

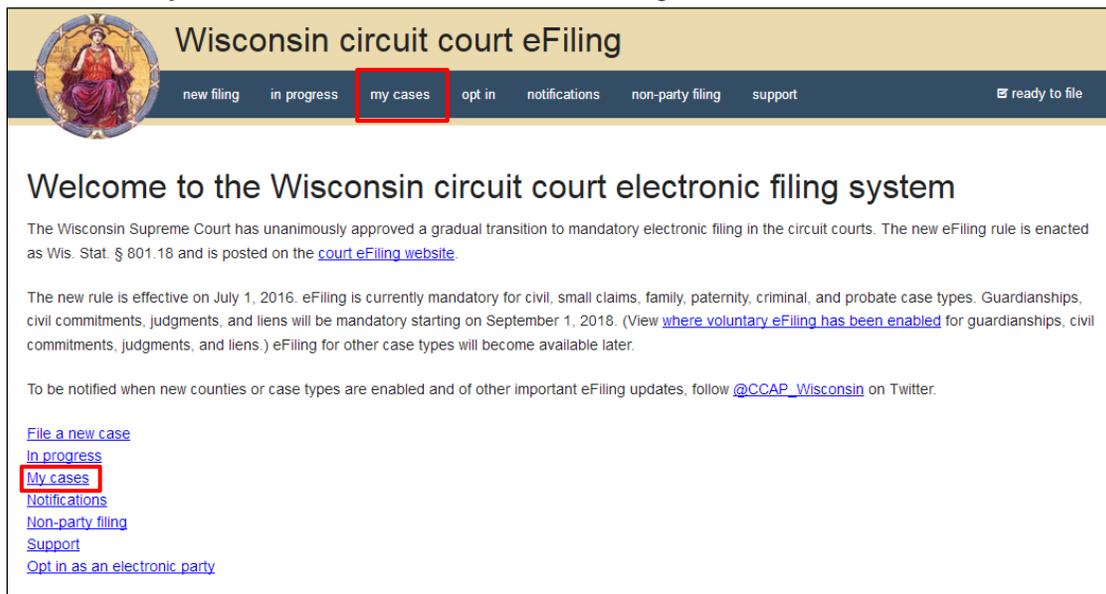
eFiling an inventory or exhibited inventory

For all filed probate and guardianship cases, Wisconsin circuit courts require an official inventory of a party's assets containing detailed descriptions of fair market value real estate, personal property, bank accounts, and debts. eFiling a probate exhibited inventory allows the register in probate to review the inventory and document submitted to the court without saving the detailed inventory to the case. Exhibited inventories are filed when a personal representative does not want the detailed inventory viewable to the general public.

1. 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 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 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.

The screenshot shows the 'My cases' page with a search filter table highlighted in red. The table has the following structure:

County	Case no.	Caption	Status	Attorneys	Actions
All	Search Case no....	Search Caption...	All	All	

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've located the case, select the **File another document** link.

The screenshot shows the 'My cases' page with a list of cases. The 'File another document' link for the case 'In the Estate of Roger Moore' is highlighted in red.

County	Case no.	Caption	Status	Attorneys	Actions
All	Search Case no....	Search Caption...	All	All	
Columbia	2017CF000616 View documents View parties	State of Wisconsin vs. Michael Ponder Jr.	Open 12-13-2017	Daphne Blake	File another document Withdraw from case
Columbia	2017PR000118 View documents View parties	In the Estate of Roger Moore	Open 12-14-2017	Daphne Blake	File another document Withdraw from case

5. Select the **Upload documents** button to browse for and upload your inventory document. Inventory documents should be filed as PDFs. Review the bulleted list to ensure your documents are properly formatted.

Note: If you need to file a document with your signature on it, that signature must be added before the document is uploaded to the eFiling system. To apply your signature, you can either sign a paper copy of the document by hand and then scan it as a PDF, or you can use document editing software to type the words “Electronically signed by” followed by your name where you would have traditionally signed. This text serves as your official signature on court documents.

6. From the **Document type** dropdown menu, select either **Inventory (Informal and Formal Administration)** or **Exhibited Inventory** for PR or IN cases, or **Guardianship** or **Conservatorship Inventory** for GN cases. Enter a descriptive title in the **Document title** text entry field. Select the **Continue** button.

Additional documents
Chippewa County 2018PR000118 - In the Estate of Roger Moore

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
Moore Inventory.pdf	Upload complete	Inventory (Informal and Formal ...	Inventory - Moore Estate	<input type="checkbox"/>	Remove

Is the inventory amount being amended?
 Yes No

Total inventory amount
 \$ *Required*

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

Continue **Cancel**

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

By selecting the file name link, you can view an uploaded document and by selecting the *Remove* link, you can delete an uploaded document.

The *Notes to Clerk* text entry field functions like a virtual sticky note on your filing. Anything entered in this box displays to the register in probate while they process your filing, but is deleted once your filing is accepted. These notes are not permanently saved to the case.

7. Select **Yes** or **No** in response to the question, **Is the inventory amount being amended?** If you select **No** you will be prompted to enter an amount in the **Total inventory amount** field.

Is the inventory amount being amended?

Yes No

Total inventory amount

\$ 158825.35

Note: The eFiling system calculates the inventory filing fee based on the total you enter. Do not include the “\$” symbol.

8. If you select **Yes** for an amended inventory, you are prompted to enter the original inventory amount previously eFiled with the court in the **Original inventory amount** field. In the **Amended inventory amount** field, provide the revised total value inventory. The eFiling system calculates the value difference between the original and amended amounts.

Is the inventory amount being amended?

Yes No

Original inventory amount

\$ 158825.35

Amended inventory amount

\$ 258825.35

Note: Do not include the “\$” symbol.

9. When your document(s) are uploaded and the required information has been entered, select the **Continue** button.
10. On the **Ready to file** page, select the checkbox next to the filing(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"/> Documents for 2018PR000118 (50101) In the Estate of Roger Moore Documents: Inventory (Informal and Formal Administration) - Inventory for Estate Edit Delete Subtotal	\$0.00 \$317.65 \$317.65
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Payment type Total fee \$317.65

US Bank Court debit account

US Bank will charge \$8.74 to process MasterCard or Visa payments (2.75%) or \$1.95 to process electronic check payments.

File and Pay

Notes:

- If the inventory fee should be paid from the estate account, you can pay using an eCheck through US Bank by entering the routing and account numbers of the estate account.
- If you have been provided with an estate check to pay for the inventory filing fee and you wish to utilize a CDA, send the check to the register in probate's office with your CDA account number and request that the check be receipted into this account. After the money has been receipted by the register in probate's office, file the inventory and pay using the CDA. If you have questions regarding paying the filing fee, contact the respective register in probate for clarification.
- To learn how to set up a CDA, see the "[Creating and managing a court debit account](#)" tutorial.
- 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 displays as **Return to main menu** instead.

Note: Once you have advanced to this page, do not close out of 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 courts and processed when both the filing and payment (if fees were assessed) are received. An email confirmation will then be delivered to you and the file-stamped documents will be visible on the **My cases** page of the eFiling website.

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.