisconsin circuit court eFiling". Below the title, there is a navigation menu with "upload transcript", "my transcripts", and "support". The "upload transcript" link is highlighted with a red box. The main content area contains a welcome message and a login form. The login form consists of two input fields: "User name:" and "Password:", both highlighted with a red box. Below the input fields is a "Log in" button. There are also links for "Terms of use", "Create an account or Check for an existing account", "Can't access your account or need a new PIN?", "Update account information", and "Help and technical support".

2. Select the **upload transcript** link either from the main navigation or the bottom-left menu.



The screenshot shows the home page of the Wisconsin circuit court eFiling system. The page title is "Wisconsin circuit court eFiling". Below the title, there is a navigation menu with "upload transcript", "my transcripts", and "support". The "upload transcript" link is highlighted with a red box. The main content area contains a welcome message and a login form. The login form consists of two input fields: "User name:" and "Password:", both highlighted with a red box. Below the input fields is a "Log in" button. There are also links for "Terms of use", "Create an account or Check for an existing account", "Can't access your account or need a new PIN?", "Update account information", and "Help and technical support".

- From the **County** dropdown menu, select the applicable county and in the **Case number** text entry field, enter the number of the case your transcript was created for.
- Select the **Upload documents** button to locate the transcript and add it to the case.



Wisconsin circuit court eFiling

upload transcript my transcripts support Court Reporter

Upload transcript

County
Dane

Case number
2017CV800

Caption
Anne Miller vs. James Lambert

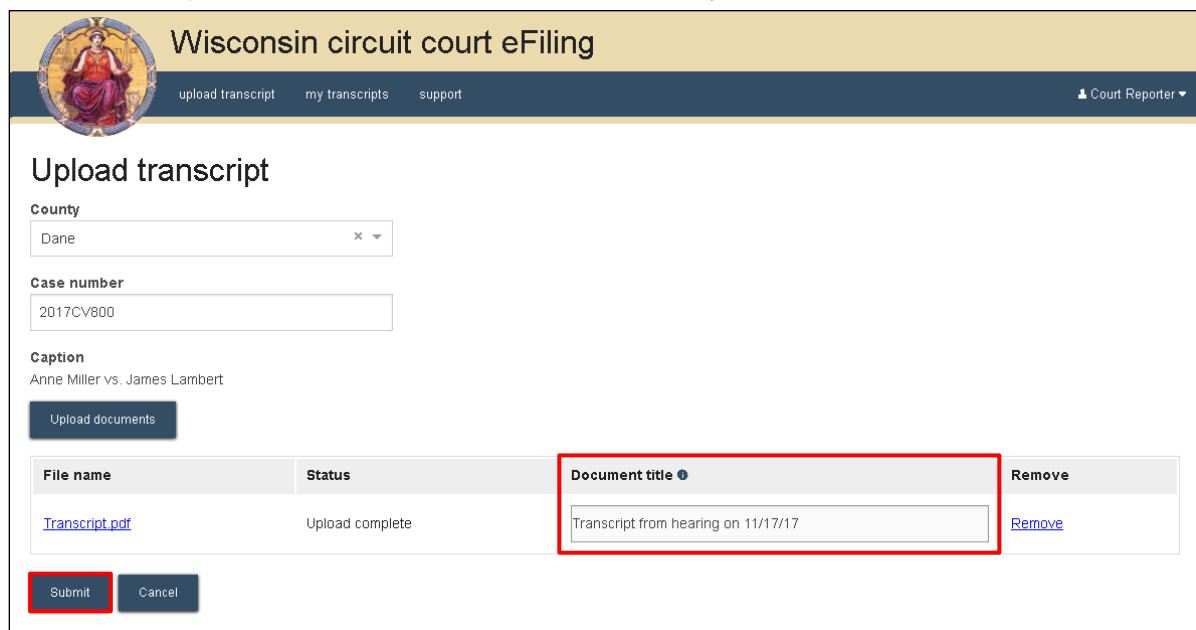
Upload documents

File name	Status	Document title	Remove

Submit Cancel

Note: The transcript must be in .pdf format, less than 10 MB in size, and be letter or legal page size.

