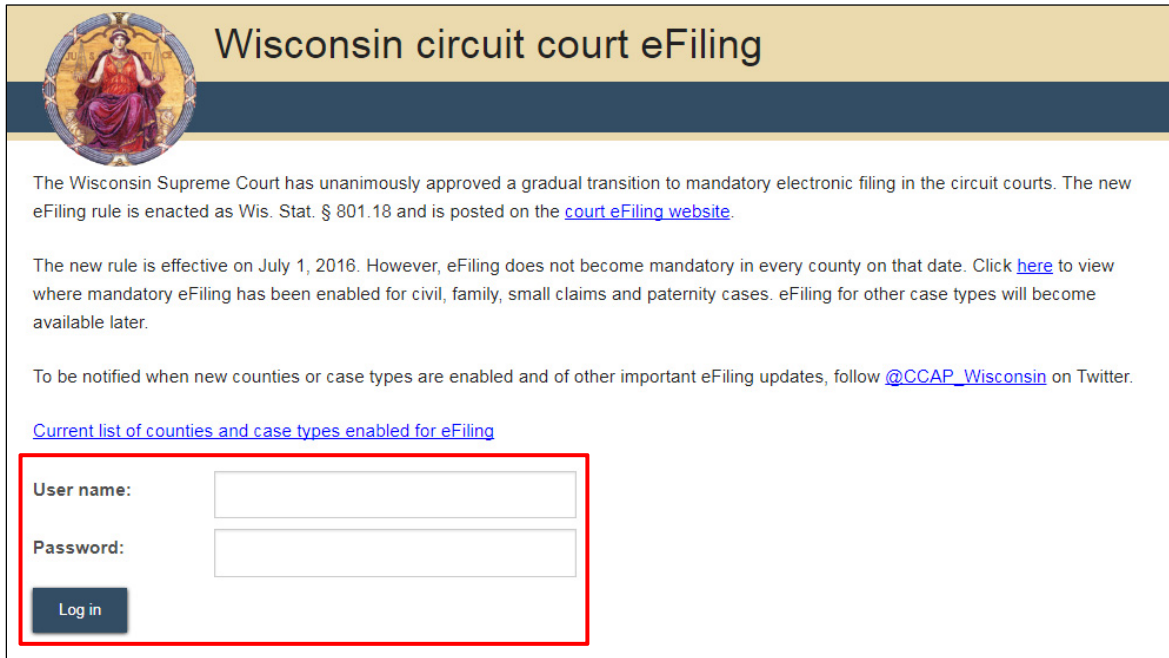


## eFiling an earnings garnishment

To file an earnings garnishment on an existing case, follow the steps below. To file an earnings garnishment on a new case, see p. 5.

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



2. Select the **my cases** link from either the main navigation or the bottom-left menu.



- Enter the case number or caption in the search filter fields on the **My cases** page to quickly locate the case you wish to file on. The **Case no.** filter allows you to enter a complete case number or just the case type (CV, FA, SC, etc.). Cases can also be filtered by county using the **County** dropdown list. Using the arrows at the top of each column, your **My cases** list can also be sorted alphabetically by county, caption, status, and attorney, and numerically by case number.
- Once you have located the case, select the **File another document** link.

Wisconsin circuit court eFiling

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

### My cases

Can't find a case? [Click here to search.](#)

Looking to file or receive documents on an existing electronic case not listed below? [Opt in as an electronic party.](#)

Show 5 entries Clear filters

County	Case no.	Caption	Status	Attorneys	Actions
All	Search Case no....	Search Caption...	All	All	
Chippewa	2018SC000928 <a href="#">View documents</a> <a href="#">View parties</a>	Plaintiff vs. Defendant	Open 09-04-2018	Billie Jean Smith	<a href="#">File another document</a>

**Note:** To view closed cases, select the [Click here to search](#) link near the top of the page. Cases in *Submitted* status have not been reviewed or processed by the court. Documents cannot be filed on *Submitted* cases until the case has been accepted. After the court reviews and processes the case, the status for the filing changes to *Open* and additional documents can then be filed.

- Select the **Upload documents** button to browse for and upload your **CV-421 - Earnings Garnishment Notice** and the **CV-422 - Earnings Garnishment**. 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

Case information Parties Documents Review

### Documents

Upload your filing document and 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](#)

- From the **Document type** dropdown menu, select the correct document type, and enter a descriptive title in the **Document title** text entry field. Then, select the **Continue** button.

