

Becoming an electronic party on an existing case (Opting in)

Attorneys associated with a party on an existing case can use the opt-in feature to begin eFiling and accessing electronic documents on the case. Opt-in is also available for use by Pro hac vice attorneys.

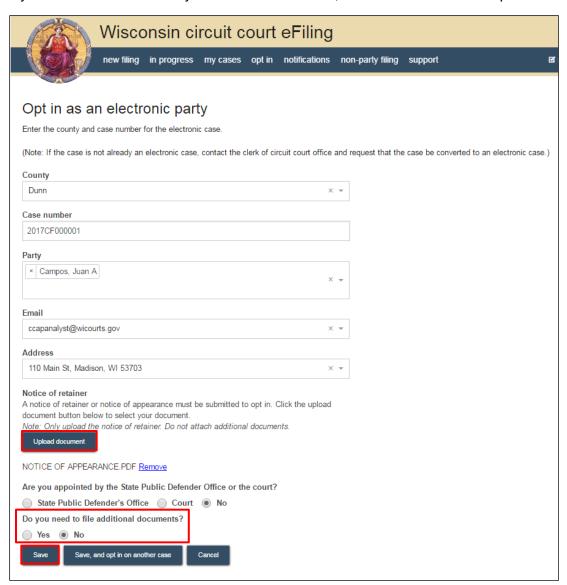
Prerequisites:

- If the case is a traditional paper case, it must first be converted to an electronic case before filers can Opt in. Contact the clerk of circuit court's office in the appropriate county to request the case be converted from a paper case to an electronic case.
- An eCourts account is required to participate in eFiling; refer to Registering for an
 eCourts account for additional information.
- 1. Log in to your Wisconsin eCourts account (http://efiling.wicourts.gov), click the **Opt in as an electronic party** hyperlink.
- 2. Click the My cases button, and then click Opt in as an electronic party.



- 3. Enter the **County**, **Case number** and the **Party** you represent. If you are not on record with the courts as representing a party on the case upload your notice of retainer by clicking **Upload document** button.
- 4. If you need to file any additional documents including Petition for Waiver of Fees/Costs, click the **Yes** radio button to indicate that you need to file additional documents. Click the **Continue** button to continue to the document upload screen.

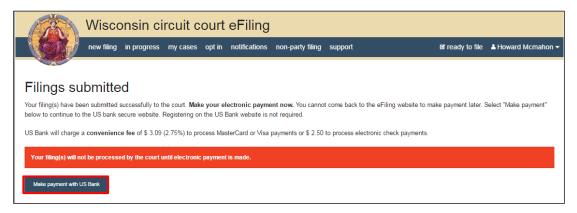
5. If you do not need to file any additional documents, click the **Save** button to proceed.



6. Verify the information you entered and mark the checkbox next to the electronic party registration you wish to proceed with. Click the **File and Pay** button.



7. Make electronic payment by clicking **Make payment with US Bank** and submitting payment information. You can choose to pay using your court debit account if you have one set up with the filing county clerk of circuit court.



8. After the Opt in request has been electronically submitted it is transmitted to the clerk of circuit court's office. Staff will process your request to opt in when both the payment and the request are received. Upon successful opt-in, you will receive an email notifying you that you are now an electronic notice, (eNotice) party and the case will display in your My cases list. You can now access all electronic documents and file documents on the case.