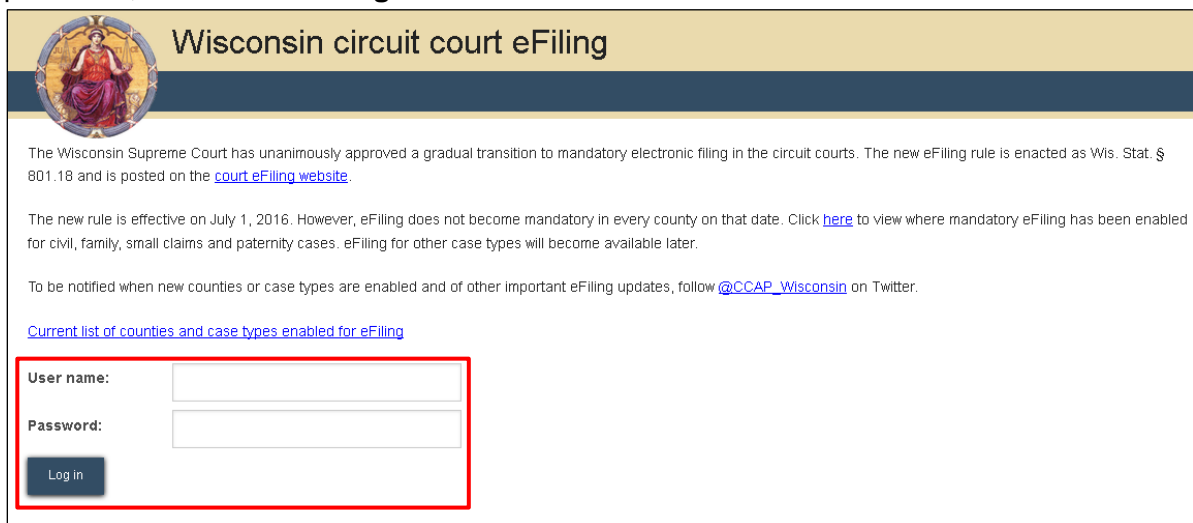


eFiling a new guardianship or civil commitment case as a non-party filer

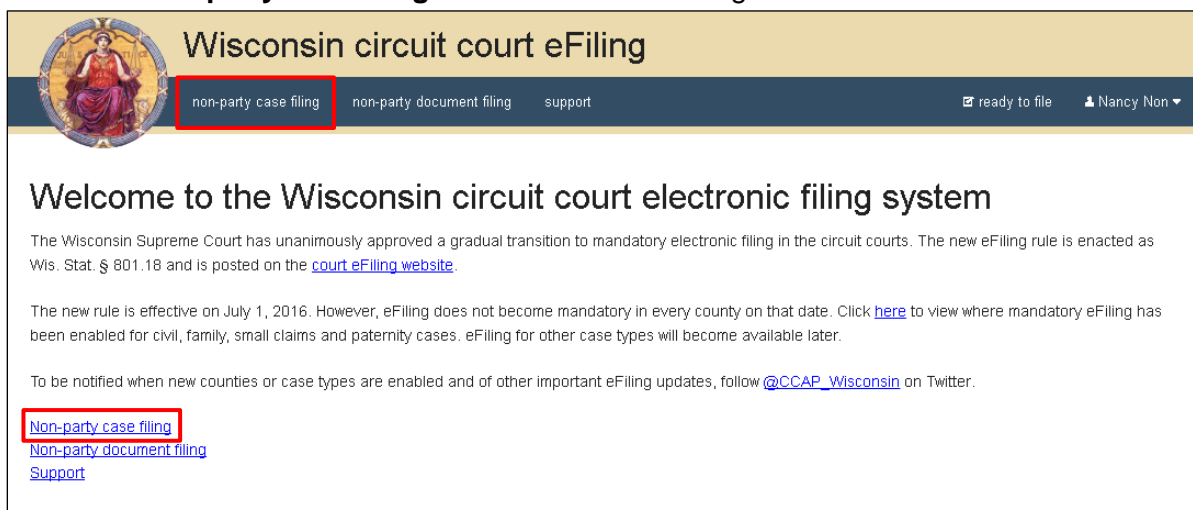
Adult guardianship (GN) and civil commitment (ME) case types are some of the most recent to join the list of those that are mandatorily eFiled in Wisconsin circuit courts. With all of the conveniences eFiling typically provides, representatives of the Department of Health and Family Services or members of law enforcement agencies can leverage the non-party filing functionality to eFile GN and ME cases. Filers must have a non-party eCourts account prior to filing. Review our [“Creating an eCourts account”](#) guide for instructions on account set-up.

