

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 along with the initial filing documents when eFiling a new case. The Petition for Waiver of Fees form (CV-410A) can be found on the [Wisconsin courts website](#).

No fee is charged when a Petition for Waiver of Fees is included with a filing. A judge will review the petition and can choose to grant the waiver, grant it only for the waiving of service or filing fees, deny it while giving the filer additional time to pay, or deny it outright.

A granted fee waiver is in effect until final judgment and expires once a case is moved to Closed status. Once a case is in Closed status, each additional fee that the filer wishes to have waived will require an additional Petition for Waiver of Fees to be included with the filing. For example, if a filer wishes to have the fee waived for a Notice of Appeal on a closed case, a new Petition for Waiver of Fees must be filed with the Notice of Appeal.

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. 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.

[Current list of counties and case types enabled for eFiling](#)

User name:

Password:

2. If you are filing a fee waiver with a new case filing, select the **new filing** link from the main menu or the **File a new case** link from the bottom-left menu. Follow the prompts to enter the necessary information for county, class code, and parties, then continue to the Documents page.



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

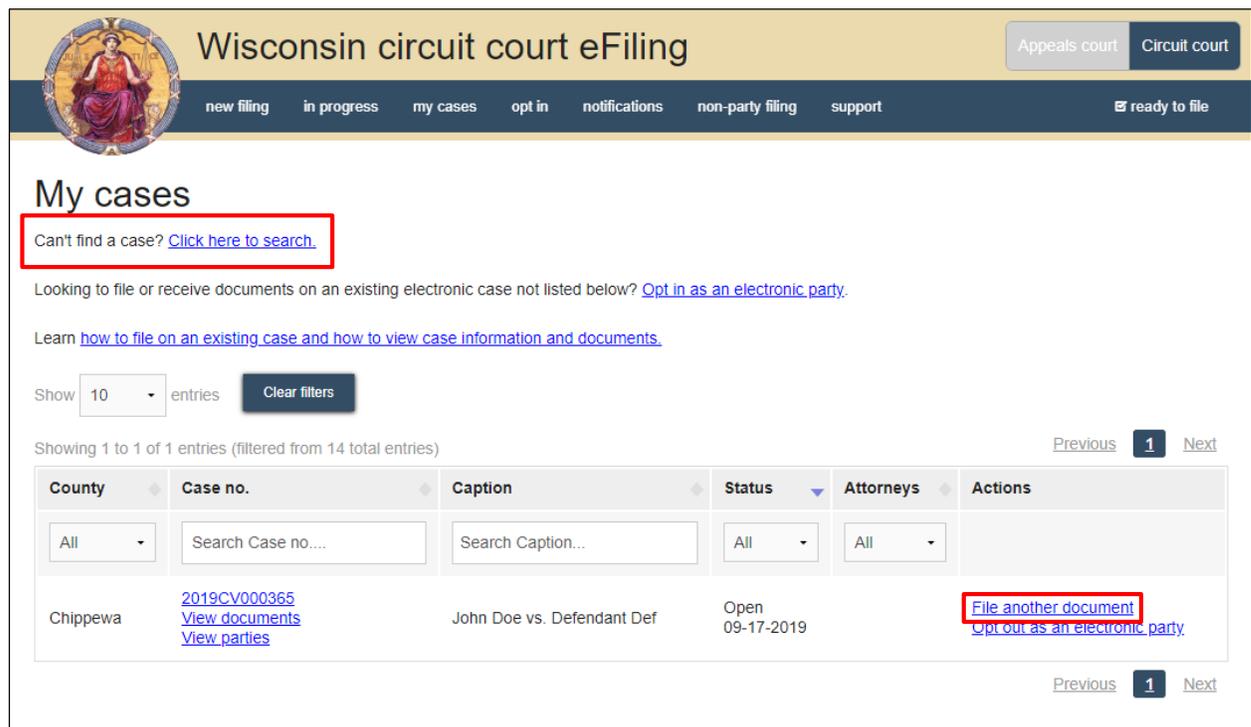
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[File a new case](#)
[In progress](#)
[My cases](#)
[Notifications](#)
[Non-party filing](#)
[Support](#)
[Opt in as an electronic party](#)

If you are filing your fee waiver on an existing case, select the **My cases** tab or link. Then select the File another document link on your case. If the case is closed, you might need to use the “Can’t find a case? Click here to search” link to find it.



Wisconsin circuit court eFiling

Appeals court **Circuit court**

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

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 10 entries [Clear filters](#)

Showing 1 to 1 of 1 entries (filtered from 14 total 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	2019CV000365 View documents View parties	John Doe vs. Defendant Def	Open 09-17-2019		File another document Opt out as an electronic party

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

- On the **Documents** page, select the **Upload documents** button to browse for and upload a filing document along with other associated documents, including the Petition for Waiver of

Fees. Review the bulleted list to ensure your documents are properly formatted.

Wisconsin circuit court eFiling

Appeals court | **Circuit court**

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

Case information | Parties | **Documents** | Review

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.
- All documents must have a blank top margin of at least 1/2" on each page to leave room for a system-added header.
- 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

- From the **Document type** dropdown menu, select the correct document type. Use “Petition and Waiver of Fees/Costs, Affidavit of Indigency and Order” for your fee waiver document. Enter a descriptive title in the **Document title** text entry field for each upload. Select the **Continue** button.

File name	Status	Document type	Document title	Seal	Remove
Petition for Waiver of Fees.pdf	Upload complete	Petition and Waiver of Fees/... x	Petition to Waive Fees for Case	<input type="checkbox"/>	Remove
Summons and Complaint.pdf	Upload complete	Summons and Complaint x	Summons and Complaint	<input type="checkbox"/>	Remove

Previous | **Continue**

Note: An accurate and descriptive title is beneficial for identifying documents. The title entered here will display on the View documents list on the My cases screen and is visible to the courts.

- On the **Review** page, review the filing for accuracy. Select a document link to open and view any of your uploaded files. Select the **Continue** button when you are ready to proceed.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support

Case information Parties Documents Review

Review

Small Claims filing: Sm Claim, Claim Under \$ Limit (31001)
 Plaintiff vs. Defendant

Plaintiff: Plaintiff
 110 Main St
 Madison WI 53703

Defendant: Defendant
 42 Wallaby Way
 Sydney ND 58401

Attorney: Billie Jean Smith

Documents

[Summons and Complaint - Summons and Complaint](#)
[Petition and Waiver of Fees/Costs, Affidavit of Indigency and Order - Petition to Waive Fees for Case](#)

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. These notes are not permanently saved to the case.

- 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. Then, select the **File** button.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support

Ready to file

Chippewa County

<input type="checkbox"/> Small Claims filing: Sm Claim, Claim Under \$ Limit (31001)	\$0.00
Plaintiff vs. Defendant (show parties)	
Documents:	
Petition and Waiver of Fees/Costs, Affidavit of Indigency and Order - Petition to Waive Fees for Case	
Summons and Complaint - Summons and Complaint	
Edit Delete	
Subtotal	\$0.00

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

File

Note: No filing fees are due at this time. When the filing is received by the circuit court, the judge will make a ruling on your Petition and Waiver of Fees/Costs.

7. The **Filings submitted** page confirms that your filings have been successfully eFiled.

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](#)