

## 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 <a href="http://efiling.wicourts.gov">http://efiling.wicourts.gov</a>. 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 from the bottom-left menu.

Wisconsin circuit court eFiling												
new filing in progress my cases opt in notifications non-party filing support 🛛 🖻 ready to file 🛓 Howard Mcmahon 🕶												
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. 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.												
File a new case         In progress         My cases         Notifications         Non-party filing												

 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 p	rogress m	y cases opt in notifi	ications non-party filing	support	☑ ready to file 🔒 Joe Leg				
My cas	05									
an't find a case	e? Click here to search.									
ooking to file o	r receive documents on a	an existing ele	ctronic case not listed belo	ow? Opt in as an electronic pa	<u>irty</u> .					
earn how to file	e on an existing case and	how to view (	case information and docu	ments.						
earn <u>how to file</u>	e on an existing case and	how to view (	case information and docu	ments.						
	• entries Clear filter	_	case information and docu	<u>ments.</u>						
how All		5	case information and docu	<u>ments.</u>		Previous 1 Nex				
how All	entries     Clear filter     tear filter     tear filtered from 176 to	s otal entries)	case information and docu Caption	status	Attorneys	Previous 1 Nex				
All · · · · · · · · · · · · · · · · · ·	entries Clear filter     1 entries (filtered from 176 to	s otal entries)			Attorneys     All					
how All howing 1 to 1 of County	entries Clear filter     entries (filtered from 176 to     Case no.     2018SC000002     2018SC000002	s otal entries)	Caption Search Caption	Status All	- All	Actions				
how All howing 1 to 1 of County	entries Clear filter     entries (filtered from 176 to     Case no.     2018SC000002	s otal entries)	Caption	Status All	-	Actions				

**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.

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

Wisconsin circuit court eFiling										
	new filing in progress	my cases opt in notifications	non-party filing sup	port	Ef ready to file	Legal <del>▼</del>				
	My cases Can't find a case? <u>Click here to search</u>									
Looking to file or r	eceive documents on an existing	electronic case not listed below? Opt in	as an electronic party.							
Learn <u>how to file o</u>		ew case information and documents.								
Show All -	entries Clear filters									
	entries (filtered from 176 total entries) Case no.	Caption	Status	Attorneys	Actions	1 Next				
All -	2018SC000002	Search Caption	All -	-	•					
Chippewa	2018SC000002 View documents View parties	Patty Plaintiff vs. Danny Defendan	Open 01-02-2018	Joe Legal	<u>File another d</u>	ocument				
					Previous	1 Next				

5. 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.									
<ul> <li>The choices available in the document type menu below will fill in appropriately depending on an uploaded document's format (.pdf or .docx).</li> <li>Documents must be less than 10 MB in size and standard letter or legal size.</li> <li>Do not include the signature block on proposed orders.</li> <li>For more details on technical requirements for documents see the <u>support page</u>.</li> <li>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.</li> </ul>									
File name	Status	Document type	Document title 🛛	Seal G	Remove				
Notes to Clerk Please type any notes to the clerk here.									
Continue Canor	a								

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

Open Open	10 C	•		23
O O E Desktop	•	✓ 4 Search Deskto	p	Q
Organize 🔻 New fe	older	ł	= - 1	?
☆ Favorites		Name	Size	It 🔦
🥅 Desktop		🔁 Counter Claim	81 K	BA
鷆 Downloads	=	🗐 SC-301 vs CV-301	89 K	ΒM
🔚 Recent Places	-	Desktop Scanning Configuration for Customers_1	346 K	B N ≡
		🗐 Suggested video edits	19 K	ΒN
🥃 Libraries		🖳 my view	82 K	ΒN
Documents		🚵 eFiling - Shortcut	1 K	B SI
👌 Music		🔁 TEST PDF	81 K	BA
Pictures		TEST WORD	13 K	ΒN
🛃 Videos		«SCA Steps for publishing opinion	1 K	ΒN
	_	Judicial Dashboard 2	1 K	B In 🔻
👰 Computer	*	< III		*
Fil	e name:	Counter Claim    Custom Files		-
		Open 🗸	Cance	

 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 B	Remove
Counter Claim.pdf	Upload complete	counter Cross Claim/Counterclaim (>\$10,000)	*	Required		Remove
Notes to Clerk Please type any notes to	the clerk here.	Cross Claim/Counterclaim (≤\$10,000)				
Continue Cancel						

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

Additional documents											
Chippewa County 2018SC000002 - Patty Plaintiff vs. Danny Defendant											
Upload your additional documents below.											
<ul> <li>The choices available in the document type menu below will fill in appropriately depending on an uploaded document's format (.pdf or .docx).</li> <li>Documents must be less than 10 MB in size and standard letter or legal size.</li> <li>Do not include the signature block on proposed orders.</li> <li>For more details on technical requirements for documents see the <u>support page</u>.</li> <li>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.</li> </ul>											
File name	Status	Document type	Document title 🖲	Seal O	Remove						
Counter Claim.pdf	Upload complete	Cross Claim/Counterclaim (>\$10,000) × *	Counterclaim >\$10,000		Remove						
Notes to Clerk Please type any notes to Continue Cancel	Notes to Clerk Please type any notes to the clerk here.										

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 r	notifications	non-party filing	support		E	ð ready to file	La Joe Legal ▼
Ready to	file										
		- 1 <u>00002</u> (31001)									
Documents	: m/Counterclai	m - Counterclai	<u>m ≻\$10,000</u>								\$125.50 \$125.50
Learn about payment	options.									То	tal fee \$125.50
Payment type <ul> <li>US Bank</li> </ul>	Court debit a	ccount									
US Bank will charge \$	3.45 to proce	ss MasterCard	or Visa paymen	ts (2.75%)	or \$1.95 to p	rocess electronic	check payment	S.			
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.



**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*.