

## Creating and managing a court debit account

A court debit account offers eFilers the ability to deposit money with the clerk of circuit court to pay for fees associated with eFiled cases. You may delegate access to this account to any attorney who has an eCourts account. There are no electronic banking fees when using a court debit account and eFilers skip the US Bank electronic payment process.

**Note:** Court debit accounts must be set up with each county clerk of circuit court where you prefer to use these accounts in lieu of electronic payment through US Bank.

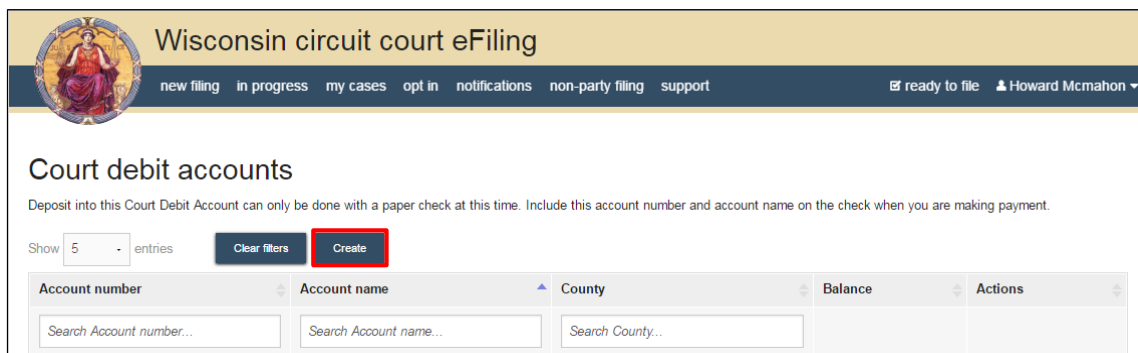
### Creating a Court debit account

1. Log in to your Wisconsin eCourts account (<http://efiling.wicourts.gov>). Then, Click the **down arrow** located to the right of your user name on the top menu bar.
2. Click **court debit accounts** from the drop down menu.



The screenshot shows the top navigation bar of the Wisconsin circuit court eFiling system. The user name 'Howard McMahon' is displayed with a dropdown arrow. The dropdown menu is open, and 'court debit accounts' is highlighted with a red box. Other menu items include 'preferences', 'templates', 'calendar', 'file prep access', and 'log out'.

3. Click **Create** to create a new court debit account.



The screenshot shows the 'Court debit accounts' page. The 'Create' button is highlighted with a red box. Below the button is a table with columns for 'Account number', 'Account name', 'County', 'Balance', and 'Actions'. Each column has a search input field.

Account number	Account name	County	Balance	Actions
<input type="text" value="Search Account number..."/>	<input type="text" value="Search Account name..."/>	<input type="text" value="Search County..."/>		

4. Select the county you are creating the account for from the dropdown list. You can begin typing the county name or use the **down arrow** in the County field.
5. Enter a unique **Account name**, i.e. your firm name, or your firm name and division: Johnson Law Civil Division. Click **Save** to continue.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file Howard McMahon

### Add court debit account

County  
Dunn

Account name  
XYZ Law Firm

Save Cancel

6. A confirmation screen displays your new account with your account name, the county where the account is being established, a system-generated account number and current account balance. At this point, you need to make a deposit to the clerk of circuit courts office in the county you selected. Payment must be made by paper check or cash, either by mail or in person. The **Account Name** and **Account Number** are required at the time of payment.

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### Court debit accounts

Deposit into this Court Debit Account can only be done with a paper check at this time. Include this account number and account name on the check when you are making payment. Read the [court debit account user guide](#) for additional information on creating and managing court debit accounts.

Show inactive

Show 5 entries Clear filters Create

Showing 1 to 1 of 1 entries Previous 1 Next

Account number	Account name	County	Balance	Actions
500039	XYZ Law Firm	Jefferson	\$0.00	<a href="#">Manage account</a> <a href="#">Rename</a> <a href="#">Delete</a> <a href="#">Mark as inactive</a>

Search Account number... Search Account name... Search County...

Previous 1 Next

## Granting access to your Court debit account

As the creator of a court debit account, you have the ability to grant access to this account to other attorneys for use with electronic payments. Attorneys must have an eCourts account in order to be authorized to use court debit accounts. .

1. To authorize additional attorneys to use your court debit account, click the **Manage account** hyperlink.

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Show inactive

Show 5 entries Clear filters Create

Showing 1 to 1 of 1 entries Previous 1 Next

Account number	Account name	County	Balance	Actions
<input type="text" value="Search Account number..."/>	<input type="text" value="Search Account name..."/>	<input type="text" value="Search County..."/>		
500039	XYZ Law Firm	Jefferson	\$0.00	<a href="#">Manage account</a> <a href="#">Reopen</a> <a href="#">Delete</a> <a href="#">Mark as inactive</a>

Previous 1 Next

2. Click **Add account user**.

**Wisconsin circuit court eFiling**

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### Manage debit account

Account: Howard's Stash - 1252

Show 5 entries Clear filters Add account user

Email	Name	Administrator	Actions
<input type="text" value="Search Email..."/>	<input type="text" value="Search Name..."/>		
No records found			

Showing 0 to 0 of 0 entries Previous Next

Return to court debit accounts

3. Enter the email address associated with the attorney's eCourts account, then click **Find**.



Wisconsin circuit court eFiling

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### Add court debit account user

Account: XYZ Law Firm - 1264

Email  
Kathy.Johnson@lawfirm.

