

Opt-in troubleshooting: Self-represented parties

When opting in on a case, you are usually able to select your county, case number, party, contact information, and submit payment. This guide outlines troubleshooting procedures for common issues with the opt-in process as a self-represented (pro se) user. If these troubleshooting procedures do not address the issue(s) you are encountering, contact eFile Support at efilesupport@wicourts.gov or 1-800-462-8843.

Issue #1: No parties are available to select.

When opting in as a pro se filer, the eFiling system verifies your account information matches the party information on your case. If the system cannot find a name on the case that matches the name on your eCourts account, the party field will not locate any parties to opt in for.



The screenshot shows the 'Wisconsin circuit court eFiling' interface. The main heading is 'Opt in as an electronic party'. Below this, there are instructions to enter the county and case number, with a link to 'how to opt in to a case'. A note states: '(Note: If the case is not already an electronic case, contact the clerk of circuit court office and request that the case be e-filed)'. The form contains several input fields: 'County' (a dropdown menu with 'Chippewa' selected), 'Case number' (a text input field with '2018SC000055'), 'Opt in code' (an empty text input field), and 'Party' (a dropdown menu). The 'Party' dropdown menu is highlighted with a red border and displays the text 'Select one or more parties' and 'No results found'.

Verify the spelling of your name as it is entered on your eCourts account. Steps on updating your eCourts account information can be found [here](#). Additionally, you can look up your case on wcca.wicourts.gov to check how your name has been entered. If the spelling is incorrect, contact the clerk of courts office to update the name, or you can change the name on your eCourts account to reflect what they have entered.

Issue #2: I don't know my opt-in code.

The opt in code is a six-digit alphanumeric code that verifies you are an electronic party on the case. This code is required when to opt in. The pro se opt in code comes from form GF-180

Electronic Filing Notice is gets mailed to parties by the court. If you have not received a GF-180 Electronic Filing Notice, contact the clerk of courts in the county your case is filed in to request it.

Issue #3: I am unable to opt in because I am represented by an attorney.

If you have or had an attorney on your case who participated in eFiling, the system will not allow you to opt in as a self-represented party. Instead, the following message will appear:



The screenshot shows the Wisconsin circuit court eFiling interface. At the top left is the state seal. The header reads "Wisconsin circuit court eFiling". A navigation bar includes links for "new filing", "in progress", "my cases", "opt in", "notifications", "non-party filing", and "support". The main heading is "Opt in as an electronic party". Below this, it asks for the county and case number, with a link to "how to opt in to a case". A note states: "(Note: If the case is not already an electronic case, contact the clerk of circuit court office and request that the case be e-filed)". The "County" dropdown menu is set to "Chippewa". The "Case number" field contains "2019CV000030". A red error banner at the bottom reads: "You are not allowed to opt in because you are represented by an attorney."

If you are actively represented by an attorney on the case, it is your attorney's responsibility to keep you updated with case matters. If you are no longer represented by an attorney, get in contact with the attorney and have them withdraw from the case. Once the attorney has withdrawn their representation in the system, you can opt in to represent yourself.

Issue #4: The system isn't prompting me for a filing fee.

Typically, the system will prompt you to pay a \$20 electronic filing fee when you opt in. In some instances, you will be able to opt in without paying this fee. The system will only charge the fee once per party per case, so if an attorney had opted in and paid the \$20 fee for you at any point, you will not be charged the fee again.