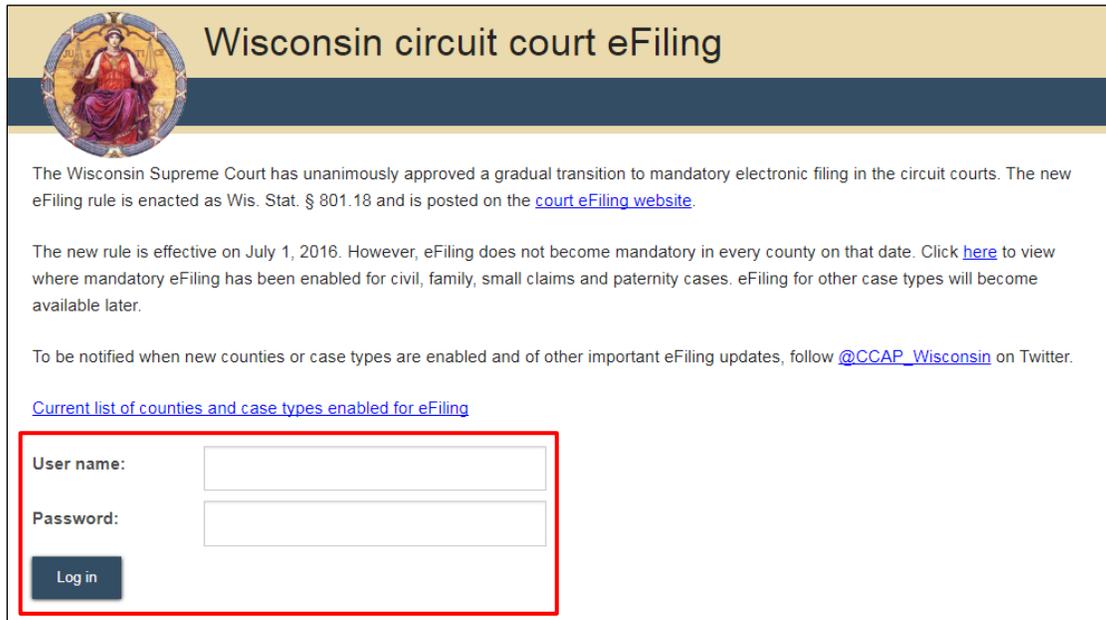


Opting in on a guardianship case as a designated filer

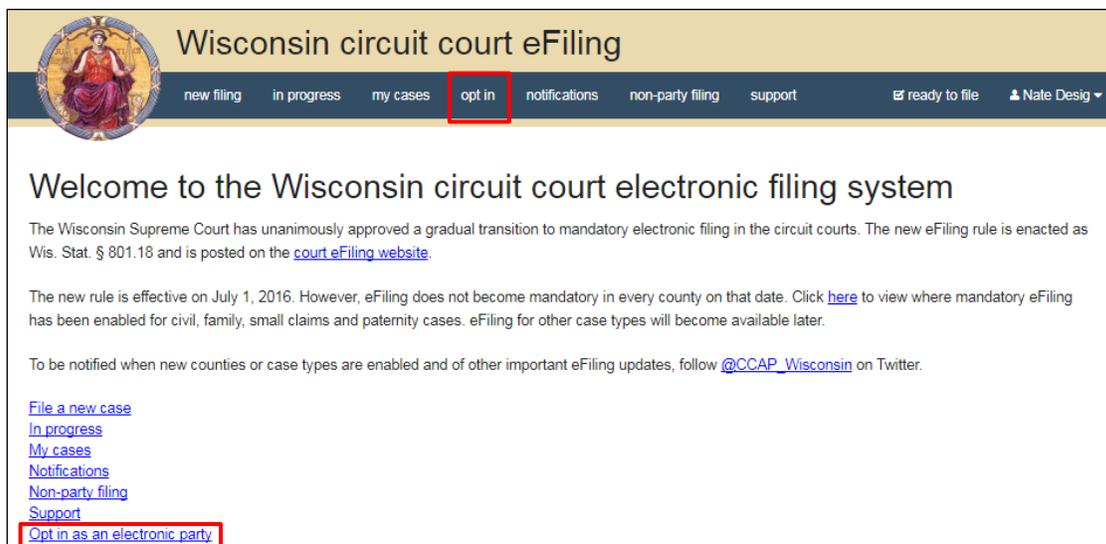
A designated filer is a non-lawyer representative who is designated to file documents for and manage guardianship (GN) cases on behalf of a business or corporation, such as a nursing home. In order to file documents on an existing guardianship case as a designated filer, you must first have a designated filer eCourts account. Refer to the corresponding help to learn how to create a designated filer eCourts account. Then follow the below steps to opt in on an electronically filed guardianship case.

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



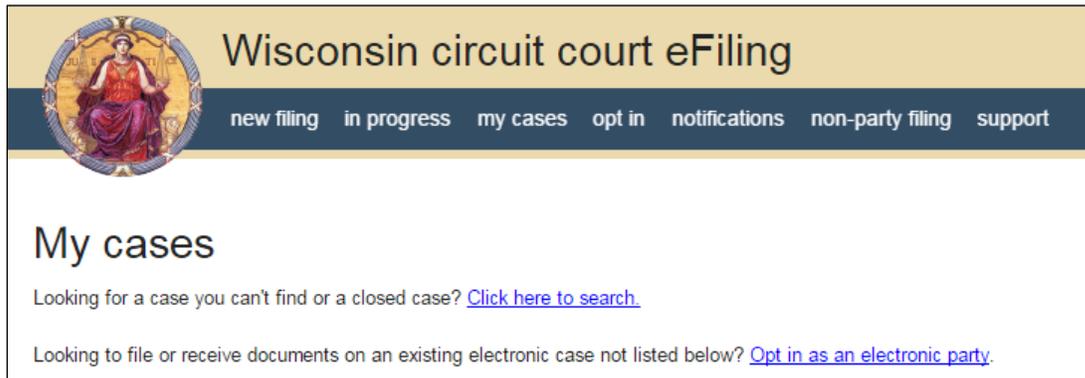
The screenshot shows the Wisconsin circuit court eFiling website. The header includes the Wisconsin Court System logo and the text "Wisconsin circuit court eFiling". Below the header, there is a paragraph of text explaining the mandatory electronic filing rule. A red box highlights the login form, which includes fields for "User name:" and "Password:", and a "Log in" button.

