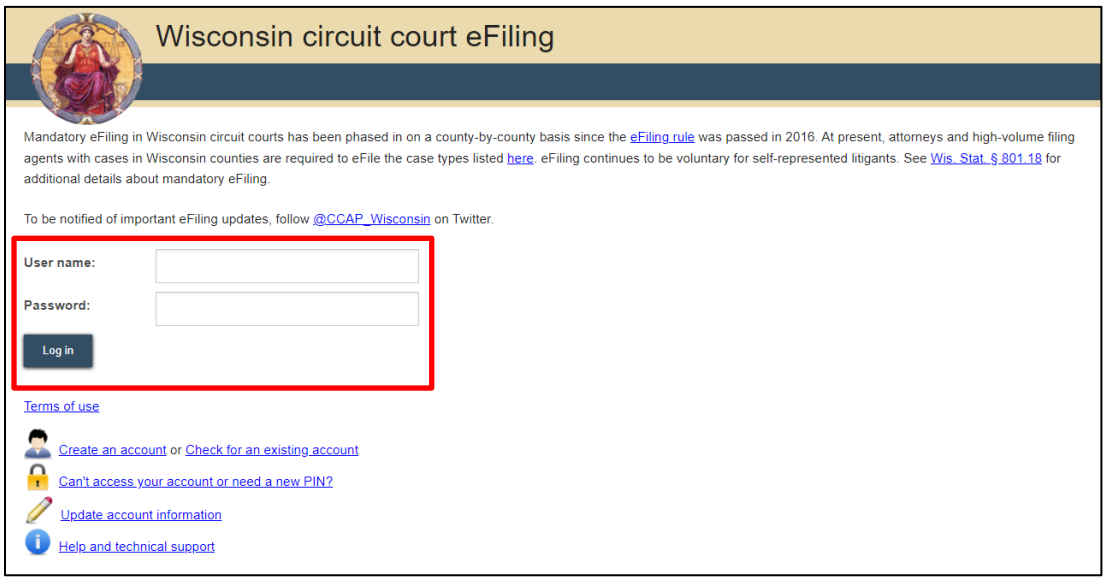
eFiling exhibits on an existing case

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

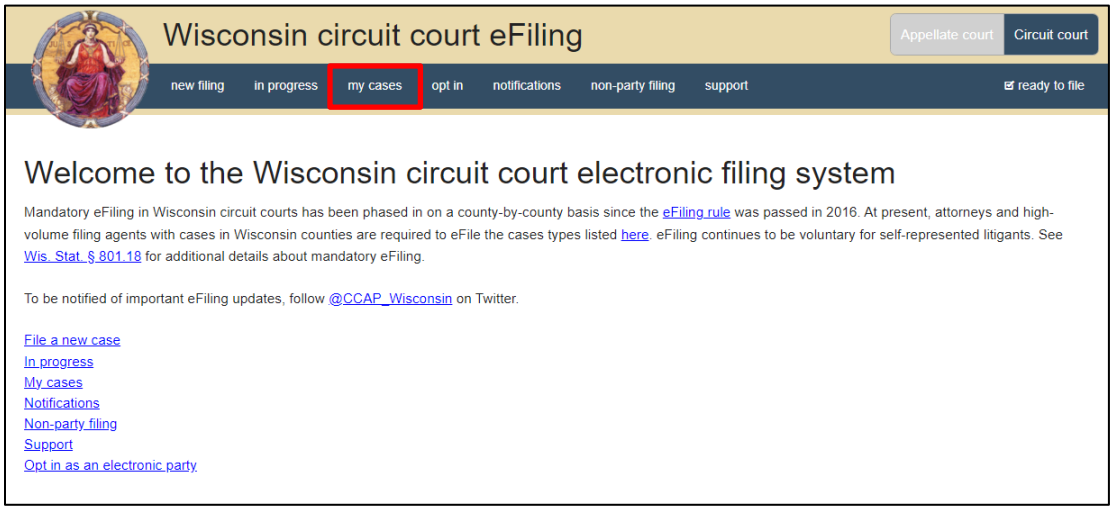
Applicable Users: Users of the Circuit Court eFiling System

eFiling exhibits on an existing case

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



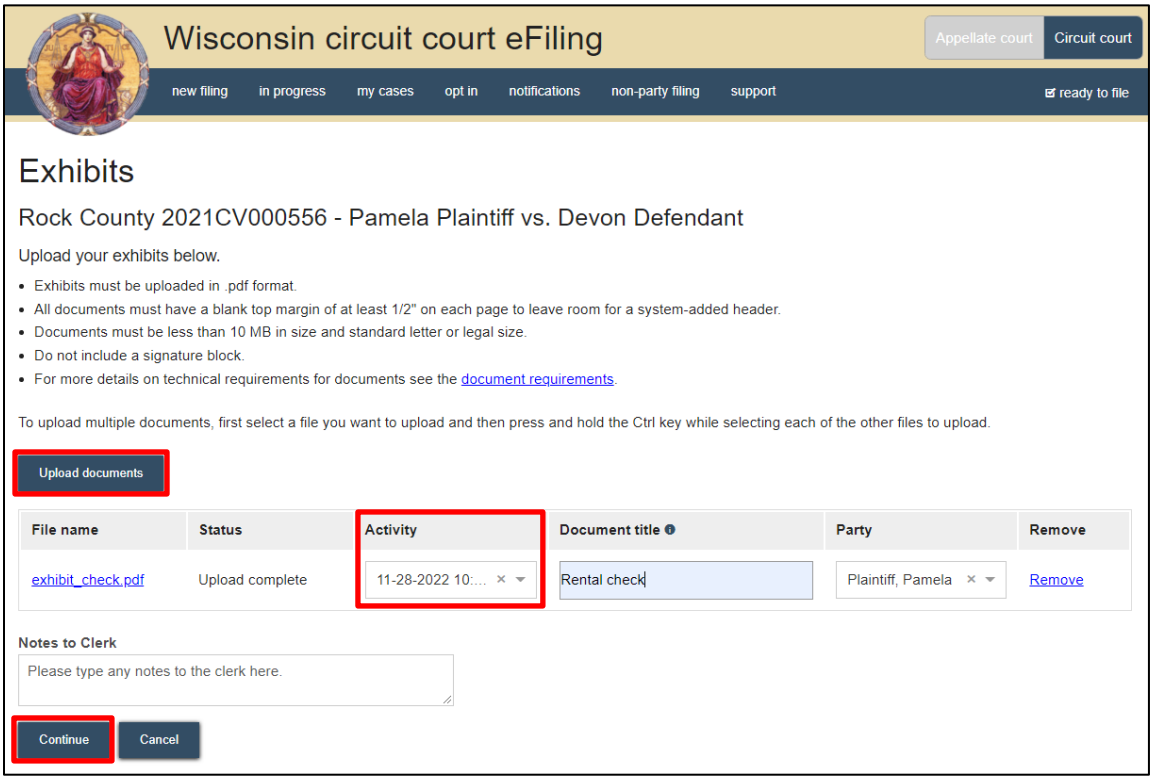
2. Select the **My cases** button.



