

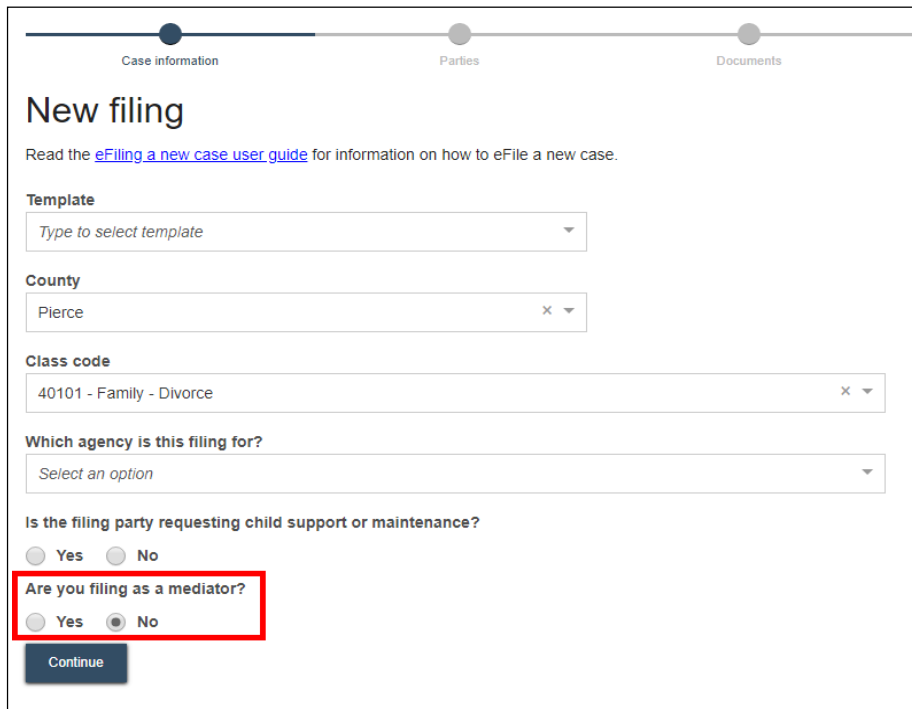
eFiling as an attorney-mediator on family and paternity cases

Purpose: Attorneys can file as mediators for parties involved in family and paternity cases. The eFiling site allows attorney-mediators to both create a new case filing as a mediator and opt in as an electronic party to an existing case as a mediator.

Applicable Users: Attorney-mediators

Filing a new case as an attorney-mediator

1. Upon selecting a family or paternity class code when beginning a new case filing on the eFiling website, you are prompted with the question, "Are you filing as a mediator?"



The screenshot shows a "New filing" form with the following fields and options:

- Case information** (selected step)
- Parties**
- Documents**
- New filing**
- Read the [eFiling a new case user guide](#) for information on how to eFile a new case.
- Template**: Type to select template
- County**: Pierce
- Class code**: 40101 - Family - Divorce
- Which agency is this filing for?**: Select an option
- Is the filing party requesting child support or maintenance?**: Yes No
- Are you filing as a mediator?**: Yes No
- Continue** button

2. Select the **Yes** radio button. Then, select the **[Continue]** button. The system will add you as the attorney-mediator on the case.

Opting in as an attorney-mediator on an existing case

You can opt in on any existing family or paternity case as a mediator.

1. You must be entered as a mediator party on the case to opt in. If you are not listed as a mediator party, contact the clerk of circuit court office in the county where your case is filed. Only the clerk can enter you as a party on the case.
2. Once you are listed as a mediator party, visit the eFiling website (<https://efiling.wicourts.gov/>) and select the **Opt in** menu option. After entering the county and case number, the **Party** dropdown menu will automatically populate with your name.

Opt in as an electronic party

Enter the county and case number for the electronic case, or read [how to opt in to a case](#).

(Note: If the case is not already an electronic case, contact the clerk of circuit court office and request that the case be converted to an electronic case.)

County
Chippewa

Case number
2019FA000002

Party
Select one or more parties
Sample, Jake
Sample, Martha
Example, James W

Yes No

Save Save, and opt in on another case Cancel

3. Select the **[Save]** or **[Save, and opt in on another case]** button.

Mediator eFiling fees

Regardless of whether you are filing a new case as a mediator or opting into an existing case as a mediator, the same \$40 eFiling fee will apply. This fee will be reduced to \$20 or \$0, depending on whether one or more of the title parties has already paid their eFiling fee or if a fee waiver covers them.

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