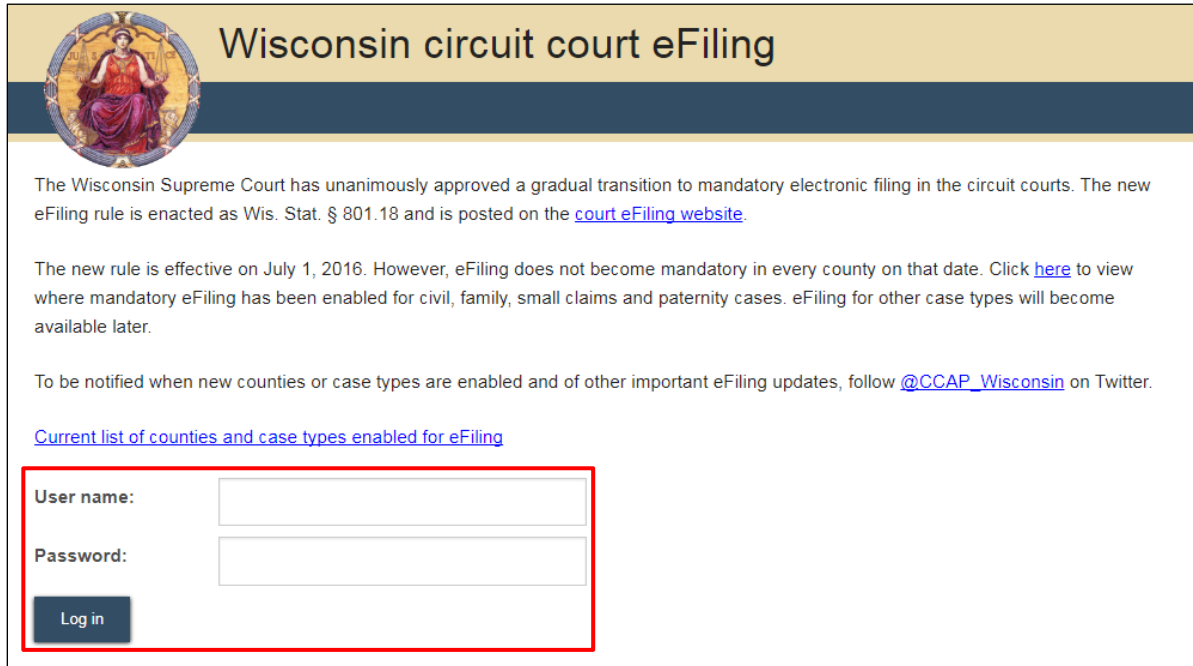


## Using file prep

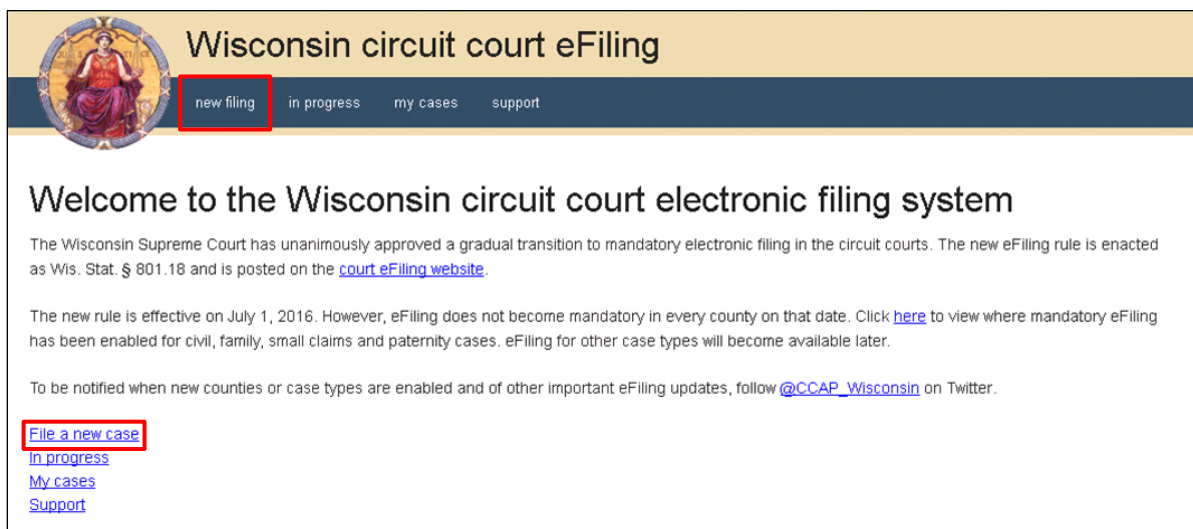
Paralegals, legal secretaries, or local government staff who have created their own eCourts accounts and have been granted file prep access by one or more attorneys can prepare new case filings (p. 1) or prepare additional documents to file on the attorney's existing cases (p. 7).

