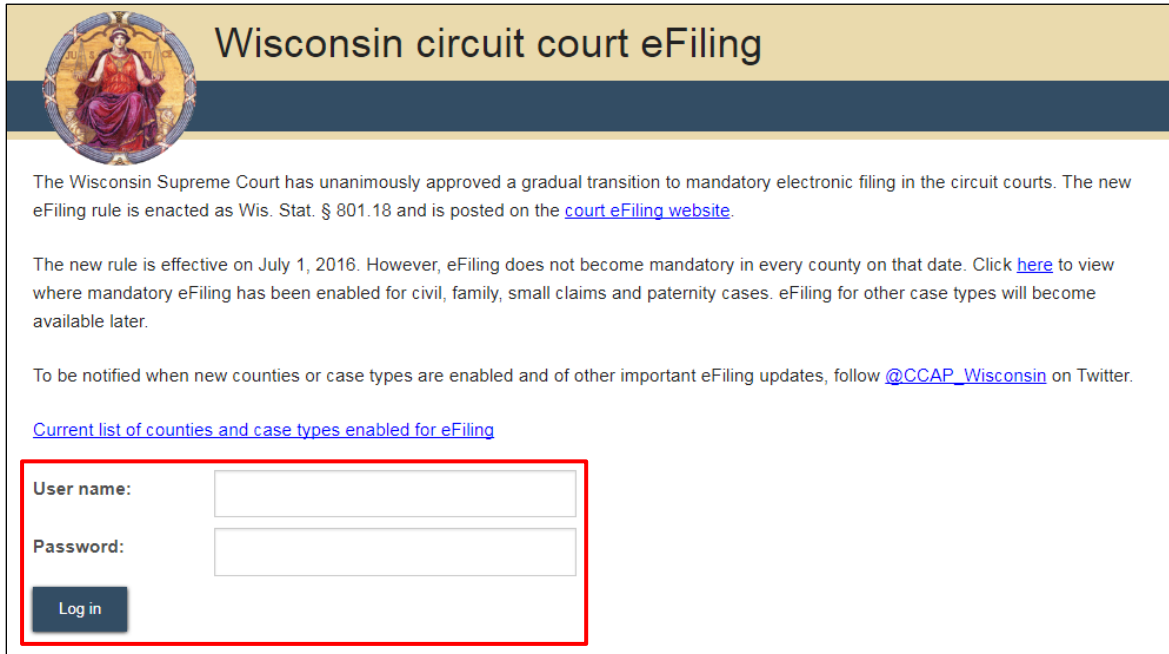


## eFiling a new case as a child support attorney

This tutorial explains how child support attorneys eFile new cases.

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



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

2. Select the **new filing** link from the main navigation or the **File a new case** link from the bottom-left menu.



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. eFiling is currently mandatory for civil, small claims, family, paternity, criminal, and probate case types. Guardianships, civil commitments, judgments, and liens will be mandatory starting on September 1, 2018. (View [where voluntary eFiling has been enabled](#) for guardianships, civil commitments, judgments, and liens.) 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.

[File a new case](#)

[In progress](#)

[My cases](#)

[Notifications](#)

[Non-party filing](#)

[Support](#)

[Opt in as an electronic party](#)

3. Select the county you are filing in from the **County** dropdown menu and the applicable class code from the **Class code** dropdown menu, or select a **Template**. (For instructions on creating a template, review the guide, "[Creating a template for frequently used parties.](#)") If you are filing on behalf of a child support agency, select **State of Wisconsin Child Support** from the **Which agency is this filing for?** dropdown menu. Then, select the **Continue** button.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support

Case information Parties Documents Review

## New filing

Read the [eFiling a new case user guide](#) for information on how to eFile a new case.

**Template**  
Type to select template

**County**  
Juneau

**Class code**  
40501 - Paternity - Paternity

**Which agency is this filing for?**  
State of Wisconsin Child Support

Continue

4. Select the **Add party** button to add parties to the case.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file

Case information Parties Documents Review

## Parties

Add party

Party type	Name	Attorney	Actions
This filing has no parties			

Previous Continue

5. Complete the **New party** window. Start by choosing a **Party type**, beginning with the filing party (i.e., Petitioner for a PA case type). Select the **Add attorney** button to add the attorney representing the filing party on the case. The attorney you're logged in as appears by default.

- If this party is a petitioner on a TRO case or is in danger, select the **Yes** radio button under **Is protection requested?** to seal the party's address.
- Select the **Save, and Add next party** button to add additional parties to the case (i.e., Child, Alleged Father, Child Support Agency).

**Wisconsin circuit court eFiling**

new filing in progress my cases opt in notifications non-party filing support ready to file

Case information Parties Documents Review

## New party

Party last name and business name are limited to 60 characters. The name entered does not need to match the complaint.

Party type  
 Petitioner x ▾  Person  Business

First name Middle name Last name *Required* Suffix

Address 1 Address 2

ZIP City State Country *Select an option* ▾

Phone number

Date of birth *MM-DD-YYYY* Social security number

Other name(s) for this party **+**  
 Add other name

Party attorney(s)  
 Add attorney

Is an interpreter needed?  
 Yes  No

Is participant protection requested?  
 Yes  No

Save Save, and Add next party Cancel

**Note:** When adding the child support agency as a party, select the *Business* radio button. Select the *Add attorney* button to add the child support attorney to this party.

