

Updating file prep user account information

It's imperative that you keep your account up to date with your current name and email address in order to receive notifications about circuit court case activity.

1. Visit <https://logon.wicourts.gov/index.html?target=efiling>.
2. Select the **Update account information** link near the bottom of the screen.



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](#)

3. On the next screen, enter your username and password and select the **Log in** button.



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Log in to Wisconsin eCourts

Please log in to continue

User name:

Password:

Cancel Log in

4. Select the link to edit the applicable account information.

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Update account information

Account type
User type: Paralegal or legal secretary - A paralegal or secretary associated with a Wisconsin attorney

User information
First name: Erika
Middle name or initial:
Last name: Herrmann
Suffix:
My signature: Erika Herrmann
Primary e-mail address:
Recovery e-mail address:
Recovery mobile phone:
[Update user information](#)

Security
[Update password](#)
[Update security questions](#)

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- **Update user information** will allow you to update your name, signature, email address, and account recovery information.

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Update account information

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.

First name: Erika
Middle name or initial:
Last name: Herman
Suffix:
My signature: Erika Herman
(For signing electronically)
Primary e-mail address: eherrm@gmail.com
Are you a social worker?:

Account recovery
Enter an e-mail address (different than your primary e-mail address) and/or a mobile phone number. These will be used to help recover access to your account, if necessary.
Recovery e-mail address:
Recovery mobile phone: 123-456-7890

Cancel [Save](#)

Note: If your eCourts account type is **Local government staff**, an additional checkbox will be available titled, **Are you a social worker?** If you are a social worker, this checkbox

should be selected to give your account access to the **non-party case filing** and **non-party document filing** applications. For more information on non-party filing as a social worker, see the article titled, "[eFiling a new case as a social worker using non-party filing.](#)"

Last name:	Worker
Suffix:	
My signature: (For signing electronically)	Social Worker
Primary e-mail address:	socialwork@gmail.com
Are you a social worker?:	<input checked="" type="checkbox"/>

- **Update password** will allow you to change your password.

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Update password

Current password:

New password:

Retype new password:

- **Update security questions** will allow you to update the security questions that are asked if you should need to recover your account information. Select the **Next button** to enter answers to the questions you have selected.

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Update account recovery questions and answers

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 mothers'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?

5. Once you have made your changes, select the **Save / Save changes** button.
6. Select the **Return to account information** button to return to the main **Update account information** page. To make changes to other areas of your account, repeat step four, selecting the link for the area you have yet to edit.



The screenshot shows the Wisconsin Court System eCourts interface. At the top, there is a navigation bar with links for 'about the courts', 'case search', 'opinions', 'rules', 'forms', 'services', 'eFile / eCourts', and 'publications'. A search bar is located on the right. Below the navigation bar, the breadcrumb trail reads 'home > eCourts > login'. The main heading is 'eCourts' followed by 'Account info updated'. A message states 'Your account info has been successfully updated.' Below this message is a red-bordered button labeled 'Return to account information'.

7. Select the **Previous** button to exit the Update account information section of eCourts.



The screenshot shows the 'Update account information' page in the Wisconsin Court System eCourts. The breadcrumb trail is 'home > eCourts > login'. The main heading is 'Update account information'. There are three sections: 'Account type' with a dropdown menu showing 'Paralegal or legal secretary - A paralegal or secretary associated with a Wisconsin attorney'; 'User Information' with fields for 'First name: Erika', 'Middle name or initial:', 'Last name: Herrmann', 'Suffix:', 'My signature: Erika Herrmann', 'Primary e-mail address:', 'Recovery e-mail address:', and 'Recovery mobile phone:'. Below these fields are links for 'Update user information'. The 'Security' section has links for 'Update password' and 'Update security questions'. At the bottom left, there is a red-bordered button labeled 'Previous'.

Note: If you have updated your primary email address, a notification with a new PIN will be sent to your new primary email address. You will be required to enter this PIN the next time you log into the eFiling System.