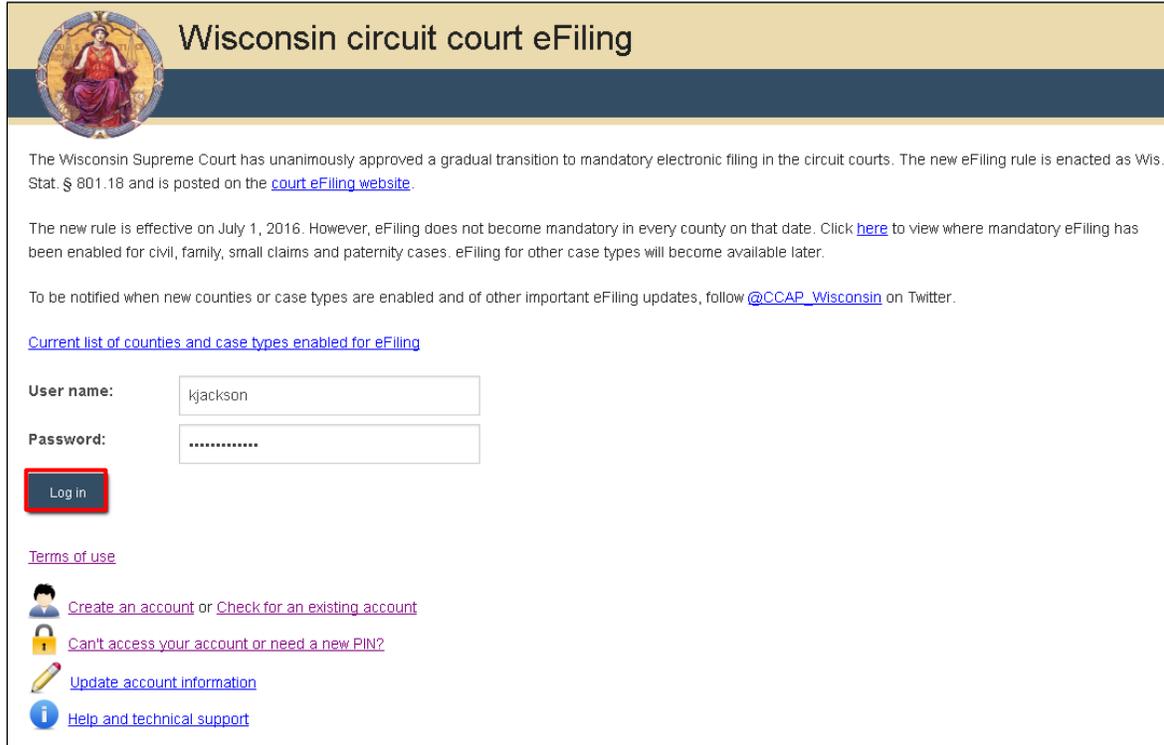


Becoming an electronic party on an existing case (Opting in as a self-represented party)

1. After registering for an eCourts account as a self-represented party, go 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 seal featuring a figure. The page title is "Wisconsin circuit court eFiling". Below the title, there is a paragraph of text about the mandatory eFiling rule. A "Log in" button is highlighted with a red box. Below the login form are links for "Terms of use", "Create an account", "Check for an existing account", "Can't access your account or need a new PIN?", "Update account information", and "Help and technical support".

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:

Log in

[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. Click either of the **Opt in** links.



The screenshot shows the dashboard of the Wisconsin circuit court eFiling system. At the top left is a circular seal. The page title is "Wisconsin circuit court eFiling". Below the title is a navigation bar with links: "new filing", "in progress", "my cases", "opt in", "notifications", "non-party filing", "support", "ready to file", and "EMH Pro Se". The "opt in" link is highlighted with a red box. Below the navigation bar, there is a "Welcome to the Wisconsin circuit court electronic filing system" section with a paragraph of text about the mandatory eFiling rule. A list of links is provided, with "Opt in as an electronic party" highlighted with a red box.

Wisconsin circuit court eFiling

new filing in progress my cases **opt in** notifications non-party filing support ready to file EMH Pro Se

Welcome to the Wisconsin circuit court electronic filing system

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](#).