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

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.



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.

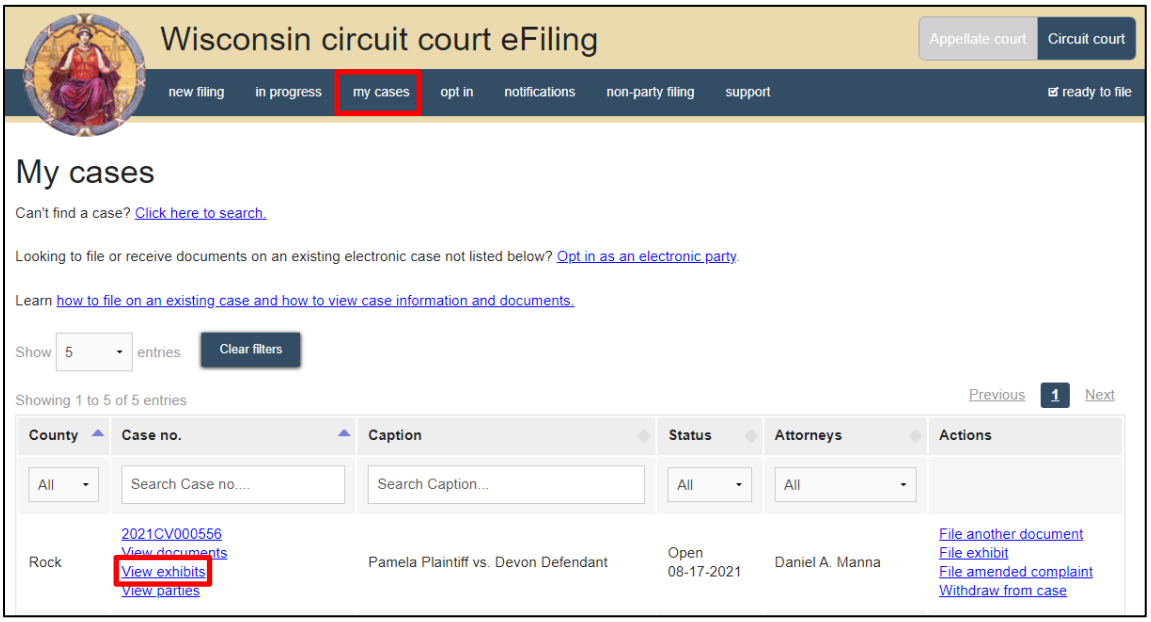
5. Add any additional information for the court in the **Notes to Clerk** field.
6. Select **Continue**.
7. Review the documents on the **Ready to File** page.

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

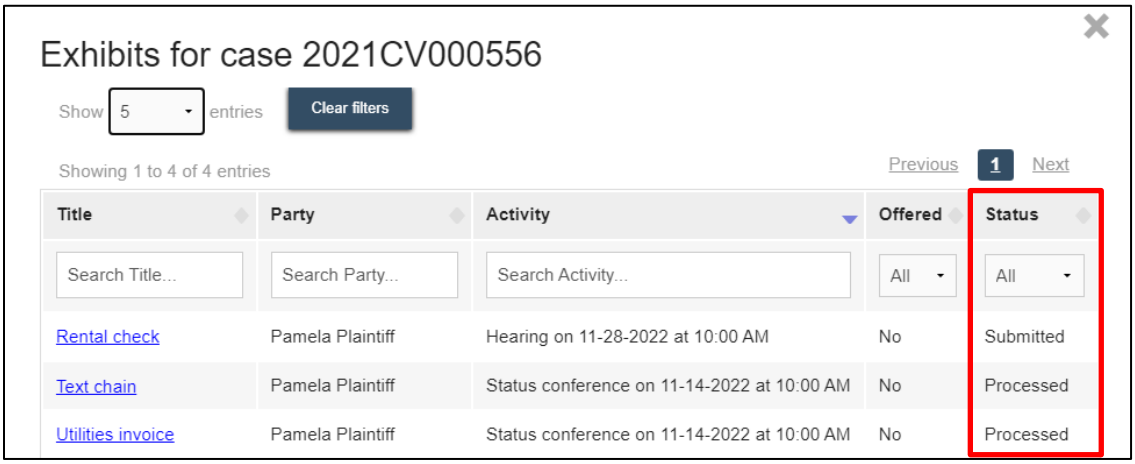
Viewing processed exhibits on a case

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.



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