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



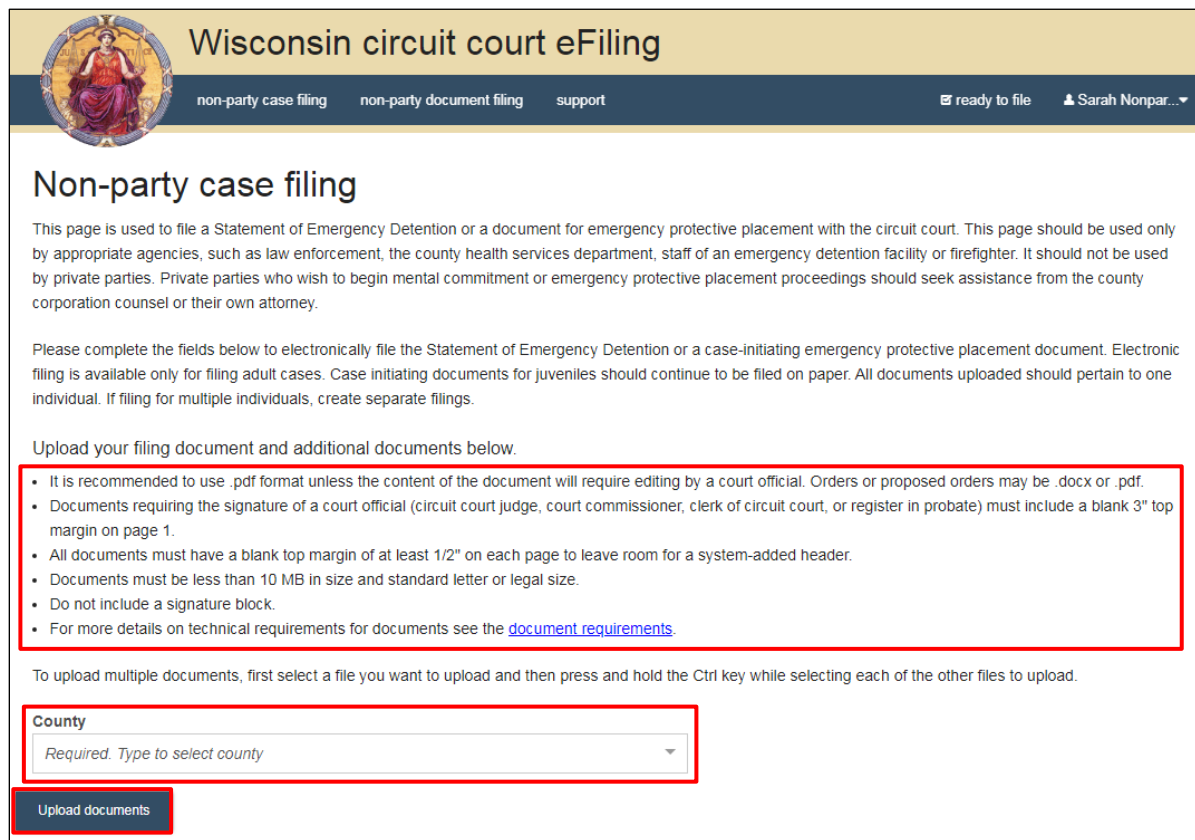
The screenshot shows the home page of the Wisconsin circuit court eFiling website. The page title is "Wisconsin circuit court eFiling". Below the title, there is a navigation bar with a logo of a woman in a red robe. The main content area contains several paragraphs of text and a link to the "Current list of counties and case types enabled for eFiling". At the bottom, there is a login form with fields for "User name:" and "Password:", and a "Log in" button. The login form is highlighted with a red box.

2. Select the **non-party case filing** link from the main navigation or from the bottom-left menu.



The screenshot shows the same website as the previous image, but with the navigation menu expanded. The "non-party case filing" link is highlighted with a red box. The page title is "Wisconsin circuit court eFiling". The navigation bar includes links for "non-party case filing", "non-party document filing", and "support". There is also a "ready to file" button and a user profile dropdown for "Nancy Non". The main content area contains the same text as the previous image, but with the "Non-party case filing" link highlighted with a red box.

