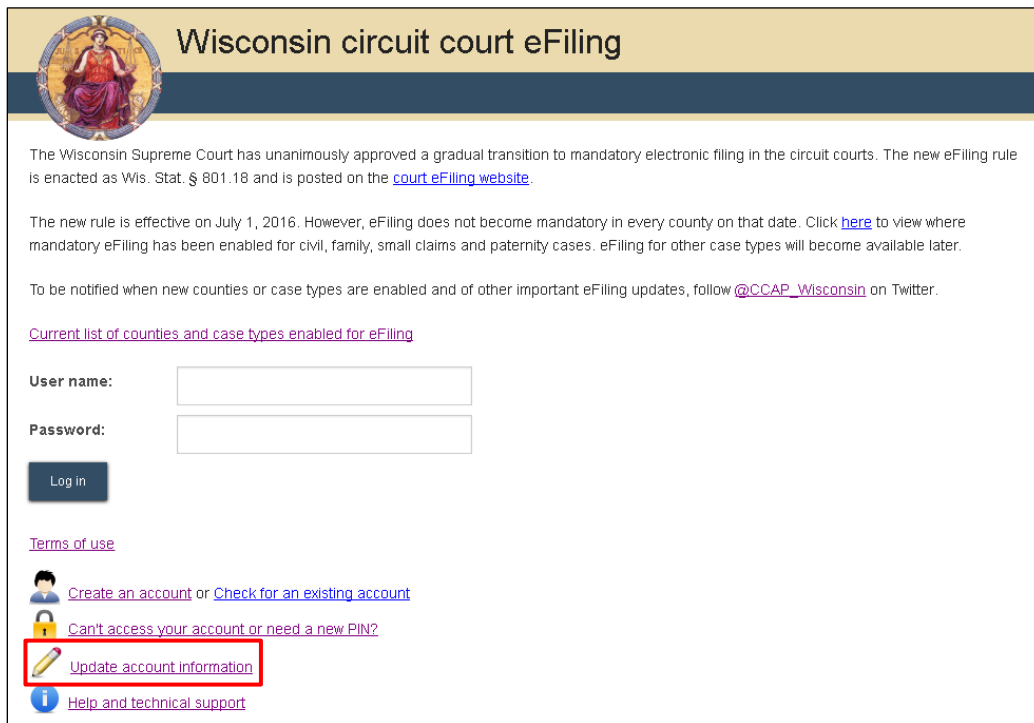


Updating filing agent account information

It's imperative that you keep your account up to date with your current name, email address, and mailing address in order to receive notifications about circuit court case activity. It's also important to keep your email preferences current to ensure that only valid recipients are carbon copied on your email notifications.

Updating eCourts account information

1. Go to <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:

[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](#)

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



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home > eCourts > login

eCourts

Log in to Wisconsin eCourts

Please log in to continue

User name:

Password:

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

home > eCourts > login

eCourts

Update account information

Account type
 User type:
 Filing agent - An employee or non-lawyer representative authorized under §799.06(2) and appearing on behalf of a business or corporation

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](#)

Addresses

Name	Address
Primary	110 main, Madison, WI 53703

[Update addresses](#)

[Previous](#)

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

home > eCourts > login

eCourts

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: Herrmann
 Suffix:
My signature: Erika Herrmann
 (For signing electronically)
Primary e-mail address:

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:

[Cancel](#) [Save](#)

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

The screenshot shows the 'Update password' page in the eCourts system. It features a header with the Wisconsin Court System logo and navigation links. The main content area has a breadcrumb trail 'home > eCourts > login' and the title 'eCourts Update password'. Below the title are three input fields for 'Current password:', 'New password:', and 'Retype new password:'. At the bottom left are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

- **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.

The screenshot shows the 'Update account recovery questions and answers' page. It includes the same header and breadcrumb trail as the previous page. The title is 'eCourts Update account recovery questions and answers'. Below the title, it says 'Choose three security questions from the list below:' followed by a list of ten questions, each with an unchecked checkbox. At the bottom left are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red box.

- **Update addresses** will allow you to edit existing mailing addresses listed on your account and/or add additional addresses.

