

Creating an eCourts account

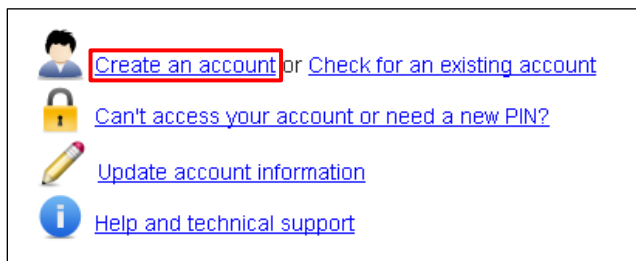
An eCourts account is needed to electronically file documents with the circuit courts. To create an eCourts account, complete the following steps:

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



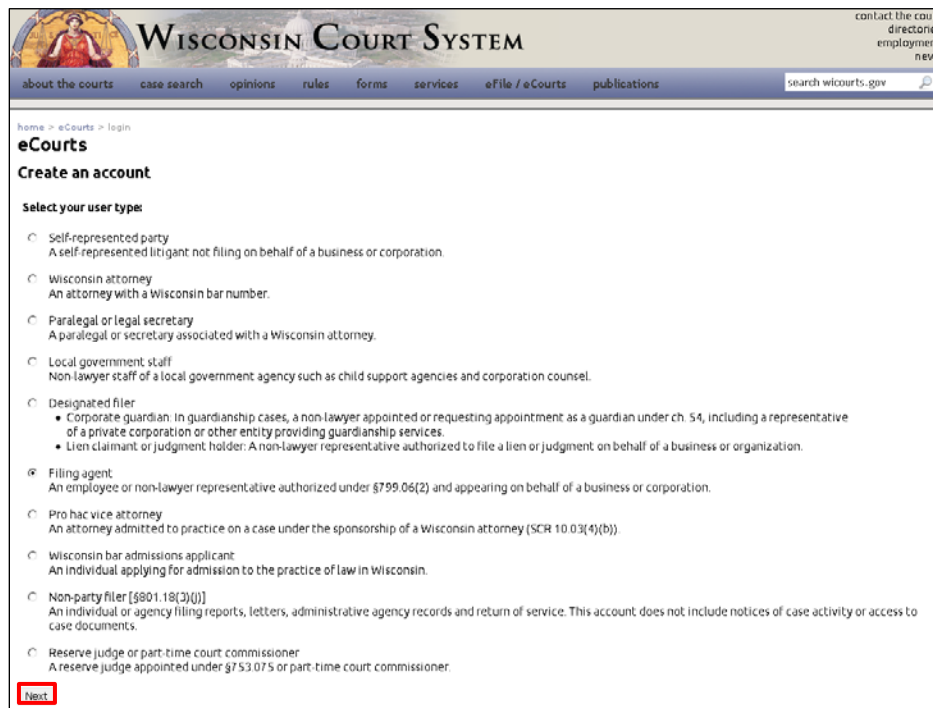
The screenshot shows the homepage of the Wisconsin circuit court eFiling website. At the top is a header with the Wisconsin state seal and the text "Wisconsin circuit court eFiling". Below the header, there is a paragraph explaining the mandatory electronic filing rule enacted as Wis. Stat. § 801.18. Another paragraph states that the rule is effective on July 1, 2016, but eFiling is not mandatory in every county yet. A link is provided to view where mandatory eFiling has been enabled. A third paragraph mentions following @CCAP_Wisconsin on Twitter for updates. Below this is a link to the "Current list of counties and case types enabled for eFiling". The login section includes fields for "User name:" and "Password:", a "Log in" button, and a link to "Terms of use". At the bottom, there are five links with icons: "Create an account" (person icon), "Check for an existing account" (person icon), "Can't access your account or need a new PIN?" (lock icon), "Update account information" (pencil icon), and "Help and technical support" (info icon).

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



This is a close-up of the account creation links from the previous screenshot. The link "Create an account" is highlighted with a red rectangular box. The other links are "Check for an existing account", "Can't access your account or need a new PIN?", "Update account information", and "Help and technical support".