### Filing 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.



2. Select the **new filing** link from the main navigation or the **File a new case** link from the bottom-left menu.



3. Select the attorney you are preparing the new case filing for from the **Preparing for** dropdown menu, select the county you are filing in from the **County** dropdown menu, and the applicable class code or class description from the **Class code** dropdown menu. Then, select the **Continue** button.

The screenshot shows the 'New filing' screen of the Wisconsin circuit court eFiling system. The header includes the court logo and the title 'Wisconsin circuit court eFiling'. Below the header is a navigation bar with links: 'new filing', 'in progress', 'my cases', and 'support'. A progress bar indicates the current step is 'Case information', with other steps being 'Parties', 'Documents', and 'Review'. The main content area is titled 'New filing' and contains three dropdown menus: 'Preparing for' (with the prompt 'Required. Select an attorney'), 'County' (with the prompt 'Required. Type to select county'), and 'Class code' (with the prompt 'Required. Type code or class description'). A 'Continue' button is located at the bottom of this section. A red rectangular box highlights the 'Preparing for' dropdown menu.


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

The screenshot shows the 'Parties' screen of the Wisconsin circuit court eFiling system. The header and navigation bar are identical to the previous screen. The progress bar shows the current step is 'Parties'. The main content area is titled 'Parties' and features a red 'Add party' button. Below this button is a table with the following structure:

Party type	Name	Attorney	Actions
This filing has no parties			

At the bottom of the screen are two buttons: 'Previous' and 'Continue'.

5. Complete the **New party** window. Start by choosing a **Party** type, beginning with the filing party (i.e., Petitioner for a child support agency). Select the **Add attorney** button to add the attorney you are creating the new case filing for. Additional questions display based on the class code and party type chosen. Select the **Save, and Add next party** button to add additional parties to the case.



## Wisconsin circuit court eFiling

new filing in progress my cases support

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** ⓘ

**Party attorney(s)**

**Is an interpreter needed?**  
☐ Yes ☒ No

6. Select the **Save** button after entering the last party.

**Party attorney(s)**

**Is an interpreter needed?**

☐ Yes ☒ No

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



**Wisconsin circuit court eFiling**

new filing in progress my cases support

Case information Parties Documents Review

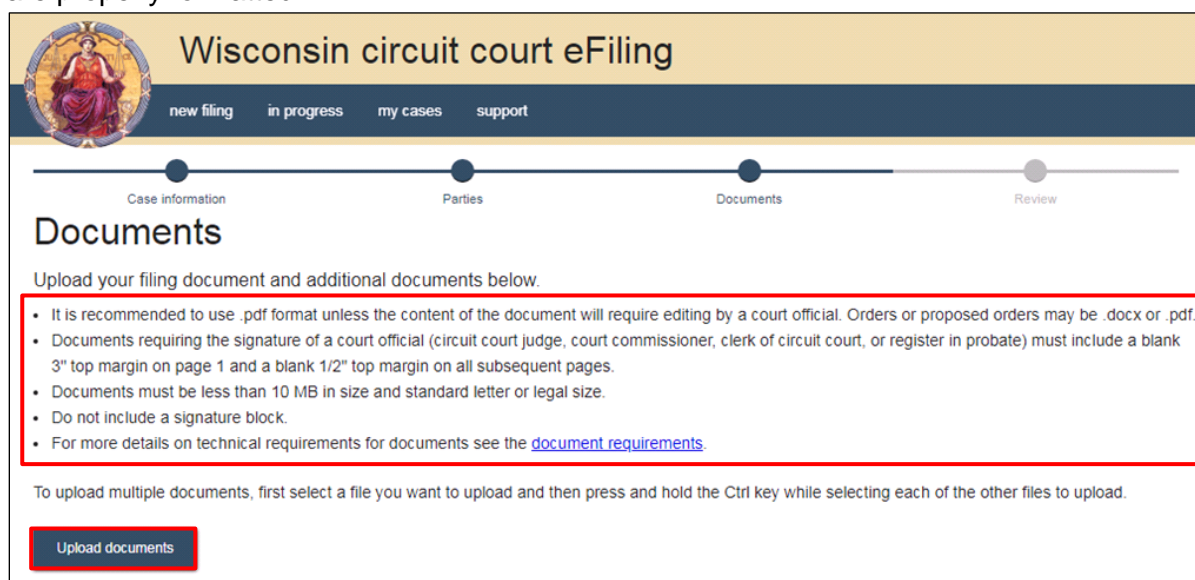
## Parties

Add party

Party type	Name	Attorney	Actions
Petitioner	State of Wisconsin	Billie Jean Smith	<a href="#">Edit</a> <a href="#">Remove</a>
Petitioner	Mary Wilson		<a href="#">Edit</a> <a href="#">Remove</a>
Respondent	Daniel Dolson		<a href="#">Edit</a> <a href="#">Remove</a>
Child	K E W		<a href="#">Edit</a> <a href="#">Remove</a>

Previous **Continue**

8. Select the **Upload documents** button to browse for and upload a filing document along with other associated documents to the case. Review the bulleted list to ensure your documents are properly formatted.



