

Creating a filing agent eCourts account

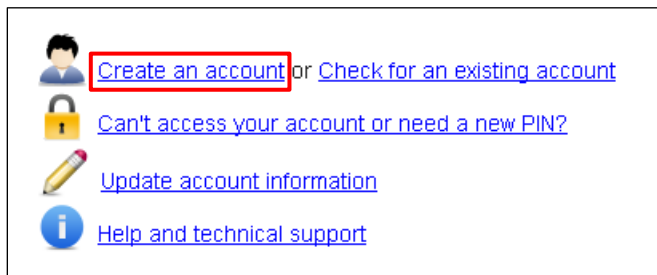
An eCourts account can be created to electronically file small claims cases as a filing agent on behalf of a business or corporation. Although your account should be registered under your name, when filing your case, you can list the business you represent as the plaintiff or defendant. To create a filing agent eCourts account, complete the following steps:

1. Visit the eFiling website: <http://efiling.wicourts.gov>.



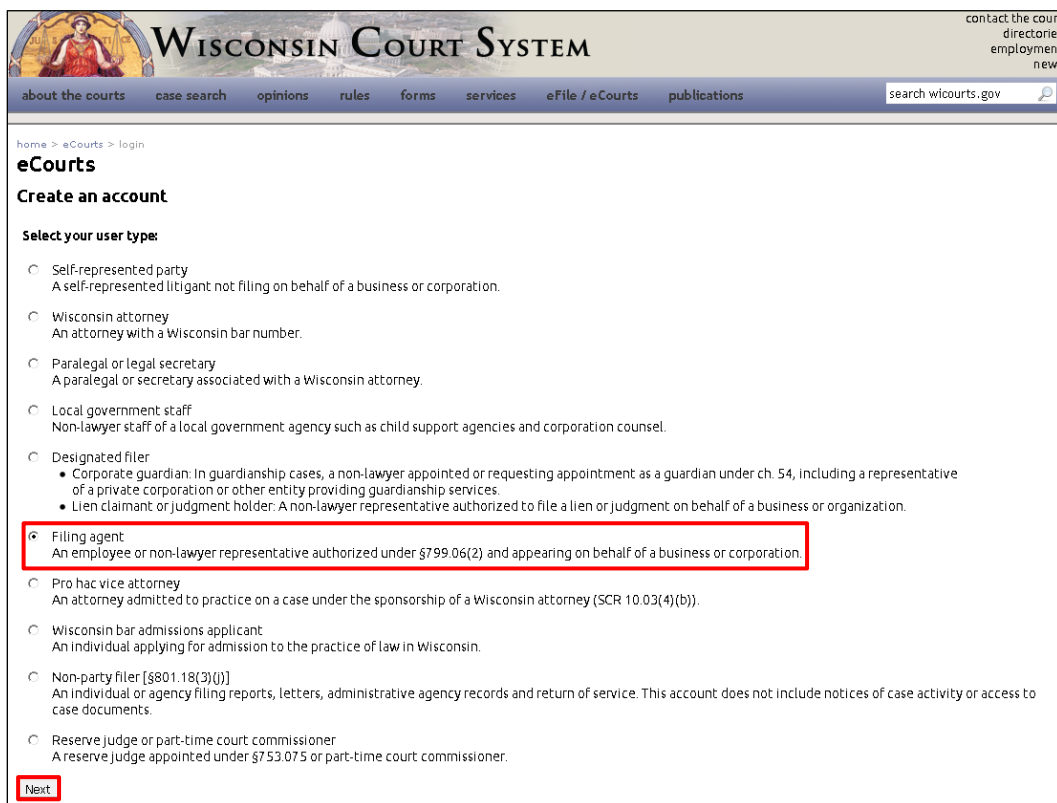
The screenshot shows the homepage of the Wisconsin circuit court eFiling website. At the top is a header with the Wisconsin Court System logo and the title "Wisconsin circuit court eFiling". Below the header is a main content area with a paragraph about the mandatory electronic filing rule, a link to the court eFiling website, and information about the rule's effective date. There is also a link to follow @CCAP_Wisconsin on Twitter. Below this is a section for logging in, with fields for "User name:" and "Password:", and a "Log In" button. At the bottom of the page are links for "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", and "Help and technical support".

2. Select the **Create an account** link.



The screenshot shows a list of links for account management. The link "Create an account" is highlighted with a red box. The other links are "Check for an existing account", "Can't access your account or need a new PIN?", "Update account information", and "Help and technical support".

