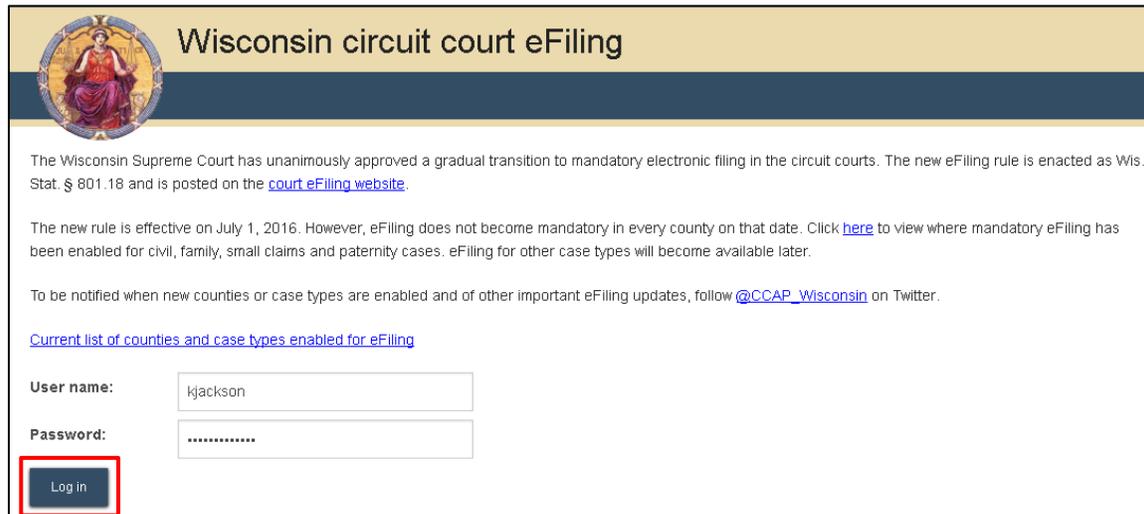


Granting access for File Prep

Paralegals, Legal Secretaries or Local Government Staff can be granted access to prepare new case filings or file additional documents on an attorney's existing cases using their own eCourts account. To grant access for file prep, complete the following steps:

1. Open a web browser and enter the following URL: <http://efiling.wicourts.gov>.
2. As the attorney, enter your User name and Password; click **Log in**.



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

3. Select the drop down for your name in the upper right corner. Select **file prep access**.



Wisconsin circuit court eFiling

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

preferences

templates

court debit accounts

calendar

file prep access

log out

Welcome to the Wisconsin circuit court electronic filing system

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4. The File prep access window displays. Click **Create**.

5. Enter the paralegal, legal secretary or local government staff member's eCourt's account email address, then click **Find**.

6. Matching user's name information displays in order to verify that the correct email address has been entered. If you are granting file prep access to a local government staff member, select the local government organization from the drop down. Click **Save**.

- 7. Users with file prep access display in the list. The **Delete** link in the Actions column allows you to remove access to your cases for this user.

