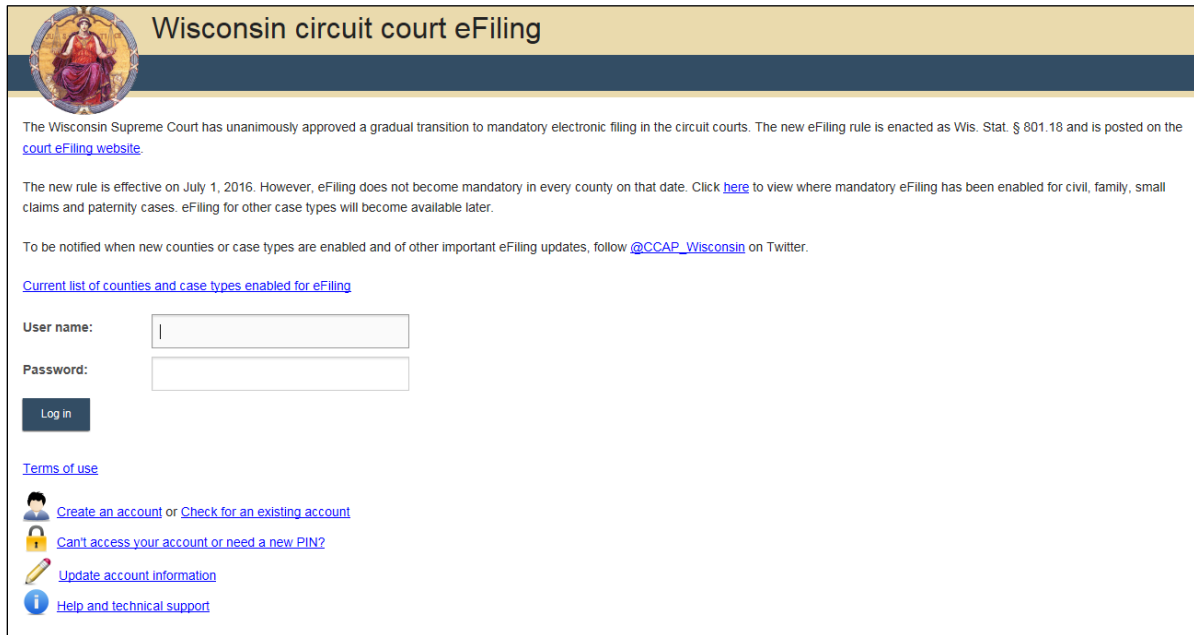


Opting out as a self-represented party (pro se)

On the eFiling website, if a self-represented user (pro se) is opted into his/her case, his/her attorney cannot opt into the case to participate in eFiling. If you are a self-represented party and would like to opt out of your case so that your attorney can opt in, follow the steps below:

1. Navigate to <https://efiling.wicourts.gov> and enter your user name and password. Click **Log in**.



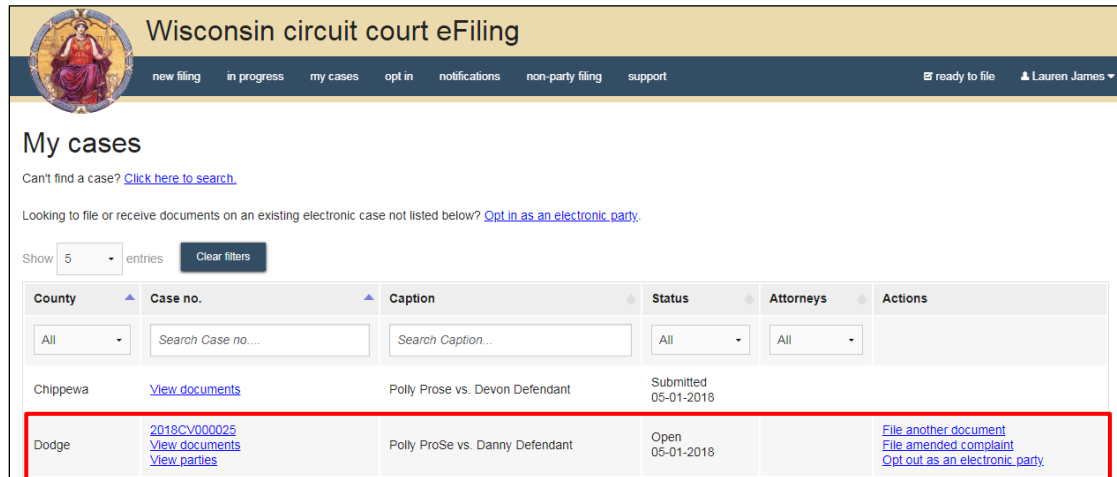
The screenshot shows the login page for the Wisconsin circuit court eFiling system. At the top left is a circular logo featuring a figure. The page title is "Wisconsin circuit court eFiling". Below the title, there is a paragraph of text about the mandatory electronic filing rule. A second paragraph explains the effective date and provides a link to view where mandatory eFiling has been enabled. A third paragraph mentions following @CCAP_Wisconsin on Twitter for updates. There are three links: "Current list of counties and case types enabled for eFiling", "Terms of use", and "Log in" (a button). Below the login button are several links for account management: "Create an account or Check for an existing account", "Can't access your account or need a new PIN?", "Update account information", and "Help and technical support".

