



# Welcome to E-Filing Training

Presented by:

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eFiling screen shots courtesy of CCAP Support Staff member Donna Spear



# Why should our firm participate?

- **Cost** – the additional cost to file a case via e-file is a one time fee of \$5 per participating party. The cost to drive or send a runner to the courthouse or to file by mail will be much more over the life of the case.



# Why should our firm participate?

- **Benefits** – here are just a few:
  - no need to retain a paper file
  - Immediate notification of new filings
  - Access to the court recorded documents at your fingertips w/o additional copy fees
  - Access to Court Minutes for notes from Hearings for drafting of or review of Orders



# Why should our firm participate?

- **Security** – more secure than paper:
  - Electronic cases are backed up to 3 locations
  - Access to confidential documents only if authorized
  - General public can only access/view at the clerk of courts office



# WISCONSIN COURT SYSTEM

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for the public

for jurors

for attorneys

for judges

for commissioners

for interpreters

for volunteers

for veterans

## Current news and events

### Justice Steinmetz remembered for dedicated service

September 4, 2013 - Justice Donald W. Steinmetz, who retired from the court in 1999 after 19 years of service, passed away on Saturday, Aug. 31 in Milwaukee. He was 88. [see full article](#)

### Open rules conference

September 3, 2013 - The Supreme Court September 12, 2013 open rules conference [agenda](#) is now available.

### Wisconsin Supreme Court Chief Justice has a message for Wisconsin Jurors: Thank you!

September 3, 2013 - Watch the [Chief's message](#) now. [see full article](#)

### Obituary - David Hass, Director, Office of Judicial Education

August 30, 2013 - David Hass, who served more than 16 years as director of the Office of Judicial Education for the Wisconsin Supreme Court died after apparently suffering a heart attack on Aug. 28. [see full article](#)

### Wisconsin Jurors crucial to seeing that justice is served

August 30, 2013 - Leaders of Wisconsin's three branches of government unanimously agree: jurors deserve thanks for their service to our justice system and to the people of our state. [see full article](#)



home > services > for attorneys

## For attorneys

Follow the links below or use the navigation to the right to explore court services for attorneys.

[Admission to the practice of law in Wisconsin](#)

[Certificates of good standing](#)

[Continuing legal education](#)

[Electronic filing \(eFiling\)](#)



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# WISCONSIN COURT SYSTEM

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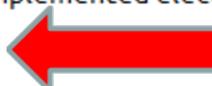
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## For attorneys

### Electronic filing (eFiling)

The court system has implemented electronic filing (eFiling) for Wisconsin circuit and appellate courts.

[Circuit court eFiling](#)



[Appellate court eFiling](#)



home > eFile/eCourts > circuit court eFiling

## eFile/eCourts

### Circuit court eFiling

The circuit court eFiling system allows attorneys and parties to electronically file new cases and documents for civil, family and small claims case Wisconsin circuit courts.

[Log In to the circuit court eFiling website](#)



[View an online presentation of the eFiling registration process](#)

[View an online presentation of the circuit court eFiling system](#)

#### Counties and case types enabled for eFiling

Each county circuit court makes an individual decision about when to offer eFiling, based on factors such as staffing and equipment resources. Ev all case types in all counties.

County	Civil*	Family*	Small claims*
Barron	✓	✓	✓
Burnett			✓
Calumet			✓
Chippewa	✓	✓	✓



[home](#) > [eCourts](#) > [circuit court eFiling](#) > [login](#)

## eCourts

### Circuit court eFiling

The circuit court eFiling system allows attorneys and parties to electronically file new cases and documents for civil, family and small claims cases in the Wisconsin circuit courts. Each county circuit court makes an individual decision about when to offer eFiling and the case types that can be electronically filed.

[Current list of counties and case types enabled for eFiling](#)

#### Log In to Wisconsin eCourts

Required fields are noted in bold.

**User name:**

**Password:**

[Show advanced settings](#)

[Terms of use](#)



[Do I have an account?](#) or [Create an account.](#)



[User options.](#) Click here if you have forgotten your user name, password or PIN, or need to update your personal information.



[Why do I need an account?](#)



[I need a new PIN.](#)



## Screen 1

[home](#) > [eCourts](#) > [login](#)

### eCourts

All fields on this page are required.

