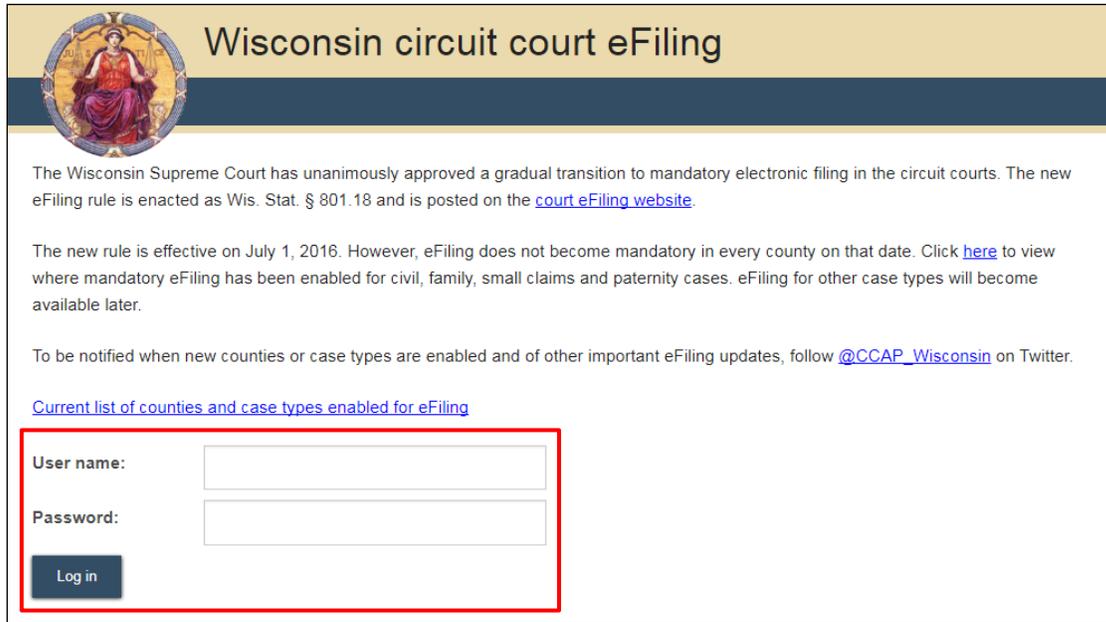


eFiling on an existing case

After a case has been electronically filed or converted to electronic format, a registered party can file subsequent documents to that 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 **my cases** link from either the main navigation or 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](#)
[Notifications](#)
[Non-party filing](#)
[Support](#)
[Opt in as an electronic party](#)

3. 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

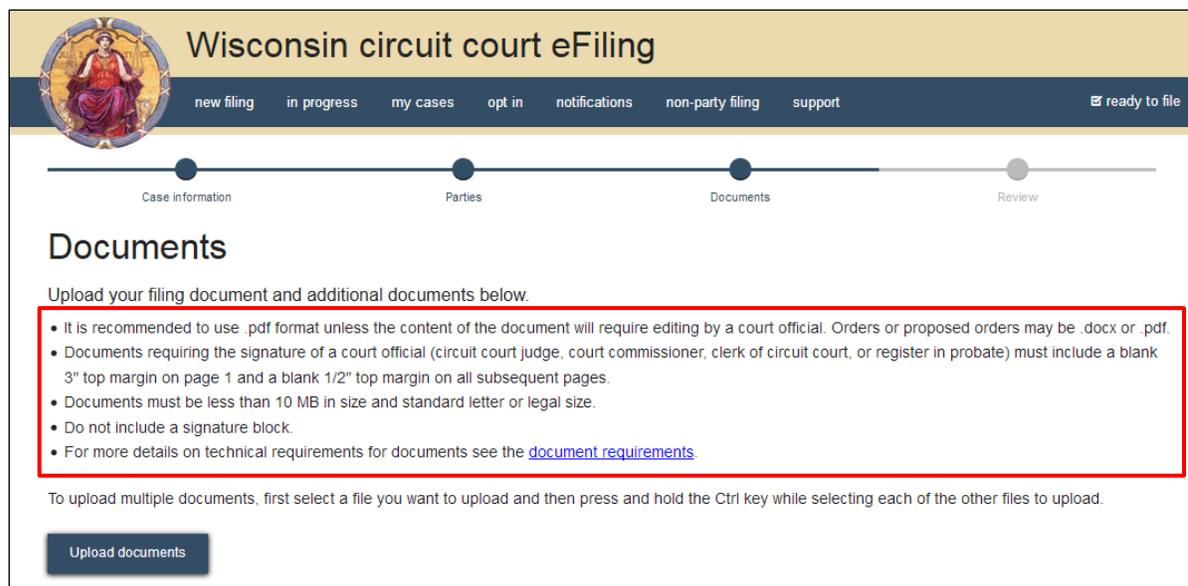
just the case type (CV, FA, SC, etc.). Cases can also be filtered by county using the **County** dropdown list. Using the arrows at the top of each column, your **My cases** list can also be sorted alphabetically by county, caption, status, and attorney, and numerically by case number.

