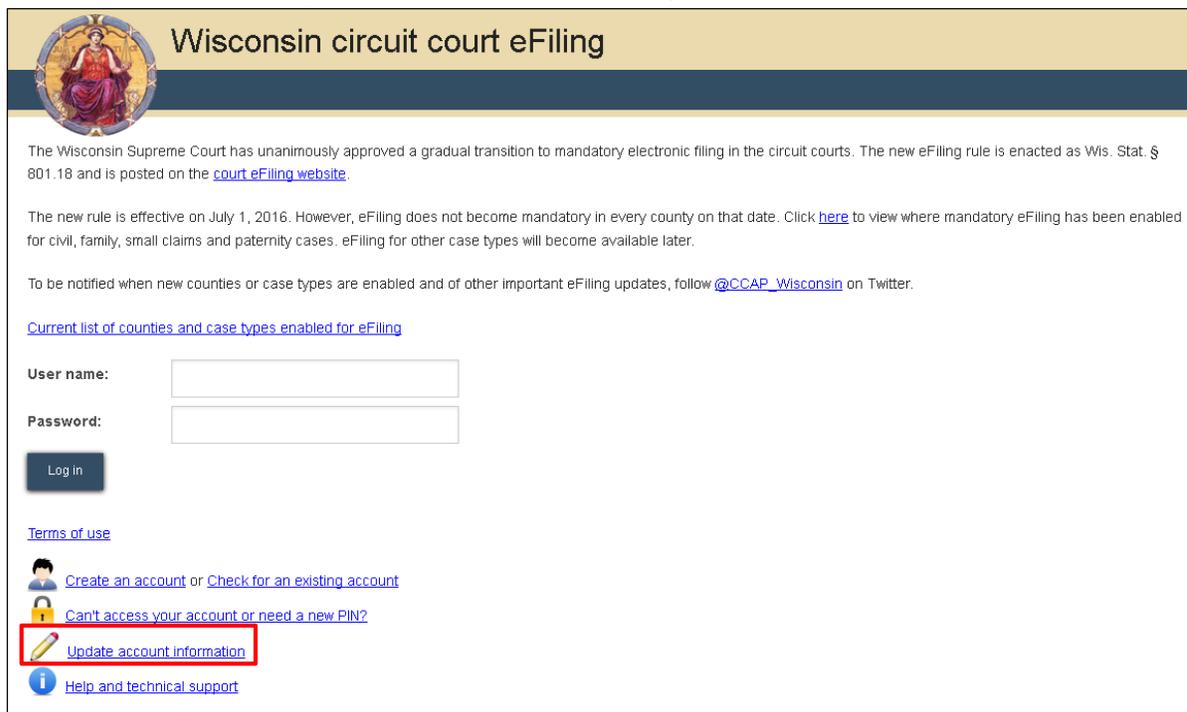


## eFiling a new case as a social worker using non-party filing

Social workers, case workers, intake workers, and other applicable parties often prepare petitions and other case document filings which are filed via Corporation Counsel or the District Attorney's Office. However, when authorized, these parties may also file new CHIPS, JIPS, delinquency, and TPR cases with the circuit courts using the non-party case filing feature.

1. Visit the eFiling website at <http://efiling.wicourts.gov>. If you do not already have an eCourts account, skip to step 4. If you do have an account, select the **Update account information** link to confirm it is set up with social worker authority.



2. Log into your account.



3. If the **User information** does not indicate that you are set up as a social worker (i.e., "Social worker account: yes"), select the **Update user information** link. Select the checkbox next to the question **Are you a social worker?** and save the account changes. Then, skip to step 7.

home > eCourts > login

## eCourts

### Update account information

**Account type**

User type:  
Social worker - Non-lawyer staff of a local government agency such as child support agencies and corporation counsel.

