



Pay one opt-in fee for criminal or traffic cases that stem from a single incident

When multiple criminal/traffic cases are filed for the same party, and those cases stem from the same incident, eFilers are only charged a single \$20 opt-in fee if the cases meet certain conditions.

Criteria for cases to qualify for one opt-in fee

If the following case types stem from the same incident, users may qualify to pay only one eFiling opt-in fee for all of the cases:

- Traffic Forfeiture (TR)
- Non-Traffic Ordinance Violation (FO)
- Juvenile Civil Law and Ordinance Violations (JO)
- Misdemeanor (CM)
- Felony (CF)
- Criminal Traffic (CT)

The following information must match on all of the cases to qualify for a single eFiling fee:

1. Offense date
2. Issuing agency
3. Party date of birth
4. Party first and last name

Note: The party's name must match *exactly* on all cases, including any capitalization.

Method #1: Pay a single opt-in fee for all cases at once

To ensure you are only charged once when opting into multiple cases that meet the above criteria, take the following steps:

1. Prepare all your opt ins at once and have the filings on the **Ready to file** screen before making any payment. To do this, populate the fields on the opt in screen for your first case. Select **[Save, and opt in on another case]** to populate the

relevant case information for the next case.

Do you need to file additional documents?

Yes No

Save **Save, and opt in on another case** **Cancel**

- Additional information about the opt in process can be found [here](#).
2. Once you have completed the opt in information for your final case, select **Save**.
 3. You are now at the **Ready to file** screen. Select the white checkbox next to the county name to select all the cases on the screen. The **Total fee** below the list of filings will display as \$20.
 - If the filing fee totals more than \$20, review the above criteria to ensure your cases meet the requirements for a single eFiling fee.
 4. Select **[File and Pay]** to complete the payment process.

Ready to file

Jefferson County

<input checked="" type="checkbox"/> Electronic party registration for 2022CF000156 (20999) State of Wisconsin vs. Donna Duncan Documents: \$20.00 Edit Delete \$0.00
Electronic party registration for 2022CM000083 (32000) State of Wisconsin vs. Donna Duncan Documents: \$0.00 Edit Delete
Electronic party registration for 2022CT000114 (32000) State of Wisconsin vs. Donna Duncan Documents: \$0.00 Edit Delete
Subtotal: \$20.00

[Learn about payment options.](#) **Total fee \$20.00**

[Filings in need of payment](#)

US Bank will charge \$0.55 to process MasterCard or Visa payments (2.75%) or \$1.95 to process electronic check payments.

File and Pay

Method #2: Opt in to one case, then complete additional opt ins later

As an alternative to the above opt in process, you may choose to pay a single \$20 opt-in fee for one case stemming from a single incident and then opt in to the other cases later after the clerk has processed any documentation, such as a Notice of Retainer or a Notice of Appearance, for the first opt in. To do so, take the following steps:

1. Opt in to one of the qualifying cases stemming from the initial incident.
2. After submitting the \$20 payment, wait for the Clerk of Circuit Court to process your submitted opt in. Once this filing is processed, you should receive a notification stating your opt in was processed.
3. Proceed to opt in to your additional cases. On the **Ready to file** screen, you will not be prompted to make a payment if the cases meet the requirements.
4. Select **File** to submit your additional opt-in filings.

Notes:

- If one of the qualifying cases is missing a party's date of birth, the case will not qualify for the combined eFiling fee. The party or attorney can work with the Clerk of Circuit Court to add the date of birth to the case so the case may qualify for the combined fee.
- The offense date must match on all cases to qualify for the single \$20 opt-in fee. If one case has an offense date of Jan. 1 at 11:59 p.m., but another case has an offense date of Jan. 2 at 1 a.m., you will be charged multiple opt-in fees.

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