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 filed.

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

County	Case no.	Caption	Status	Attorneys	Actions
All	Search Case no....	Search Caption...	All	All	
Chippewa	2018SC000928 View documents View parties	Plaintiff vs. Defendant	Open 09-04-2018	Billie Jean Smith	File another document

- Select the **Upload documents** button to browse for and upload documents. Review the bulleted list to ensure your documents are properly formatted.



Documents

Upload your filing document and additional documents below.

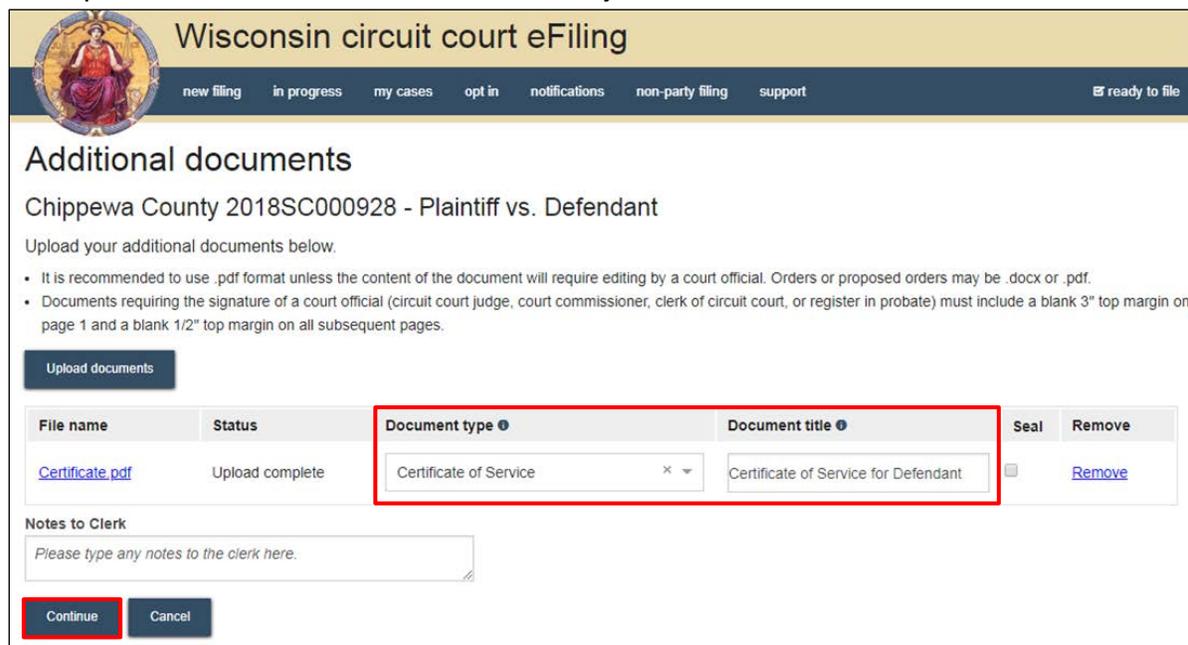
- It is recommended to use .pdf format unless the content of the document will require editing by a court official. Orders or proposed orders may be .docx or .pdf.
- Documents requiring the signature of a court official (circuit court judge, court commissioner, clerk of circuit court, or register in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

Note: If you need to file a document with your signature on it, that signature must be added before the document is uploaded to the eFiling system. To apply your signature, you can either sign a paper copy of the document by hand and then scan it as a PDF, or you can use document editing software to type the words “Electronically signed by” followed by your name where you would have traditionally signed. This text serves as your official signature on court documents.

6. 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.



Additional documents

Chippewa County 2018SC000928 - Plaintiff vs. Defendant

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.