The screenshot shows the 'Update addresses' page. It features the same header and breadcrumb trail. The title is 'eCourts Update addresses'. Below the title is a table with four columns: 'Address nickname', 'Address', 'Assigned to', and 'Actions'. The table contains one row with the nickname 'Primary', address '110 main, Howards Grove, WI 53083', and assigned to 'All circuit courts'. The 'Edit' link in the 'Actions' column is highlighted with a red box. Below the table are two buttons: 'Add another address' and 'Save changes', both highlighted with red boxes.

Address nickname	Address	Assigned to	Actions
Primary	110 main, Howards Grove, WI 53083	All circuit courts	Edit

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.



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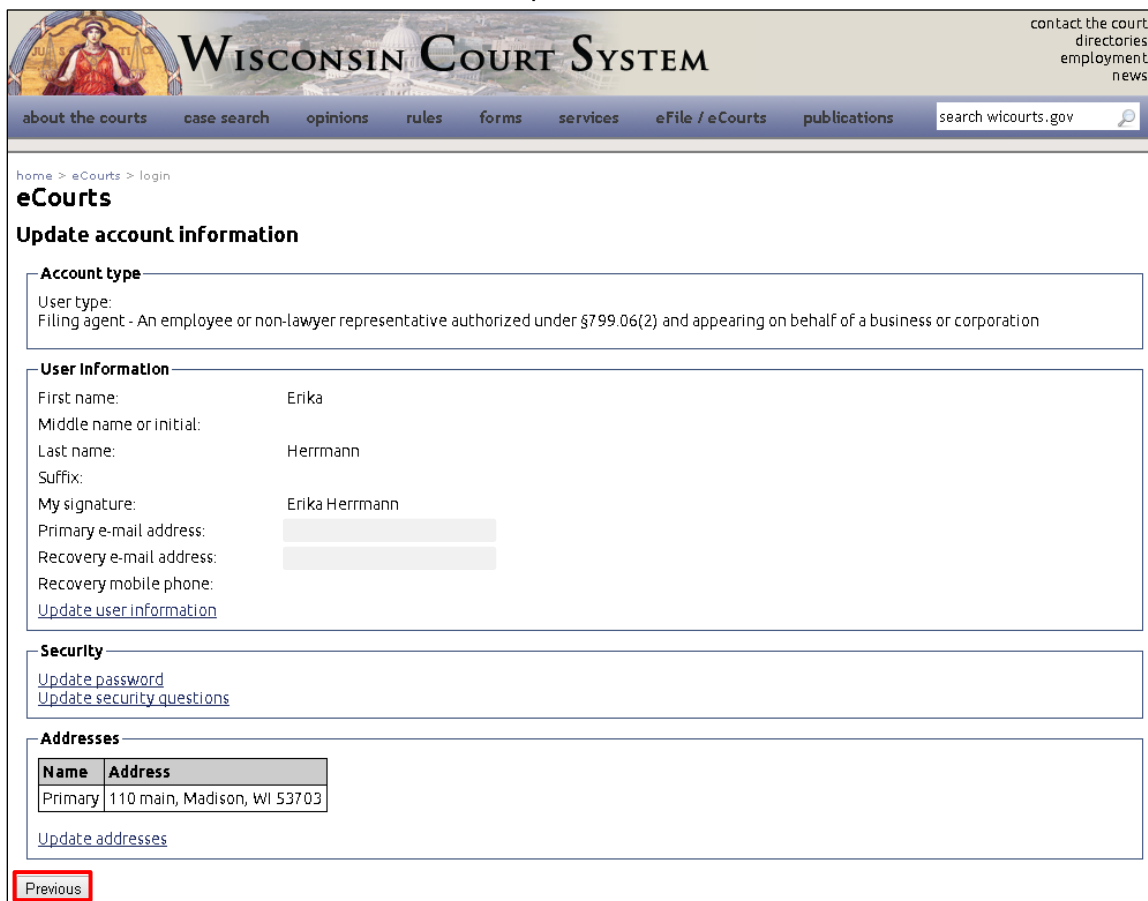
eCourts

Account info updated

Your account info has been successfully updated.

