

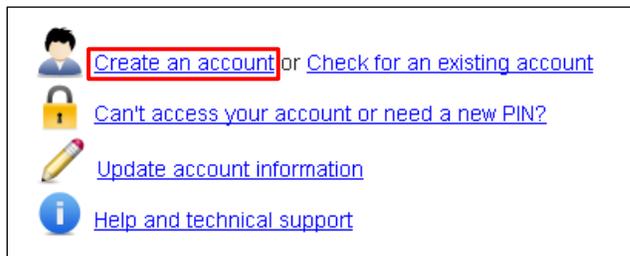
## Creating a file prep eCourts account

An eCourts account can be created to electronically prepare new case filings or upload additional documents for an attorney. To create an eCourts account, complete the following steps:

1. Visit the eFiling website: <http://efiling.wicourts.gov>.

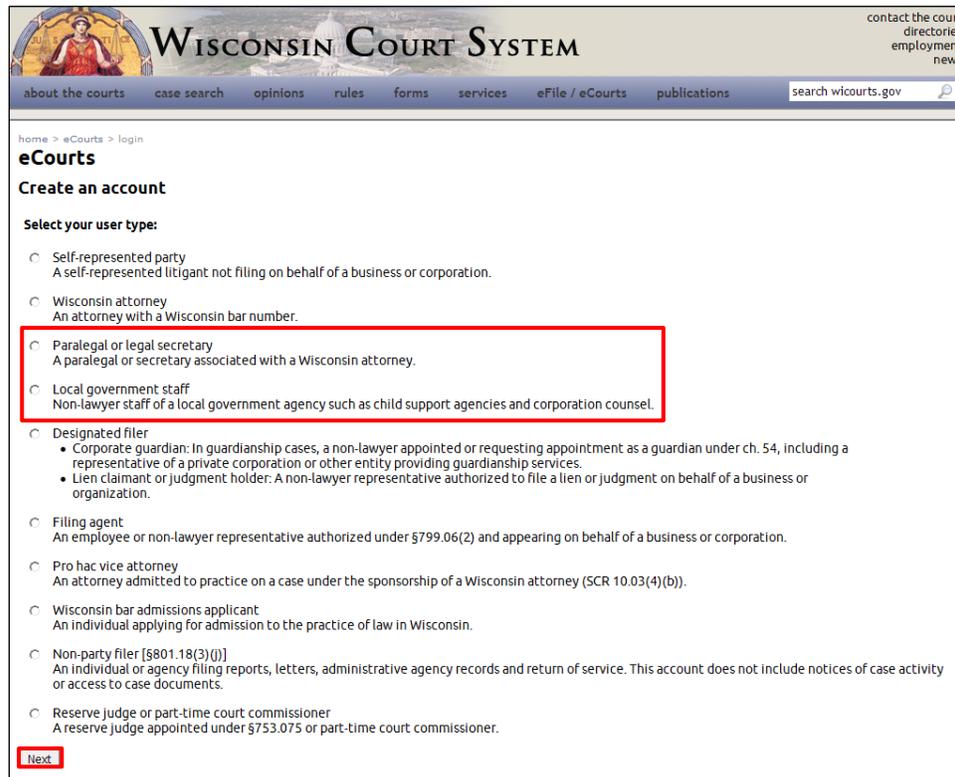


2. Select the **Create an account** link.



3. Select the **Paralegal or legal secretary** or **Local government staff** user type, depending on your particular affiliation. Then, select the **Next** button.

**Note:** Only select the *Local government staff* user type if you are filing on behalf of child support or corporation counsel. All other file prep users should select the *Paralegal or legal secretary* account type.