3. Select the correct **user type** depending on your filing needs, and then select the **Next** button.



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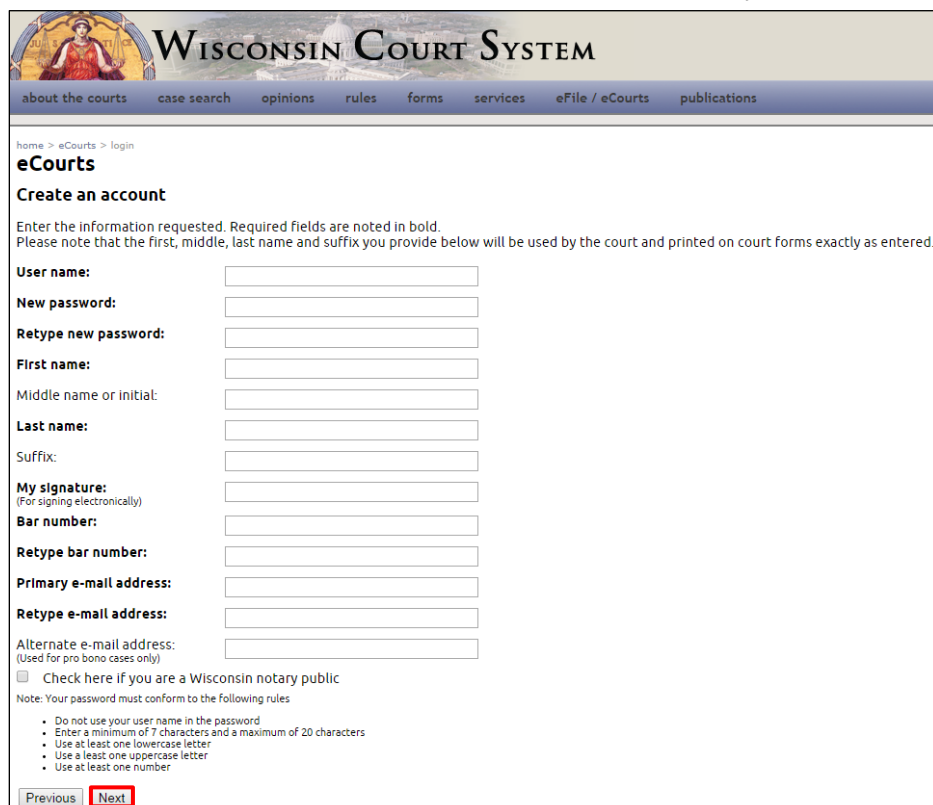
Create an account

Select your user type:

- ☐ Self-represented party
A self-represented litigant not filing on behalf of a business or corporation.
- ☐ Wisconsin attorney
An attorney with a Wisconsin bar number.
- ☐ Paralegal or legal secretary
A paralegal or secretary associated with a Wisconsin attorney.
- ☐ Local government staff
Non-lawyer staff of a local government agency such as child support agencies and corporation counsel.
- ☐ Designated filer
 - Corporate guardian: In guardianship cases, a non-lawyer appointed or requesting appointment as a guardian under ch. 54, including a representative of a private corporation or other entity providing guardianship services.
 - Lien claimant or judgment holder: A non-lawyer representative authorized to file a lien or judgment on behalf of a business or organization.
- ☒ Filing agent
An employee or non-lawyer representative authorized under §799.06(2) and appearing on behalf of a business or corporation.
- ☐ Pro hac vice attorney
An attorney admitted to practice on a case under the sponsorship of a Wisconsin attorney (SCR 10.03(4)(b)).
- ☐ Wisconsin bar admissions applicant
An individual applying for admission to the practice of law in Wisconsin.
- ☐ Non-party filer [§801.18(3)(j)]
An individual or agency filing reports, letters, administrative agency records and return of service. This account does not include notices of case activity or access to case documents.
- ☐ Reserve judge or part-time court commissioner
A reserve judge appointed under §753.075 or part-time court commissioner.

Next

4. Complete the required fields (listed in bold). Fields will vary depending on the account type you are creating. When your name is printed on court forms, it will print exactly as you entered the information for the first, last, and middle name/initial. When you are finished, select the **Next** button.



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Create an account

Enter the information requested. Required fields are noted in bold.
Please note that the first, middle, last name and suffix you provide below will be used by the court and printed on court forms exactly as entered.

User name:

New password:

Retype new password:

First name:

Middle name or initial:

Last name:

Suffix:

My signature:
(For signing electronically)

Bar number:

Retype bar number:

Primary e-mail address:

Retype e-mail address:

Alternate e-mail address:
(Used for pro bono cases only)

☐ Check here if you are a Wisconsin notary public

Note: Your password must conform to the following rules

- Do not use your user name in the password
- Enter a minimum of 7 characters and a maximum of 20 characters
- Use at least one lowercase letter
- Use at least one uppercase letter
- Use at least one number

Next

5. Enter an email address or mobile phone number where account information can be sent should you need to recover your user name or password and you no longer have access to your primary email address. To proceed, select the **Next** button.



