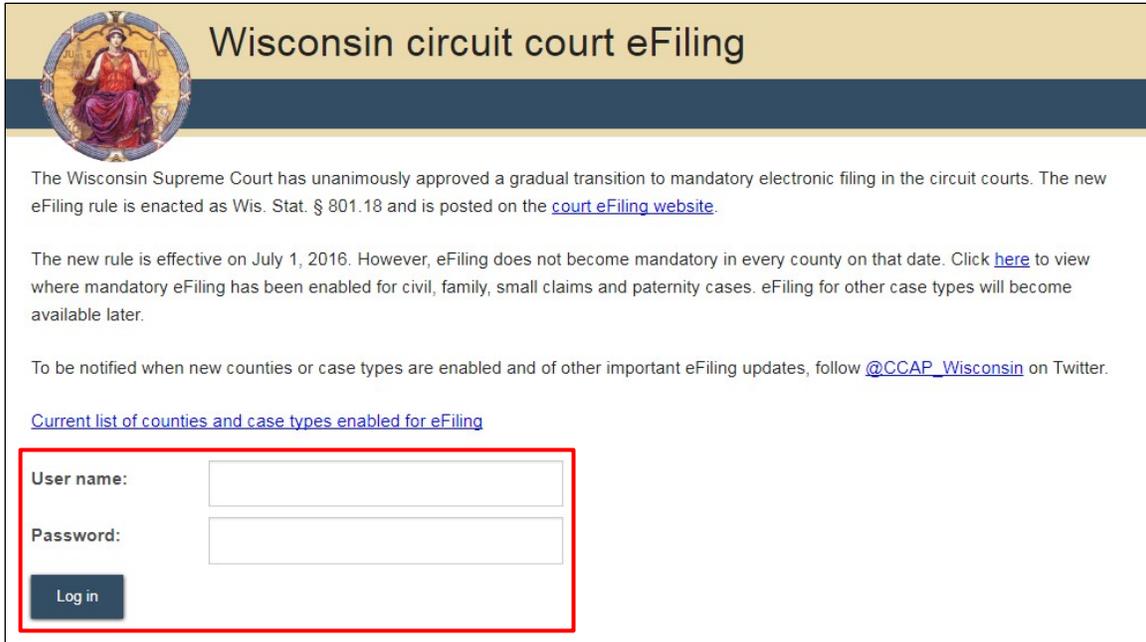


Opting in on an existing case as a filing agent

Prior to opting in on a case, you must create an eCourts account. (For instructions on creating an account, review the eFiling guide, "[How to Create a Filing Agent Account.](#)") Once you have created an account, you can opt in as an electronic party on the eFiling website by following these steps:

1. Visit the eFiling website at <http://efiling.wicourts.gov>. Enter your eCourts user name and password and select the **Log in** button.



The Wisconsin circuit court eFiling website header features the Wisconsin Court System logo and the title "Wisconsin circuit court eFiling". Below the header, there is a paragraph of text stating that the Wisconsin Supreme Court has approved a gradual transition to mandatory electronic filing in the circuit courts, with the new eFiling rule enacted as Wis. Stat. § 801.18 and posted on the [court eFiling website](#). Another paragraph explains that the new rule is effective on July 1, 2016, but eFiling does not become mandatory in every county on that date. A link is provided to view where mandatory eFiling has been enabled for civil, family, small claims and paternity cases. A third paragraph encourages users to follow [@CCAP_Wisconsin](#) on Twitter for updates. A link for the "Current list of counties and case types enabled for eFiling" is also present. The login form, highlighted with a red box, contains two input fields: "User name:" and "Password:", and a "Log in" button.

2. Select the **opt in** link from the main navigation or the **Opt in as an electronic party** link from the bottom-left menu.



The Wisconsin circuit court eFiling website home page features the Wisconsin Court System logo and the title "Wisconsin circuit court eFiling". Below the header, there is a navigation menu with links for "new filing", "in progress", "my cases", "opt in", "notifications", "non-party filing", "support", and "ready to file". The main heading is "Welcome to the Wisconsin circuit court electronic filing system". Below the heading, there is a paragraph of text stating that the Wisconsin Supreme Court has approved a gradual transition to mandatory electronic filing in the circuit courts, with the new eFiling rule enacted as Wis. Stat. § 801.18 and posted on the [court eFiling website](#). Another paragraph explains that the new rule is effective on July 1, 2016, and eFiling is currently mandatory for civil, small claims, family, paternity, criminal, and probate case types. A link is provided to view where voluntary eFiling has been enabled for guardianships, civil commitments, judgments, and liens. A third paragraph encourages users to follow [@CCAP_Wisconsin](#) on Twitter for updates. A list of links is provided: "File a new case", "In progress", "My cases", "Notifications", "Non-party filing", "Support", and "Opt in as an electronic party". The "opt in" link in the navigation menu and the "Opt in as an electronic party" link in the bottom-left menu are highlighted with red boxes.