Find Cancel

4. If the email address matches an eCourts user account, a new window displays with the email address, attorney name and access rights radio buttons.
5. Leave the radio button set to **No** if the person you are granting authority to should only be able to use this account to make payments for filings. Change the radio button to **Yes** to grant this user authority to make payments from the account and to manage the account, i.e. add and remove other users.
6. To complete this process, click **Authorize**.



Wisconsin circuit court eFiling

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### Add court debit account user

Account: Howard's Stash - 1252

Email  
kathryn.johnson@lawfirm.com

Grant this user rights to manage this account

No  Yes

Authorize Cancel

The authorization process is complete and the attorney you authorized can now use the associated court debit account and access funds available to make payment.

The attorney's name displays on your **Manage debit account** screen.

You may remove access to the court debit account at any time by clicking **Delete** under the **Actions** menu.

### Viewing transaction details for your Court debit account

Once you have created a court debit account, deposited funds with the Clerk of Court, and used the account to pay for filings, you can view the account activity by selecting the balance link on the Court debit accounts screen.

The Court debit account history shows all transactions affecting the account.

**Wisconsin circuit court eFiling**

new filing in progress my cases opt in notifications non-party filing support ready to file Meri Carol Larson

### Court debit account history

Account: Larson2 - 1051  
Results are limited to the first 1000 adjustments

Show  Clear filters

entries

Date	Transaction number	Case number	Explanation	Amount
<input type="text" value="Search Date..."/>	<input type="text" value="Search Transaction num"/>	<input type="text" value="Search Case number..."/>	<input type="text" value="Search Explanation..."/>	<input type="text" value="Search Amount..."/>
06-30-2016	2068413	2016CV000351	Satisfaction fee paid on case 2016CV000351	\$-5.00
06-29-2016	2068412		Receipt	\$1,000.00

Showing 1 to 2 of 2 entries Previous **1** Next

[Return to court debit accounts](#)

### Deleting/Renaming your court debit account

If you need to change the name of a court debit account, select the **Rename** option from the **Actions** column. A court debit account can be renamed at any time after the account has been created.

If you would like to delete an unused court debit account, select the **Delete** option from the **Actions** column. Note that a court debit account cannot be deleted if it is connected with any prior financial transactions.

**Wisconsin circuit court eFiling**

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### Court debit accounts

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Show inactive

Show  entries Clear filters Create

Showing 1 to 1 of 1 entries Previous **1** Next

Account number	Account name	County	Balance	Actions
<input type="text" value="Search Account number..."/>	<input type="text" value="Search Account name..."/>	<input type="text" value="Search County..."/>		
500039	XYZ Law Firm	Jefferson	\$0.00	<a href="#">Manage account</a> <a href="#">Rename</a> <a href="#">Delete</a> <a href="#">Mark as inactive</a>

Previous **1** Next

## Marking your court debit account as inactive

If a court debit account is no longer in use, it can be marked as inactive, which will remove it from the list of court debit accounts. Select **Mark as inactive** from the **Actions** column to mark a court debit account as inactive.

The screenshot shows the 'Court debit accounts' page. At the top, there is a navigation bar with links for 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', and 'support'. The user is logged in as 'Howard McMahon'. Below the navigation bar, the page title is 'Court debit accounts'. A sub-header reads: 'Deposit into this Court Debit Account can only be done with a paper check at this time. Include this account number and account name on the check when you are making payment. Read the [court debit account user guide](#) for additional information on creating and managing court debit accounts.'

There is a 'Show inactive' checkbox which is currently unchecked. Below it, there is a 'Show 5 entries' dropdown and buttons for 'Clear filters' and 'Create'. The table below shows one entry:

Account number	Account name	County	Balance	Actions
500039	XYZ Law Firm	Jefferson	\$0.00	<a href="#">Manage account</a> <a href="#">Rename</a> <a href="#">Delete</a> <a href="#">Mark as inactive</a>

The 'Mark as inactive' link in the Actions column is highlighted with a red box.

To view all court debit accounts that have been marked as inactive, check the **Show inactive** checkbox. The court debit account can be re-activated by selecting the **Mark as active** option in the **Actions** column.

The screenshot shows the 'Court debit accounts' page with the 'Show inactive' checkbox checked. The table below shows one entry:

Account number	Account name	County	Balance	Actions
500039	XYZ Law Firm	Jefferson	\$0.00	<a href="#">Manage account</a> <a href="#">Rename</a> <a href="#">Delete</a> <a href="#">Mark as active</a>

The 'Mark as active' link in the Actions column is highlighted with a red box.