2. Select the **My Cases** link in the middle of the screen or from the toolbar at the top of your screen.



The screenshot shows the dashboard for the Wisconsin circuit court eFiling system. At the top left is the same circular logo. The page title is "Wisconsin circuit court eFiling". Below the title is a dark blue navigation bar with several links: "new filing", "in progress", "my cases" (highlighted with a red box), "opt in", "notifications", "non-party filing", "support", "ready to file", and "Lauren James". Below the navigation bar, the main heading is "Welcome to the Wisconsin circuit court electronic filing system". There are three paragraphs of text, similar to the login page. Below the text are several links: "File a new case", "In progress", "My cases" (highlighted with a red box), "Notifications", "Non-party filing", "Support", and "Opt in as an electronic party".

3. On the **My Cases** screen, find the case in which you would like to opt out.



Wisconsin circuit court eFiling

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

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	View documents	Polly Prose vs. Devon Defendant	Submitted 05-01-2018		
Dodge	2018CV000025 View documents View parties	Polly ProSe vs. Danny Defendant	Open 05-01-2018		File another document File amended complaint Opt out as an electronic party.

4. Select the **Opt out as an electronic party** link in the Actions section.



Wisconsin circuit court eFiling

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

My cases

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

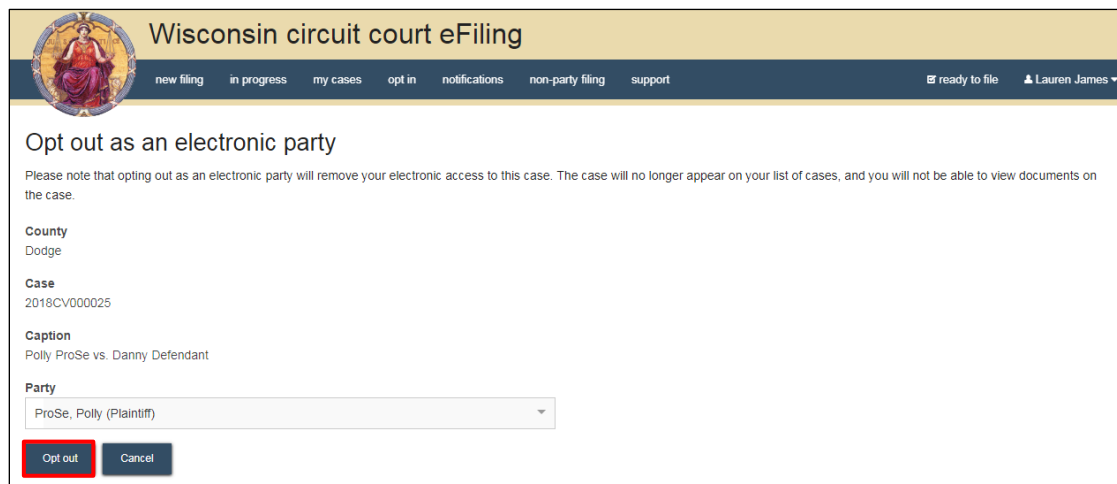
Looking to file or receive documents on an existing electronic case not listed below? [Opt in as an electronic party.](#)

Show 5 entries Clear filters

County	Case no.	Caption	Status	Attorneys	Actions
All	Search Case no....	Search Caption...	All	All	
Chippewa	View documents	Polly Prose vs. Devon Defendant	Submitted 05-01-2018		
Dodge	2018CV000025 View documents View parties	Polly ProSe vs. Danny Defendant	Open 05-01-2018		File another document File amended complaint Opt out as an electronic party.

Showing 1 to 2 of 2 entries Previous 1 Next

5. Review the case information and select the **Opt out** button.



Wisconsin circuit court eFiling

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

Opt out as an electronic party

Please note that opting out as an electronic party will remove your electronic access to this case. The case will no longer appear on your list of cases, and you will not be able to view documents on the case.

County
Dodge

Case
2018CV000025

Caption
Polly ProSe vs. Danny Defendant

Party
ProSe, Polly (Plaintiff)

[Opt out](#) [Cancel](#)

After the Opt out request has been electronically submitted, the clerk of circuit court office will process your request. Once you have been opted out of the case, you will receive an email notifying you that you are no longer an electronic notice party on the case.