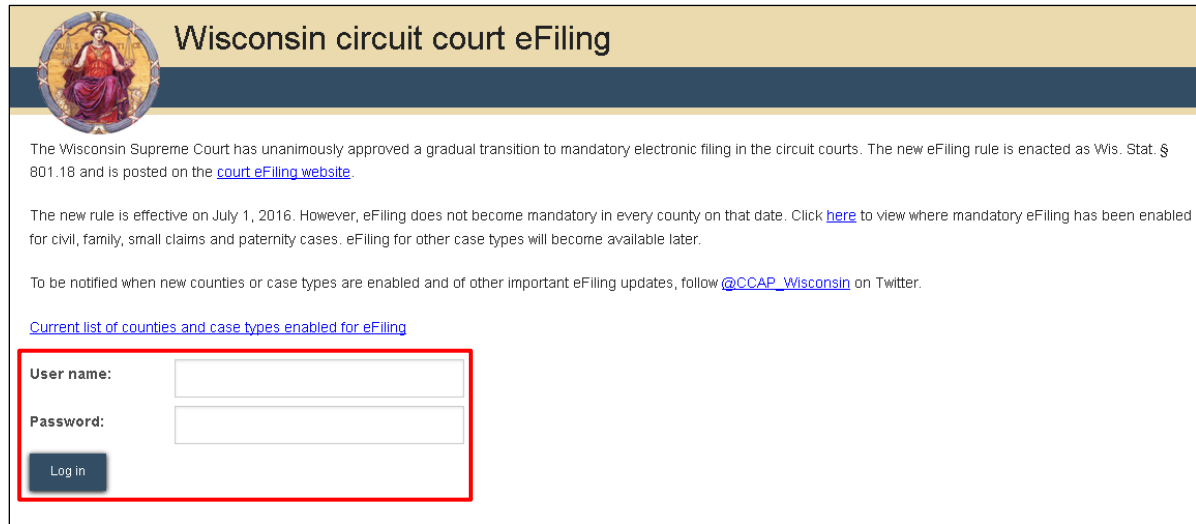


## eFiling a Petition for Waiver of Fees

An individual can petition the court to waive court fees and costs. A Petition for Waiver of Fees – Affidavit of Indigency must be submitted to the court along with the initial filing documents when eFiling a new case.

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. 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 **new filing** link from the main menu or the **File a new case** link 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](#)

### 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. 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.

[File a new case](#)

[In progress](#)

[My cases](#)

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[Opt in as an electronic party](#)

3. Select the county you are filing in from the **County** dropdown menu and the applicable class code from the **Class code** dropdown menu. Then, select the **Continue** button.

Wisconsin circuit court eFiling

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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. Select the **Add party** button to add parties to the case.

Wisconsin circuit court eFiling

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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. Start by choosing the **Party** type, beginning with the filing party (i.e., Petitioner for a CV case type). Select the **Add attorney** button to add the attorney representing the filing party on the case.

Wisconsin circuit court eFiling

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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  
Required

6. Select **Save, and Add next party** to add additional parties to the case.

Party attorney(s)

Is an interpreter needed?

Yes  No

7. When all parties have been added, review for accuracy and then select the **Continue** button.

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## Parties

Party type	Name	Attorney	Actions
Plaintiff	Plaintiff	Billie Jean Smith	<a href="#">Edit</a> <a href="#">Remove</a>
Defendant	Defendant		<a href="#">Edit</a> <a href="#">Remove</a>

8. Select the **Upload documents** button to browse for and upload a filing document along with other associated documents, including the **Petition and Waiver of Fees/Costs, Affidavit of Indigency and Order**, to the case. Review the bulleted list to ensure your documents are properly formatted.

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## 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 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.

9. From the **Document type** dropdown menu, select the correct document type, and 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
<a href="#">Petition for Waiver of Fees.pdf</a>	Upload complete	Petition and Waiver of Fees/... ×	Petition to Waive Fees for Case	<input type="checkbox"/>	<a href="#">Remove</a>
<a href="#">Summons and Complaint.pdf</a>	Upload complete	Summons and Complaint ×	Summons and Complaint	<input type="checkbox"/>	<a href="#">Remove</a>

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.

10. 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

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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.

11. 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**

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## Ready to file

Chippewa County

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

12. You will transition to the **Filings submitted** page when your filings have been successfully eFiled.



**Wisconsin circuit court eFiling**

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## Filings submitted

Your filing(s) have been submitted successfully to the court.

[Return to main menu](#)