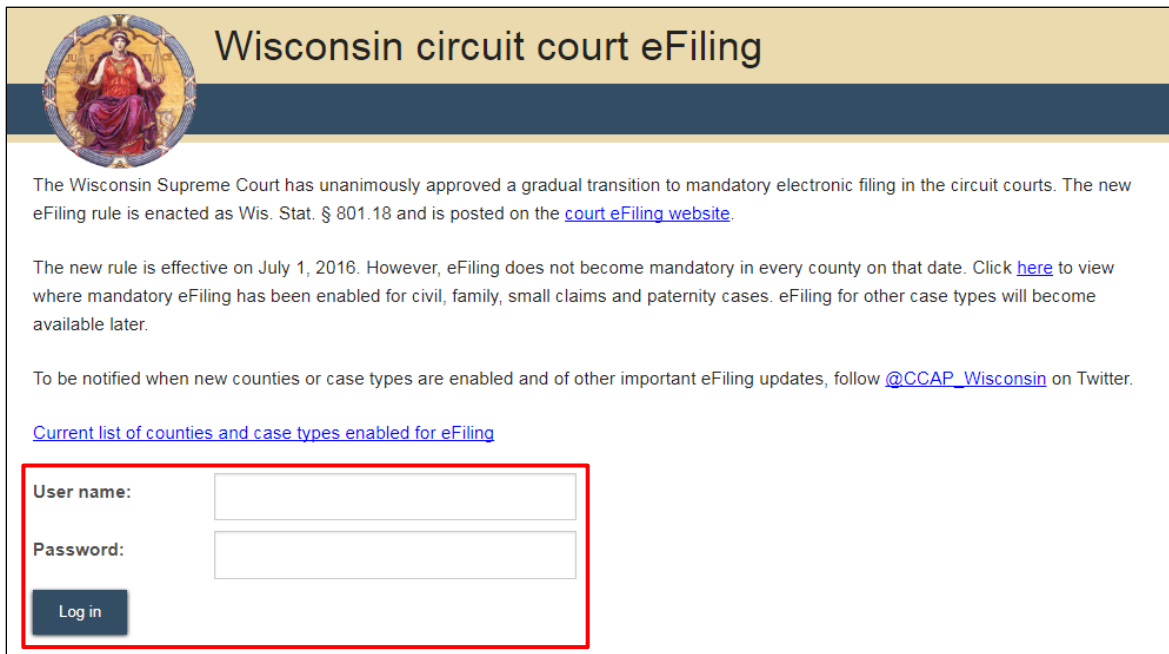


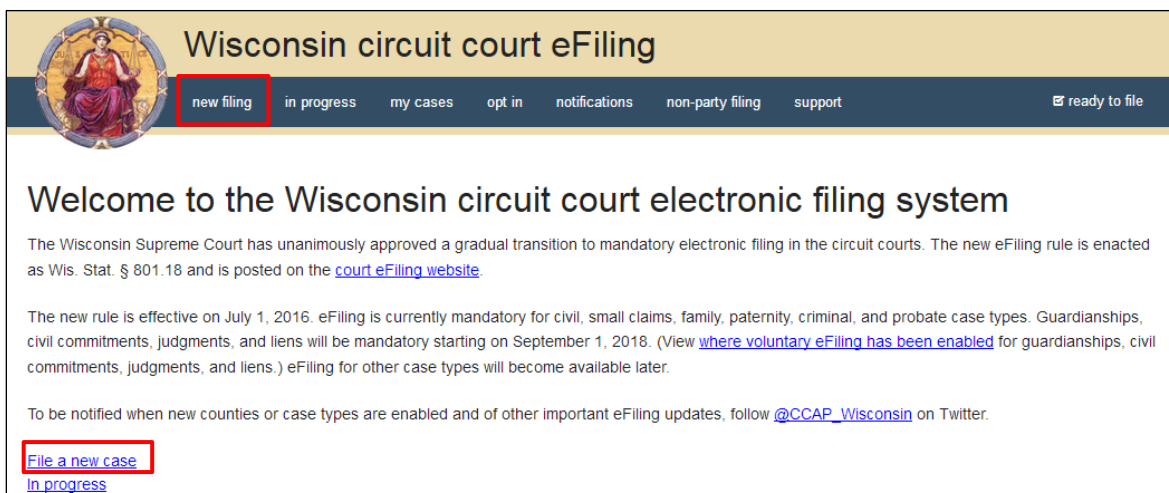
## eFiling a new case

eFiling with the circuit courts is fast, easy, and convenient. The step-by-step wizard on the eFiling website offers predefined options according to selections made during the filing process. Once you've completed the wizard, you can submit your filing to the courts and pay applicable filing fees, all from the comfort of your home or office. Case activity can also be monitored in real time, minus delays faced in paper filing.

