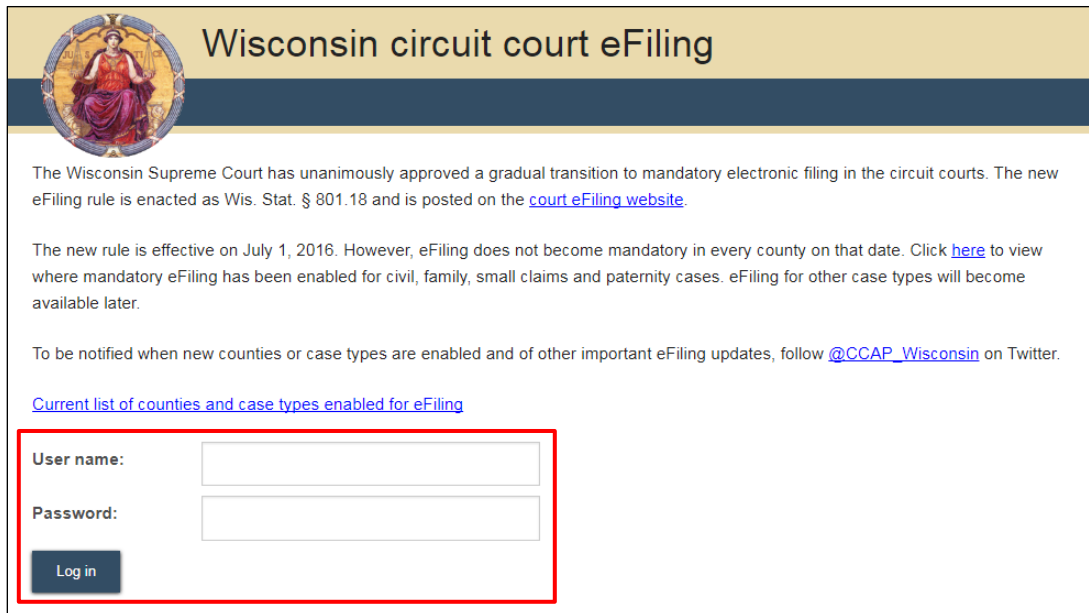


## Withdrawing from a case

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 After the clerk of court processes the document and enters a withdrawn date on the case, the attorney receives an email notification confirming withdrawal.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.

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



The Wisconsin circuit court eFiling page features a header with the Wisconsin Court System logo and the title "Wisconsin circuit court eFiling". Below the header, there is a main content area with text explaining the eFiling rule and a login form. The login form includes fields for "User name:" and "Password:", and a "Log in" button. A red box highlights the login form.

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



The Wisconsin circuit court eFiling page features a navigation bar with links: "new filing", "in progress", "my cases", "opt in", "notifications", "non-party filing", "support", and "ready to file". The "my cases" link is highlighted with a red box. Below the navigation bar, there is a main content area with a welcome message and a list of links: "File a new case", "In progress", "My cases", "Notifications", "Non-party filing", "Support", and "Opt in as an electronic party".

- 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 wish 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. Using the arrows at the top of each column, your **My cases** list can also be sorted alphabetically by county, caption, status, and attorney, and numerically by case number.

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


- Once you've located the case, select the **Withdraw from case** link.

The screenshot shows the 'My cases' page on the Wisconsin circuit court eFiling system. The page header includes the Wisconsin state seal and navigation links: new filing, in progress, my cases, opt in, notifications, non-party filing, support, and a 'ready to file' button. Below the header, there's a search bar and a 'Clear filters' button. The main content area displays a table of cases. The table has columns for 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	Search Case no...	Search Caption...	All	All	
Chippewa	<a href="#">2018CV000257</a> <a href="#">View documents</a> <a href="#">View parties</a>	April August vs. Candy Crawford	Open 08-23-2018	Daniel Johann Hoff	<a href="#">File another document</a> <a href="#">File amended complaint</a> <a href="#">Withdraw from case</a>
Chippewa	<a href="#">2018CV000276</a> <a href="#">View documents</a> <a href="#">View parties</a>	Apple Insurance Agency et al vs. Roger Racine	Open 09-05-2018	Daniel Johann Hoff	<a href="#">File another document</a> <a href="#">File amended complaint</a> <a href="#">Withdraw from case</a>
Chippewa	<a href="#">2018CV000277</a> <a href="#">View documents</a> <a href="#">View parties</a>	Jenny Jackson vs. Charles Crawford	Open 09-05-2018	Daniel Johann Hoff	<a href="#">File another document</a> <a href="#">File amended complaint</a> <a href="#">Withdraw from case</a>

- 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**. The document can be submitted 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. Once your document is uploaded, select the **File** button.


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

**Notes to Clerk**

Please type any notes to the clerk here.

File

Cancel

**Note:** When a *Motion and Order for Withdrawal of Counsel* is processed by the clerk of circuit court, 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.