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## eCourts

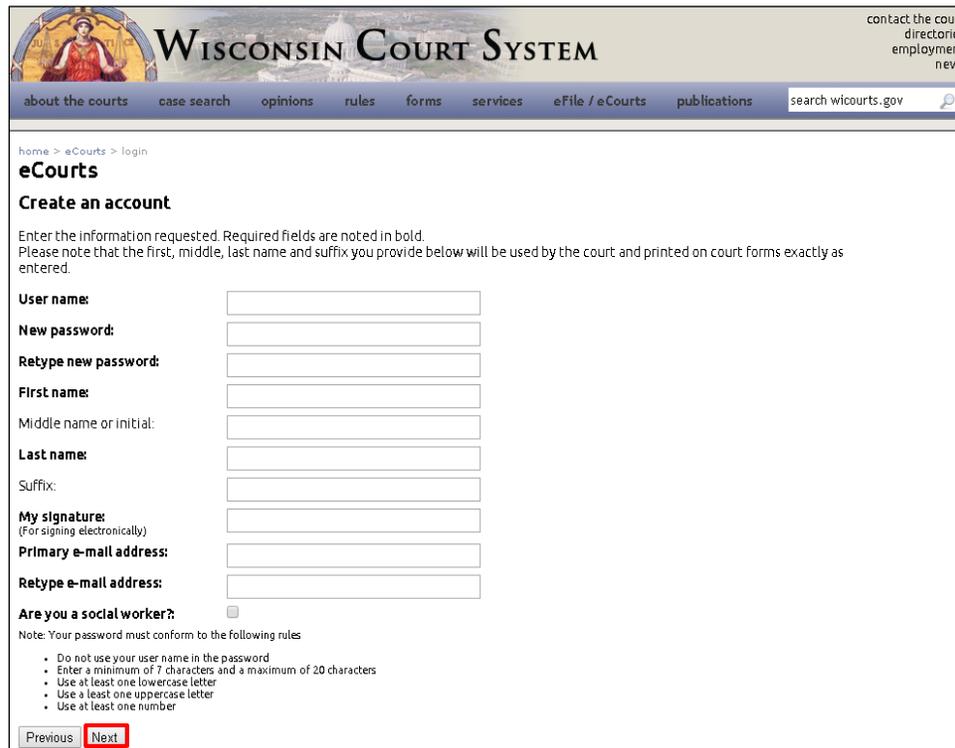
### Create an account

Select your user type:

- Self-represented party  
A self-represented litigant not filing on behalf of a business or corporation.
- Wisconsin attorney  
An attorney with a Wisconsin bar number.
- Paralegal or legal secretary  
A paralegal or secretary associated with a Wisconsin attorney.
- Local government staff  
Non-lawyer staff of a local government agency such as child support agencies and corporation counsel.
- Designated filer
  - Corporate guardian: In guardianship cases, a non-lawyer appointed or requesting appointment as a guardian under ch. 54, including a representative of a private corporation or other entity providing guardianship services.
  - Lien claimant or judgment holder: A non-lawyer representative authorized to file a lien or judgment on behalf of a business or organization.
- Filing agent  
An employee or non-lawyer representative authorized under §799.06(2) and appearing on behalf of a business or corporation.
- Pro hac vice attorney  
An attorney admitted to practice on a case under the sponsorship of a Wisconsin attorney (SCR 10.03(4)(b)).
- Wisconsin bar admissions applicant  
An individual applying for admission to the practice of law in Wisconsin.
- Non-party filer [§801.18(3)(j)]  
An individual or agency filing reports, letters, administrative agency records and return of service. This account does not include notices of case activity or access to case documents.
- Reserve judge or part-time court commissioner  
A reserve judge appointed under §753.075 or part-time court commissioner.

**Next**

4. Complete the required fields (listed in bold). The primary email address listed here is what an attorney will enter to find you in the file prep application and grant you file prep access. When finished, select the **Next** button.



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## eCourts

### Create an account

Enter the information requested. Required fields are noted in bold.  
Please note that the first, middle, last name and suffix you provide below will be used by the court and printed on court forms exactly as entered.

**User name:**

**New password:**

**Retype new password:**

**First name:**

Middle name or initial:

**Last name:**

Suffix:

**My signature:**   
(For signing electronically)

**Primary e-mail address:**

**Retype e-mail address:**

**Are you a social worker?:**

Note: Your password must conform to the following rules:

- Do not use your user name in the password
- Enter a minimum of 7 characters and a maximum of 20 characters
- Use at least one lowercase letter
- Use at least one uppercase letter
- Use at least one number

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**Note:** If the user type selected is **Local government staff**, an additional checkbox will be available titled, **Are you a social worker?** If this account is being created for a social worker, ensure that this checkbox is selected. The social worker account has access to both the **non-party case filing** and **non-party document filing** applications. For more information on non-party filing as a social worker, see the article titled, "[eFiling a new case as a social worker using non-party filing.](#)"

<b>My signature:</b> (For signing electronically)	<input type="text" value="Social Worker"/>
<b>Primary e-mail address:</b>	<input type="text" value="socialwork@gmail.com"/>
<b>Retype e-mail address:</b>	<input type="text" value="socialwork@gmail.com"/>
<b>Are you a social worker?:</b>	<input checked="" type="checkbox"/>

Note: Your password must conform to the following rules

- Do not use your user name in the password
- Enter a minimum of 7 characters and a maximum of 20 characters
- Use at least one lowercase letter
- Use at least one uppercase letter
- Use at least one number

5. Enter an email address or mobile phone number where account information can be sent should you need to recover your user name or password and you no longer have access to your primary email address. To proceed, select the **Next** button.