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[File a new case](#)

[In progress](#)

[My cases](#)

[Notifications](#)

[Non-party filing](#)

[Support](#)

[Opt in as an electronic party](#)

3. Select the correct **County**. Then, enter the **Case Number** and Pro Se **Opt-in code**. These items can be located on the Electronic Filing Notice form. Select yourself in the **Party** dropdown menu. If you need to file any documents at this time, select the **Yes** radio button. Click **Save**.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file EMH Pro Se

Opt in as an electronic party

Enter the county and case number for the electronic case.

(Note: If the case is not already an electronic case, contact the clerk of circuit court office and request that the case be converted to an electronic case.)

County
Dunn

Case number
2016CV000040

Opt in code
606a39

Party
Pro Se, EMH

Do you need to file additional documents?
 Yes No

Save Save, and opt in on another case Cancel

4. Select the checkbox for the case. Click **File and Pay** to proceed to the US Bank site to pay the \$20 eFiling fee.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file EMH Pro Se

Ready to file

County	Case	Fee
<input checked="" type="checkbox"/> Dunn County	Electronic party registration for 2016CV000040 (30101) Patricia L. Kochendorfer vs. Myrtle A. La Cosse et al Documents: Subtotal	\$20.00 \$20.00

[Edit](#) [Delete](#)

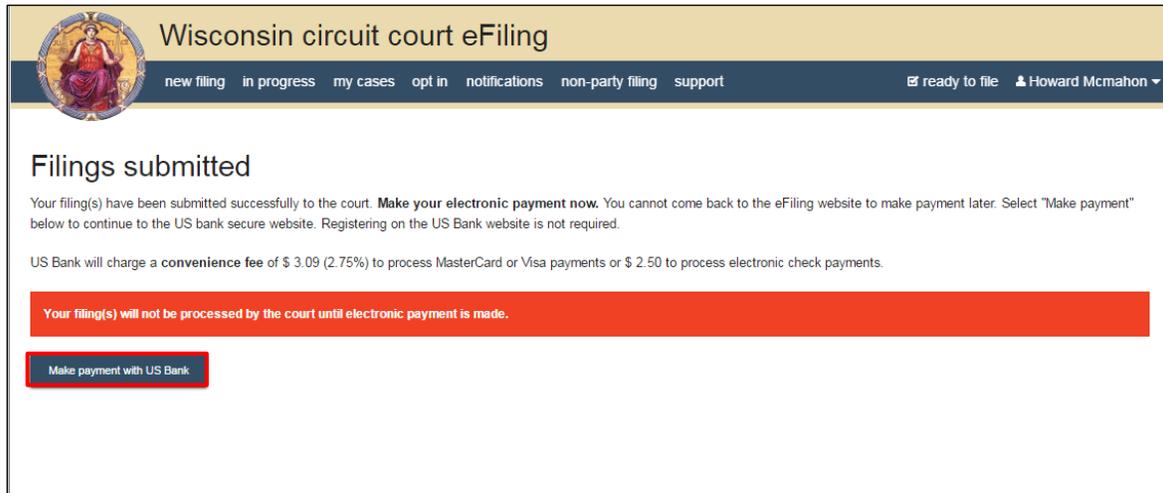
Total fee \$20.00

US Bank will charge \$0.55 to process MasterCard or Visa payments (2.75%) or \$2.50 to process electronic check payments.

File and Pay

5. You are directed to the Filings submitted page. Click **Make payment with US Bank** and add your payment information.

Note: Once you leave this page, you cannot return to it.



Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file Howard McMahon

Filings submitted

Your filing(s) have been submitted successfully to the court. **Make your electronic payment now.** You cannot come back to the eFiling website to make payment later. Select "Make payment" below to continue to the US bank secure website. Registering on the US Bank website is not required.

US Bank will charge a convenience fee of \$ 3.09 (2.75%) to process MasterCard or Visa payments or \$ 2.50 to process electronic check payments.

Your filing(s) will not be processed by the court until electronic payment is made.

Make payment with US Bank

6. After the Opt in request has been electronically submitted it is transmitted to the clerk of circuit courts office. Court staff will process your request to opt in when both the payment and the request are received. Upon successful opt-in, you will receive an email notifying you that you are now an electronic notice (eNotice) party and the case will display in your **My cases** list. You will now be able to access all electronic documents and filed documents on the case.