

eFiling a proposed order

Proposed orders are submitted to judges and court commissioners in draft format as suggested or requested resolutions regarding issues on a case. If approved and signed by the court official, they become an order of the court.

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 **my cases** link from either the main navigation or the bottom-left menu.



- 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 be also be sorted alphabetically by county, caption, status, and attorney, and numerically by case number.

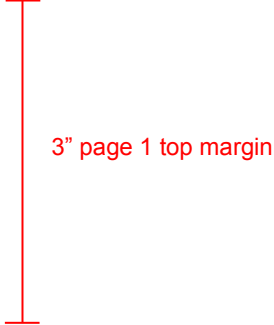
Note: To view closed cases, select the *Click here to search* link near the top of the page.

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 will change to *Open* and additional documents can then be filed.

- Once you have located the case, select the **File another document** link.

- Prior to uploading your file, ensure that the following document requirements are observed:

- If the probability of editing exists, the proposed order should be submitted in Microsoft Word 2007 or newer (.docx) format.
- Do not include signature blocks for court officials on your document. The court will apply it.
- Include a blank 3” top margin on the first page of your document and a blank ½” top margin on all subsequent pages.



3" page 1 top margin

STATE OF WISCONSIN
CIRCUIT COURT
WAUKESHA COUNTY

ABC Mortgage

Plaintiff

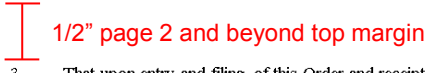
vs

John Defendant

Mortgagor Defendant

ORDER CONFIRMING SALE

Case No: 16 CV 1103



1/2" page 2 and beyond top margin

3. That upon entry and filing of this Order and receipt of the applicable recording fee, the clerk shall deliver the sheriff's deed, transfer return, and recording fees to the Register of

5. Select the **Upload documents** button to browse for and upload your proposed order.


Wisconsin circuit court eFiling

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

Additional documents

Chippewa County 2018CV000257 - April August vs. Candy Crawford

Upload your additional documents below.

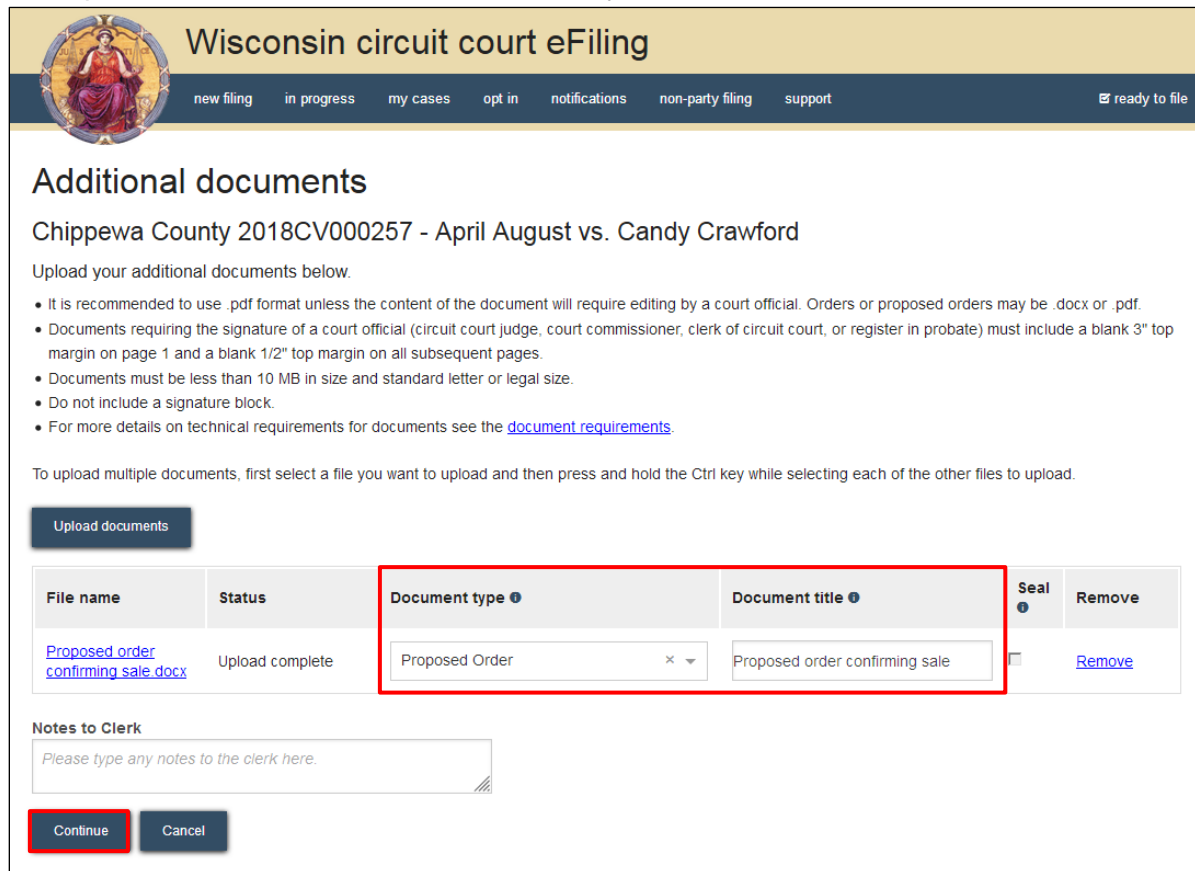
- It is recommended to use .pdf format unless the content of the document will require editing by a court official. Orders or proposed orders may be .docx or .pdf.
- Documents requiring the signature of a court official (circuit court judge, court commissioner, clerk of circuit court, or register in 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

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



Wisconsin circuit court eFiling

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

Additional documents

Chippewa County 2018CV000257 - April August vs. Candy Crawford

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Upload documents

File name	Status	Document type	Document title	Seal	Remove
Proposed order confirming sale.docx	Upload complete	Proposed Order	Proposed order confirming sale	<input type="checkbox"/>	Remove

Notes to Clerk

Please type any notes to the clerk here.

