

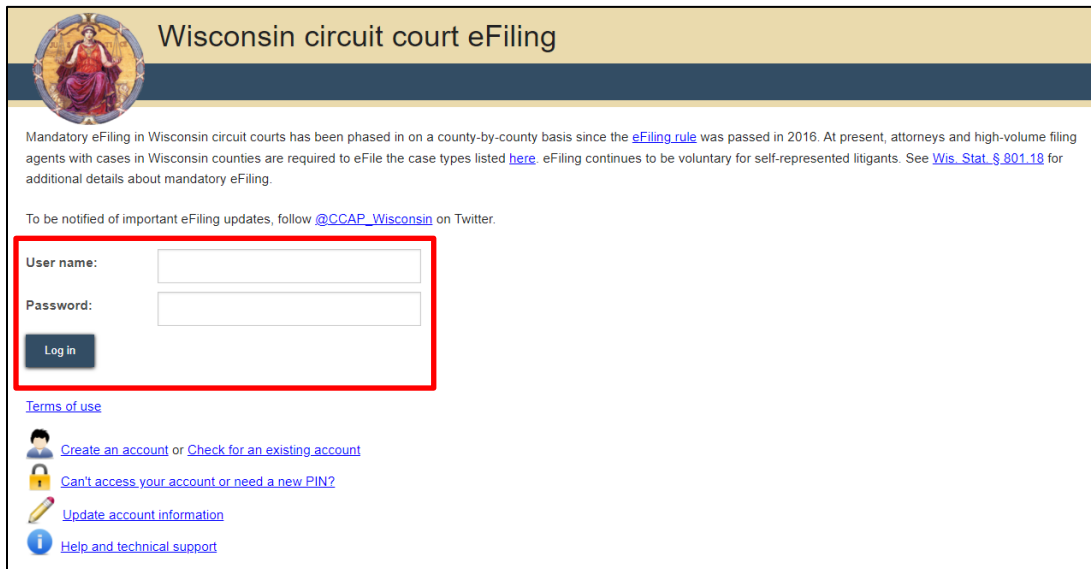
# eFiling exhibits on an existing case

**Purpose:** Opted-in parties can eFile exhibit documents on cases that have future court activities.

**Applicable Users:** Users of the Circuit Court eFiling System

## eFiling exhibits on an existing case

1. Log in to your Wisconsin eCourts account (<http://efiling.wicourts.gov>).



Wisconsin circuit court eFiling

Mandatory eFiling in Wisconsin circuit courts has been phased in on a county-by-county basis since the [eFiling rule](#) was passed in 2016. At present, attorneys and high-volume filing agents with cases in Wisconsin counties are required to eFile the case types listed [here](#). eFiling continues to be voluntary for self-represented litigants. See [Wis. Stat. § 801.18](#) for additional details about mandatory eFiling.

To be notified of important eFiling updates, follow [@CCAP\\_Wisconsin](#) on Twitter.

User name:

Password:

Log in

[Terms of use](#)

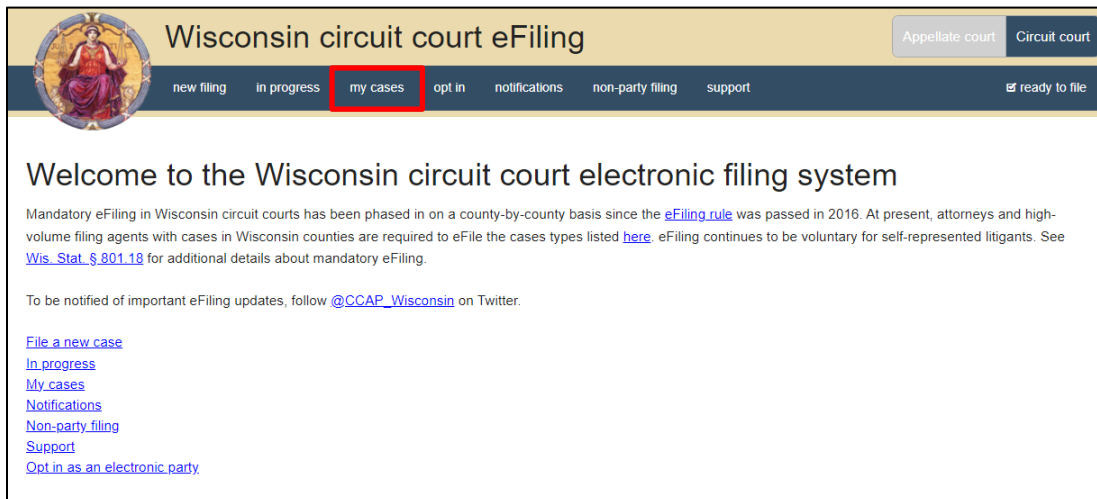
[Create an account](#) or [Check for an existing account](#)

[Can't access your account or need a new PIN?](#)

[Update account information](#)

[Help and technical support](#)