- Enter a descriptive title in the **Document title** text entry field and select the **Submit** button.



Wisconsin circuit court eFiling

upload transcript my transcripts support Court Reporter

Upload transcript

County
Dane

Case number
2017CV800

Caption
Anne Miller vs. James Lambert

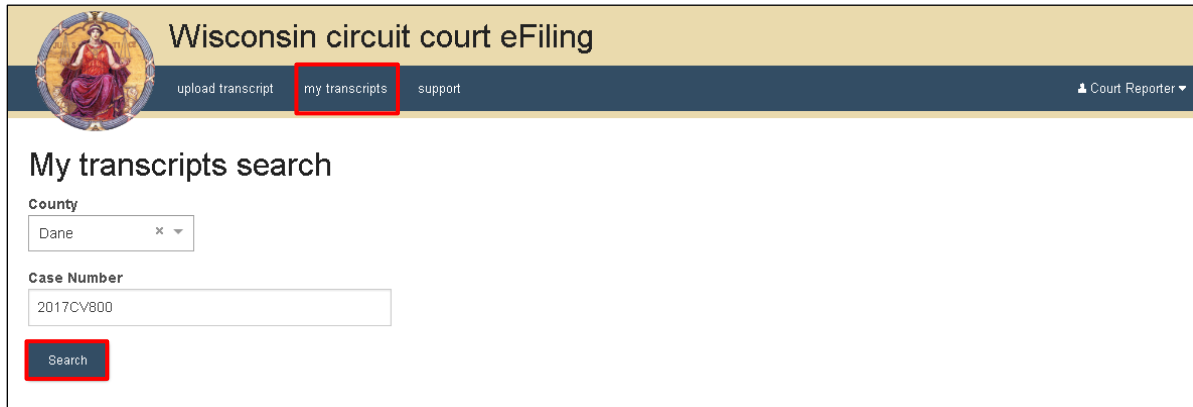
Upload documents

File name	Status	Document title	Remove
Transcript.pdf	Upload complete	Transcript from hearing on 11/17/17	Remove

Submit Cancel

Note: An accurate and descriptive document title is beneficial for easy identification. The title entered here is visible in the *View documents* list on the *My cases* page, and is also visible by the courts.

