

eFiling a Petition for Waiver of Fees

An individual can petition the court to waive court fees and costs. A petition for waiver of fees and costs – affidavit of indigency must be submitted to the court and should be submitted in addition to the filing documents when eFiling.

1. Select **File a new case** from the main 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

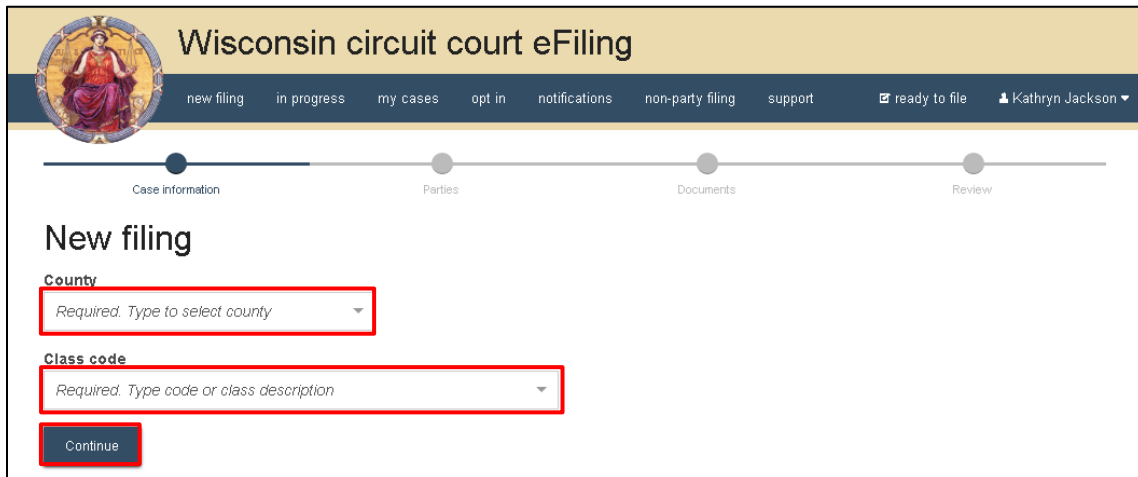
The Wisconsin Supreme Court has unanimously approved a gradual transition to mandatory electronic filing in the circuit courts. The new eFiling rule is enacted as Wis. Stat. § 801.18 and is posted on the [court eFiling website](#).

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](#)
[Support](#)
[Opt in as an electronic party](#)

2. Choose the **County** and **Class code/case type** from the dropdown menus.
3. Click **Continue**.



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Case information Parties Documents Review

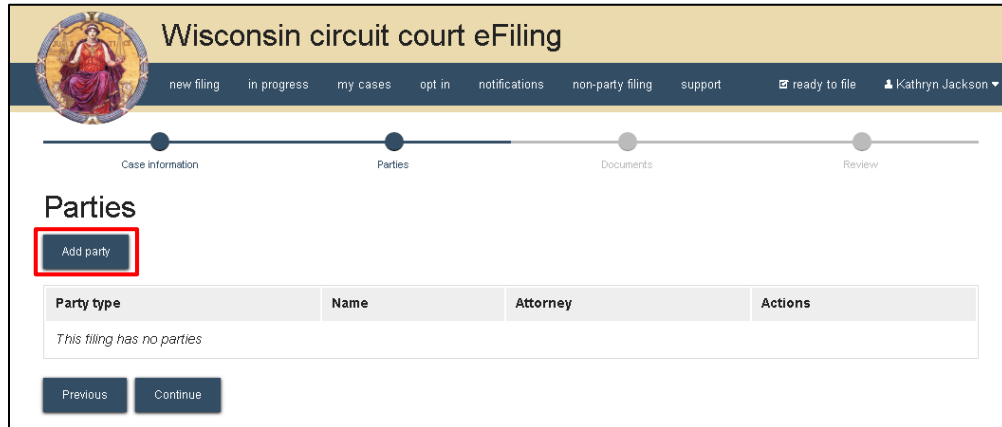
New filing

County
Required. Type to select county

Class code
Required. Type code or class description

Continue

4. Click **Add party** to add the parties to the case.



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Case information Parties Documents Review