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## eCourts

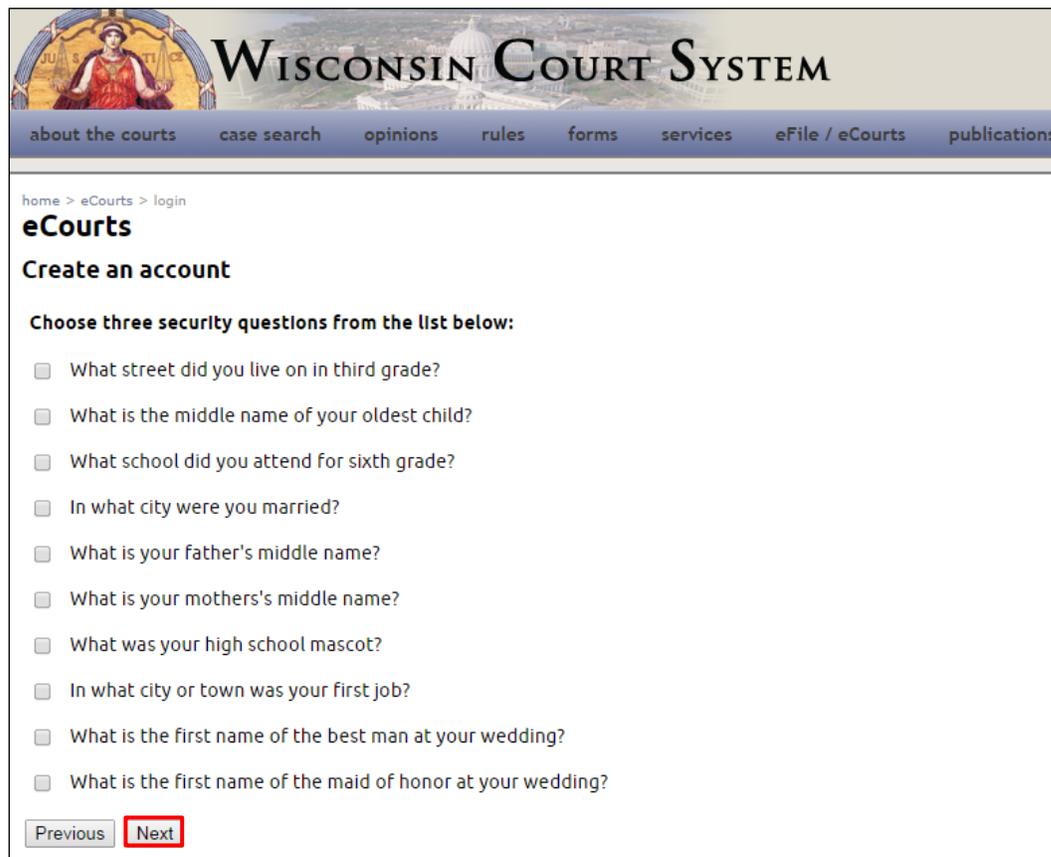
### Create an account

Enter an e-mail address (different than the primary e-mail address provided on the previous screen) and/or a mobile p

Recovery e-mail address:

Recovery mobile phone:

6. To enable independent recovery of your user name or password in the future, you must select and answer three security questions. These questions will be asked in the event that you forget your log in credentials. Choose three security questions from the available list and select the **Next** button.



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### Create an account

Choose three security questions from the list below:

- What street did you live on in third grade?
- What is the middle name of your oldest child?
- What school did you attend for sixth grade?
- In what city were you married?
- What is your father's middle name?
- What is your mother's middle name?
- What was your high school mascot?
- In what city or town was your first job?
- What is the first name of the best man at your wedding?
- What is the first name of the maid of honor at your wedding?

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7. Provide answers to the security questions selected. Responses are not case sensitive. To complete eCourts account setup, select the **Create account** button.



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## eCourts

### Create an account

Provide answers to your chosen security questions.

What street did you live on in third grade?

What is your father's middle name?

What is your mother's middle name?

Previous **Create account**

8. Upon successful account creation, a confirmation email will be sent from the eCourts System to the email address entered during the registration process. This email will contain your user name and PIN. Save or record this information for future use.
9. To activate your eCourts account, select the eCourts link provided in the **New user registration** email or, if the confirmation page is still open from the registration process, you can select the **activate your account** link on that page instead.



10. Enter your user name and password, and then select the **Log in** button.



11. Enter the PIN provided in the confirmation email, and select the **Continue** button.



12. You will be redirected to a page confirming activation of your eCourts account. Prior to logging in and prepping files for an attorney, the attorney needs to grant you file prep access. Provide the attorney with the email address you entered as the primary email address on your eCourts account during set up.



The screenshot shows the Wisconsin Court System website. The header features a logo with a judge and the text "WISCONSIN COURT SYSTEM". Below the header is a navigation menu with links: "about the courts", "case search", "opinions", "rules", "forms", "services", "eFile / eCourts", "publications", and a search box labeled "search wicour". The main content area shows a breadcrumb trail "home > eCourts > login" followed by the heading "eCourts". A message states: "You have successfully logged in. As long as you don't close your browser and have cookies enabled, you will not be prompted to login again." Below this, it says "You may wish to continue to one of the following applications:" and lists several options: "Appellate court eFiling", "Attorney continuing legal education reporting", "Circuit court eFiling" (highlighted with a red box), "Cost reporting", "Myforms forms assistant", and "WCCA".