You are filing the CV-421, earnings garnishment notice. The eFiling system will not notify the debtor or garnishee that an earnings garnishment has been filed. Service on the debtor and the garnishee is the responsibility of the party filing the garnishment. See Wis. Stat. §812.35(3).

File name	Status	Document type	Document title	Seal	Remove
<a href="#">CV-421.pdf</a>	Upload complete	Earnings Garnishment Notice - Large Claims	Earnings Garnishment Notice	<input type="checkbox"/>	<a href="#">Remove</a>
<a href="#">CV-422.pdf</a>	Upload complete	Earnings Garnishment	Earnings Garnishment	<input type="checkbox"/>	<a href="#">Remove</a>

Is this earnings garnishment for the collection of restitution?  
☐ Yes ☒ No

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 your *My cases* page, and is visible to the courts.

The *Notes to Clerk* text entry field functions like a virtual sticky note on your filing. Anything entered in this box displays to the clerk while they process your filing, but is deleted once your filing is accepted. These notes are not permanently saved to the case.

After selecting the document type, an alert will appear reminding you of your responsibility to service the debtor and the garnishee. Additionally, a red error message will display if a CV-422 - *Earnings Garnishment* is not uploaded along with the CV-421 - *Earnings Garnishment Notice*.

To upload multiple documents using Firefox, Chrome and Internet Explorer 10 or higher, 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.

**Earnings Garnishment Notice and Earnings Garnishment (CV-422) must be submitted together. Please upload the Earnings Garnishment (CV-422)**

[Upload documents](#)

You are filing the CV-421, earnings garnishment notice. The eFiling system will not notify the debtor or garnishee that an earnings garnishment has been filed. Service on the debtor and the garnishee is the responsibility of the party filing the garnishment. See Wis. Stat. §812.35(3).

File name	Status	Document type	Document title	Seal	Remove
<a href="#">CV-421.pdf</a>	Upload complete	Earnings Garnishment Notice - Large Claims	earnings garnishment notice	<input type="checkbox"/>	<a href="#">Remove</a>

7. On the **Ready to file** page, select the checkbox next to the filings(s) you wish to submit, or select the checkbox next to a county name to submit all filings in that county. Choose a **Payment type** (if applicable), and 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](#) [Heidi Parks](#)

## Ready to file

☒ Chippewa County

<input checked="" type="checkbox"/> Documents for <a href="#">2018SC000863</a> (31001) Newberry Management Services, Inc. vs. Grace Jones	\$0.00
Documents: <a href="#">Earnings Garnishment Notice - Large Claims - Earnings Garnishment Notice</a>	\$210.50
<a href="#">Earnings Garnishment - Earnings Garnishment</a>	
Court eFiling fee	\$20.00
<a href="#">Edit</a> <a href="#">Delete</a>	
Subtotal	\$230.50

[Learn about payment options.](#) Total fee \$0.00

[File](#)

**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.

If filing on behalf of a county agency, the \$20 eFiling fee will be waived and selection of a payment type will not be required. Simply select the *File* button to submit the case filing.

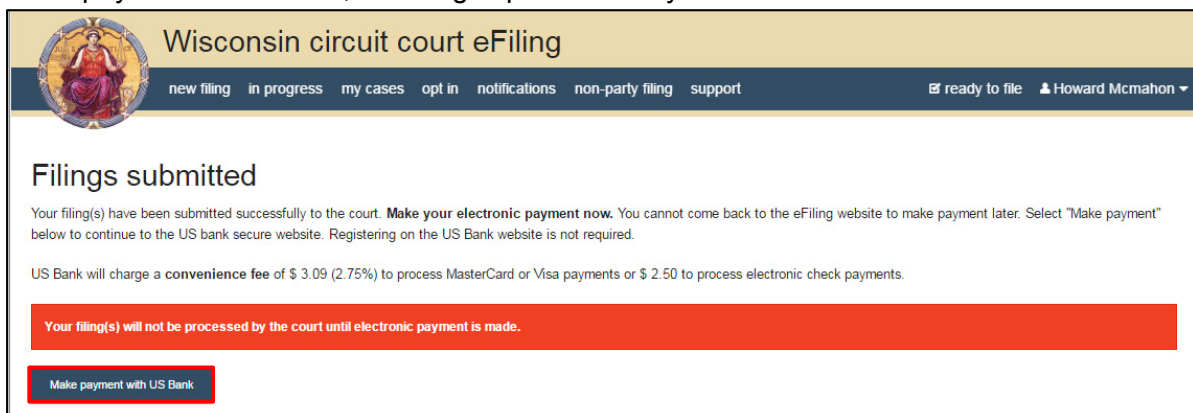
8. On the **Filings submitted** page, select the **Make payment with US Bank** button to proceed to the US Bank ePayment website and pay the associated filing fees. If fees were not assessed, the **Make payment with US Bank** button displays as **Return to main menu** instead.