3. Select the **Filing agent** user type, and then select the **Next** button.



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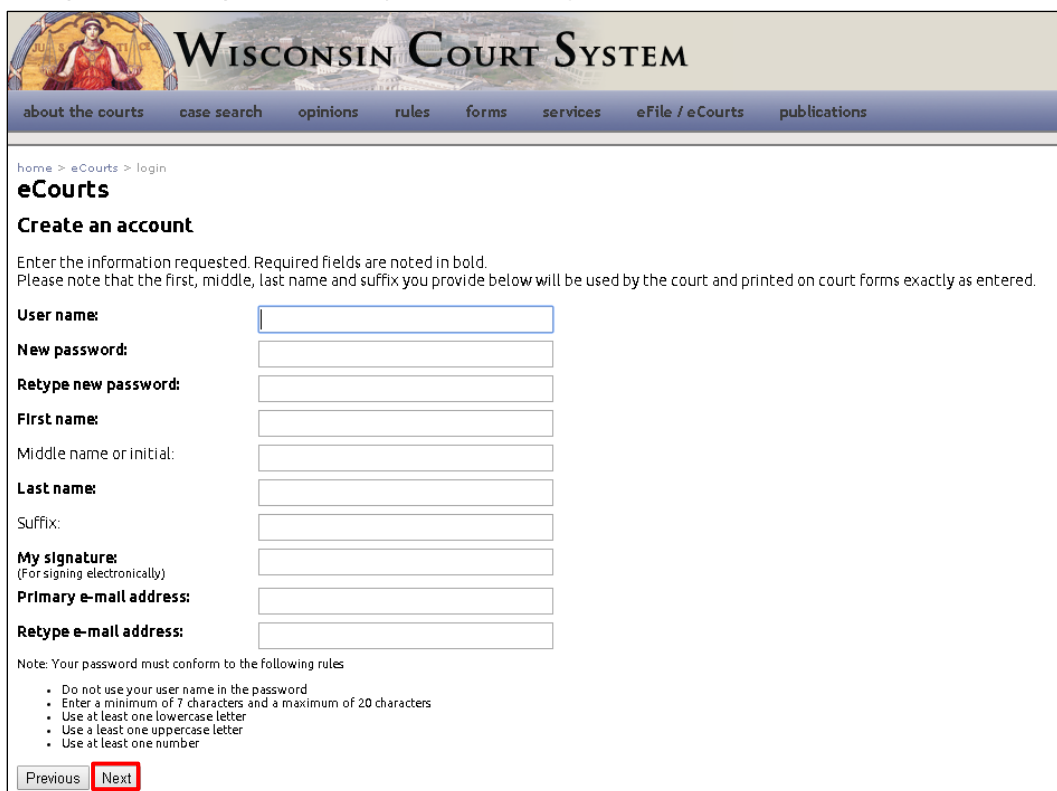
Create an account

Select your user type:

- ☐ Self-represented party
A self-represented litigant not filing on behalf of a business or corporation.
- ☐ Wisconsin attorney
An attorney with a Wisconsin bar number.
- ☐ Paralegal or legal secretary
A paralegal or secretary associated with a Wisconsin attorney.
- ☐ Local government staff
Non-lawyer staff of a local government agency such as child support agencies and corporation counsel.
- ☐ Designated filer
 - Corporate guardian: In guardianship cases, a non-lawyer appointed or requesting appointment as a guardian under ch. 54, including a representative of a private corporation or other entity providing guardianship services.
 - Lien claimant or judgment holder: A non-lawyer representative authorized to file a lien or judgment on behalf of a business or organization.
- ☒ **Filing agent**
An employee or non-lawyer representative authorized under §799.06(2) and appearing on behalf of a business or corporation.
- ☐ Pro hac vice attorney
An attorney admitted to practice on a case under the sponsorship of a Wisconsin attorney (SCR 10.03(4)(b)).
- ☐ Wisconsin bar admissions applicant
An individual applying for admission to the practice of law in Wisconsin.
- ☐ Non-party filer [§801.18(3)(j)]
An individual or agency filing reports, letters, administrative agency records and return of service. This account does not include notices of case activity or access to case documents.
- ☐ Reserve judge or part-time court commissioner
A reserve judge appointed under §753.075 or part-time court commissioner.

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4. Complete the required fields (shown in bold). When finished, select the **Next** button.



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Create an account

Enter the information requested. Required fields are noted in bold.
Please note that the first, middle, last name and suffix you provide below will be used by the court and printed on court forms exactly as entered.