**User Information**

First name: Sally  
Middle name or initial:  
Last name: Social  
Suffix:  
My signature: Social Worker  
Primary e-mail address: jessicaccap+social@gmail.com  
Recovery e-mail address: jessicaccap+socialrecov@gmail.com  
Recovery mobile phone:  
Social worker account:  yes  
[Update user information](#)

**Security**

[Update password](#)  
[Update security questions](#)

[Previous](#)

4. If you do not have an eCourts account, select the **Create an account** link.

User name:

Password:

[Log in](#)

[Terms of use](#)

 [Create an account](#) or [Check for an existing account](#)

 [Can't access your account or need a new PIN?](#)

 [Update account information](#)

 [Help and technical support](#)

5. Select the **Local government staff** radio button and select the **Next** button.

home > eCourts > login

## eCourts

### Create an account

Select your user type:

- Self-represented party  
A self-represented litigant not filing on behalf of a business or corporation.
- Wisconsin attorney  
An attorney with a Wisconsin bar number.
- Paralegal or legal secretary  
A paralegal or secretary associated with a Wisconsin attorney.
- Designated filer
  - Corporate guardian: In guardianship cases, a non-lawyer appointed or requesting appointment as a guardian under ch. 54, including a representative of a private corporation or other entity providing guardianship services.
  - Lien claimant or judgment holder: A non-lawyer representative authorized to file a lien or judgment on behalf of a business or organization.
- Local government staff
  - Non-lawyer staff of a local government agency such as child support agencies and corporation counsel.
  - Intake worker, social worker, or case worker serving children or juveniles in Chapter 48 or 938 cases.
- Filing agent  
An employee or non-lawyer representative authorized under §799.06(2) and appearing on behalf of a business or corporation.
- Pro hac vice attorney  
An attorney admitted to practice on a case under the sponsorship of a Wisconsin attorney (SCR 10.03(4)(b)).
- Wisconsin bar admissions applicant  
An individual applying for admission to the practice of law in Wisconsin.
- Non-party filer [§801.18(3)(j)]  
An individual or agency filing reports, letters, administrative agency records and return of service. This account does not include notices of case activity or access to case documents.
- Reserve judge or part-time court commissioner  
A reserve judge appointed under §753.075 or part-time court commissioner.

6. Enter the requested information. Be sure to select the **Are you a social worker?** checkbox. Then, select the **Next** button to finish creating your account.

home > eCourts > login

## eCourts

### Create an account

Enter the information requested. Required fields are noted in bold.  
Please note that the first, middle, last name and suffix you provide below will be used by the court and printed on court forms exactly as entered.

**User name:**

**New password:**

**Retype new password:**

**First name:**

Middle name or initial:

**Last name:**

Suffix:

**My signature:**   
(For signing electronically)

**Primary e-mail address:**

**Retype e-mail address:**

**Are you a social worker?:**

Note: Your password must conform to the following rules

- Do not use your user name in the password
- Enter a minimum of 7 characters and a maximum of 20 characters
- Use at least one lowercase letter
- Use a least one uppercase letter
- Use at least one number

7. On the eFiling website, select the **non-party case filing** link from the main navigation.



Wisconsin circuit court eFiling

non-party case filing non-party document filing support ready to file Barb Comstock