**Note:** Once you have advanced to this page, do not close 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 exists 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. Once payment is received, the filing is processed by the circuit court.



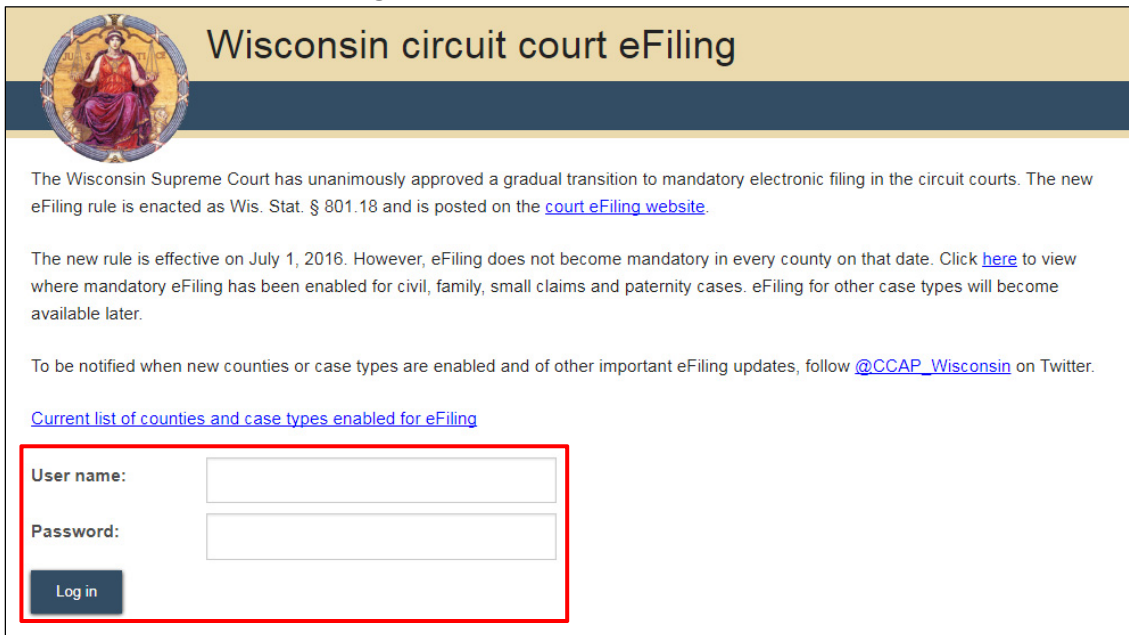
10. **Only the filer** receives an email notification and has access to the **CV-422 - Earnings Garnishment** on the **My cases** page of the eFiling website once it has been processed by

the clerk. As noted in step 6, you are required to print and serve all documents traditionally on the debtor.

**Note:** The *CV-422 - Earnings Garnishment* will have the clerk of court's seal applied, but will *not* be filed stamped, and will *not* be saved to the case. Unlike a non-earnings garnishment, this document is *not* visible on the Courthouse Public Access website.

## File an earnings garnishment as a new case

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 login page. The page features the Wisconsin Supreme Court seal and the title "Wisconsin circuit court eFiling". Below the title, there is a paragraph about the mandatory electronic filing rule. Further down, there is a paragraph about the effective date of the rule and a link to view where mandatory eFiling has been enabled. At the bottom, there is a login section with fields for "User name:" and "Password:", and a "Log in" button. The login section is highlighted with a red rectangle.