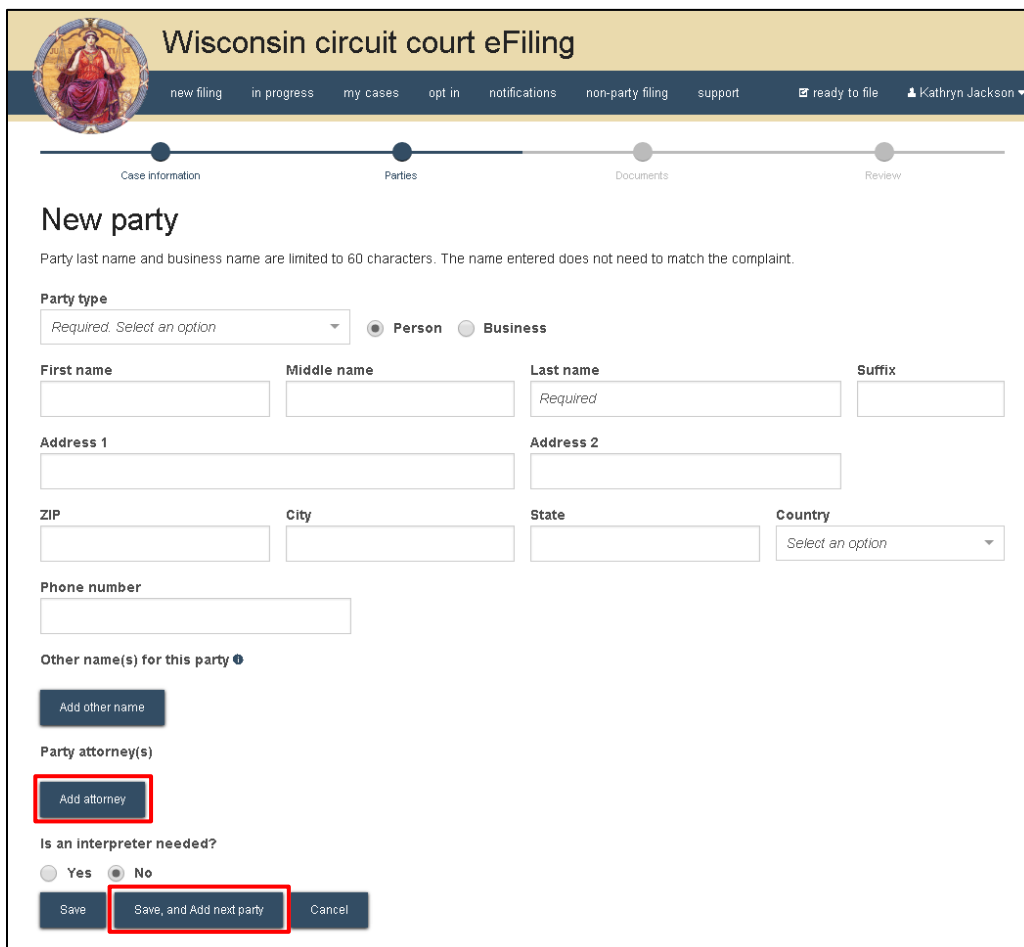
Parties

Add party

Party type	Name	Attorney	Actions
This filing has no parties			

Previous Continue

5. Complete the New party window. Click **Add attorney** to add the attorney representing the filing party on the case.
6. Click **Save, and Add next party**, to add additional parties to the case.



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Case information Parties Documents Review

New party

Party last name and business name are limited to 60 characters. The name entered does not need to match the complaint.

Party type
Required. Select an option

Person Business

First name **Middle name** **Last name** **Suffix**

Address 1 **Address 2**

ZIP **City** **State** **Country**

Phone number

Other name(s) for this party

Add other name

Party attorney(s)

Add attorney

Is an interpreter needed?

Yes No

Save **Save, and Add next party** **Cancel**

7. When all parties have been added, review for accuracy then click **Continue**.

Wisconsin circuit court eFiling

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Case information Parties Documents Review

Parties

Add party

Party type	Name	Attorney	Actions
Plaintiff	Plaintiff	Howard G. McMahon	Edit Remove
Defendant	Defendant		Edit Remove

Previous **Continue**

8. Click **Upload documents** to add a filing document and all other associated documents including the Petition and Waiver of Fees/Costs, Affidavit of Indigency and Order.

9. Select the **Document type** from the dropdown menu.

10. Enter a descriptive **Document title**.

Note: An accurate and descriptive title benefits the filer as this is the title used in the **View documents** list from the **My cases** screen, and the title viewed by the courts.

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Case information Parties Documents Review

Documents

Upload your filing document and 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
Petition for Waiver of FeesCosts.pdf	Upload complete	Petition and Waiver of Fees/Costs, A..v	Petition for Waiver of Fees/Costs	<input type="checkbox"/>	Remove
Summons and Complaint.pdf	Upload complete	Summons and Complaint (Claim for\$..v	Summons and Complaint	<input type="checkbox"/>	Remove

Previous **Continue**

11. Review the filing for accuracy. Click the **document name** to open the document for your review.



Wisconsin circuit court eFiling

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Case information Parties Documents Review

Review

Civil filing: Product Liability (30100)
James Jones vs. Sam Smith

Petitioner: James Jones
110 mai
Madison WI 53703
US
Attorney: Kathryn Nicole Jackson

Respondent: Sam Smith
110 mai
Madison WI 53703
US

Documents

[Petition and Waiver of Fees/Costs, Affidavit of Indigency and Order](#)
[Summons and Complaint \(Claim for \\$ judgment\)](#)

Notes to Clerk

Please type any notes to the clerk here.

Previous **Continue**

12. Click **Continue**.

13. You are now ready to file. Check the box in front of the case you want to file. Click **File**.

Note: There are no filing fees due at this time. Once the filing is received by the circuit court, the judge will make a ruling on your petition for waiver of fees.



Wisconsin circuit court eFiling

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Ready to file

Dunn County

Civil filing: Product Liability (30100)
James Jones vs. Sam Smith ([+/- review info](#))
Documents:
[Petition and Waiver of Fees/Costs, Affidavit of Indigency and Order](#)
[Summons and Complaint \(Claim for \\$ judgment\)](#)
Subtotal \$0.00
[Edit](#) [Delete](#)

File **Total fee \$0.00**

14. You receive a confirmation that your eFiling was successful.