User name:

New password:

Retype new password:

First name:

Middle name or initial:

Last name:

Suffix:

My signature:
(For signing electronically)

Primary e-mail address:

Retype e-mail address:

Note: Your password must conform to the following rules

- Do not use your user name in the password
- Enter a minimum of 7 characters and a maximum of 20 characters
- Use at least one lowercase letter
- Use at least one uppercase letter
- Use at least one number

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Note: When your name is printed on court forms, it will appear exactly as you have entered it within the first name, last name, and middle initial fields.

5. Enter an email address or mobile phone number where account information can be sent should you need to recover your user name or password and you no longer have access to your primary email address. To proceed, select the **Next** button.



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Enter an e-mail address (different than the primary e-mail address provided on the previous screen) and/or a mobile p

Recovery e-mail address:

Recovery mobile phone:

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6. Enter your primary mailing address and phone number. When finished, select the **Next** button.



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The primary address entered below will be saved as your default address for all county circuit courts.

Address line 1:
Street address, P.O. box

Address line 2:
Apartment, suite, unit, building, floor, etc.

City:

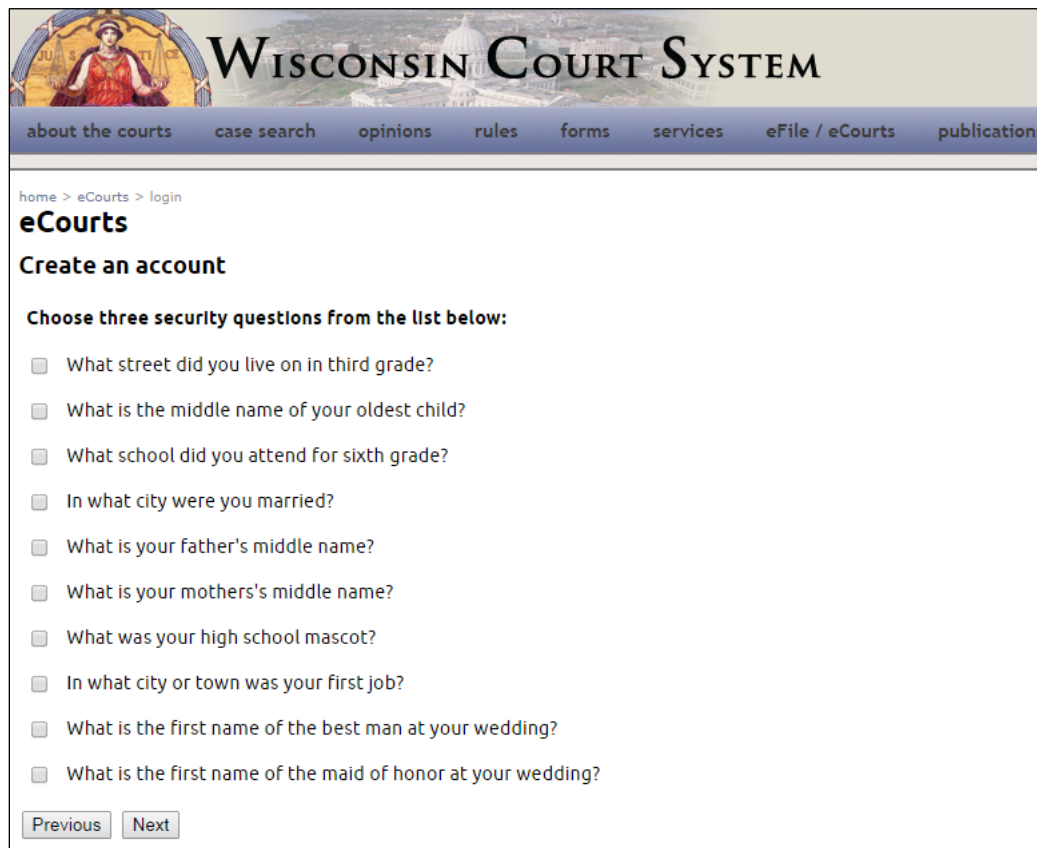
State:

Postal code:

Phone: x

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7. To enable independent account recovery in the future, you must select and answer three security questions. These questions will be asked in the event that you forget your log in credentials. Choose three security questions from the available list and select the **Next** button.



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Choose three security questions from the list below:

- ☐ What street did you live on in third grade?
- ☐ What is the middle name of your oldest child?
- ☐ What school did you attend for sixth grade?
- ☐ In what city were you married?
- ☐ What is your father's middle name?
- ☐ What is your mother's middle name?
- ☐ What was your high school mascot?
- ☐ In what city or town was your first job?
- ☐ What is the first name of the best man at your wedding?
- ☐ What is the first name of the maid of honor at your wedding?

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8. Provide answers to the selected security questions. These responses are not case sensitive. To complete eCourts account setup, select the **Create account** button.