2. Select the **new filing** link from the main navigation or the **File a new case** link from the bottom-left menu.



The Wisconsin circuit court eFiling home page. The page features the Wisconsin Supreme Court seal and the title "Wisconsin circuit court eFiling". Below the title, there is a navigation bar with links: "new filing", "in progress", "my cases", "opt in", "notifications", "non-party filing", "support", and "ready to file". The "new filing" link is highlighted with a red rectangle. Below the navigation bar, there is a "Welcome to the Wisconsin circuit court electronic filing system" section. This section contains a paragraph about the mandatory electronic filing rule, a paragraph about the effective date of the rule and a link to view where voluntary eFiling has been enabled, and a paragraph about the effective date of the rule and a link to view where mandatory eFiling has been enabled. At the bottom, there is a section with links: "File a new case", "In progress", and "My cases". The "File a new case" link is highlighted with a red rectangle.



3. Select the county you are filing in from the **County** dropdown menu and the applicable class code from the **Class code** dropdown menu. Then, select the **Continue** button.

Wisconsin circuit court eFiling

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

Case information Parties Documents Review

### New filing

Read the [eFiling a new case user guide](#) for information on how to eFile a new case.

**County**  
Required. Type to select county

**Class code**  
Required. Type code or class description

Continue

4. Select the **Add party** button to add party information to the case. When all parties have been added, review them for accuracy and select the **Continue** button.

Wisconsin circuit court eFiling

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

Case information Parties Documents Review


### Parties

Add party

Party type	Name	Attorney	Actions
This filing has no parties			

Previous Continue

5. Complete the **New party** window. Start by choosing the **Party type**, beginning with the filing party. Select the **Add attorney** button to add the attorney representing the filing party on the case.



## Wisconsin circuit court eFiling

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

Case information Parties Documents Review

### New party

Party last name and business name are limited to 60 characters. The name entered does not need to match the complaint.

**Party type**  
Required. Select an option ☐ Person ☐ Business

**First name** **Middle name** **Last name** **Suffix**

**Address 1** **Address 2**

**ZIP** **City** **State** **Country**

**Phone number**

**Other name(s) for this party**

**Party attorney(s)**

**Is an interpreter needed?**  
☐ Yes ☒ No

6. Select the **Save, and Add next party** button to add additional parties to the case.

**Party attorney(s)**

**Is an interpreter needed?**  
☐ Yes ☒ No

7. When all parties have been added, review them for accuracy and select the **Continue** button.

**Wisconsin circuit court eFiling**

new filing in progress my cases opt in notifications non-party filing support ready to file Heidi Parks

Case information Parties Documents Review

## Parties

Add party

Party type	Name	Attorney	Actions
Plaintiff	Percy Sweet	Heidi Parks	<a href="#">Edit</a> <a href="#">Remove</a>
Defendant	Dan Owen		<a href="#">Edit</a> <a href="#">Remove</a>

Previous **Continue**

8. Select the **Upload documents** button to browse for and upload your **Earnings Garnishment**. 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

Case information Parties Documents Review

## Documents

Upload your filing document and 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**

9. From the **Document type** dropdown menu, select both the **CV-421 - Earnings Garnishment** and the **CV-422 - Earnings Garnishment** documents. Enter a descriptive title in the **Document title** text entry field. Select the **Continue** button.

To upload multiple documents using Firefox, Chrome and Internet Explorer 10 or Higher, 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**

You are filing the CV-421, earnings garnishment notice. The eFiling system will not notify the debtor or garnishee that an earnings garnishment has been filed. Service on the debtor and the garnishee is the responsibility of the party filing the garnishment. See Wis. Stat. §812.35(3).

File name	Status	Document type	Document title	Seal	Remove
<a href="#">CV-421.pdf</a>	Upload complete	Earnings Garnishment Notice	Earnings Garnishment Notice	<input type="checkbox"/>	<a href="#">Remove</a>
<a href="#">CV-422.pdf</a>	Upload complete	Earnings Garnishment	Earnings Garnishment	<input type="checkbox"/>	<a href="#">Remove</a>

Previous **Continue**



**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.

After selecting the document type, an alert will appear reminding you of your responsibility to service the debtor and the garnishee. Additionally, a red error message will display if a CV-422 (Earnings Garnishment) is not uploaded along with the CV-421 (Earnings Garnishment Notice) or the *Earnings Garnishment Notice for Small Claims*.

Earnings Garnishment Notice (CV-421) and Earnings Garnishment (CV-422) must be submitted together. Please upload the Earnings Garnishment (CV-422).

Upload documents

You are filing the CV-421, earnings garnishment notice. The eFiling system will not notify the debtor or garnishee that an earnings garnishment has been filed. Service on the debtor and the garnishee is the responsibility of the party filing the garnishment. See Wis. Stat. §812.35(3).

