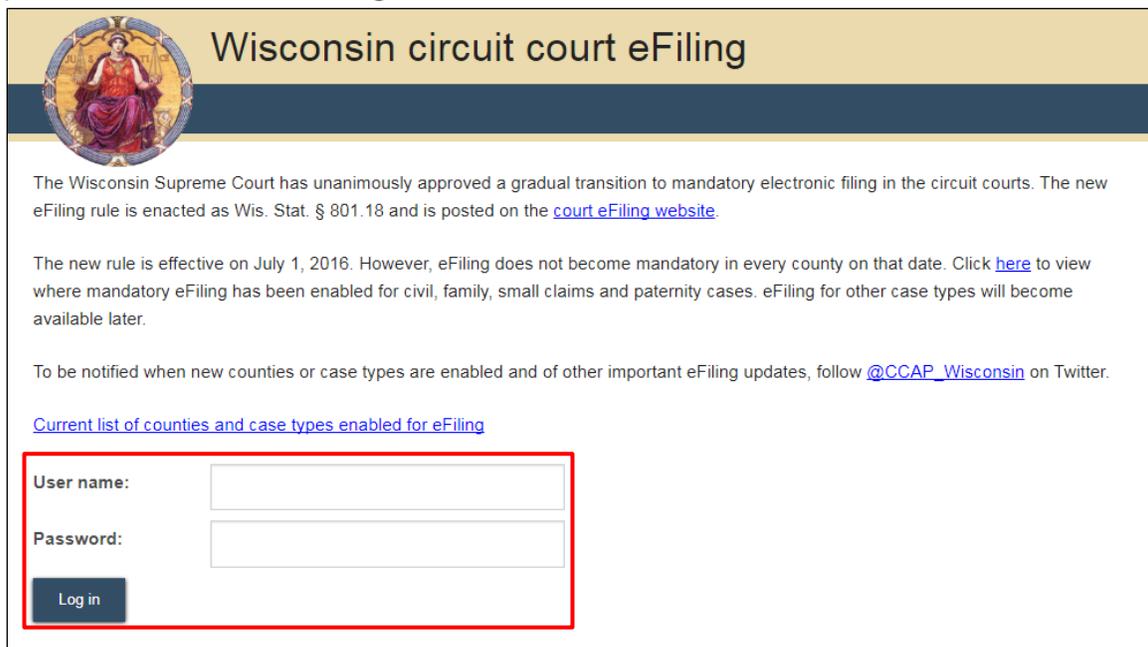


eFiling on an existing case as a non-party filer

The non-party filing feature is available to users with eCourts account types of “Self-represented party,” “Wisconsin attorney,” “Pro hac vice attorney,” “Designated filer,” “Filing agent,” “Non-party filer,” and “social workers.” However, this guide is specific to users with the account type “Non-party filer,” who file only using the non-party feature.

If you do not have an eCourts account, please follow the steps in the “[Creating an eCourts Account](#)” user guide and select the account type of “Non-party filer” during account set-up.

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 **non-party document filing** link from either the main navigation or 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.

[Non-party case filing](#)

[Non-party document filing](#)

[Support](#)

3. Select the county you are filing in from the **County** dropdown menu and enter the applicable case number in the **Case number** text entry field. Then, select the **Continue** button.



Wisconsin circuit court eFiling

non-party case filing non-party document filing support ready to file

Non-party filing

Non-party filing is intended for anyone who is not a party on the case. If you are not a party on this case and have a document to file with the court for this case, please complete the fields below.

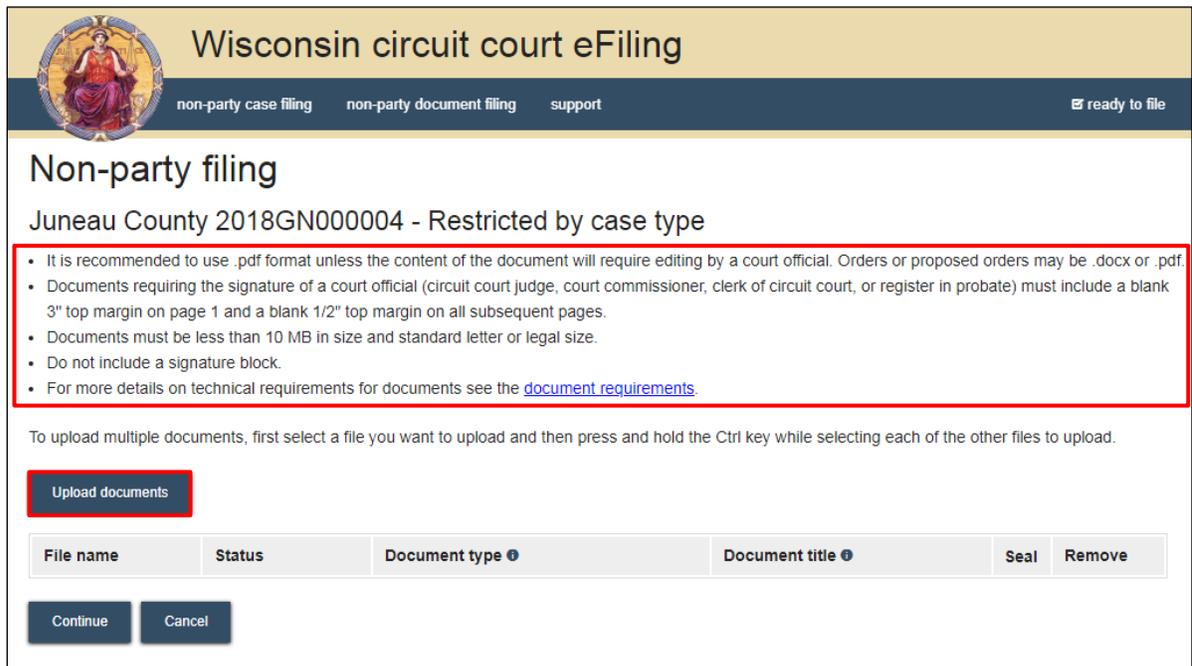
County
Chippewa x ▾

Case number
2018GN000004

Continue

Note: Case numbers must be entered without dashes or spaces.

4. Select the **Upload documents** button to browse for and upload the document you wish to file. Review the bulleted list to ensure your documents are properly formatted.



Wisconsin circuit court eFiling

non-party case filing non-party document filing support ready to file

Non-party filing

Juneau County 2018GN000004 - Restricted by case type

- 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

Continue Cancel

5. 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

non-party case filing non-party document filing support ready to file

Non-party filing

Juneau County 2018GN000004 - Restricted by case type

- 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
GAL Report.pdf	Upload complete	Report of Guardian ad Litem	Smith GAL Report 2018		Remove

Continue Cancel

Note: An accurate and descriptive title is beneficial for identifying documents. The title entered here is visible to the courts.

By selecting the *File name* link, you can view an uploaded document and by selecting the *Remove* link, you can delete an uploaded document.

- 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 for in that county. Then, select the **File** button.

Wisconsin circuit court eFiling

non-party case filing non-party document filing support ready to file

Ready to file

Juneau County

Non-party filing for [2018GN000004](#) (50301)
Restricted by case type
Documents:
[Report of Guardian ad Litem - Smith GAL Report 2018](#)
[Edit](#) [Delete](#)
Subtotal \$0.00

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

File

- After you submit your filing, it is transmitted to the circuit court. You will receive an email confirming your documents have been filed once they are accepted by the court.