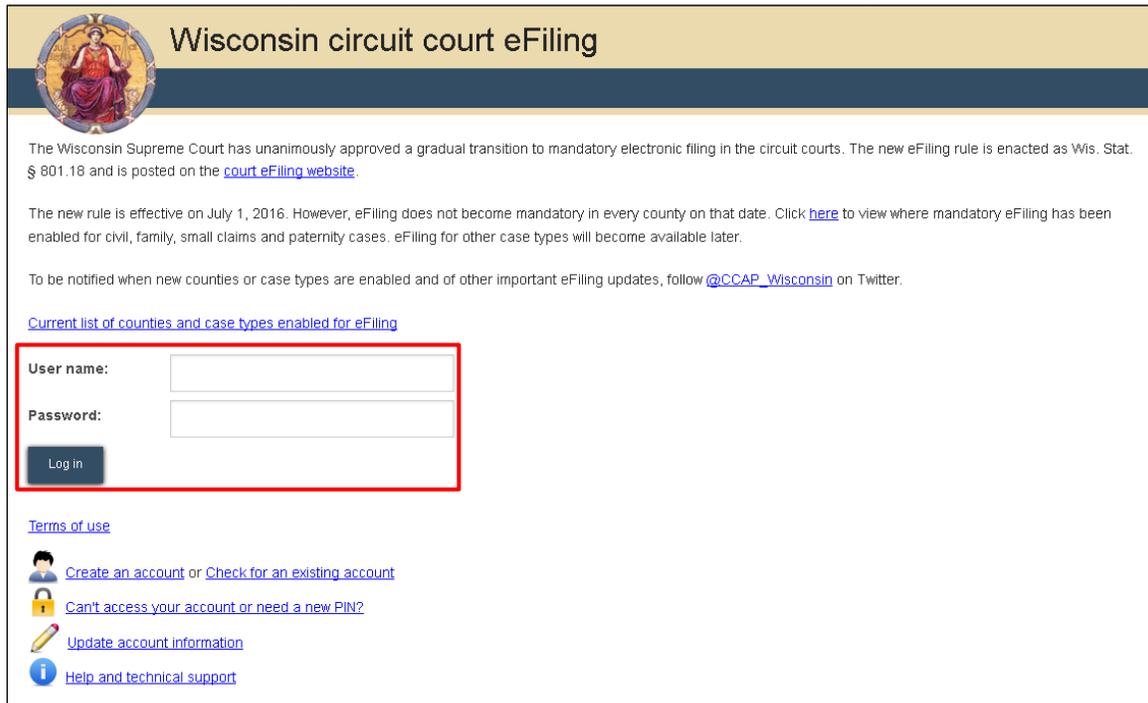


## Granting access for file prep as a corporation counsel attorney

If you are a corporation counsel attorney and would like to grant file prep access to a local government staff to prepare new case filings or file additional documents on your behalf, it is possible to restrict access to certain case types. To grant access for file prep with case type restrictions, complete the following steps:

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

[Terms of use](#)

 [Create an account](#) or [Check for an existing account](#)

 [Can't access your account or need a new PIN?](#)

 [Update account information](#)

 [Help and technical support](#)

2. Hover your mouse over your name in the top-right corner of the page. Select **file prep access** from the dropdown menu that appears.



Wisconsin circuit court eFiling

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

preferences

templates

court debit accounts

calendar

file prep access

log out

Welcome to the Wisconsin circuit court electronic filing system

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3. On the **File prep access** page, select the **Create** button.

4. Only a user with an eCourts account type of **Local Government Staff** may be granted file prep access for a corporation counsel attorney. Enter the local government staff member's eCourt's account email address, and then select the **Find** button.

5. Matching user's name information displays in order to verify that the correct email address has been entered. From the **County** dropdown, select the county the file prep user will have access to. From the **Local government organization** drop down, select **Corporation Counsel**.
6. When **Corporation Counsel** has been selected, the **Case types** dropdown menu will appear. Select all case types to which the file prep user should have access. If s/he should have access to all case types with no restrictions, leave this field blank.

The file prep user will be able to prepare filings and view documents on the **My cases** page for all case types listed in the **Case types** field.

*In this example, the file prep user would have access to Civil, Guardianships, and Non-Traffic Ordinance Violation case types only. All other case types would be restricted.*

- When all case types have been entered, select the **Save** button to finish configuring access for the file prep user.
- Users with file prep access, which county they are set up in, and the case types they have access to will display in the **File prep access** list. The **Delete** link in the **Actions** column allows you to remove access to your cases for this user.



The screenshot shows a web interface titled "File prep access". At the top, there are controls for "Show: All entries", "Clear filters", and "Create". Below this is a table with the following columns: "File prep user", "Government agency", "Case types", and "Actions". The table contains two rows, both of which are highlighted with a red border. The first row shows "Local Govt" as the user, "Jefferson - Corporation Counsel" as the agency, and "Civil, Non-Traffic Ordinance Violation, Guardianships" as the case types, with a "Delete" link in the actions column. The second row shows "Grant Local Government" as the user, "Jefferson - Corporation Counsel" as the agency, and "All" as the case types, also with a "Delete" link. At the bottom of the table, it says "Showing 1 to 2 of 2 entries (filtered from 17 total entries)" and has "Previous" and "Next" navigation buttons.

File prep user	Government agency	Case types	Actions
Local Govt	Jefferson - Corporation Counsel	Civil, Non-Traffic Ordinance Violation, Guardianships	<a href="#">Delete</a>
Grant Local Government	Jefferson - Corporation Counsel	All	<a href="#">Delete</a>

### Notes:

- Once a file prep user has been granted access by a corporation counsel attorney, that s/he will have the same access to cases for *all attorneys in corporation counsel*. It would therefore be advisable to consult with fellow corporation counsel attorneys to determine what type of access file prep users should receive.
- File prep users can still prepare new case filings for all case types, regardless of restrictions. Restrictions only apply to existing cases that a corporation counsel attorney is currently opted in on.
- There are no editing features available to alter file prep user case type access. If edits are necessary, simply delete the user and re-add them with the proper restrictions.
- File prep access is restricted by county. If you work for corporation counsel in multiple counties, you will have to create a File Prep user for each county.