- When all parties have been added, review them for accuracy and select the **Continue** button.

**Wisconsin circuit court eFiling**

new filing in progress my cases opt in notifications non-party filing support ready to file Kathryn Jackson

Case information Parties Documents Review

## Parties

Add party

Party type	Name	Attorney	Actions
Petitioner	Sally Snow		<a href="#">Edit</a> <a href="#">Remove</a>
Respondent	Joe Jones		<a href="#">Edit</a> <a href="#">Remove</a>
Child	K E S		<a href="#">Edit</a> <a href="#">Remove</a>
Child Support Agency	State of Wisconsin	Kathryn Nicole Jackson	<a href="#">Edit</a> <a href="#">Remove</a>

Previous **Continue**

9. Select the **Upload documents** button to browse for and upload a filing document along with other associated documents to the case. Review the bulleted list to ensure your documents are properly formatted.

**Wisconsin circuit court eFiling**

new filing in progress my cases opt in notifications non-party filing support ready to file

Case information Parties Documents Review

## Documents

Upload your filing document and additional documents below.

- It is recommended to use .pdf format unless the content of the document will require editing by a court official. Orders or proposed orders may be .docx or .pdf.
- Documents requiring the signature of a court official (circuit court judge, court commissioner, clerk of circuit court, or register in probate) must include a blank 3" top margin on page 1 and a blank 1/2" top margin on all subsequent pages.
- Documents must be less than 10 MB in size and standard letter or legal size.
- Do not include a signature block.
- For more details on technical requirements for documents see the [document requirements](#).

To upload multiple documents, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

**Upload documents**

10. From the **Document type** dropdown menu, select the correct document type, and enter a descriptive title in the **Document title** text entry field.
11. Select the **Seal** check box to place a temporary seal on a document. A motion to seal must accompany the filing if this checkbox is selected. Select the **Continue** button.

File name	Status	Document type	Document title	Seal	Remove
<a href="#">Petition.pdf</a>	Upload complete	Summons and Petition	Summons and Petition for Jones	<input type="checkbox"/>	<a href="#">Remove</a>
<a href="#">GF-175.pdf</a>	Upload complete	Affidavit of Non-Service	Affidavit of Non-Service for Snow	<input type="checkbox"/>	<a href="#">Remove</a>

Previous **Continue**

**Note:** An accurate and descriptive title is beneficial for identifying documents. The title entered displays in the *View documents* list on the *My cases* page and is visible to the courts.

- On the **Review** page, review the filing for accuracy. Select a **document link** to open and view any of your uploaded files. Select the **Continue** button when you are ready to proceed.

**Wisconsin circuit court eFiling**

new filing in progress my cases opt in notifications non-party filing support ready to file Kathryn Jackson

Case information Parties Documents **Review**

### Review

Paternity filing: Paternity (40501)  
In Re the Paternity of K E S

**Petitioner: Sally Snow** **Child: K E S**  
110 E Main St  
Madison WI 53719  
US

**Respondent: Joe Jones**  
234 N 30th St  
Madison WI 53718  
US

**Child Support Agency: State of Wisconsin**  
110 S Pickney St  
Madison WI 53703  
US

**Attorney: Kathryn Nicole Jackson**

Documents  
[Summons and Petition](#)  
[Declaration of Nonmilitary Service](#)

**Notes to Clerk**  
Please type any notes to the clerk here.

Previous **Continue**

**Note:** The *Notes to Clerk* text entry field functions like a virtual sticky note on your filing. Anything entered in this box displays to the clerk while they process your filing, but is deleted once your filing is accepted. These notes are not permanently saved to the case.

13. On the **Ready to file** page, select the checkbox next to the filing(s) you wish to submit, or select the checkbox next to a county name to submit all filings in that county. Choose a **Payment type** (if applicable), and select the **File** or **File and Pay** button.

**Wisconsin circuit court eFiling**

new filing in progress my cases opt in notifications non-party filing support ready to file Kathryn Jackson

## Ready to file

Chippewa County

Paternity filing: Paternity (40501)  
In Re the Paternity of K E S ([+/- review info](#))

Documents:  
[Summons and Petition](#)  
[Declaration of Nonmilitary Service](#)

Subtotal \$0.00

[Edit](#) [Delete](#)

Total fee \$0.00

**File**

14. After you submit your filing, it is transmitted to the circuit court. You will receive an email confirmation and the file-stamped document(s) will be visible on the **My cases** page of the eFiling website. The eFiling system generates an **Electronic Filing Notice** that must be printed and served traditionally along with other case initiating documents.

**Wisconsin circuit court eFiling**

new filing in progress my cases opt in notifications non-party filing support ready to file

## Filings submitted

Your filing(s) have been submitted successfully to the court.

[Return to main menu](#)

**Note:** Submitted documents that have not yet been processed display in *Submitted* status on the *My cases* page.