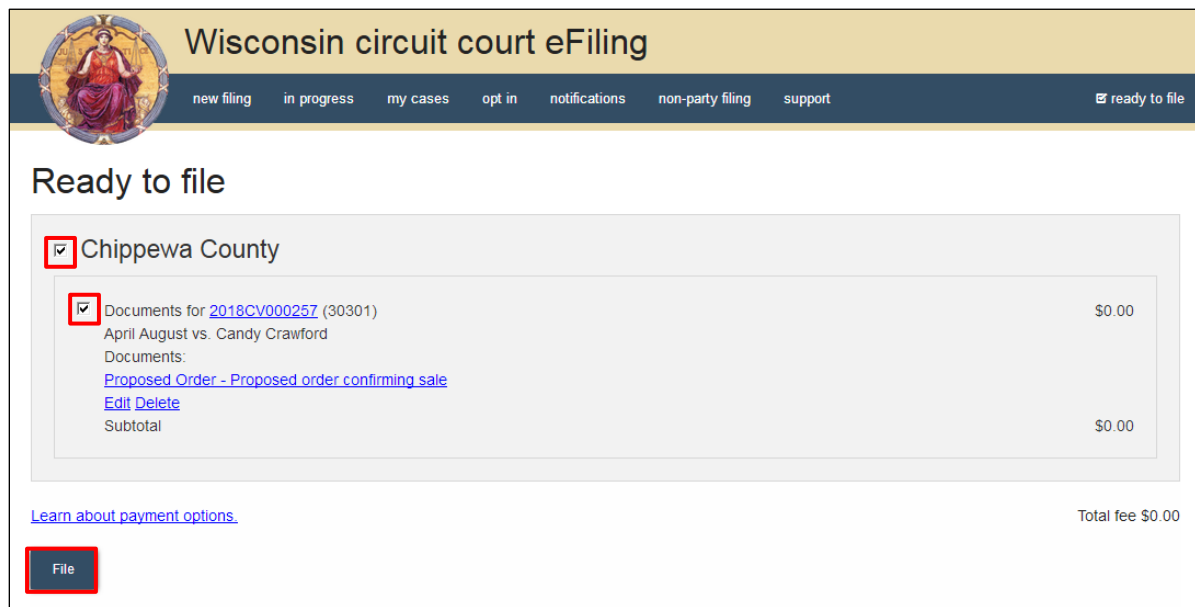
Continue Cancel

Note: An accurate and descriptive title is beneficial for identifying documents. The title entered here is visible in the *View documents* list on your *My cases* page, and is also visible by the courts. It is recommended that the document titles of proposed orders specify what the order is for (i.e., Order Confirming Sale).

By selecting the *File name* link, you can view an uploaded document and by selecting the *Remove* link, you can delete an uploaded document.

The *Notes to Clerk* text entry field functions like a virtual sticky note on your filing. Anything you type in this box will display to the clerk while they process your filing, but will be deleted once your filing is accepted. These notes are not permanently saved to the case.

7. 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. Choose a payment type (if applicable), and select the **File** or **File and Pay** button.



Wisconsin circuit court eFiling

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

Ready to file

Chippewa County

<input checked="" type="checkbox"/> Documents for 2018CV000257 (30301)	\$0.00
April August vs. Candy Crawford	
Documents:	
Proposed Order - Proposed order confirming sale	
Edit Delete	
Subtotal	\$0.00

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

Note: If you have set up a court debit account (CDA) with the circuit court you are filing in, you will have the option to choose a payment method. To learn how to set up a CDA, see the [“Creating and managing a court debit account”](#) user guide. It is your responsibility to ensure proper funds are available in the account at the time of filing.

If paying with a credit/debit card or eCheck via the US Bank ePayment website, a transaction fee will be applied to the total.

If filing on behalf of a county agency, the \$20 eFiling fee will be waived and selection of a payment type will not be required. Simply select the *File* button to submit the new case filing.

- On the **Filings submitted** page, select the **Make payment with US Bank** button to proceed to the US Bank ePayment website and pay the associated filing fees. If fees were not assessed, the **Make payment with US Bank** button will display as **Return to main menu** instead.



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.

Note: Once you have advanced to this page, do not close your browser window or take a break. Selecting the *File and pay* button at the bottom of the previous page initiates a connection with the US Bank ePayment website that exists for 10-15 minutes. If you wait longer than that to complete your payment, or if you exit out of the system before the payment process is complete, you will not be able to return and pay for your filing(s).

US Bank is the vendor that processes circuit court credit card and electronic check transactions. You do not need a US Bank checking or savings account to pay for filings on the US Bank ePayment website. You can pay using a Visa card, MasterCard, or electronic check.

9. When a proposed order is processed by the court, the document is saved to the case with a watermark of "Proposed". All eNotice parties on the case will be notified of the new proposed order and are able to view the document.

The proposed order can be edited by the judge or court commissioner prior to signing. When the order is approved and signed, the proposed watermark is removed. An email is sent to all eNotice parties with the signed order.