[Upload documents](#)

File name	Status	Document type	Document title	Seal	Remove
Certificate.pdf	Upload complete	Certificate of Service	Certificate of Service for Defendant	<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 displays on the *View documents* list on your *My cases* screen, and is visible to the courts.

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 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.

7. On the **Ready to file** page, select the checkbox next to filing(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** or **File and Pay** button.

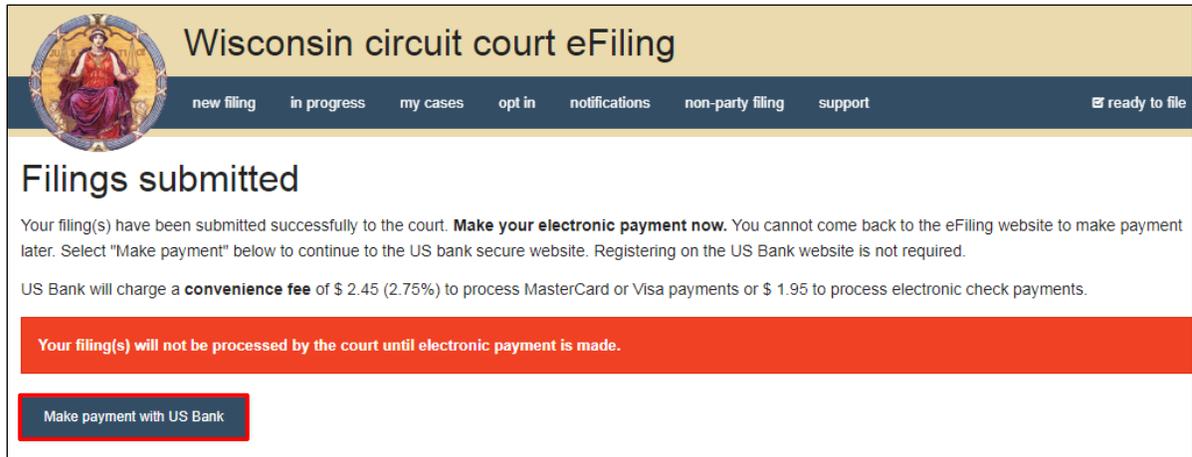
The screenshot shows the 'Ready to file' interface. At the top, there's a navigation bar with 'ready to file' selected. The main heading is 'Ready to file'. Below it, there's a section for 'Chippewa County' with a checked checkbox. Underneath, a filing for 'Documents for 2018SC000928 (31001)' is listed with a checked checkbox. The filing details include 'Plaintiff vs. Defendant', 'Documents: Certificate of Service - Certificate of Service for Defendant', and 'Edit Delete' links. The subtotal is \$0.00. A 'File' button is highlighted with a red box at the bottom left. A 'Total fee \$0.00' is shown at the bottom right.

Note: If you are filing a document that has an associated filing fee (e.g. a garnishment or jury demand) the *File and Pay* button will display and you will be required to make payment when you submit your filings.

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.

8. 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.



The screenshot shows the Wisconsin circuit court eFiling website. At the top left is a circular logo featuring a seated figure. To the right of the logo, the text 'Wisconsin circuit court eFiling' is displayed. Below this is a dark navigation bar with links for 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', and 'support'. On the far right of the navigation bar is a 'ready to file' button. The main content area has the heading 'Filings submitted'. Below the heading, there is a paragraph of text: 'Your filing(s) have been submitted successfully to the court. **Make your electronic payment now.** You cannot come back to the eFiling website to make payment later. Select "Make payment" below to continue to the US bank secure website. Registering on the US Bank website is not required.' This is followed by another paragraph: 'US Bank will charge a **convenience fee** of \$ 2.45 (2.75%) to process MasterCard or Visa payments or \$ 1.95 to process electronic check payments.' Below this text is a prominent red banner with white text that reads: 'Your filing(s) will not be processed by the court until electronic payment is made.' At the bottom of the page is a dark button with white text that says 'Make payment with US Bank'.

Note: Once you have advanced to this page, do not close out of 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. After you submit your filing, it is transmitted to the circuit court and processed when both the filing and payment (if fees were assessed) are received. You will receive an email confirmation and the file-stamped document(s) will be visible on the **My cases** page of the eFiling website where you can print them for service to paper notice parties on the case.

Note: Submitted documents that have not yet been processed display in *Submitted* status on the *My cases* page. They are not visible to other parties until they have been processed.