

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.



Wisconsin circuit court eFiling

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

Opt in as an electronic party

Enter the county and case number for the electronic 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
Dunn

Case number
2017CF000001

Party
Campos, Juan A

Email
ccapanalyst@wicourts.gov

Address
110 Main St, Madison, WI 53703

Notice of retainer
A notice of retainer or notice of appearance must be submitted to opt in. Click the upload document button below to select your document.
Note: Only upload the notice of retainer. Do not attach additional documents.

Upload document

NOTICE OF APPEARANCE.PDF [Remove](#)

Are you appointed by the State Public Defender Office or the court?
 State Public Defender's Office Court No

Do you need to file additional documents?
 Yes No

Save Save, and opt in on another case Cancel

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.

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Ready to file

Dunn County

<input checked="" type="checkbox"/> Electronic party registration for 2017CV000056 (30301) OneMain Financial Services, Inc. vs. TIFFANY MOST	\$20.00
Documents: Notice of Retainer	
Subtotal	\$20.00
Edit Delete	

Total fee \$20.00

US Bank will charge \$0.55 to process MasterCard or Visa payments (2.75%) or \$2.50 to process electronic check payments.

File and Pay

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.

Wisconsin circuit court eFiling

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Filings submitted

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.

US Bank will charge a **convenience fee** of \$ 3.09 (2.75%) to process MasterCard or Visa payments or \$ 2.50 to process electronic check payments.

Your filing(s) will not be processed by the court until electronic payment is made.

Make payment with US Bank

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.