

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. At the top left is a circular seal featuring a seated figure. To the right of the seal, the text "Wisconsin circuit court eFiling" is displayed. Below this, there is a paragraph of text explaining the mandatory eFiling rule. Further down, there is a section for user login with two input fields: "User name:" and "Password:". A red box highlights the "Log in" button located below the password field.

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. At the top left is the same circular seal as in the previous screenshot. To the right of the seal, the text "Wisconsin circuit court eFiling" is displayed. Below this, there is a navigation bar with several links: "new filing", "in progress", "my cases", "opt in", "notifications", "non-party filing", "support", and "ready to file". A red box highlights the "new filing" link. Below the navigation bar, there is a heading "Welcome to the Wisconsin circuit court electronic filing system" followed by a paragraph of text. At the bottom left, there is a list of links: "File a new case", "In progress", "My cases", "Notifications", "Non-party filing", "Support", and "Opt in as an electronic party". A red box highlights the "File a new case" link.

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.

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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**.

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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.

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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

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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
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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.

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- 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.

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Case information Parties Documents Judgments Review

Judgments

Docket
 Yes No

Enter judgment amounts. If not applicable, enter "0" for the dollar amount.

Amount *Required* **Type** **Joint and several**
 Yes No

Total \$0.00

Judgment parties

Sam Smith (Creditor)

Dudley Debtor (Debtor)

Note: Assigning a party type will add the party to the judgment. Not all parties need a party type assigned.

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.

Wisconsin circuit court eFiling

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Case information Parties Documents Judgments Review

Review

Transcript of Judgment filing: Transcript of Judgment (70001)
 Sam Smith vs. Dudley Debtor

Creditor: Sam Smith
 13 East Lane
 Middleton WI 53562
 US

Debtor: Dudley Debtor
 1515 Money Lane
 Middleton WI 53562
 US

Attorney: Heidi Parks

Documents
[Transcript of Judgment - Transcript of judgment](#)

Judgments
 Docket: Yes
 Total: \$2,500.00
 Creditor: Sam Smith
 Debtor: Dudley Debtor

Notes to Clerk
 Please type any notes to the clerk here.

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

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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

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.

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.