[Return to account information](#)

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



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Update account information

Account type

User type:
Filing agent - An employee or non-lawyer representative authorized under §799.06(2) and appearing on behalf of a business or corporation

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](#)

Addresses

Name	Address
Primary	110 main, Madison, WI 53703

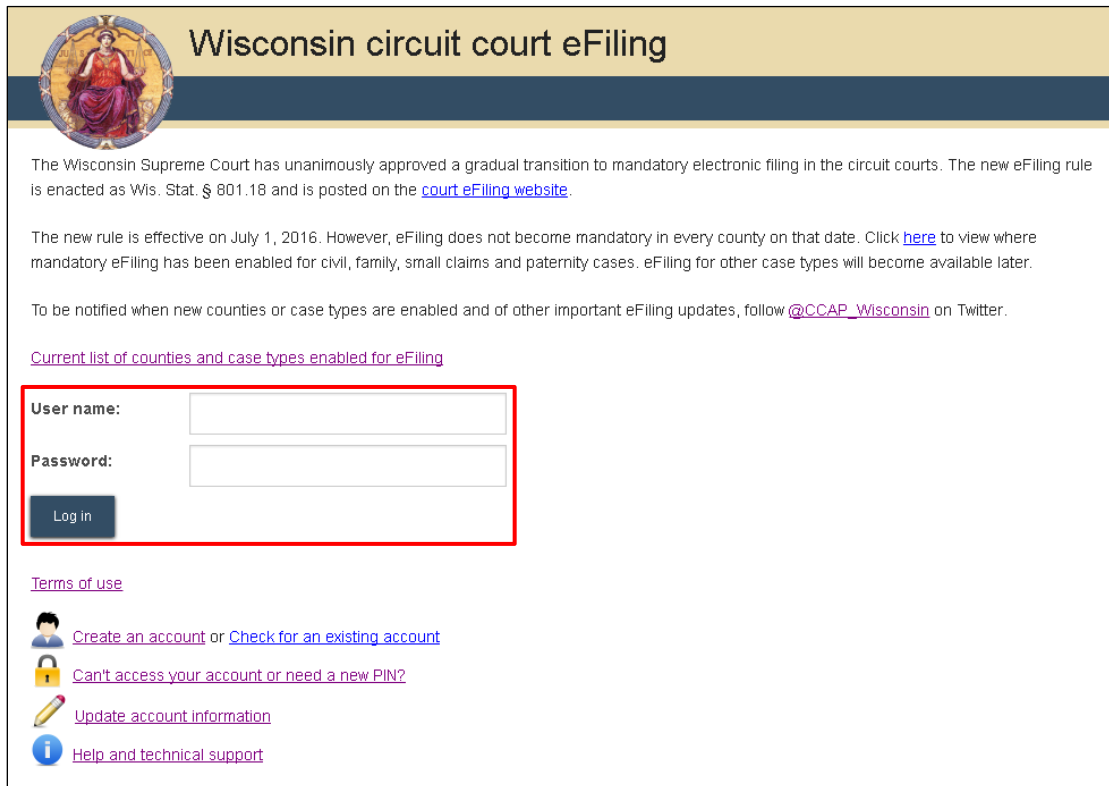
[Update addresses](#)

[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.

Updating user preferences

1. Go to <https://logon.wicourts.gov/index.html?target=efiling> and enter your username and password to log in.



Wisconsin circuit court eFiling

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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?](#)

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2. Hover your mouse over your name in the top-right corner of the screen. Select **Preferences** from the dropdown menu that appears.



Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file Erika Herrmann ▾

preferences templates court debit accounts log out

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](#).

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.

[File a new case](#)
[In progress](#)
[My cases](#)
[Notifications](#)
[Non-party filing](#)
[Support](#)
[Opt in as an electronic party](#)

3. Enter or edit the email address in the **CC email notifications** field.

4. Select the **Save** button.



The screenshot shows the 'Wisconsin circuit court eFiling' interface. The header includes a logo and navigation links: 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', 'support', 'ready to file', and a user profile 'Kathryn Jackson'. The main section is titled 'User preferences' and contains 'User email notifications' settings. A note states: 'Note: CC emails remain on when user email notifications are turned off.' The 'On' radio button is selected. Below it is a text input field for 'CC email notifications'. A 'Save' button is located at the bottom of the highlighted area.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file Kathryn Jackson

User preferences

User email notifications

Note: CC emails remain on when user email notifications are turned off.

☒ On ☐ Off

CC email notifications

Save