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Create an account

Provide answers to your chosen security questions.

What street did you live on in third grade?

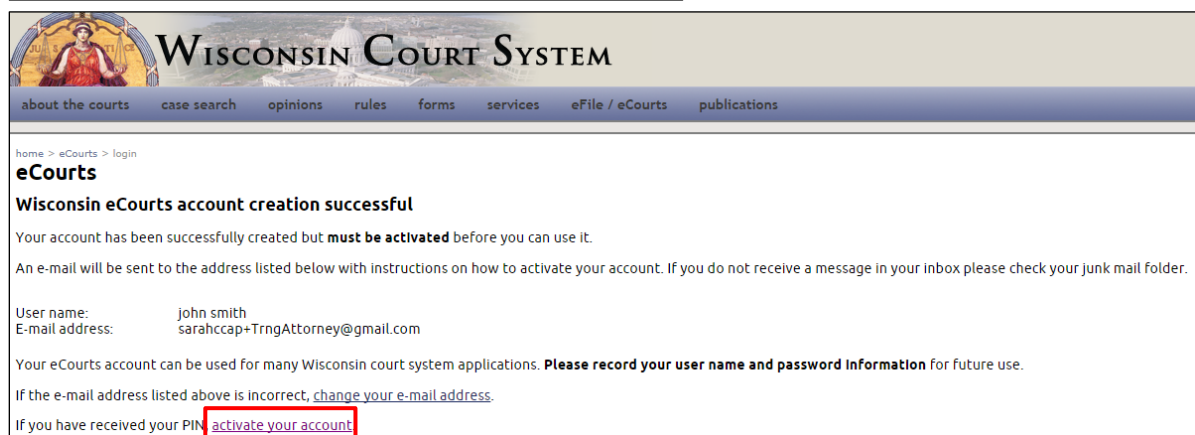
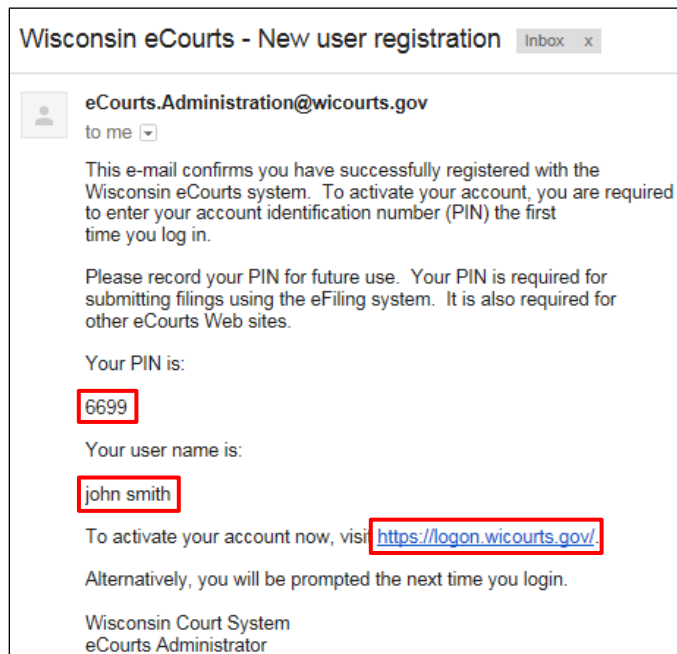
What is your father's middle name?

What is your mother's middle name?

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9. Upon successful completion of account creation, a confirmation email will be sent from the eCourts system to the email address entered during the registration process. This email will contain your user name and PIN. **Save or record the PIN for future use.**

10. To activate your eCourts account, select the eCourts link provided in the **New user registration** email or, if the confirmation page is still open from the registration process, you can select the **activate your account** link on that page instead.



11. Enter your user name and password, and then select the **Log in** button.



12. Enter the **PIN** provided in the confirmation email, and select the **Continue** button.

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Enter your PIN number below to activate your account.

Your PIN was sent to the e-mail address you used when creating your account. If you did not receive a message in your inbox please check your junk mail folder.

If you believe you mistyped your e-mail address you can log in to change it.

PIN:

[Continue](#)

13. A confirmation page will appear, indicating that your eCourts account has been activated. You are now ready to use the eFiling system.

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You have successfully logged in. As long as you don't close your browser and have cookies enabled, you will not be prompted to login again.

You may wish to continue to one of the following applications:

- [Appellate court eFiling](#)
- [Attorney continuing legal education reporting](#)
- [Circuit court eFiling](#)
- [Cost reporting](#)
- [Myforms forms assistant](#)
- [WCCA](#)