

eFiling a new adoption case as an attorney

Adoption (AD) and juvenile adoption (JA) case types are eligible for eFiling in participating counties. This tutorial covers how to file a new adoption case as an attorney.

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:

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



 Wisconsin circuit court eFiling

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Welcome to the Wisconsin circuit court electronic filing system

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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.

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3. Select the county you are filing in from the **County** dropdown menu and the applicable class code from the **Class code** dropdown menu. Both adoption and juvenile adoption class codes will appear as **50601 – Adoption** in the **Class code** dropdown menu.

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Case information Parties Documents Review

New filing

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

County
Required. Type to select county

Class code
Required. Type code or class description

Continue

4. When the adoption class code is selected, the question, **Is this filing for a minor?** displays. Selecting **Yes** indicates this filing should be classified as a juvenile adoption (JA) case.
Note: The *Is this filing for a minor?* question will only display for filings in counties that accept the JA case type for juvenile adoptions. If this question does not appear, the county does not accept JA case types and the juvenile adoption should be filed as an AD case type.
5. If applicable, select the appropriate agency from the **Which agency is this filing for?** dropdown menu. Then, select the **Continue** button.

County
Chippewa

Class code
50601 - Adoption - Adoption

Which agency is this filing for?
Select an option

Is this filing for a minor?
 Yes No

Continue

Note: The *Which agency is this filing for?* question will only display for attorneys associated with county agencies.

6. 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 triggers an error message showing the party requirements for the case type/class code selected.

7. Complete the **New party** window. Start by choosing the **Party type**, beginning with the filing party (i.e., Adoptive Mother, for an AD case). Select the **Add attorney** button to add the attorney representing the filing party on the case.

8. Select the **Save, and Add next party** button to add additional parties to the case.

Party attorney(s)

Is an interpreter needed?

Yes No

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

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Case information Parties Documents Review

Parties

Party type	Name	Attorney	Actions
Adoptive Mother	Jamie Orlander	Daniel A. Manna	Edit Remove
Child	Baby Doe		Edit Remove

10. 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.

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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.

11. 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.

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Case information Parties Documents Review

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Upload documents

File name	Status	Document type	Document title	Seal	Remove
Petition for adoption.pdf	Upload complete	Petition for Minor Child Adoption	Petition for adoption of Baby Doe	<input type="checkbox"/>	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 following red error message displays: "A filing document is required," you might not have selected the correct type of document to initiate the case you are filing. The system looks at the **Document type** field to determine if the right document type is uploaded.

- 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

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Case information Parties Documents Review

Review

Adoption filing: Adoption (50601)
In the Adoption of Baby Doe

Adoptive Mother: Jamie Orlander
123 Abc Lane
Madison WI 53706
US

Child: Baby Doe

Attorney: Daniel A. Manna

Documents
[Petition for Minor Child Adoption - Petition for adoption of Baby Doe](#)

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 filings(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

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Ready to file

Dane County

Adoption filing: Adoption (50601)
In the Adoption of Baby Doe ([show parties](#))
Documents:
[Petition for Minor Child Adoption - Petition for adoption of Baby Doe](#)
[Edit](#) [Delete](#)
Subtotal \$0.00

[Learn about payment options.](#) Total fee \$0.00

File

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.

14. 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.

Wisconsin circuit court eFiling

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Filings submitted

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

Return to main menu

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.

15. Once payment is received, the new case is processed by 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.