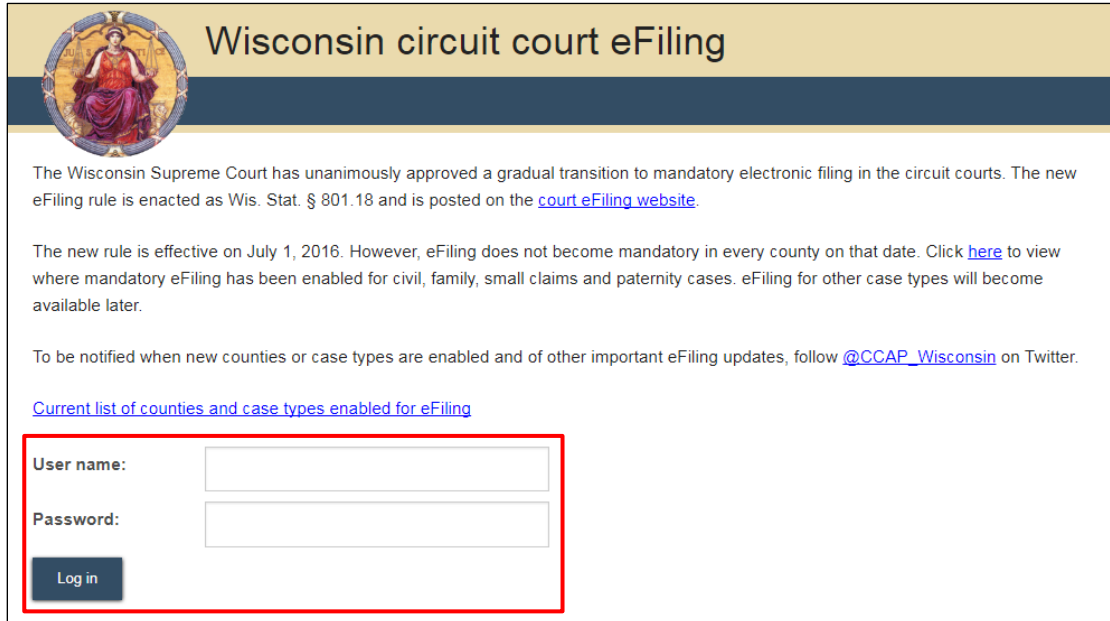


eFiling a new case as a special prosecutor

Attorneys acting as special prosecutors can eFile new cases normally be initiated by the DAs office on the eFiling website, when necessary. Once accepted by the clerk's office, the case appears on the special prosecutor's **My cases** page on the eFiling website.

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 Supreme Court has unanimously approved a gradual transition to mandatory electronic filing in the circuit courts. The new eFiling rule is enacted as Wis. Stat. § 801.18 and is posted on the [court eFiling website](#).

The new rule is effective on July 1, 2016. However, eFiling does not become mandatory in every county on that date. Click [here](#) to view where mandatory eFiling has been enabled for civil, family, small claims and paternity cases. eFiling for other case types will become available later.

To be notified when new counties or case types are enabled and of other important eFiling updates, follow [@CCAP_Wisconsin](#) on Twitter.

[Current list of counties and case types enabled for eFiling](#)

User name:

Password:

Log in

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



The Wisconsin Supreme Court has unanimously approved a gradual transition to mandatory electronic filing in the circuit courts. The new eFiling rule is enacted as Wis. Stat. § 801.18 and is posted on the [court eFiling website](#).

The new rule is effective on July 1, 2016. eFiling is currently mandatory for civil, small claims, family, paternity, criminal, and probate case types. Guardianships, civil commitments, judgments, and liens will be mandatory starting on September 1, 2018. (View [where voluntary eFiling has been enabled](#) for guardianships, civil commitments, judgments, and liens.) eFiling for other case types will become available later.

To be notified when new counties or case types are enabled and of other important eFiling updates, follow [@CCAP_Wisconsin](#) on Twitter.

[File a new case](#)

[In progress](#)

[My cases](#)

[Notifications](#)

[Non-party filing](#)

[Support](#)

[Opt in as an electronic party](#)

3. Select the county you are filing in from the **County** dropdown menu and the applicable class code from the **Class code** dropdown menu. If you are filing as a special prosecutor, select **Special Prosecutor** from the **Which agency is this filing for?** 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
Dodge

Class code
Felony

Which agency is this filing for?
Special Prosecutor

Email address

Continue

Note: If you are unable to select felony, misdemeanor, or criminal traffic class codes from the *Class code* dropdown menu contact the clerk's office to ensure you have been added to the corresponding prosecuting and petitioning agency in the court system software.

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

Parties

Add party

Party type	Name	Attorney	Actions
This filing has no parties			

Previous Continue

5. Complete the **New party** window. Start by choosing a **Party** type, beginning with the filing party (i.e., Plaintiff for a CF case type). Select the **Add attorney** button to add the attorney representing the filing party on the case. The attorney you're logged in as will appear by default.

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

7. When all parties have been added, review for accuracy 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

Party type	Name	Attorney	Actions
Plaintiff	Special Prosecutor	Gary A. Freyberg	Edit Remove
Defendant	James Dean		Edit Remove

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.

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 the correct document type, and enter a descriptive title in the **Document title** text entry field. Select the **Continue** button.

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.
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Upload documents

File name	Status	Document type	Document title	Seal	Remove
Criminal Complaint.pdf	Upload complete	Criminal Complaint	Criminal Complaint for James Dean	<input type="checkbox"/>	Remove

Previous **Continue**

Note: An accurate and descriptive title is beneficial for identifying documents. The title entered displays in the *View documents* list on the *My cases* page, and is visible to the courts.

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.

The screenshot shows the 'Review' page for a felony filing. The case is 'State of Wisconsin vs. James Dean'. The plaintiff is the Special Prosecutor, and the defendant is James Dean. The 'Documents' section lists 'Criminal Complaint - Criminal Complaint for James Dean'. The 'Notes to Clerk' field is empty. The 'Continue' button is highlighted with a red box.

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.

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 the county name to submit all filings in that county. Select the **File** button.

The screenshot shows the 'Ready to file' page. It displays a list of filings for Dodge County. The first filing is 'Felony filing' for 'State of Wisconsin vs. James Dean' with a fee of \$0.00. The 'File' button is highlighted with a red box.

Note: When filing a new case as a special prosecutor, no filing fee should be applied. If a payment amount is visible contact the clerk's office to ensure proper account setup.

12. Upon submission, the case is transmitted to the clerk of court's office. Once 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.

