

Creating a Pro Hac Vice eCourts account & opting in to a case

As a non-resident lawyer seeking admission *pro hac vice* you must complete the online 'Application for Admission *Pro Hac Vice*' on the [State Bar of Wisconsin web site](#) along with any necessary online payment. After you obtain your application and proof of payment from the State Bar of Wisconsin, the sponsoring Wisconsin attorney must file a motion with the state court or tribunal before which *pro hac vice* admission is sought. The motion must be accompanied by an electronically signed Application, proof of payment, and any additional materials required by local rule. For more information on the pro hac vice admission process, refer to the information on the [Pro Hac Vice Attorneys page](#) of the Wisconsin Courts website.

Once the motion has been granted by the court, the pro hac vice attorney can create an eCourts account and opt in to the case through eFiling. By opting in to the case, the pro hac vice attorney will have the ability to view documents docketed to the case, as well as electronically file additional documents to the case.

To create an eCourts account, complete the following steps:

1. Visit the eFiling website: <http://efiling.wicourts.gov>.



Wisconsin circuit court eFiling

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:

[Terms of use](#)

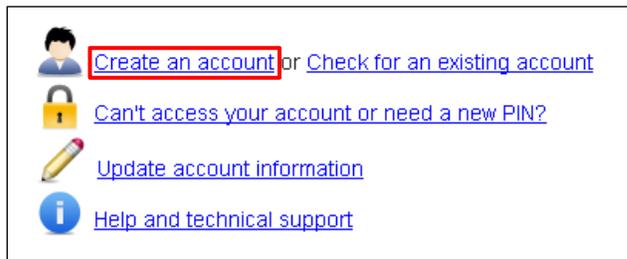
 [Create an account](#) or [Check for an existing account](#)

 [Can't access your account or need a new PIN?](#)

 [Update account information](#)

 [Help and technical support](#)

2. Select the **Create an account** link.



3. Select the **Pro hac vice attorney** user type, and then select the **Next** button.

A screenshot of the Wisconsin Court System eCourts website. The page title is 'eCourts' and the main heading is 'Create an account'. Under the heading, there is a section 'Select your user type:' followed by a list of radio button options. The 'Pro hac vice attorney' option is selected and highlighted with a red rectangular box. Below the list, there is a 'Next' button, also highlighted with a red rectangular box. The page includes a navigation menu at the top with links like 'about the courts', 'case search', 'opinions', 'rules', 'forms', 'services', 'eFile / eCourts', and 'publications'. There is also a search bar and a 'contact the court' link in the top right corner.

4. To continue your pro hac vice attorney account set up, follow the steps provided in the [Creating an eCourts Account user guide](#).

5. Once you have created your pro hac vice eCourts account, you can opt in to your case electronically by following the steps provided in the [Becoming an Electronic Party on an Existing Case \(Opting In\) user guide](#).