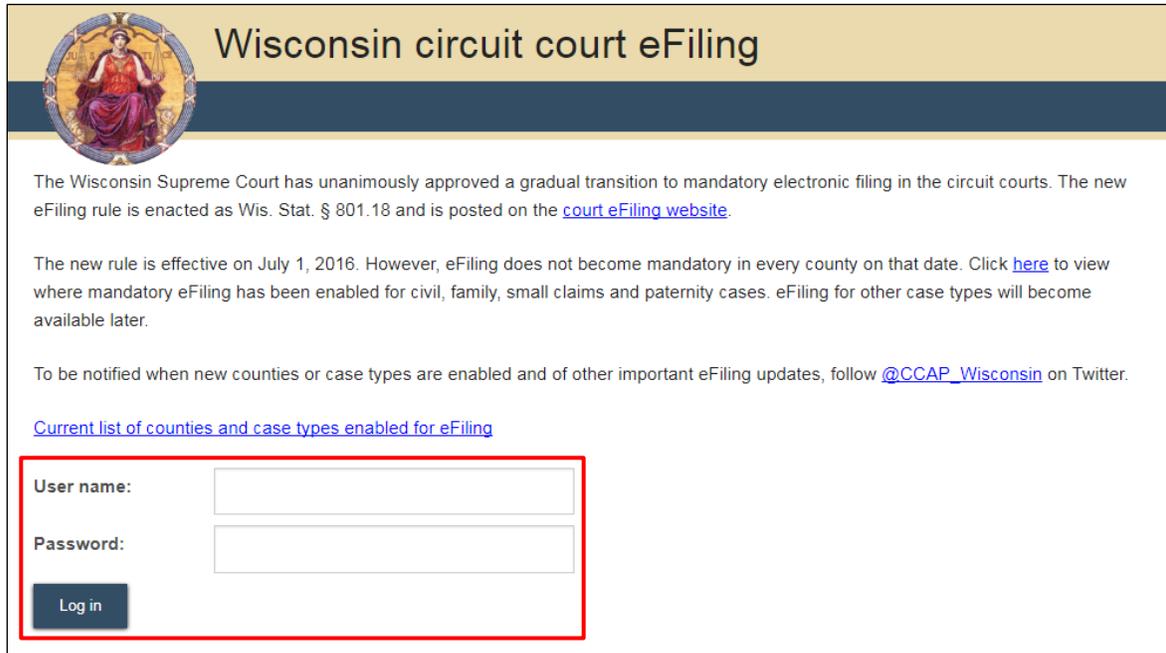


## eFiling an amended summons and complaint

A small claims or civil case can be amended by following the steps below. Only the original eFiler can eFile an amended complaint.

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



**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 **my cases** link from either the main navigation or the bottom-left menu.



**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. Enter the case number or caption in the search filter fields on the **My cases** page to quickly locate the case you wish to file on. The **Case no.** filter allows you to enter a complete case number or just the case type (CV, FA, SC, etc.). Cases can also be filtered by county using the **County** dropdown list. Using the arrows at the top of each column, your **My cases** list can also be sorted alphabetically by county, caption, status, and attorney, and numerically by case number.

Wisconsin circuit court eFiling

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## My cases

Can't find a case? [Click here to search.](#)

Looking to file or receive documents on an existing electronic case not listed below? [Opt in as an electronic party.](#)

Learn [how to file on an existing case and how to view case information and documents.](#)

Show 5 entries [Clear filters](#)

Showing 1 to 3 of 3 entries [Previous](#) 1 [Next](#)

County	Case no.	Caption	Status	Attorneys	Actions
All	<input type="text" value="Search Case no..."/>	<input type="text" value="Search Caption..."/>	All	All	
Chippewa	<a href="#">2018CV000257</a> <a href="#">View documents</a> <a href="#">View parties</a>	April August vs. Candy Crawford	Open 08-23-2018	Daniel Johann Hoff	<a href="#">File another document</a> <a href="#">File amended complaint</a> <a href="#">Withdraw from case</a>
Chippewa	<a href="#">2018CV000276</a> <a href="#">View documents</a> <a href="#">View parties</a>	Apple Insurance Agency et al vs. Roger Racine	Open 09-05-2018	Daniel Johann Hoff	<a href="#">File another document</a> <a href="#">File amended complaint</a> <a href="#">Withdraw from case</a>
Chippewa	<a href="#">2018CV000277</a> <a href="#">View documents</a> <a href="#">View parties</a>	Jenny Jackson vs. Charles Crawford	Open 09-05-2018	Daniel Johann Hoff	<a href="#">File another document</a> <a href="#">File amended complaint</a> <a href="#">Withdraw from case</a>