6. Once the courts processes the electronic document, it displays on your **My transcripts** page.



Wisconsin circuit court eFiling

upload transcript my transcripts support Court Reporter ▾

My transcripts search

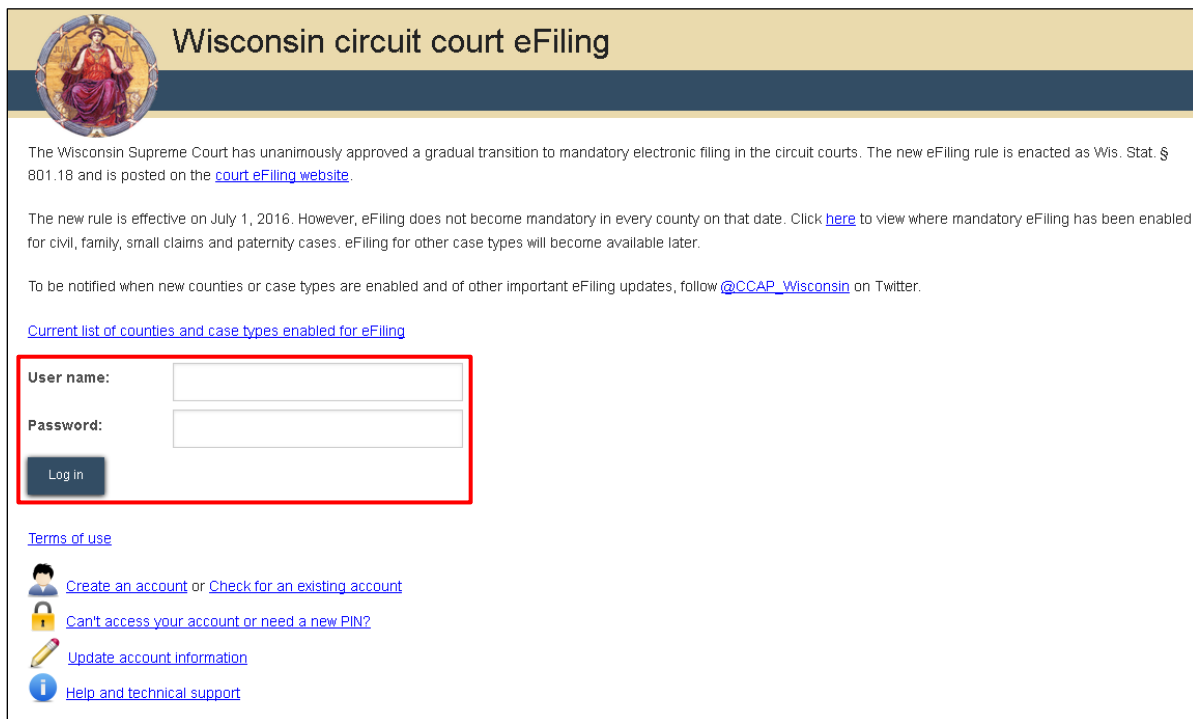
County
Dane x ▾

Case Number
2017CV800

Search

Viewing transcripts and marking parties as paid

1. Visit the eFiling website at <http://efiling.wicourts.gov>. Enter your eCourts user name and password, and select the **Log in** button.



Wisconsin circuit court eFiling

The Wisconsin Supreme Court has unanimously approved a gradual transition to mandatory electronic filing in the circuit courts. The new eFiling rule is enacted as Wis. Stat. § 801.18 and is posted on the [court eFiling website](#).

The new rule is effective on July 1, 2016. However, eFiling does not become mandatory in every county on that date. Click [here](#) to view where mandatory eFiling has been enabled for civil, family, small claims and paternity cases. eFiling for other case types will become available later.

To be notified when new counties or case types are enabled and of other important eFiling updates, follow [@CCAP_Wisconsin](#) on Twitter.


[Current list of counties and case types enabled for eFiling](#)


User name:


Password:


Log in

[Terms of use](#)

 [Create an account](#) or [Check for an existing account](#)

 [Can't access your account or need a new PIN?](#)

 [Update account information](#)

 [Help and technical support](#)

2. Select the **my transcripts** link either from the main navigation or the bottom-left menu.

Wisconsin circuit court eFiling

upload transcript **my transcripts** support Court Reporter ▾

Welcome to the Wisconsin circuit court electronic filing system

The Wisconsin Supreme Court has unanimously approved a gradual transition to mandatory electronic filing in the circuit courts. The new eFiling rule is enacted as Wis. Stat. § 801.18 and is posted on the [court eFiling website](#).

The new rule is effective on July 1, 2016. However, eFiling does not become mandatory in every county on that date. Click [here](#) to view where mandatory eFiling has been enabled for civil, family, small claims and paternity cases. eFiling for other case types will become available later.

To be notified when new counties or case types are enabled and of other important eFiling updates, follow [@CCAP_Wisconsin](#) on Twitter.

You can select which parties have access to your transcripts. Click the my transcripts link and search for your case to begin.

[Upload transcript](#)
[My transcripts](#)
[Support](#)

3. From the **County** dropdown menu, select the applicable county and in the **Case number** text entry field, enter the number of the case your transcript was filed on. Then, select the **Search** button.

Wisconsin circuit court eFiling

upload transcript my transcripts support Court Reporter ▾

My transcripts search

County
 Dane x ▾

Case Number
 2017CV800

Search

4. Once you have received payment for a transcript, select the **Yes** radio button in the **Can view** column for the applicable party.

[November 11, 2017 Hearing Transcript 2017CV800](#)

Party name	Party type	Attorneys	Can view
Anne Miller	Petitioner	Jonathan Allen	<input checked="" type="radio"/> Yes <input type="radio"/> No
James Lambert	Respondent		Not an electronic party

Save

Note: If a party has not opted in to eFile, you will need to mail the transcript to the.

5. You will receive a confirmation screen after allowing access to a party that reads, “Transcript access sent successfully”.