The screenshot shows the 'Create an account' page for the Wisconsin Court System eCourts. The header includes the Wisconsin Court System logo and a navigation bar with links: about the courts, case search, opinions, rules, forms, services, eFile / eCourts, and publications. The breadcrumb trail is 'home > eCourts > login'. The main heading is 'eCourts Create an account'. Below this, a text prompt reads: 'Enter an e-mail address (different than the primary e-mail address provided on the previous screen) and/or a mobile phone number where you can be reached if you need to recover your account information.' There are two input fields: 'Recovery e-mail address:' and 'Recovery mobile phone:'. At the bottom, there are two buttons: 'Previous' and 'Next', with the 'Next' button highlighted with a red box.

6. Enter your primary mailing address and other contact information. This section is only required for certain eCourts account types. When you are finished, select the **Next** button.



The screenshot shows the 'Create an account' page for the Wisconsin Court System eCourts, step 6. The header and navigation bar are the same as in step 5. The breadcrumb trail is 'home > eCourts > login'. The main heading is 'eCourts Create an account'. Below this, a text prompt reads: 'The primary address entered below will be saved as your default address for all county circuit courts. On the next screen you will have the opportunity to enter additional addresses and assign them to specific circuit courts.' There are several input fields: 'Firm:', 'Address line 1:', 'Address line 2:', 'City:', 'State:' (a dropdown menu showing 'Wisconsin'), 'Postal code:', 'Phone:' (with an 'x' separator), 'Cell phone:', 'Other phone:', and 'Fax number:'. At the bottom, there are two buttons: 'Previous' and 'Next', with the 'Next' button highlighted with a red box.

Note: The address provided will be saved as your default address for all county circuit courts.

7. If you are creating an attorney eCourts account, you can add additional addresses for specific counties by selecting the **Add another address** link.

8. Enter all required address information. If you would like this address to replace your existing address on pending cases or to make this address your primary address in specific circuit courts, select the appropriate check box. When you are finished, select the **Save** button and then, select the **Next** button to continue with account set-up.

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Address nickname	Address	Assigned to	Actions
Primary	110 East Main Street, Madison, WI 53704	All circuit courts	Edit

[Add another address](#)

Add address

Law firm/organization:

Select your firm or select 'Other' to enter one not included in the list

Address nickname:

Assign to:

Address line 1:

Address line 2:

City:

State/Province:

Postal code:

Phone: x

Cell phone:

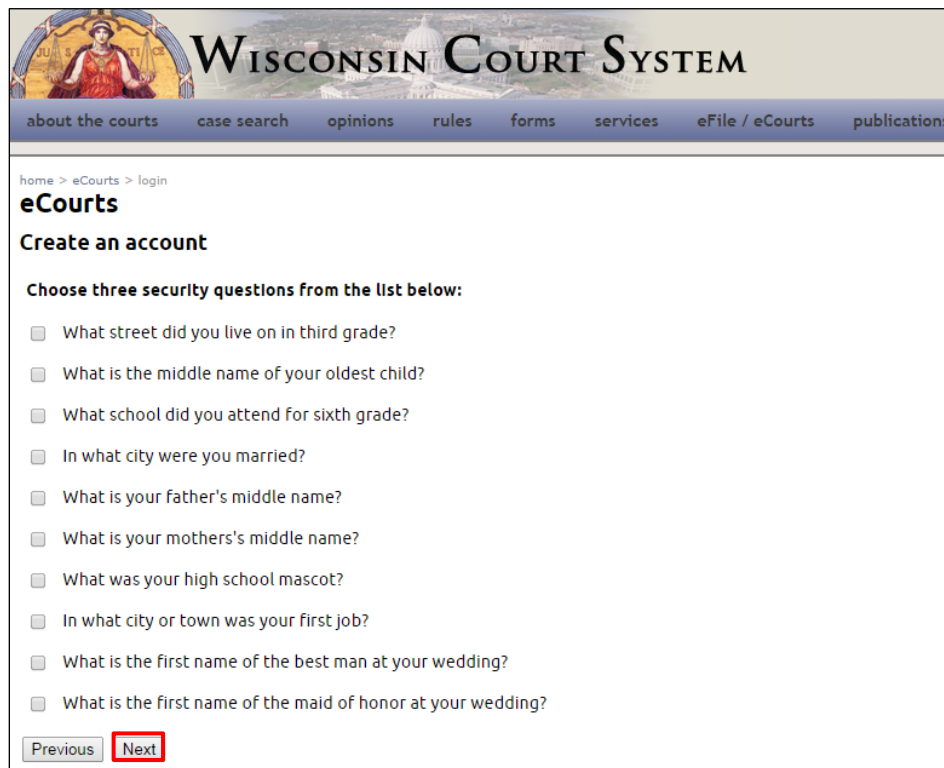
Other phone:

