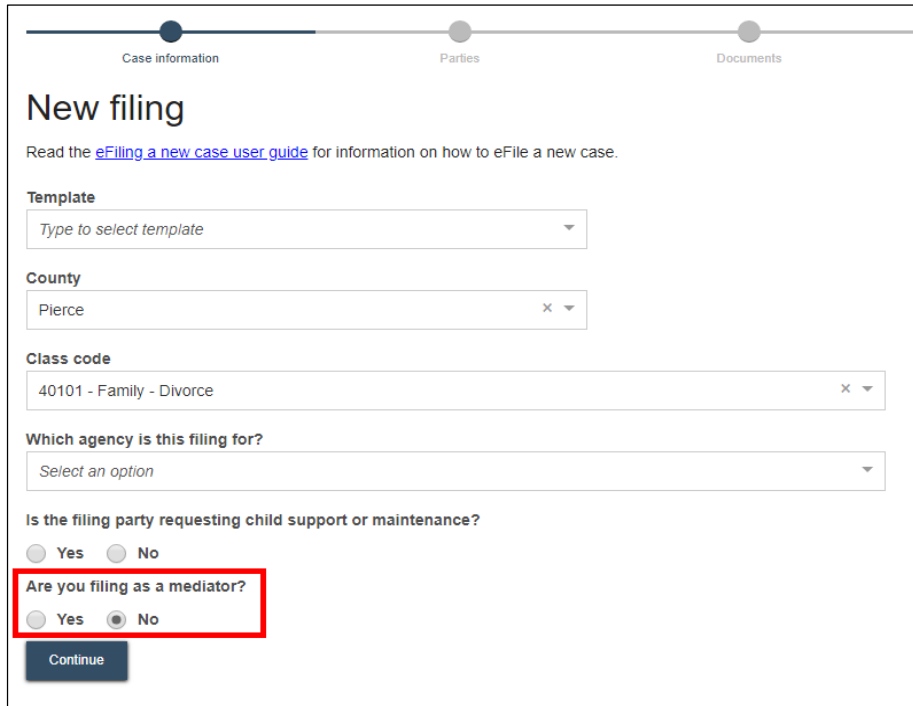


eFiling as a lawyer-mediator on family cases

Attorneys can file as mediators to parties involved in family cases. Functionality is available to both create a new case filing as a mediator, and opt in as an electronic party to an existing case as a mediator.

Filing a new case as a mediator

1. Upon selecting a family 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 the 'New filing' form on the eFiling website. The form is titled 'New filing' and includes a progress bar at the top with three steps: 'Case information', 'Parties', and 'Documents'. Below the title, there is a link to the 'eFiling a new case user guide'. The form contains several fields: 'Template' (a dropdown menu with the placeholder text 'Type to select template'), 'County' (a dropdown menu with 'Pierce' selected), 'Class code' (a dropdown menu with '40101 - Family - Divorce' selected), and 'Which agency is this filing for?' (a dropdown menu with the placeholder text 'Select an option'). Below these fields, there are two radio button questions: 'Is the filing party requesting child support or maintenance?' with 'Yes' and 'No' options, and 'Are you filing as a mediator?' with 'Yes' and 'No' options. The 'No' option for the second question is selected. A red box highlights the 'Are you filing as a mediator?' question and its options. At the bottom of the form, there is a 'Continue' button.

2. By default, the **No** radio button is selected. Select the **Yes** radio button. Then, select the **Continue** button. The system will add you as the Mediator party on the case.

Opting in as a mediator on an existing case

You can opt in on any existing family 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 courts office in the county your case is filed in. Only the county is able to 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, use the **Party** dropdown menu to find your name.

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

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