**Create a user name:**

**My e-mail address:**

**Re-type e-mail address:**

**Create a password:**

**Re-type password:**

Your password must conform to the following rules:

- Do not use your user name in the password
- Enter a minimum of 7 characters and a maximum of 20 characters
- Use at least one lowercase letter
- Use at least one uppercase letter
- Use at least one number
- Do not use a previous password

[Continue](#)



## Screen 2

[home](#) > [eCourts](#) > [login](#)

### eCourts

Required fields are noted in bold.

First name:

Middle name:

**Last name:**

Suffix:

**My signature (full name):**

Your entry here will be used on forms in place of your signature.

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[Continue](#)



## Screen 3

[home](#) > [eCourts](#) > [login](#)

### eCourts

Required fields are noted in bold.

**Choose your user type:**

- General user
- Attorney
- Notary public

Phone:

Fax:

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[Continue](#)



If **Attorney** is selected, then this screen appears

Screen 3 – for Attorney

home > eCourts > login

## eCourts

Required fields are noted in bold.

**Choose your user type:**

General user  
 Attorney  
 Notary public

**State bar number:**

**Re-type state bar number:**

CC e-mail address:

Re-type CC e-mail address:

Your entry here will include your assistant on all email messages.

Phone:

Fax:



Screen 4  
Select six  
security  
questions.

[home](#) > [eCourts](#) > [login](#)

## eCourts

Required fields are noted in bold.

Choose six security questions from the list below:

- In what city were you married?
- What is your father's middle name?
- In what city was your high school located?
- What is your mother's middle name?
- In what city were you born?
- In what year did you graduate from high school?
- In what city was your father born?
- What is the first name of the best man at your wedding?
- What is your maternal grandmother's first name?
- What is your paternal grandmother's first name?
- What is the first name of the maid of honor at your wedding?
- What was your high school mascot?
- In what city was your mother born?
- What is your maternal grandfather's first name?
- What is your paternal grandfather's first name?
- What is the name of your favorite pet?

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## Screen 5

[home](#) > [eCourts](#) > [login](#)

### eCourts

Required fields are noted in bold.

Responses are not case sensitive.

Question #1: In what city were you married?

**Answer #1:**

Question #2: What is your father's middle name?

**Answer #2:**

Question #3: In what city was your high school located?

**Answer #3:**

Question #4: What is your mother's middle name?

**Answer #4:**

Question #5: In what city were you born?

**Answer #5:**

Question #6: In what year did you graduate from high school?

**Answer #6:**

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# The email looks like this

**From:** <eCourts.Administration@wicourts.gov>

**To:** Donna Spear

**Subject:** Wisconsin eCourts - New user registration

[This e-mail confirms you have successfully registered with the Wisconsin eCourts system. To activate your account, you are required to enter your personal identification number (PIN) the first time you log in.

Please record your PIN for future use. Your PIN is required for submitting filings using the eFiling system. It is also required for other eCourts Web sites.

Your PIN is:

4098

Your user name is:

january

To activate your account now, visit <http://logondev.wicourts.gov:9008>

Alternatively, you will be prompted the next time you login.

Wisconsin Court System  
eCourts Administrator



## Activate account screen

[home](#) > [eCourts](#) > [login](#)

### eCourts

Enter your PIN number below to activate your account.

Your PIN was sent to the e-mail address you used when creating your account. If you did not receive a message in your inbox please check your junk mail folder.

If you believe you mistyped your e-mail address you can [log in](#) to change it.

PIN:



## Last screen for activation

[home](#) > [eCourts](#) > [circuit court eFiling](#) > [login](#)

### eCourts

#### Circuit court eFiling

Please read and agree to the following terms of use.

The eFiling Web site is designed to assist with completing and electronically filing documents. Your documents will be filed in circuit court of the county you selected as if you had filed the documents in person.

You will be asked questions during the filing process. They are designed to assist you in completing and submitting the necessary forms. You need to answer all questions as carefully as possible, as the court will not be responsible for information that is incomplete or inaccurate.

You can view and edit the information you provide before you submit your documents.

A document filed electronically from this Web site has the same legal effect as the original document. Filing a document electronically does not alter or extend any filing deadline. A document that is received electronically after the close of business is considered to have been filed on the next court day.