Fax number:

☐ **Replace my primary address in the selected county(s) with this address**

☐ **Update pending cases with this address**

9. To enable independent account recovery in the future, you must select and answer three security questions. These questions will be asked in the event that you forget your log in credentials. Choose three security questions from the available list and select the **Next** button.



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Choose three security questions from the list below:

- ☐ What street did you live on in third grade?
- ☐ What is the middle name of your oldest child?
- ☐ What school did you attend for sixth grade?
- ☐ In what city were you married?
- ☐ What is your father's middle name?
- ☐ What is your mother's middle name?
- ☐ What was your high school mascot?
- ☐ In what city or town was your first job?
- ☐ What is the first name of the best man at your wedding?
- ☐ What is the first name of the maid of honor at your wedding?

Previous **Next**

10. Provide answers to the security questions selected. Responses are not case sensitive. To complete eCourts account setup, select the **Create account** button.



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Create an account

Provide answers to your chosen security questions.

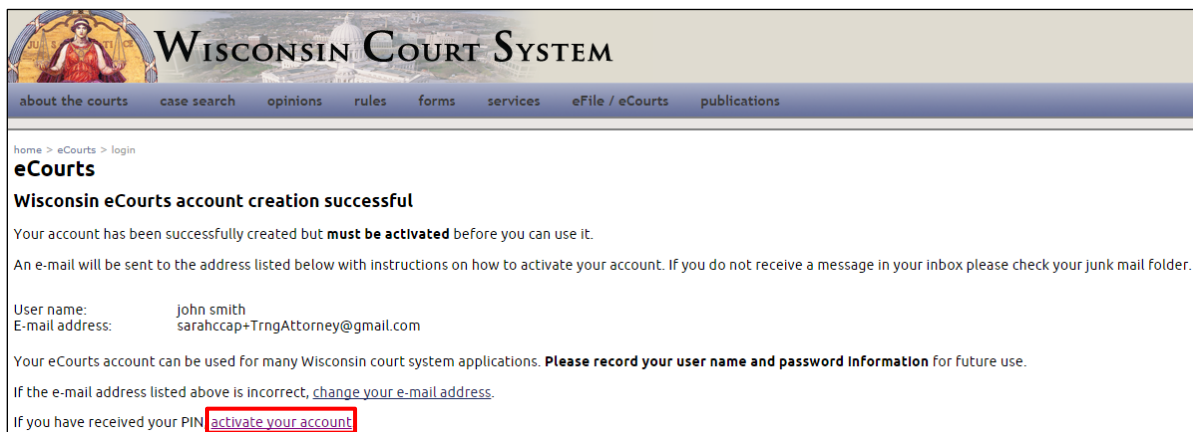
What street did you live on in third grade?

What is your father's middle name?

What is your mother's middle name?

Previous **Create account**

11. Upon successful account creation, a confirmation email will be sent from the eCourts System to the email address entered during the registration process. This email will contain your user name and PIN. Save or record this information for future use.
12. To activate your eCourts account, select the eCourts link provided in the **New user registration** email or, if the confirmation page is still open from the registration process, you can select the **activate your account** link on that page instead.



13. Enter your user name and password, and then select the **Log in** button.



14. Enter the PIN provided in the confirmation email, and select the **Continue** button.



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Enter your PIN number below to activate your account.

Your PIN was sent to the e-mail address you used when creating your account. If you did not receive a message in your inbox please check your junk mail folder.

If you believe you mistyped your e-mail address you can log in to change it.

PIN:

15. You will be redirected to a page confirming activation of your eCourts account. You may now use the eFiling system.



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You have successfully logged in. As long as you don't close your browser and have cookies enabled, you will not be prompted to login again.

You may wish to continue to one of the following applications:

- [Appellate court eFiling](#)
- [Attorney continuing legal education reporting](#)
- [Circuit court eFiling](#)
- [Cost reporting](#)
- [Myforms forms assistant](#)
- [WCCA](#)