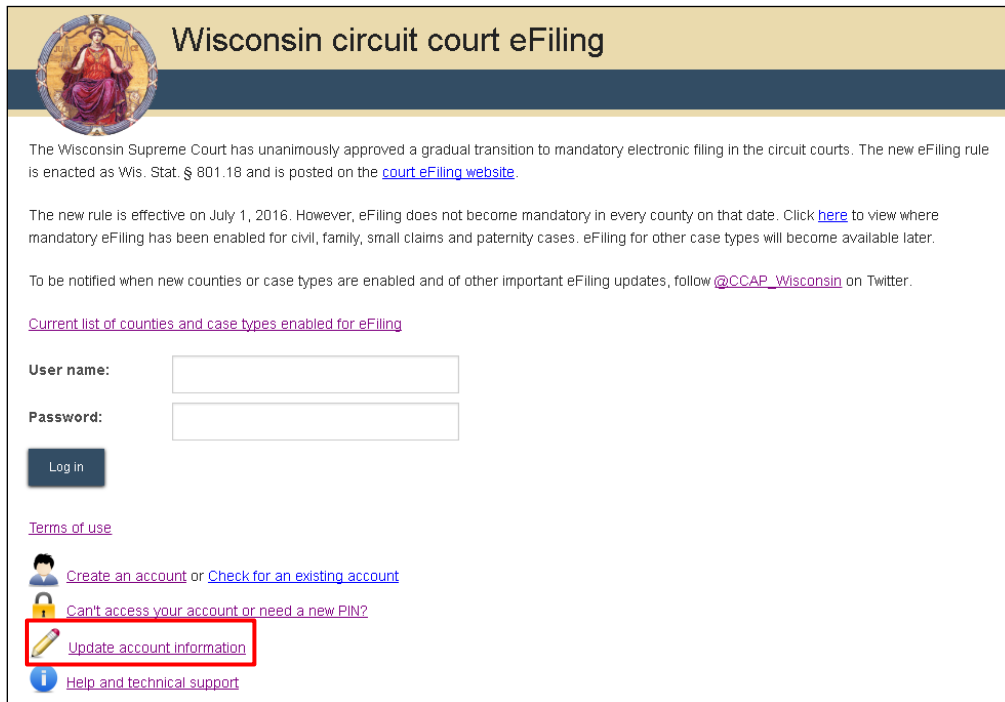


Updating self-represented party account information

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. It's also important to keep your email preferences current to ensure that only valid recipients are carbon copied on your email notifications. **Note:** If your street address has changed, you will need to contact the clerk of court office to ask them about their process for updating party addresses. The eFiling System does not maintain physical address information for self-represented litigants.

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.



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



4. Select the link to edit applicable account information.

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Update account information

Account type
User type: Self-represented party - A self-represented litigant not filing 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](#)

Previous

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

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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 Wisconsin Court System eCourts interface. The header includes the Wisconsin Court System logo and navigation links: about the courts, case search, opinions, rules, forms, services, eFile / eCourts, and publications. A search bar is located on the right. The main content area is titled 'eCourts' and 'Update password'. It contains three input fields for 'Current password:', 'New password:', and 'Retype new password:'. At the bottom, there 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 Wisconsin Court System eCourts interface. The header is identical to the previous screenshot. The main content area is titled 'eCourts' and 'Update account recovery questions and answers'. It includes the instruction 'Choose three security questions from the list below:' followed by a list of ten questions, each with a radio button. The questions are: '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?', and 'What is the first name of the maid of honor at your wedding?'. At the bottom, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red box.

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 header with the Wisconsin Court System logo and navigation links: about the courts, case search, opinions, rules, forms, services, eFile / eCourts, publications, and a search bar for wicourts.gov. Below the header, 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.' At the bottom, there is a red-bordered button labeled 'Return to account information'.