3. Select the county the case is filed in from the **County** dropdown menu and enter the case number in the **Case number** text entry field. This information is located on the **Electronic Filing Notice form**. Select the party you are the filing agent for from the **Party** dropdown menu and select your email address from the **Email** dropdown menu.
Note: Case numbers can be entered completely (e.g. 2018SC000051) or in an abbreviated format (e.g. 17SC51), but they must exclude dashes and spaces.
4. If you are not already listed as the filing agent for the party selected in step three, you must upload an **Appearance of filing agent** form. Select the **Upload document** button to upload your **Appearance of Filing Agent** in .pdf format.
5. If you need to upload additional documents with your opt-in request, select the **Yes** radio button under **Do you need to file additional documents?** Then, select the **Continue** button. (If you do not need to file additional documents, proceed to step 6.)

Wisconsin circuit court eFiling

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

Opt in as an electronic party

Enter the county and case number for the electronic case, or read [how to opt in to a case](#).

(Note: If the case is not already an electronic case, contact the clerk of circuit court office and request that the case be converted to an electronic case.)

County
Chippewa

Case number
2018SC000003

Party

Email

Appearance of filing agent
An appearance of filing agent must be submitted to opt in. Click the upload document button below to select your document.
Note: Only upload the appearance of filing agent. Do not attach additional documents.

Upload document

Do you need to file additional documents?
 Yes No

Save Save, and opt in on another case Cancel

Note: If you are already listed as the filing agent on the party you are opting in for, you are not required to upload an *Appearance of filing agent* form. This section is not visible.

4. On the **File additional document with opt in** page, select the **Upload documents** button to browse for and upload associated documents to the case. Review the bulleted list to ensure your documents are properly formatted.

Wisconsin circuit court eFiling

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

File additional documents with opt in

Additional documents

Chippewa County 2018SC000900 - Landshark Properties LLC vs. Linda D Esser et al

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
Notes to Clerk					
Please type any notes to the clerk here.					
Continue		Cancel			

5. 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.

Wisconsin circuit court eFiling

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

File additional documents with opt in

Additional documents

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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
Order for Financial Disclosure.docx	Upload complete	Proposed Order	Order for Financial Disclosure		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 in the *View documents* list on the *My cases* page and is visible to the courts.

6. If you do not need to upload additional documents, select the **Save** button to continue or the **Save, and opt in on another case** button to opt in on additional cases.
7. On the **Ready to file** page, select the checkbox next to the 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.

Wisconsin circuit court eFiling

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

Ready to file

Chippewa County

<input checked="" type="checkbox"/> Electronic party registration for 2018SC000900 (31001) Landshark Properties LLC vs. Linda D Esser et al Documents: Appearance of Filing Agent Proposed Order - Order for Financial Disclosure Edit Delete	\$20.00
Documents:	\$0.00
Subtotal:	\$20.00

[Learn about payment options.](#) Total fee \$20.00

US Bank will charge \$0.55 to process MasterCard or Visa payments (2.75%) or \$1.95 to process electronic check payments.

File and Pay

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.

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



The screenshot shows the Wisconsin circuit court eFiling website. At the top left is a circular logo featuring a figure. To the right of the logo is the text 'Wisconsin circuit court eFiling'. Below this is a dark blue navigation bar with links: 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', 'support', 'ready to file', and 'Fritz Filing...'. The main content area has a heading 'Filings submitted' and a message: '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.' Below this is a note: 'US Bank will charge a **convenience fee** of \$ 0.55 (2.75%) to process MasterCard or Visa payments or \$ 1.95 to process electronic check payments.' A red banner contains the text: 'Your filing(s) will not be processed by the court until electronic payment is made.' At the bottom is a button labeled '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 only stays open 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 payment is received, the opt-in request is processed by the circuit court. You will receive an email confirmation and the case will be visible on the **My cases** page of the eFiling website.

Note: Opt-in requests that have not yet been processed display with a status of *Opt in pending* on the *My cases* page.