2. Select the **opt in** link from the main navigation or the **Opt in as an electronic party** link from the bottom-left menu.



The screenshot shows the Wisconsin circuit court eFiling website. The header includes the Wisconsin Court System logo and the text "Wisconsin circuit court eFiling". Below the header, there is a navigation menu with links for "new filing", "in progress", "my cases", "opt in", "notifications", "non-party filing", "support", "ready to file", and "Nate Desig". The "opt in" link is highlighted with a red box. Below the navigation menu, there is a paragraph of text explaining the mandatory electronic filing rule. A red box highlights the "Opt in as an electronic party" link in the bottom-left menu.

You can also go to your **My cases** page and select the **Opt in as an electronic party** link.



- From the **County** dropdown menu, select the county in which the case is filed, then enter the **Case number**. From the **Party** dropdown menu, select the party that you are designated to file for. If you need to file any additional documents, select the **Yes** radio button. When the **Yes** radio button is selected, the bottom buttons change to **Cancel** and **Continue**. Upon selecting the **Continue** button, you are prompted through uploading your documents.
- Select the **Save** button to proceed with the filing or the **Save, and opt in on another case** button to opt in on additional cases.

Note: Case numbers can be entered completely (ex. 2017SC000051) or in an abbreviated format (ex. 17SC51), but they must exclude dashes and spaces. This rule is applicable wherever you enter case numbers within the eFiling system.

5. On the **Ready to file** page, select the checkbox next to filings you wish to submit, or select the checkbox next to a county name to submit all filings in that county. Then, select the **File** or **File and Pay** button.



The screenshot shows the 'Ready to file' page on the Wisconsin circuit court eFiling website. The page header includes the court logo and navigation links. The main content area shows a list of filings for Ashland County. The first filing is 'Electronic party registration for 2017GN000098 (50301) In the Matter of Ward Smith' with a fee of \$20.00. The subtotal is also \$20.00. A 'Total fee \$20.00' is displayed at the bottom right. A note states: 'US Bank will charge \$0.55 to process MasterCard or Visa payments (2.75%) or \$2.50 to process electronic check payments.' A red button labeled 'File and Pay' is highlighted at the bottom left.

Note: If you have set up a court debit account (CDA) with the circuit court you are filing in, you will have the option to choose a payment method on this page. To learn how to set up a CDA, see the “Creating a court debit account and providing access to others” tutorial. It is your responsibility to ensure proper funds are available in the account at the time of filing. If paying with a credit/debit card or eCheck via the US Bank ePayment website, a transaction fee will be applied to the total.

6. On the **Filings submitted** page, select the **Make payment with US Bank** button to proceed to the US Bank ePayment website and pay associated filing fees. If fees were not assessed, the **Make payment with US Bank** button will display as **Return to main menu** instead.



The screenshot shows the 'Filings submitted' page on the Wisconsin circuit court eFiling website. The page header includes the court logo and navigation links. The main content area shows a message: 'Your filing(s) have been submitted successfully to the court. Make your electronic payment now. You cannot come back to the eFiling website to make payment later. Select "Make payment" below to continue to the US bank secure website. Registering on the US Bank website is not required.' A note states: 'US Bank will charge a convenience fee of \$ 0.55 (2.75%) to process MasterCard or Visa payments or \$ 2.50 to process electronic check payments.' A red banner at the bottom states: 'Your filing(s) will not be processed by the court until electronic payment is made.' A red button labeled 'Make payment with US Bank' is highlighted at the bottom left.

Note: Once you have advanced to this page, do not close out of your browser window or take a break. Selecting the *File and pay* button at the bottom of the previous page initiates a

connection with the US Bank ePayment website that only stays open for 10-15 minutes. If you wait longer than that to complete your payment, or if you exit out of the system before the payment process is complete, you will not be able to return and pay for your filing(s).

US Bank is the vendor that processes circuit court credit card and electronic check transactions. You do not need a US Bank checking or savings account to pay for filings on the US Bank ePayment website. You can pay using a Visa card, MasterCard, or electronic check.

7. After you submit your opt-in request, it is transmitted to the courts and processed when both the request and payment (if fees were assessed) are received. An email confirming that you are an electronic notice (eNotice) party will then be delivered to you and the case will be visible on the **My cases** page of the eFiling website where you can access filed documents and other case information.

Electronic party registration on case 2017GN000098 in Ashland County  

Nate Desig,

This email is a notification that the electronic notice preference for Nate Desig, designated filer for Smalltown Nursing Home, has changed for 2017GN000098 (In the Matter of Ward Smith) in Ashland County.

This email confirms you have requested to view documents online using the Wisconsin Courts' eFiling system. New case documents will be delivered to you via email and will also be available at <https://efiling.wicourts.gov>.

A confirmation letter will be mailed by the Ashland Clerk of Circuit Court to your address on file with the Court for this case.

Print and save this page for your records. Do not reply to this email. Mail sent to this email account will not be read.

Note: Opt-in requests that have not yet been processed display with a status of *Opt in pending* on the *My cases* page.