File name	Status	Document type	Document title	Seal	Remove
<a href="#">CV-421.PDF</a>	Upload complete	Earnings Garnishment Notice	Earnings Garnishment Notice	<input type="checkbox"/>	<a href="#">Remove</a>

Previous
Continue

10. On the **Review** page, review the filing for accuracy. Select a **document** link to open and view any of your uploaded files. Select the **Continue** button when you are ready to proceed.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support
ready to file
Heidi Parks

Case information Parties Documents Review

## Review

Civil filing: Garnishment - Large Claims (30302)  
Percy Sweet vs. Dan Owen

**Plaintiff: Percy Sweet**  
12 Banking Lane  
Middleton WI 53562  
US  
**Attorney: Heidi Parks**

**Defendant: Dan Owen**  
1432 6th Street  
Fond du Lac WI 54935  
US

**Documents**  
[Earnings Garnishment Notice - Earning](#)  
[Earnings Garnishment - Earnings Garnishment](#)

**Notes to Clerk**

Please type any notes to the clerk here.

Previous
Continue

**Note:** The *Notes to Clerk* text entry field functions like a virtual sticky note on your filing. Anything you type in this box will display to the clerk while they process your filing, but will be deleted once your filing is accepted. These notes are not permanently saved to the case.

11. 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. Choose a **Payment type** and 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 Heidi Parks

## Ready to file

☒ Chippewa County

☒ Civil filing: Garnishment - Large Claims (30302) \$210.50  
Percy Sweet vs. Dan Owen ([show parties](#))

Documents:  
[Earnings Garnishment Notice - Earning](#)  
[Earnings Garnishment - Earnings Garnishment](#)

Court eFiling fee \$20.00  
[Edit](#) [Delete](#)

Subtotal \$230.50

[Learn about payment options.](#) Total fee \$0.00

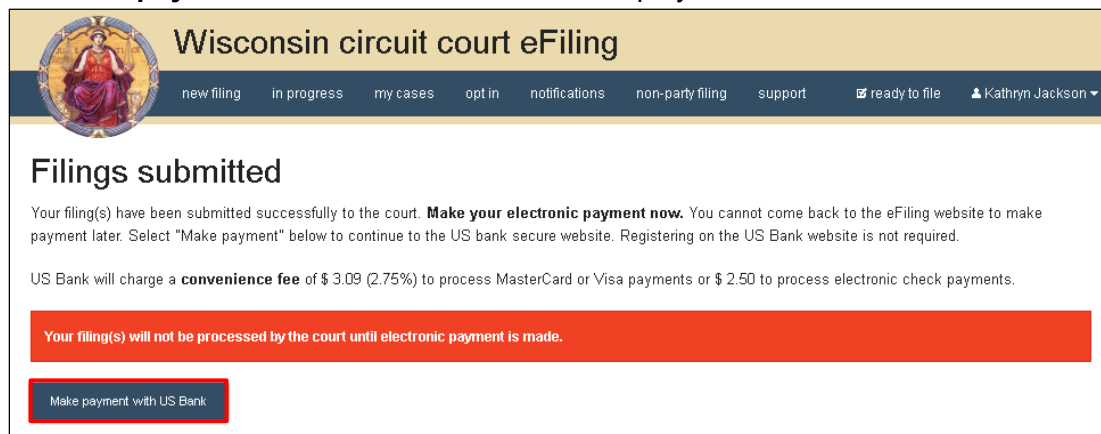
**File**

**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.

If filing on behalf of a county agency, the \$20 eFiling fee will be waived and selection of a payment type will not be required. Simply select the *File* button to submit the new case filing.

- 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.



**Wisconsin circuit court eFiling**

new filing in progress my cases opt in notifications non-party filing support ready to file Kathryn Jackson

## 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**

**Note:** Once you have advanced to this page, do not close 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 exists 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.

13. Once payment is received, the new case is processed by the circuit court. Only the filer receives an email notification and has access to the CV-422 - Earnings Garnishment on the **My cases** page of the eFiling website. The CV-422 - Earnings Garnishment will have the clerk of court's seal applied, but will **not** be filed stamped, and will **not** be saved to the case. As previously noted, you are required to print and serve all documents traditionally on the debtor.

**Note:** Unlike an earnings garnishment, this document *is* visible on the Courthouse Public Access website.