## Welcome to the Wisconsin circuit court electronic filing system

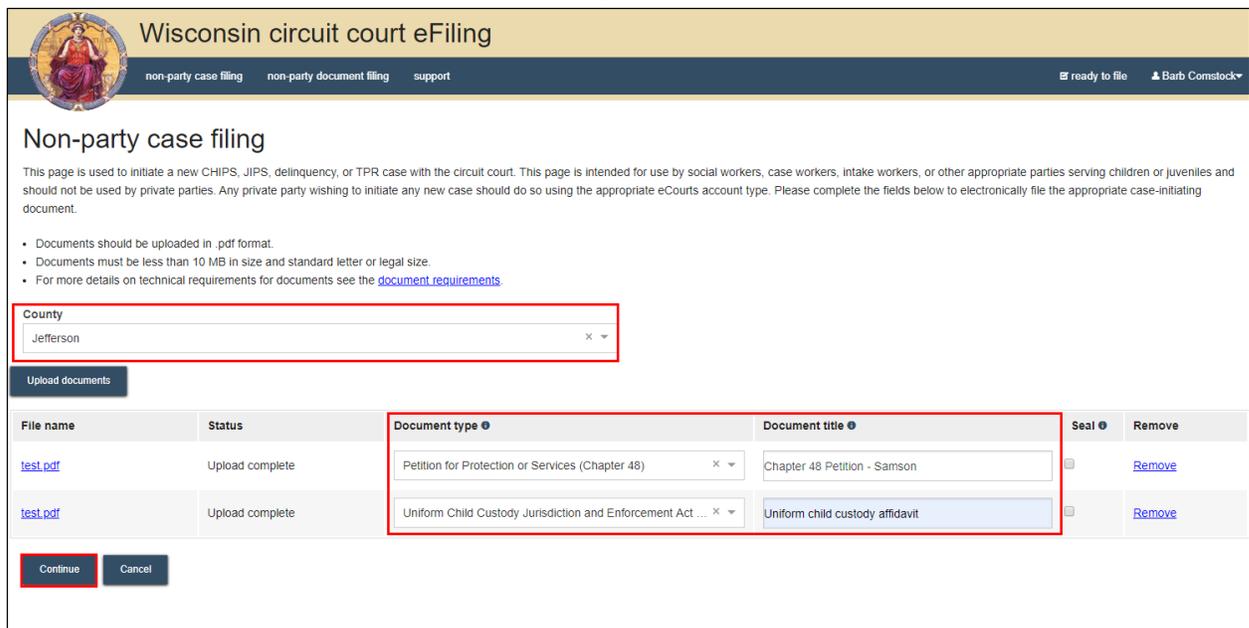
The Wisconsin Supreme Court has unanimously approved a gradual transition to mandatory electronic filing in the circuit courts. The new eFiling rule is enacted as Wis. Stat. § 801.18 and is posted on the [court eFiling website](#).

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.

[Non-party case filing](#)  
[Non-party document filing](#)  
[Support](#)

8. From the **County** dropdown menu, select the county in which you plan to file. Then, select the **Upload documents** button to browse for and upload the case initiating document(s) along with other associated documents to the case.
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.



Wisconsin circuit court eFiling

non-party case filing non-party document filing support ready to file Barb Comstock

## Non-party case filing

This page is used to initiate a new CHIPS, JIPS, delinquency, or TPR case with the circuit court. This page is intended for use by social workers, case workers, intake workers, or other appropriate parties serving children or juveniles and should not be used by private parties. Any private party wishing to initiate any new case should do so using the appropriate eCourts account type. Please complete the fields below to electronically file the appropriate case-initiating document.

- Documents should be uploaded in .pdf format.
- Documents must be less than 10 MB in size and standard letter or legal size.
- For more details on technical requirements for documents see the [document requirements](#).

County  
Jefferson

Upload documents

File name	Status	Document type	Document title	Seal	Remove
<a href="#">test.pdf</a>	Upload complete	Petition for Protection or Services (Chapter 48)	Chapter 48 Petition - Samson		<a href="#">Remove</a>
<a href="#">test.pdf</a>	Upload complete	Uniform Child Custody Jurisdiction and Enforcement Act ...	Uniform child custody affidavit		<a href="#">Remove</a>

[Continue](#) [Cancel](#)

**Note:** An accurate and descriptive title is beneficial for identifying documents. The title entered here is visible to the courts.

10. On the **Ready to file** page, select the checkbox next to filings you wish to submit, or select the checkbox next to a county name to submit all filings in that county. Then, select the **File** button.

11. The **Filings submitted** page confirms that your filing has been submitted successfully to the court.

12. After you submit your case, it is transmitted to the courts. An email confirmation will be delivered to you when the documents have been processed and associated with the case.