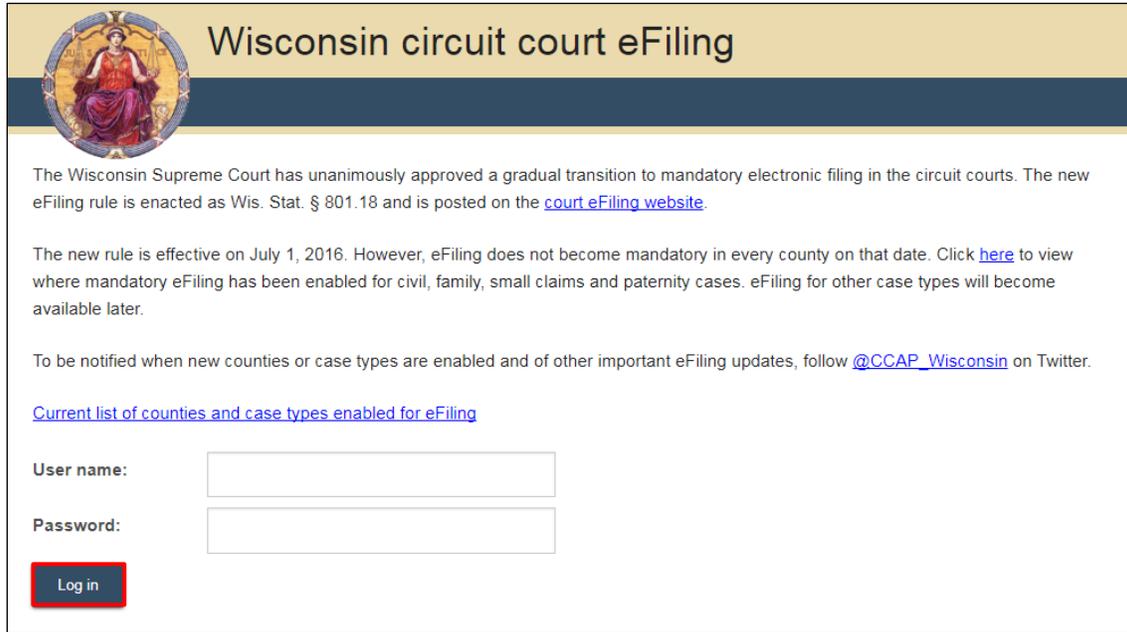


eFiling a new judgment or lien case

Beginning September 1, 2018, attorneys filing in all Wisconsin circuit courts are required to eFile judgment (FJ and TJ) and lien (CL, CO, HL, and OL) cases. Take a look at the following tutorial to learn more about filing a new judgment or lien case.

1. Visit the eFiling website at <http://efiling.wicourts.gov>. Enter your eCourts user name and password and select the **Log in** button.



The screenshot shows the login page for the Wisconsin circuit court eFiling system. The page has a header with the Wisconsin Court System logo and the text "Wisconsin circuit court eFiling". Below the header, there is a paragraph of text explaining the mandatory eFiling rule. A "Log in" button is highlighted with a red box.

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:

Log in

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



The screenshot shows the main page of the Wisconsin circuit court eFiling system. The page has a header with the Wisconsin Court System logo and the text "Wisconsin circuit court eFiling". Below the header, there is a navigation menu with links for "new filing", "in progress", "my cases", "opt in", "notifications", "non-party filing", "support", and "ready to file". The "new filing" link is highlighted with a red box. Below the navigation menu, there is a paragraph of text explaining the mandatory eFiling rule. A "File a new case" link is highlighted with a red box.

Wisconsin circuit court eFiling

[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

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. 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.

To be notified when new counties or case types are enabled and of other important eFiling updates, follow [@CCAP_Wisconsin](#) on Twitter.

[File a new case](#)
[in progress](#)
[My cases](#)
[Notifications](#)
[Non-party filing](#)
[Support](#)
[Opt in as an electronic party](#)

3. Select the county you are filing in from the **County** dropdown menu and the applicable class code from the **Class code** dropdown menu. If the class code you selected is **Transcript of Judgment** or **Foreign Judgment**, select either **Yes** or **No** to answer the question “Is this judgment for the collection of restitution?” Then, select the **Continue** button.

Wisconsin circuit court eFiling

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

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

Class code

Is this a family case under chapter 767, 769 or 882? If so, please select the appropriate class code to initiate a family case.

Email address

Is this judgment for the collection of restitution?

Yes No

Continue

4. Select the **Add party** button to add parties to the case.

Wisconsin circuit court eFiling

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

Case information Parties Documents Review

Parties

Add party

Party type	Name	Attorney	Actions
This filing has no parties			

Previous Continue

Note: To quickly determine which parties 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.

5. Complete **New party** window. Start by choosing a **Party** type, beginning with the filing party (i.e., creditor or plaintiff for judgments). Select the **Add attorney** button to add the attorney

representing the filing party on the case. If you are logged in as a designated filer, answer the question “Are you the designated filer for this party?” by selecting either **Yes** or **No**.

Wisconsin circuit court eFiling

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

Case information | Parties | Documents | Review

New party

Party last name and business name are limited to 60 characters. The name entered does not need to match the complaint.

