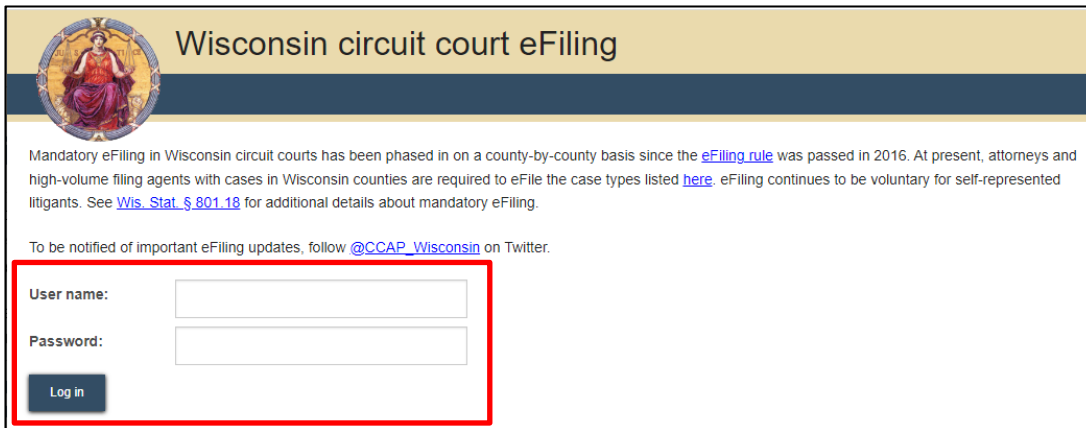


Withdrawing from a case

Purpose: Attorneys can withdraw from a case by eFiling a Motion and Order to Withdraw as Counsel. After the clerk of court processes the document and enters a withdrawn date on the case, the attorney receives an email notification confirming withdrawal. This email contains a link to the signed, file-stamped order. Attorneys have 30 calendar days to view and print this document. Further eNotifications for case activity will cease, and electronic access to the case is removed.

Withdrawing from a case via eFiling

1. Visit the eFiling website at <http://efiling.wicourts.gov>. Enter your eCourts username and password, and select the **[Log in]** button.



2. Select the **[My cases]** link from either the main navigation or the bottom-left menu.



- Locate the case you wish to withdraw from. Enter the case number or caption in the search filter fields on the **My cases** page to quickly locate the case you want to file on. The **Case no.** filter allows you to enter a complete case number or just the case type (CV, FA, SC, etc.). Cases can also be filtered by county using the **County** dropdown list. Your **My cases** list can be sorted alphabetically by county, caption, status, and attorney, and numerically by case number by using the arrows at the top of each column.

Note: To view closed cases, select the **[Click here to search link]** near the top of the page.

- Once you have located the case, select the **[Withdraw from case]** link.

The screenshot shows the 'My cases' page on the Wisconsin circuit court eFiling system. At the top, there is a navigation bar with links for 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', and 'support'. Below this, the 'My cases' section includes a search prompt: 'Can't find a case? [Click here to search.](#)' and a link to 'Opt in as an electronic party'. There are also links for learning how to file on an existing case and how to view case information. A filter section shows '5 entries' and a 'Clear filters' button. Below this is a table of cases with the following columns: County, Case no., Caption, Status, Attorneys, and Actions. The first row of the table is highlighted with a red box, and the 'Withdraw from case' link in the Actions column is also highlighted with a red box.

County	Case no.	Caption	Status	Attorneys	Actions
All	<input type="text" value="Search Case no..."/>	<input type="text" value="Search Caption..."/>	All	All	
Chippewa	2018CV000257 View documents View parties	April August vs. Candy Crawford	Open 08-23-2018	Daniel Johann Hoff	File another document File amended complaint Withdraw from case
Chippewa	2018CV000276 View documents View parties	Apple Insurance Agency et al vs. Roger Racine	Open 09-05-2018	Daniel Johann Hoff	File another document File amended complaint Withdraw from case
Chippewa	2018CV000277 View documents View parties	Jenny Jackson vs. Charles Crawford	Open 09-05-2018	Daniel Johann Hoff	File another document File amended complaint Withdraw from case

- Select the party from whom you are withdrawing representation in the **Party** dropdown menu.
- Select the **[Upload documents]** button to browse for and upload your **Motion and Order to Withdraw as Counsel**. To ensure access to the signed order after it is processed, combine the motion and order into one document when filing. You can submit the document in Microsoft Word (.docx) or Adobe PDF (.pdf) format. Review the bulleted list to ensure your documents are properly formatted. Select the **[Remove]** link if you wish to remove an uploaded document.

7. Select the **[File]** button once your document is uploaded.

Wisconsin circuit court eFiling

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

Withdraw from 2018CV000257

Upload your document(s) below.

- It is recommended to use .pdf format unless the content of the document will require editing by a court official. Orders or proposed orders may be .docx or .pdf.
- Documents requiring the signature of a court official (circuit court judge, court commissioner, clerk of circuit court, or register in probate) must include a blank 3" top margin on page 1 and a blank 1/2" top margin on all subsequent pages.
- Documents must be less than 10 MB in size and standard letter or legal size.
- Do not include a signature block.
- For more details on technical requirements for documents see the [document requirements](#).

To upload multiple documents, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

County
Chippewa

Case
2018CV000257

Caption
April August vs. Candy Crawford

Party
Select a party

Upload documents

File name	Status	Document type	Document title	Remove
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Notes to Clerk
Please type any notes to the clerk here.

File Cancel

Note: When the clerk of circuit court processes a *Motion and Order for Withdrawal of Counsel*, all eNotice parties on the case are notified of the new order. Using the link in the email notification, you have 30 calendar days to view and print this document for your records.

eFile support

Contact the eFile support center if you have further questions. Staff are available Monday through Friday, 8:30 a.m. to 4:30 p.m., except for court holidays.

Phone: 1-800-462-8843

Online support form: <https://www.wicourts.gov/ecourts/efilecircuit/efilefeedback.htm>

Email: efilesupport@wicourts.gov