3. Select the county you are filing in from the **County** dropdown menu, then 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

non-party case filing non-party document filing support ready to file Sarah Nonpar...

Non-party case filing

This page is used to file a Statement of Emergency Detention or a document for emergency protective placement with the circuit court. This page should be used only by appropriate agencies, such as law enforcement, the county health services department, staff of an emergency detention facility or firefighter. It should not be used by private parties. Private parties who wish to begin mental commitment or emergency protective placement proceedings should seek assistance from the county corporation counsel or their own attorney.

Please complete the fields below to electronically file the Statement of Emergency Detention or a case-initiating emergency protective placement document. Electronic filing is available only for filing adult cases. Case initiating documents for juveniles should continue to be filed on paper. All documents uploaded should pertain to one individual. If filing for multiple individuals, create separate filings.

Upload your filing document and additional documents below.

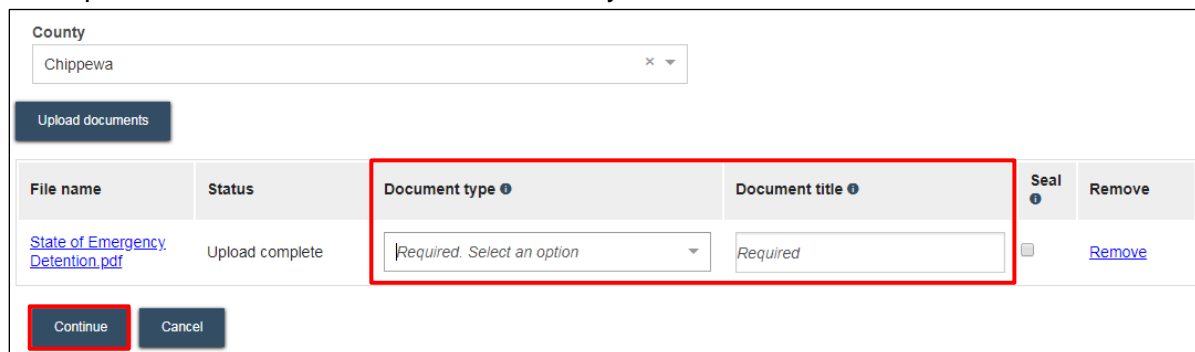
- It is recommended to use .pdf format unless the content of the document will require editing by a court official. Orders or proposed orders may be .docx or .pdf.
- Documents requiring the signature of a court official (circuit court judge, court commissioner, clerk of circuit court, or register in probate) must include a blank 3" top margin on page 1.
- All documents must have a blank top margin of at least 1/2" on each page to leave room for a system-added header.
- 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.

County
Required. Type to select county

Upload documents

4. 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.



County
Chippewa

Upload documents

File name	Status	Document type	Document title	Seal	Remove
State of Emergency Detention.pdf	Upload complete	Required. Select an option	Required	<input type="checkbox"/>	Remove

Continue Cancel

Note: If the appropriate document type is not available, review the [“Forms by eFiling document type: Civil commitment \(ME\) and minor commitment \(JM\) cases”](#) document or the [“Forms by eFiling document type: Guardianship \(GN\) and juvenile guardianship \(JG\) cases”](#) document to determine if your document should be a .docx or a .pdf.

An accurate and descriptive title is beneficial for identifying documents. The title entered here is visible to the courts.

5. On the **Ready to file** page, review the filing for accuracy. Select a **document link** to open a nd view any of your uploaded files. 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** button.

The screenshot shows the 'Wisconsin circuit court eFiling' website interface. At the top, there is a navigation bar with links for 'non-party case filing', 'non-party document filing', and 'support'. On the right side of the navigation bar, there is a 'ready to file' button and a user profile for 'Sarah Nonpar...'. The main content area is titled 'Ready to file' and displays a summary for 'Chippewa County'. Underneath, there is a section for 'Non-party case filing' with a list of documents. The first document is 'Statement of Emergency Detention - State of Emergency Detention', which has links for 'Edit' and 'Delete'. The subtotal for this filing is \$0.00. At the bottom right of the summary, the total fee is also listed as \$0.00. A link for 'Learn about payment options.' is provided. A red-bordered 'File' button is located at the bottom left of the summary area.

6. After you submit your filing, it is transmitted to the circuit court. You will receive an email confirming your documents have been filed once they are accepted by the court.