[Previous](#) 1 [Next](#)

**Note:** To view closed cases, select the *Click here to search* link near the top of the page. Cases in *Submitted* status have not been reviewed or processed by the court. Documents cannot be filed on *Submitted* cases until the case has been accepted. After the court reviews and processes the case, the status for the filing changes to *Open* and additional documents can then be filed.

4. Once you have located the case, select the **File amended complaint** link. Allowable amendments are:
- Add a new party
  - Change a party address
  - Upload an amended summons and complaint
5. Select the **Continue** button on the **Amend filing** page and then, select the **Continue** button on the **Case information** page.
6. On the **Parties** page, you can add additional parties and edit existing party information. Select the **Edit** link next to the applicable party to edit address information and select the type of service required for the amended action. Select the **Save** button to save your

changes and 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

## Parties

Add party

Party type	Name	Attorney	Actions
Petitioner	April August	Daniel Johann Hoff	<a href="#">Edit</a>
Respondent	Candy Crawford	David Smith	<a href="#">Edit</a>

Previous Continue

**Note:** If you wish to amend the name of an existing party, indicate the corrected name in your Amended Summons and Complaint document. The clerk of court can update the name upon reviewing your submission.

7. Select the **Upload documents** button to browse for and upload your amended complaint. Review the bulleted list to ensure your documents are properly formatted.

Wisconsin circuit court eFiling

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## Additional documents

Chippewa County 2018CV000257 - April August vs. Candy Crawford

Upload your 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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8. From the **Document type** dropdown menu, select **Amended Summons and Complaint**, 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
<a href="#">August amended summons and complaint.pdf</a>	Upload complete	Amended Summons and Complaint ...	Amended complaint	<input type="checkbox"/>	<a href="#">Remove</a>

**Previous** **Continue**

**Note:** An accurate and descriptive title is beneficial for identifying documents. The title entered here displays in the *View documents* list on your *My cases* page and is visible to the courts.

9. On the **Review** page, review the modifications for accuracy. Select a **document link** to open and view your uploaded file. Select the **Continue** button when you are ready to proceed.

**Review**

Civil filing: Money Judgment (30301)  
April August vs. Candy Crawford

**Petitioner: April August**  
909 West Street  
Chippewa Falls WI 54729  
US  
**Attorney: Daniel Johann Hoff**

**Respondent: Candy Crawford**  
333 North Lane  
Chippewa Falls WI 54729  
US  
**Attorney: David Smith**

**Documents**  
[Amended Summons and Complaint \(Claim for \\$ judgment\) - Amended complaint](#)

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

**Previous** **Continue**

**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. Here, you can point out any corrections in the Amended Summons and Complaint document that the clerk should update on the case. These notes are not permanently saved to the case.

10. On the **Ready to file** page, select the checkbox next to the filings(s) you wish to **submit**, or select the checkbox next to a county name to submit all filings in that county. Choose a payment type (if applicable), 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 checked="" type="checkbox"/> Civil filing: Money Judgment (30301)	\$0.00
April August vs. Candy Crawford ( <a href="#">show parties</a> )	
Documents:	
<a href="#">Amended Summons and Complaint (Claim for \$ judgment) - Amended complaint</a>	
<a href="#">Edit</a> <a href="#">Delete</a>	
Subtotal	\$0.00

[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 in, 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.

11. 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. If fees were not assessed, the **Make payment with US Bank** button will display as **Return to main menu** instead.

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.

**Return to main menu**

**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.

12. After you submit your filing, it is transmitted to the circuit court and processed when both the filing and payment (if fees were assessed) are received. You will receive an email confirmation and the file-stamped document(s) will be visible on the **My cases** page of the eFiling website where you can print them for service to paper notice parties on the case.

**Note:** Submitted documents that have not yet been processed display in *Submitted* status on the *My cases* page. They are not visible to other parties until they have been processed.