7. Click the **Previous** button to exit the Update account information system.

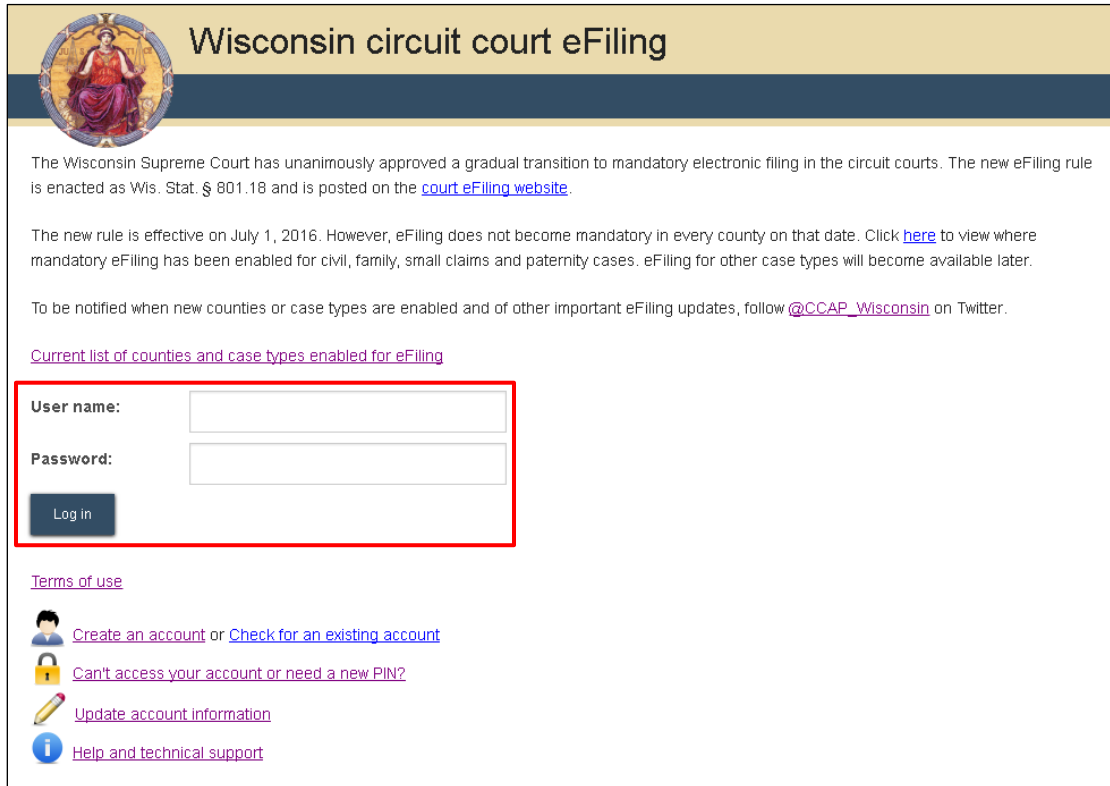


The screenshot shows the 'Update account information' page in the Wisconsin Court System eCourts. The header and navigation are identical to the previous screenshot. The breadcrumb trail is 'home > eCourts > login'. The main heading is 'eCourts' followed by 'Update account information'. The page is divided into three sections: 'Account type', 'User Information', and 'Security'.
- The 'Account type' section shows 'User type: Self-represented party - A self-represented litigant not filing on behalf of a business or corporation.'
- The 'User Information' section contains 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. There is a link 'Update user information' at the bottom of this section.
- The 'Security' section contains links for 'Update password' and 'Update security questions'.
At the bottom of the page, 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.

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

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



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preferences

templates

court debit accounts

log out

Welcome to the Wisconsin circuit court electronic filing system

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[Opt in as an electronic party](#)

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

4. Select the **Save** button.



Wisconsin circuit court eFiling

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User preferences

User email notifications

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

☒ On ☐ Off

CC email notifications

Save