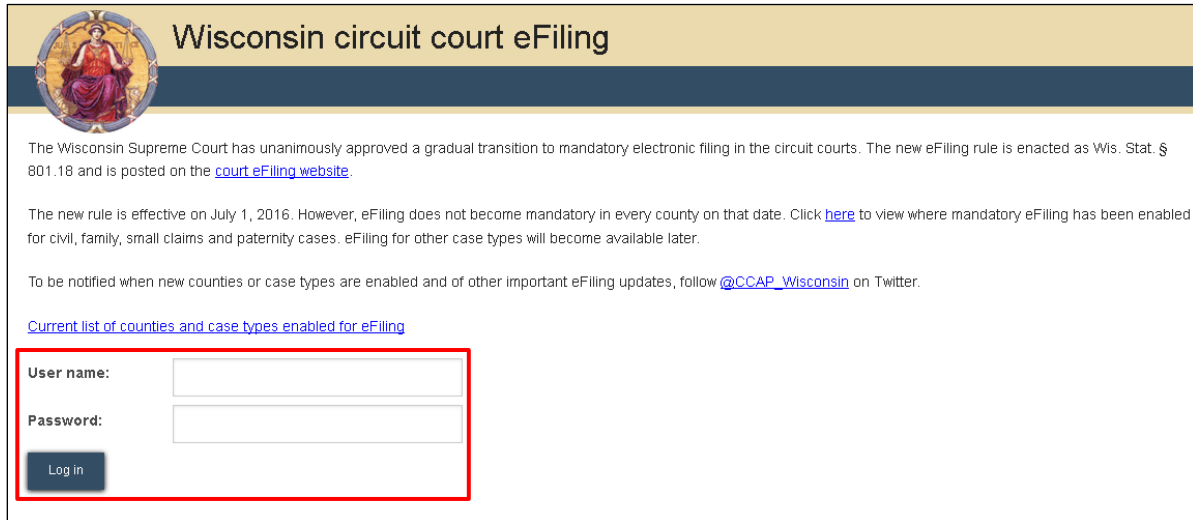


eFiling a cross claim/counterclaim; upgrading a small claims case to a civil case

A counter claim can be filed to an existing Small Claims case to upgrade it to a Civil case. When done correctly the necessary fee can be paid through the eFiling site.

1. To file a counter claim, visit the eFiling website at <http://efiling.wicourts.gov>. Enter your eCourts user name and password, and select the **Log in** button.



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



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 menu.



Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file Joe Legal

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 entries

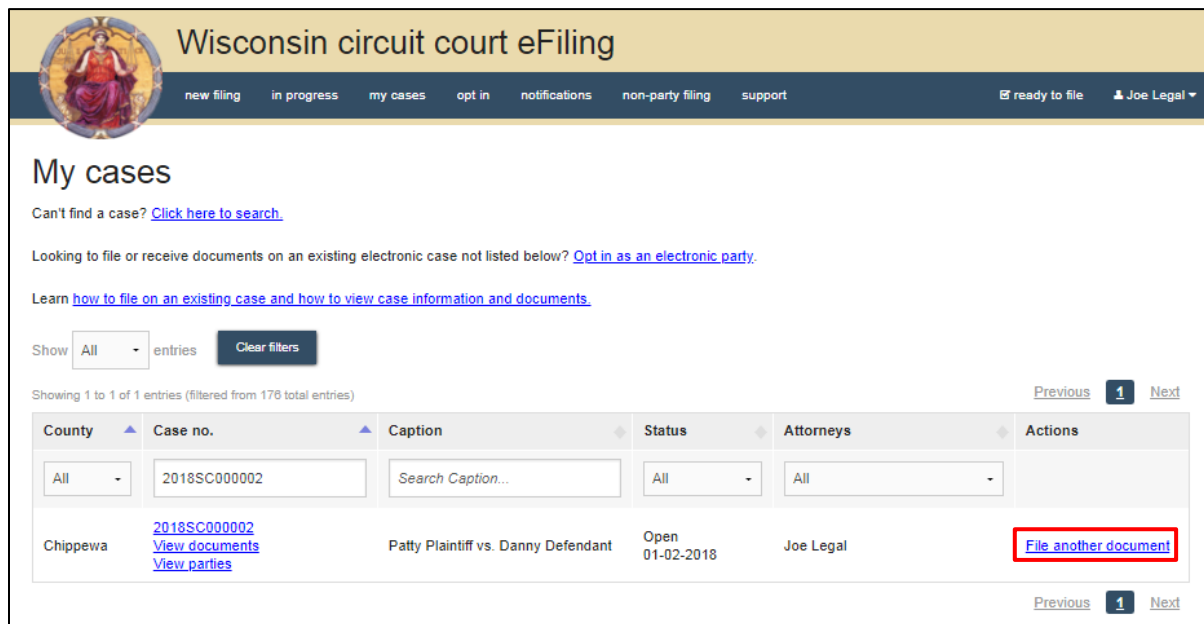
Showing 1 to 1 of 1 entries (filtered from 178 total entries) Previous 1 Next

County	Case no.	Caption	Status	Attorneys	Actions
All	2018SC000002	Search Caption...	All	All	
Chippewa	2018SC000002 View documents View parties	Patty Plaintiff vs. Danny Defendant	Open 01-02-2018	Joe Legal	File another document

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 yet been processed by the court. Additional documents cannot be filed on these cases until processing occurs. After that, their status changes from *Submitted* to *Open* and additional documents can be filed.