After you complete the questions and submit your documents electronically, the clerk of circuit court will send a Confirmation of Receipt of Documents to the e-mail address you provide. This confirmation will contain your eFiling authorization number and confirms the court has received your document(s). This confirmation does not mean that your documents have been processed and filed by the court.

The court will review your documents. The court will e-mail you a Confirmation of Acceptance of Filing and a copy of the filed documents for your records. You may have to arrange to serve a party after your document(s) have been accepted for filing by the court.

If your claim is rejected for failure to pay the proper filing fee, the court will e-mail you a Notice of Rejection of Filing.

Check to indicate you have read and agree to the above terms.

Continue

Your eAccount is now set up. You will now need to log-in to your account to perform any actions on electronic cases.

home > eCourts > circuit court eFiling > login

## eCourts

### Circuit court eFiling

The circuit court eFiling system allows attorneys and parties to electronically file new cases and documents for civil, family and small claims cases in the Wisconsin circuit courts. Each county circuit court makes an individual decision about when to offer eFiling and the case types that can be electronically filed.

[Current list of counties and case types enabled for eFiling](#)

#### Log In to Wisconsin eCourts

Required fields are noted in bold.

**User name:**

**Password:**

[Show advanced settings](#)

[Terms of use](#)

 [Do I have an account?](#) or [Create an account.](#)

 [User options.](#) Click here if you have forgotten your user name, password or PIN, or need to update your personal information.

 [Why do I need an account?](#)

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 [I need a new PIN.](#)

# Electronically file a new case

## Screen 1

The screenshot shows the eCourts website interface. At the top is a navigation bar with links: about the courts, case search, opinions, rules, forms, services, eCourts, and publications. A search bar on the right contains the text 'search wicourts.gov'. Below the navigation bar is a breadcrumb trail: home > eCourts > circuit court eFiling > main. The main content area is titled 'eCourts' and 'Circuit court eFiling'. It features a section 'Choose one of the following options:' with a list of links: 'Electronically file a new case', 'Manage an existing case', 'Filing cart', 'My cases', and 'Helpful links'. A red arrow points to the first link. Below this is a message: 'You have 0 filing(s) in progress: The eFiling site has been upgraded. See details.' and a link 'Problems or comments? Contact us'. At the bottom, there are logos for MasterCard and eCheck, followed by a note about a \$5 convenience fee and payment options. On the right side, there is a 'Navigate this section' sidebar with a list of links: Main menu, New filing, Existing case, Filing cart, My cases, Helpful links, and Log out wgardner. A blue arrow points from the text below to this sidebar.

about the courts case search opinions rules forms services eCourts publications search wicourts.gov

home > eCourts > circuit court eFiling > main

### eCourts

#### Circuit court eFiling

Choose one of the following options:

- [Electronically file a new case](#)
- [Manage an existing case](#)
- [Filing cart](#)
- [My cases](#)
- [Helpful links](#)

You have 0 filing(s) in progress:

The eFiling site has been upgraded. [See details.](#)

Problems or comments? [Contact us](#)

  Please note a \$5 convenience fee is required to file new cases and certain documents in the circuit court. Payment must be made by credit card (Mastercard only) or electronic check. A 2.75% credit card fee or a \$2.50 flat fee for electronic check will be charged by US Bank to process payments.

#### Navigate this section

- Main menu
- New filing
- Existing case
- Filing cart
- My cases
- Helpful links
- Log out wgardner

The Navigate this section list is present on every eFiling screen. From this point forward it is eliminated from this document to focus on the principal screen segment.

## Screen 2: Select County, Case Type, and Class Code

---

home > eCourts > circuit court eFiling > new filing

### eCourts

#### Circuit court eFiling

#### New filing

Filing information

All fields on this page are required.

County

Case type

Class code

Note:

- To file a name change, foreclosure, or a money claim for more than \$10,000, select Civil.
- To file a tort or personal injury claim for more than \$5,000, select Civil.
- To file for divorce or legal separation, select Family.
- To file an eviction, a claim for return of property, or a money claim for \$10,000 or less, select Small Claims.
- To file a tort or personal injury claim for \$5,000 or less, select Small Claims.