**Wisconsin circuit court eFiling**

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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 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**

9. From the **Document type** dropdown menu, select the correct document type, and enter a descriptive title in the **Document title** text entry field. Select the **Continue** button.

**Wisconsin circuit court eFiling**

new filing in progress my cases support

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 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
<a href="#">Summons and Petition.pdf</a>	Upload complete	Summons and Petition	Dolson Summons & Petition	<input type="checkbox"/>	<a href="#">Remove</a>
<a href="#">GF-175.pdf</a>	Upload complete	Affidavit of Non-Service	Dolson Affidavit of Non-Military Ser	<input type="checkbox"/>	<a href="#">Remove</a>

[Previous](#) [Continue](#)

**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.

If, after selecting the *Continue* button, the following red error message displays: "A filing document is required," you might not have selected the correct type of document to initiate the case you are filing. The system looks at the *Document type* field to determine if the right document type is uploaded.

Select a *File name* link to view an uploaded document and the *Remove* link to delete an uploaded document.

- On the **Review** page, review the filing for accuracy. Select a **document** link to open and view any of your uploaded files. Select the **Place in attorney's ready to file** button.



**Wisconsin circuit court eFiling**

new filing in progress my cases support

Case information Parties Documents Review

## Review

Paternity filing: Paternity (40501)  
In Re the Paternity of K E W

**Petitioner: State of Wisconsin**  
110 Main St  
Madison WI 53703  
US  
**Attorney: Billie Jean Smith**

**Child: K E W**

**Petitioner: Mary Wilson**  
42 Wallaby Way  
Madison WI 53713  
US  
608-555-8996

**Respondent: Daniel Dolson**  
4 Privet Dr  
Madison WI 53719  
US

**Documents**  
[Summons and Petition - Dolson Summons & Petition](#)  
[Affidavit of Non-Service - Dolson Affidavit of Military Service](#)

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

[Previous](#) **Place in attorney's ready to file**

**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. A message displays stating that the filing was sent to the attorney.



**Wisconsin circuit court eFiling**

new filing in progress my cases support

Case information Parties Documents Review

## Review

Filing successfully submitted to the attorney's ready to file queue.

[Home](#)

**Note:** The attorney will not receive a notification from the eFiling system indicating that the filing has been placed in the *Ready to File* queue. It is recommended that you inform the attorney of the pending filing.



## Filing on an existing case

As a paralegal, legal secretary, or local government staff member, you can view documents, view parties, and prepare documents for filing on the attorney's existing cases on the My Cases page. To prepare amended complaints or additional documents for existing cases, complete the following steps:

1. 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.

Wisconsin circuit court eFiling

new filing in progress my cases support

### My cases

Can't find a case? [Click here to search.](#)

Show 5 entries [Clear filters](#)

County	Case no.	Caption	Status	Attorneys	Actions
All	<input type="text" value="Search Case no...."/>	<input type="text" value="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 prepared for filing.

2. Once you have located the case, select either **File another document** or **File amended complaint**.

Wisconsin circuit court eFiling

new filing in progress my cases support

### My cases

Can't find a case? [Click here to search.](#)

Show 5 entries [Clear filters](#)

County	Case no.	Caption	Status	Attorneys	Actions
All	<input type="text" value="Search Case no...."/>	<input type="text" value="Search Caption..."/>	All	All	
Chippewa	2018SC000928 <a href="#">View documents</a> <a href="#">View parties</a>	Plaintiff vs. Defendant	Open 09-04-2018	Billie Jean Smith	<a href="#">File another document</a> <a href="#">File amended complaint</a>

**Note:** A paralegal, legal secretary, or local government staff member cannot opt in as an electronic party for the attorney or docket or satisfy judgments on cases.

- The **File amended complaint** link transitions you to the **Amend filing** page. Select the attorney you are preparing the amended complaint for and then, select the **Continue** button.

**Wisconsin circuit court eFiling**

new filing in progress my cases support

Case information Parties Documents Review

## Amend filing

Click "Continue" to add your amendments for case number 2018SC000928 (Plaintiff vs. Defendant) in Chippewa County.