- Once you have located the case, select the **File another document** link.



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County	Case no.	Caption	Status	Attorneys	Actions
All	2018SC000002	Search Caption...	All	All	
Chippewa	2018SC000002 View documents View parties	Patty Plaintiff vs. Danny Defendant	Open 01-02-2018	Joe Legal	File another document

Previous 1 Next

- Select the **Upload documents** button to browse for the counter claim document (.pdf) you wish to file.

Additional documents

Chippewa County 2018SC000002 - Patty Plaintiff vs. Danny Defendant

Upload your additional documents below.

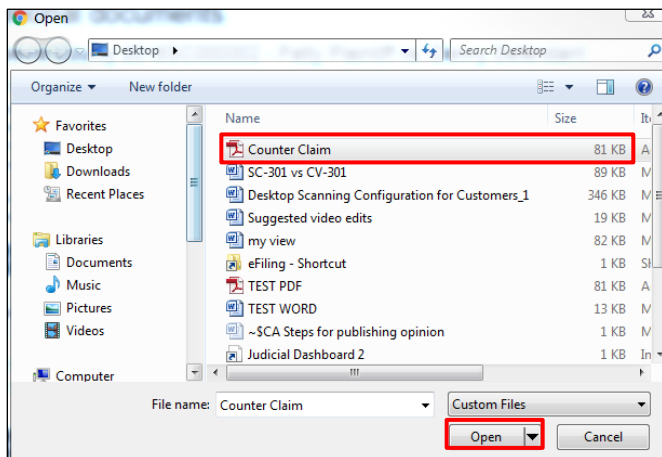
- The choices available in the document type menu below will fill in appropriately depending on an uploaded document's format (.pdf or .docx).
- Documents must be less than 10 MB in size and standard letter or legal size.
- Do not include the signature block on proposed orders.
- For more details on technical requirements for documents see the [support page](#).

To upload multiple documents using Firefox, Chrome and Internet Explorer 10 or higher, 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
Notes to Clerk					
Please type any notes to the clerk here.					
Continue		Cancel			

6. Highlight the document you wish to file and click **Open**.



7. From the **Document type** dropdown menu, select the document type. To change the case from a Small Claims to Civil and pay the fee electronically, the document type of Cross Claim/Counterclaim (>\$10,000) should be selected. Then enter a descriptive title in the **Document title** text entry field.

Upload documents

File name	Status	Document type	Document title	Seal	Remove
Counter Claim.pdf	Upload complete	counter	Required	<input type="checkbox"/>	Remove
Notes to Clerk					
Please type any notes to the clerk here.					
Continue		Cancel			

8. Once uploaded, select the **Continue** button.

Additional documents

Chippewa County 2018SC000002 - Patty Plaintiff vs. Danny Defendant

Upload your additional documents below.

- The choices available in the document type menu below will fill in appropriately depending on an uploaded document's format (.pdf or .docx).
- Documents must be less than 10 MB in size and standard letter or legal size.
- Do not include the signature block on proposed orders.
- For more details on technical requirements for documents see the [support page](#).

To upload multiple documents using Firefox, Chrome and Internet Explorer 10 or higher, 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
Counter Claim.pdf	Upload complete	Cross Claim/Counterclaim (>\$10,000) x	Counterclaim >\$10,000	<input type="checkbox"/>	Remove

Notes to Clerk

Please type any notes to the clerk here.

Continue
Cancel

9. On the **Ready to file** page, select the checkbox next to filing(s) you wish to submit and select the **File** or **File and Pay** button. Note the difference between the small claims case filing fee and the civil case filing fee.

Wisconsin circuit court eFiling

new filing | in progress | my cases | opt in | notifications | non-party filing | support
ready to file | Joe Legal

Ready to file

Chippewa County

Documents for 2018SC000002 (31001)

Patty Plaintiff vs. Danny Defendant

Documents:

[Cross Claim/Counterclaim - Counterclaim >\\$10,000](#) \$125.50

Subtotal \$125.50

[Edit](#) [Delete](#)

[Learn about payment options.](#) Total fee \$125.50

Payment type

US Bank Court debit account

US Bank will charge \$3.45 to process MasterCard or Visa payments (2.75%) or \$1.95 to process electronic check payments.

File and Pay

10. Proceed with payment. (Refer to the Payment Options video tutorial for assistance.)

11. Once the county receives and processes the cross claim/counterclaim, a new civil case will be created. The new case number will be communicated to all parties on the original small claims case by the clerk's office.
12. Once the new civil case number is known, opt-in to the new case to get electronic access. The \$20 eFiling fee will not be charged to opt-in to the new civil case.

Ready to file

Chippewa County

Electronic party registration for [2018CV000243](#) (30301)
test plain vs. test def
Documents: \$0.00
[Notice of Retainer](#)
[Edit](#) [Delete](#)

Subtotal: \$0.00

[Learn about payment options.](#) Total fee \$0.00

Notes: a) If when opting in the site is charging the \$20 opt-in fee, contact the clerk of courts—this fee should not be charged. b) The original small claims case will be closed and cross-referenced to the new civil case. As the cases are not consolidated, eNotice parties on the small claims case will continue to have electronic access until they withdraw from the case. As the case will be “Closed,” it will have to be found using the *Click here to search* link in *My cases*.