Party type
 Person Business

First name **Middle name** **Last name** **Suffix**

Address 1 **Address 2**

ZIP **City** **State** **Country**

Phone number

Other name(s) for this party

Party attorney(s)

Is an interpreter needed?
 Yes No

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

Party attorney(s)

Is an interpreter needed?
 Yes No

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

Wisconsin circuit court eFiling

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

Case information Parties Documents Judgments Review

Parties

Add party

Party type	Name	Attorney	Actions
Creditor	Sam Smith	Heidi Parks	Edit Remove
Debtor	Dudley Debtor		Edit Remove

Previous **Continue**

8. 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.

Wisconsin circuit court eFiling

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

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.

Upload documents

File name	Status	Document type	Document title	Seal	Remove
-----------	--------	---------------	----------------	------	--------

Previous **Continue**

9. 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.

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.

[Upload documents](#)

File name	Status	Document type	Document title	Seal	Remove
Transcript of judgment.pdf	Upload complete	Transcript of Judgment	Transcript of judgment	<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 is uploaded.

10. Enter the information requested on the **Judgments** page. Selecting **Yes** for **Docket** will charge the \$5 docketing fee (unless the judgment is for restitution) and docket the judgment when the new case filing is processed by the circuit court. You can enter one or more amounts, selecting the appropriate type from the **Type** dropdown menu.

Selecting **Yes** for **Joint and several** will mark the judgment amount to be owed by all debtors. Select one or more parties as the creditor(s) and one or more as the debtor(s). Note that multiple judgments can be entered on this page. Select the **Continue** button.

The screenshot shows the 'Judgments' page in the Wisconsin circuit court eFiling system. At the top, there is a navigation bar with the title 'Wisconsin circuit court eFiling' and a logo on the left. Below the navigation bar is a progress indicator with five steps: 'Case information', 'Parties', 'Documents', 'Judgments', and 'Review'. The 'Judgments' step is currently active. The main content area is titled 'Judgments' and contains a 'Docket' section with radio buttons for 'Yes' (selected) and 'No'. Below this is a text prompt: 'Enter judgment amounts. If not applicable, enter "0" for the dollar amount.' There is a form with an 'Amount' field (containing '\$' and 'Required'), a 'Type' dropdown menu (with 'Select an option'), and a 'Joint and several' section with radio buttons for 'Yes' and 'No' (selected). The 'Total' is displayed as '\$0.00'. There is a button 'Add another amount'. Below this is the 'Judgment parties' section with two dropdown menus: 'Sam Smith (Creditor)' and 'Dudley Debtor (Debtor)', both with 'Select an option' text. A note states: 'Note: Assigning a party type will add the party to the judgment. Not all parties need a party type assigned.' At the bottom, there are buttons for 'Add another judgment', 'Previous', and 'Continue' (highlighted with a red box).

11. On the **Review** page, review the filing for accuracy. Select a **document** link to open and view any of your uploaded documents. Select the **Continue** button when you are ready to proceed.

The screenshot shows the 'Review' page in the Wisconsin circuit court eFiling system. At the top, there is a navigation bar with the title 'Wisconsin circuit court eFiling' and a logo on the left. Below the navigation bar is a progress indicator with five steps: 'Case information', 'Parties', 'Documents', 'Judgments', and 'Review'. The 'Review' step is currently active. The main content area is titled 'Review' and contains the following information: 'Transcript of Judgment filing: Transcript of Judgment (70001)', 'Sam Smith vs. Dudley Debtor'. Below this is the 'Creditor: Sam Smith' section with address: '13 East Lane, Middleton WI 53562, US'. The 'Debtor: Dudley Debtor' section with address: '1515 Money Lane, Middleton WI 53562, US'. The 'Attorney: Heidi Parks' section. Below this is the 'Documents' section with a link: '[Transcript of Judgment - Transcript of judgment](#)'. The 'Judgments' section contains: 'Docket: Yes', 'Total: \$2,500.00', 'Creditor: Sam Smith', 'Debtor: Dudley Debtor'. Below this is the 'Notes to Clerk' section with a text input field containing the placeholder text: 'Please type any notes to the clerk here.' At the bottom, there are buttons for 'Previous' and 'Continue' (highlighted with a red box).

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.

12. On the **Ready to file** page, select the checkbox next to the filing(s) you wish to submit, or select the checkbox next to a county name to submit all filings for that county. Choose a **Payment type**, and select the **File** or **File and Pay** button.

Wisconsin circuit court eFiling

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

Ready to file

Chippewa County

<input type="checkbox"/> Transcript of Judgment filing: Transcript of Judgment (70001) Sam Smith vs. Dudley Debtor (show parties)	\$5.00
Documents: Transcript of Judgment - Transcript of judgment	
Docket fee	\$5.00
Edit Delete	
Subtotal	\$10.00

[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, 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.

13. 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.

Wisconsin circuit court eFiling

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

Filings submitted

Your filing(s) have been submitted successfully to the court. **Make your electronic payment now.** You cannot come back to the eFiling website to make payment later. Select "Make payment" below to continue to the US bank secure website. Registering on the US Bank website is not required.

US Bank will charge a **convenience fee** of \$ 0.27 (2.75%) to process MasterCard or Visa payments or \$ 1.95 to process electronic check payments.

Your filing(s) will not be processed by the court until electronic payment is made.

Make payment with US Bank

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.

14. Once payment is received, the new case filing 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.