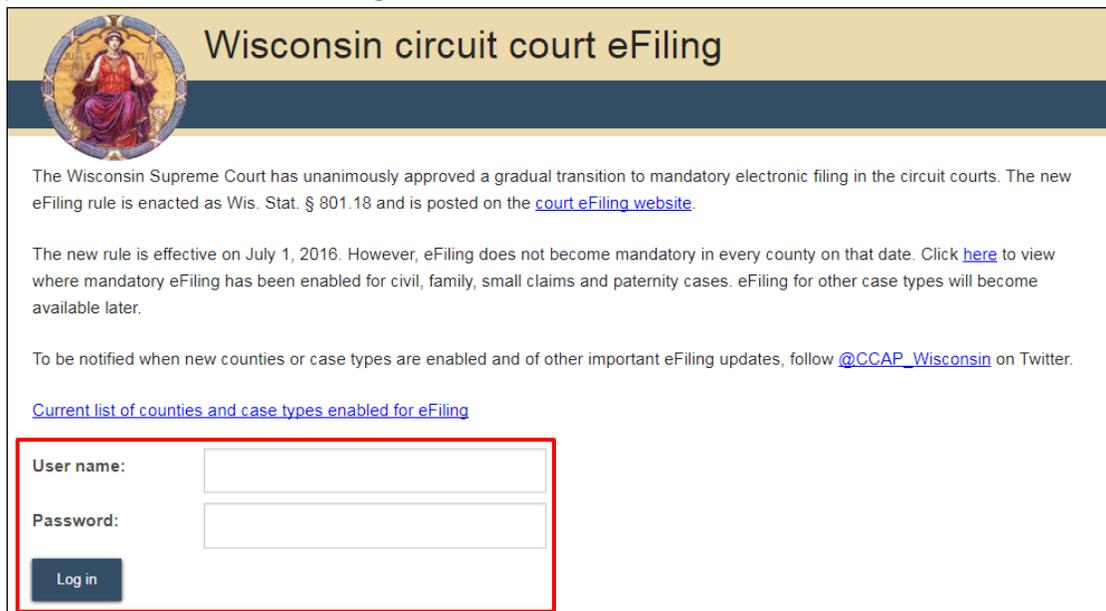


eFiling a new guardianship or civil commitment case as an attorney

Guardianship (GN), juvenile guardianship (JG), civil commitment (ME), and juvenile civil commitment (JM) are some of the latest case types offered for electronic filing in Wisconsin circuit courts. Along with all of the conveniences eFiling typically provides, if you are an attorney with Corporation Counsel and are the petitioning agency on a GN, JG, ME, or JM case, access is provided to all attorneys from your Corporation Counsel office to view or file additional documents on that case.

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



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



3. Select the county you are filing in from the **County** dropdown menu and the applicable class code from the **Class code** dropdown menu.
 - Select the appropriate agency from the **Which agency is this filing for?** dropdown menu. This menu only displays for attorneys associated with county agencies.
 - When a guardianship class code is selected, the question **Is this filing for a minor** will appear. Select **Yes** if applicable. These selections only appear in counties that classify juvenile guardianships as JG case types. If the selections don't appear, juvenile guardianships are processed as GN cases.
 - Juvenile civil commitment class codes are only available in counties that accept them. If the filing county does not accept JM case types, these class codes don't appear in the **Class code** dropdown menu and the appropriate ME case type and class code should be selected instead.
 - 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

Class code

Which agency is this filing for?

Email address

Is this filing for a minor?
 Yes No

Continue

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

Note: To quickly determine which party types are required for a case type, select the *Continue* button prior to adding any parties to the case. This causes an error message to display, showing the party requirements for the case type/class code selected.

5. Complete the **New party** window. Start by choosing a **Party** type, beginning with the filing party. Select the **Add attorney** button to add the attorney representing the filing party on the case.
6. Select the **Save, and Add next party** button to add additional parties to the case.

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

Wisconsin circuit court eFiling

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Case information Parties Documents Review

Parties

Add party

Party type	Name	Attorney	Actions
Petitioner	Corporation Counsel	Heidi Parks	Edit Remove
Person in Need	Paul Needs		Edit Remove

Previous **Continue**

8. 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

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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

9. From the **Document type** dropdown menu, select the correct document type, and enter a descriptive title in the **Document title** text entry field. Select the **Continue** button.

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

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- 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

File name	Status	Document type	Document title	Seal	Remove
State of Emergency Detention.pdf	Upload complete	Statement of Emergency Detention	State of Emergency Detention - Needs		Remove

Previous **Continue**

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

If after selecting the *Continue* button, the “A filing document is required,” red error message displays, you may not have selected the correct type of document to initiate the type of case you are filing. The system looks at the *Document type* field to determine if the right document type is uploaded.

10. 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

Case information Parties Documents Review

Review

Civil Commitment filing: Mental Commitments (50501)
In the Matter of Paul Needs

Petitioner: Corporation Counsel
1212 Legal Lane
Middleton WI 53562
US

Person in Need: Paul Needs

Attorney: Heidi Parks

Documents
[Statement of Emergency Detention - State of Emergency Detention - Needs](#)

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.

11. On the **Ready to file** page, select the checkbox next to 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.



The screenshot shows the 'Ready to file' page on the Wisconsin circuit court eFiling system. The page header includes the Wisconsin state seal and the title 'Wisconsin circuit court eFiling'. Below the header is a navigation bar with links for 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', 'support', and 'ready to file'. The main content area is titled 'Ready to file' and displays a list of filings for Chippewa County. The first filing is 'Civil Commitment filing: Mental Commitments (50501)' with a fee of \$0.00. Below this filing, there are links for 'In the Matter of Paul Needs (show parties)', 'Documents:', 'Statement of Emergency Detention - State of Emergency Detention - Needs', and 'Edit Delete'. A 'Subtotal' is shown as \$0.00. At the bottom right, the 'Total fee' is \$0.00. A 'File' button is highlighted with a red box.

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. To learn how to set up a CDA, see the "[Creating and managing a court debit account](#)" user guide. 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.

If filing on behalf of a county agency, the \$20 eFiling fee will be waived and selection of a payment type will not be required. Simply select the *File* button to submit the new case filing.

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



The screenshot shows the 'Filings submitted' page on the Wisconsin circuit court eFiling system. The page header includes the Wisconsin state seal and the title 'Wisconsin circuit court eFiling'. Below the header is a navigation bar with links for 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', 'support', and 'ready to file'. The main content area is titled 'Filings submitted' and displays a confirmation message: 'Your filing(s) have been submitted successfully to the court.' Below the message is a 'Return to main menu' button.

Note: Once you have advanced to this page, do not close 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 exists 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.

13. Once payment is received, the new case is processed by the circuit court. You will receive an email confirmation and the file-stamped documents 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 your case initiating documents.