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



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

Case information Parties Documents Review

## New filing

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

Template  
Type to select template

County  
Required. Type to select county

Class code  
Required. Type code or class description

Continue

4. Select the **Add party** button to add parties to the case.

Wisconsin circuit court eFiling

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Case information Parties Documents Review

## Parties

Add party

Party type	Name	Attorney	Actions
This filing has no parties			

Previous Continue

**Note:** To quickly determine which parties are required for a case type, select the *Continue* button prior to adding any parties to the case. This triggers an error message showing the party requirements for the case type/class code selected.

5. Complete the **New party** window. Start by choosing a **Party** type, beginning with the filing party (i.e., Petitioner for a CV case type). Select the **Add attorney** button to add the attorney representing the filing party on the case.

**Wisconsin circuit court eFiling**

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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

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Case information Parties Documents Review

## Parties

Add party

Party type	Name	Attorney	Actions
Plaintiff	Jane Fonda	Heidi Parks	<a href="#">Edit</a> <a href="#">Remove</a>
Defendant	Ted Turner		<a href="#">Edit</a> <a href="#">Remove</a>

Previous **Continue**

8. Select the **Upload documents** button to browse for and upload a filing document along with other 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

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

File name	Status	Document type	Document title	Seal	Remove
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Previous **Continue**

**Note:** Documents may not be bundled. 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 submitted as .docx or .pdf files.

9. 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

Case information Parties Documents Review

## Documents

Upload your filing document and additional documents below.

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- 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.
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- 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
<a href="#">GF-175 Affidavit of Nonmilitary Service - Crash.pdf</a>	Upload complete	Affidavit of Non-Service	Affidavit of Non-Service Turner	<input type="checkbox"/>	<a href="#">Remove</a>
<a href="#">Summons and Complaint.pdf</a>	Upload complete	Summons and Complaint (Claim ...	Summons and Complaint	<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.

If, after selecting the *Continue* button, the following red error message displays: "A filing document is required," you might not have selected the correct type of document to initiate the type of case you are filing. The system looks at the *Document type* field to determine if the right document type is uploaded.

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 notifications third party filing support ready to file ready to file

Case information Parties Documents Review

## Review

Civil filing: Personal Injury/Automobile (30101)  
Jane Fonda vs. Ted Turner

**Petitioner: Jane Fonda**  
100 North State Street  
Beaver Dam WI 53916  
US  
**Attorney: Ashley J Richter**

**Defendant: Ted Turner**  
200 West Street  
Beaver Dam WI 53916  
US

**Documents**  
[Summons and Complaint](#)  
[Affidavit of Nonmilitary Service](#)

**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 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.

- 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

## Ready to file

Chippewa County

<input type="checkbox"/> Civil filing: Personal Injury/Automobile (30101) Jane Fonda vs. Ted Turner ( <a href="#">show parties</a> )	\$265.50
Documents: <a href="#">Affidavit of Non-Service - Affidavit of Non-Service Turner</a> <a href="#">Summons and Complaint (Claim for \$ judgment) - Summons and Complaint</a>	
Court eFiling fee	\$20.00
<a href="#">Edit</a> <a href="#">Delete</a>	
Subtotal	\$285.50

Payment type Total fee \$285.50

US Bank  Court debit account

US Bank will charge \$8.74 to process MasterCard or Visa payments (2.75%) or \$1.95 to process electronic check payments.

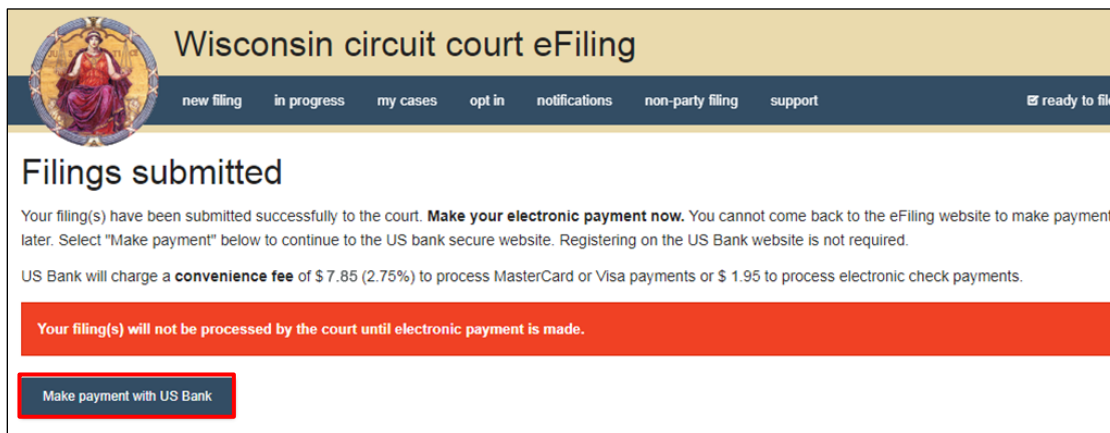
File and Pay

**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.

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.

12. 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.



**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 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. You will receive an email confirmation and the file-stamped document(s) will be visible on the **My cases** page of the eFiling website. The eFiling system generates an **Electronic Filing Notice** that must be printed and served traditionally along with other case initiating documents.