2. Select the **My cases** button.



Wisconsin circuit court eFiling

Appellate court | Circuit court

new filing | in progress | **my cases** | opt in | notifications | non-party filing | support

ready to file

Welcome to the Wisconsin circuit court electronic filing system

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[File a new case](#)

[In progress](#)

[My cases](#)

[Notifications](#)

[Non-party filing](#)


[Support](#)

[Opt in as an electronic party](#)

3. Select the **Pre-file hearing exhibit** link once you have located the case.

County	Case no.	Caption	Status	Attorneys	Actions
All	Search Case no....	Search Caption...	All	All	
Rock	<a href="#">2021CV000556</a> <a href="#">View documents</a> <a href="#">View exhibits</a> <a href="#">View parties</a>	Pamela Plaintiff vs. Devon Defendant	Open 08-17-2021		<a href="#">File another document</a> <a href="#">Pre-file hearing exhibit</a> <a href="#">File amended complaint</a> <a href="#">Withdraw from case</a>

4. Select the **Upload documents** button to browse for and upload the exhibit document. Review the document file type specifications.
- The case must have a future court activity. Select the activity from the activity dropdown.
  - Uploaded documents must be in PDF format.
  - A document title is required.



## Wisconsin circuit court eFiling

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### Exhibits

Rock County 2021CV000556 - Pamela Plaintiff vs. Devon Defendant

Upload your exhibits below.

- Exhibits must be uploaded in .pdf format.
- 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.

Upload documents

File name	Status	Activity	Document title	Party	Remove
<a href="#">exhibit_check.pdf</a>	Upload complete	11-28-2022 10:00:00	Rental check	Plaintiff, Pamela	<a href="#">Remove</a>

**Notes to Clerk**

Please type any notes to the clerk here.

Continue
Cancel

**Note:** If a future activity is not yet scheduled for your case, please reach out to the [clerk of court office](#) in the county where your case is filed to determine when to file your exhibit.

5. Add any additional information for the court in the **Notes to Clerk** field.
6. Select **Continue**.
7. Review the documents on the **Ready to File** page.

8. Select **File** to complete the exhibit document filing.

Wisconsin circuit court eFiling

Appellate court Circuit court

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## Ready to file

Rock County

Exhibits for [2021CV000556](#) (30301) \$0.00  
 Pamela Plaintiff vs. Devon Defendant  
 Documents:  
 11-28-2022 10:00 am - Hearing (HE)  
[Exhibit - Rental check](#)  
[Edit](#) [Delete](#)  
 Subtotal \$0.00

[Learn about payment options.](#) Total fee \$0.00  
[Filings in need of payment](#)

**File**

## Viewing processed exhibits on a case

1. Once the clerk has accepted your eFiled exhibits, you can view them by going to **My Cases**.
2. Select the **View exhibits** link to see exhibits filed on your case.

Wisconsin circuit court eFiling

Appellate court Circuit court

new filing in progress **my cases** opt in notifications non-party filing support ready to file

## My cases

Can't find a case? [Click here to search.](#)

Looking to file or receive documents on an existing electronic case not listed below? [Opt in as an electronic party.](#)

Learn [how to file on an existing case and how to view case information and documents.](#)

Show  entries **Clear filters**

Showing 1 to 5 of 5 entries Previous **1** Next

County	Case no.	Caption	Status	Attorneys	Actions
All	<input type="text" value="Search Case no...."/>	<input type="text" value="Search Caption..."/>	All	All	
Rock	<a href="#">2021CV000556</a> <a href="#">View documents</a> <b><a href="#">View exhibits</a></b> <a href="#">View parties</a>	Pamela Plaintiff vs. Devon Defendant	Open 08-17-2021	Daniel A. Manna	<a href="#">File another document</a> <a href="#">File exhibit</a> <a href="#">File amended complaint</a> <a href="#">Withdraw from case</a>

3. Exhibits remain in **Submitted** status until the clerk accepts them. Once the clerk accepts them, their status changes to **Processed**.

Exhibits for case 2021CV000556 ✕

Show  entries Clear filters

Showing 1 to 4 of 4 entries Previous **1** Next

Title	Party	Activity	Offered	Status
<input type="text" value="Search Title..."/>	<input type="text" value="Search Party..."/>	<input type="text" value="Search Activity..."/>	All	All
<a href="#">Rental check</a>	Pamela Plaintiff	Hearing on 11-28-2022 at 10:00 AM	No	Submitted
<a href="#">Text chain</a>	Pamela Plaintiff	Status conference on 11-14-2022 at 10:00 AM	No	Processed
<a href="#">Utilities invoice</a>	Pamela Plaintiff	Status conference on 11-14-2022 at 10:00 AM	No	Processed

## eFile support

Contact the eFile support center if you have further questions. Staff are available Monday through Friday, 8:30 a.m. to 4:30 p.m., except for court holidays.

Phone: 1-800-462-8843

Online support form: <https://www.wicourts.gov/ecourts/efilecircuit/efilefeedback.htm>

Email: [efilesupport@wicourts.gov](mailto:efilesupport@wicourts.gov)