Allowable amendments are:

- Add a new party
- Change a party address
- Upload an amended summons and complaint

**Preparing for**

Billie Jean Smith

Continue Cancel

- On the **Case information** page, select the **Continue** button again.
- If you need to edit address information for existing parties on the case, select the **Edit** link next to the applicable party. Select the **Save** button at the bottom of the party entry screen once you have finished editing the address information.
- Select the **Add party** button to add additional parties to the case. When all parties have been added, review them for accuracy and select the **Save** button.
- Select the **Continue** button once you have finished adding/editing party information.

**Wisconsin circuit court eFiling**

new filing in progress my cases support

Case information Parties Documents Review

## Parties

Add party

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

Previous Continue



8. Select the **Upload documents** button to browse for and upload your document(s). Review the bulleted list to ensure your documents are properly formatted.
9. From the **Document type** dropdown menu, select the correct document type, and enter a descriptive title in the **Document title** text entry field. Select the **Continue** button.

Wisconsin circuit court eFiling

new filing in progress my cases support

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 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
<a href="#">Amended Summons and Complaint.pdf</a>	Upload complete	Amended Summons and Complaint	Amended 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 displays in the *View documents* list on the *My cases* page, and is visible to the courts.

12. On the **Review** page, review the filing for accuracy. Select a **document** link to view any of your uploaded documents. Select the **Place in attorney's ready to file** button.

Wisconsin circuit court eFiling

new filing in progress my cases support

Case Information Parties Documents Review

## Review

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

**Plaintiff: Plaintiff**  
42 Wallaby Way  
Sydney ND 58401  
Attorney: Billie Jean Smith

**Defendant: Defendant**  
110 Main St  
Madison WI 53703

**Documents**  
[Amended Summons and Complaint - Amended Complaint](#)

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

**Previous** **Place in attorney's ready to file**

**Note:** Below the document links is a *Notes to clerk* text entry field. This field functions like a virtual sticky note on your filing. Anything entered in this box displays for the clerk while they process your filing. These notes are not permanently saved to the case.

13. A message displays indicating the filing was sent to the attorney.

### Additional functionality and features available

1. The **In Progress** page contains incomplete case filings or document filings for the user who is logged into the eFiling website. This page does not include any filings that the attorney started. From here, you can either select the **Resume** link on the filing to pick up where you left off, or select the **Delete** link to delete your draft.



Wisconsin circuit court eFiling

new filing in progress my cases support

## In progress

Note: In-progress filings will be removed after 120 days.

Showing 1 to 3 of 3 entries

Previous 1 Next

County	Pending filing	Actions
Chippewa	New case filing: Small Claims [ missing side 1 ] vs. [ missing side 2 ]	<a href="#">Resume</a> <a href="#">Delete</a>
Chippewa	Add documents to case: 2018PR000118 In the Estate of Roger Moore	<a href="#">Resume</a> <a href="#">Delete</a>

2. The **Support** page includes links for technical requirements/document specifications, user guides and video tutorials, frequently asked questions, and information on how to contact eFiling Support.



Wisconsin circuit court eFiling

new filing in progress my cases support

## Support

[Technical requirements and document specifications](#)

[User guides and video tutorials](#)

[Frequently asked questions](#)


[CAPTCHA help](#)

[Contact us](#)

For more information about eFiling, visit <http://www.wicourts.gov/ecourts/efilecircuit/index.htm>.

3. A paralegal, legal secretary, or local government staff member can create their own templates to use for creating new case filings by selecting the dropdown by their name in the top-right corner of the main menu. To create a new template, complete the following steps:

3a. Select the **Create** button.



The screenshot shows the 'Wisconsin circuit court eFiling' header with a navigation bar containing 'new filing', 'in progress', 'my cases', and 'support'. Below the header is the 'Templates' section. It includes a 'Show 5 entries' dropdown, a 'Clear filters' button, and a 'Create' button highlighted with a red box.

3b. Enter a name for the template in the **Template name** field. Select the applicable county and class code. Enter the information for the first party for this case (i.e., local government staff might enter Child Support Agency, a paralegal might enter the Plaintiff for a small claims case).



The screenshot shows the 'Create template' form. It includes the following fields and options:

- Template name:** A text input field containing 'Paternity EMH'.
- County:** A dropdown menu with 'Chippewa' selected.
- Class code:** A dropdown menu with the placeholder text 'Required. Type code or class description'.
- Party type:** A dropdown menu with the placeholder text 'Required. Select an option'.
- Radio buttons:** Two radio buttons labeled 'Person' (selected) and 'Business'.

3c. Add an attorney to the party if needed, then select the **Save** button.

3d. On the **Templates** page, select the **Create new case** button to begin a new case filing using this template.



The screenshot shows the 'Templates' page with a list of templates. The 'Create new case' button is highlighted with a red box.

Name	Actions
Search Name...	
Paternity EMH	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Create new case</a>