Next

## Class Code dropdown lists from Screen 2

### Civil Class Codes dropdown list

30100 - Product Liability  
30101 - Personal Injury/Automobile  
30103 - Other-Medical Malpractice  
30104 - Medical Malpractice/Chapter 655  
30105 - Wrongful Death  
30106 - Intentional Tort  
30107 - Other-Personal Injury  
30108 - Asbestos  
30201 - Property Damage  
30203 - Minor Settlement  
30301 - Money Judgment  
30303 - Other-Contract  
30304 - Other-Debt Action  
30402 - Condemnation Review  
30403 - Agricultural Foreclosure  
30404 - Foreclosure of Mortgage  
30405 - Other-Real Estate  
30601 - Appeal From Municipal Ct Judgmt  
30607 - Administrative Agency Review  
30701 - Declaratory Judgment  
30703 - Unclassified  
30708 - Name Change  
31007 - Amortization of Debt/Wage Earner

An additional screen will display when certain Class Codes are selected. Those screen images can be viewed on the next two pages. In summary, when Class Codes of:

**Property Damage, Agricultural Foreclosure, or Foreclosure of Mortgage** is selected, the 3<sup>rd</sup> screen will also ask:

*Is the amount of the claim \$10,000 or less?  
<OR> More than \$10,000?*

When the Class Code of **Condemnation Review** is selected, the 3<sup>rd</sup> screen will ask:

*Is this claim being filed because the condemnation is being contested?  
<OR>  
The condemnation award amount is being contested?*

**Civil Case Type Screen 3:** when selecting Civil Class Code of **Property Damage, Agricultural Foreclosure, or Foreclosure of Mortgage**

[home](#) > [eCourts](#) > [circuit court eFiling](#) > [new filing](#)

## **eCourts**

### **Circuit court eFiling**

#### **New filing**

Amount of claim

What is the amount of the claim?

- \$10,000 or less
- More than \$10,000

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## Civil Case Type Screen 3: when selecting Civil Class Code of Condemnation Review

[home](#) > [eCourts](#) > [circuit court eFiling](#) > [new filing](#)

### eCourts

### Circuit court eFiling

### New filing

Reason for claim

Why is this claim being filed?

- The condemnation is being contested
- The condemnation award amount is being contested

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## Class Code dropdown lists from Screen 2 continued

### Small Claims Class Code dropdown list

- 31001 - Sm Claim, Claim Under \$ Limit
- 31002 - Small Claims, Eviction Due to Foreclosure
- 31003 - Small Claims, Replevin
- 31004 - Small Claims, Eviction
- 31006 - Re: Arbitration award
- 31008 - Return of Earnest Money
- 31010 - Tort/Personal Injury (\$5000 or less)

When Class Code of **Small Claims, Replevin** is selected, Screen 3 will also ask:

*Are you filing a replevin pursuant to a consumer credit transaction for return of property subject to a lease or credit from a dealer?*

See next page for the image of this screen.

## Small Claims Screen 3: When selecting Small Claims Class Code of Replevin

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### eCourts

### Circuit court eFiling

### New filing

Consumer replevin

Are you filing a replevin pursuant to a consumer credit transaction under Wis. Stat. 425.205 for return of property subject to a lease or credit from a dealer?

- Yes
- No

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The Class code 40601 – Action to Modify-Enforce Judgment is being deactivated. To enforce or modify an existing judgment would entail filing a motion on an existing case, NOT filing a new action. CCAP will be removing this option from this area of NEW case filings.

## Class Code dropdown lists from Screen 2 continued

### Family Class Codes dropdown list

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40101 - Divorce  
40201 - Annulment/Legal Separation  
40401 - UIFSA - Incoming  
40402 - Support/Maintenance Actions  
40403 - UIFSA - Outgoing  
40503 - Paternity Acknowledgment  
 40601 - Action To Modify-Enforce Judgment  
40803 - Unclassified

When Class Code of **Divorce** or **Annulment/Legal Separation** is selected, Screen 3 and 4 will also ask:

- 1) *is the filing party requesting child support or maintenance?*  
AND
- 2) *are husband and wife filing jointly (together)?*

Class Codes of **40503-Paternity** and **40601-Action to Modify** also ask an additional question. See the next four pages for the image of those screens.

**Family Case Type Screen 3:** when selecting Family Class Code of **Divorce, Annulment/Legal Separation, or Support/Maintenance Actions**

home > eCourts > circuit court eFiling > new filing

## eCourts

### Circuit court eFiling

#### New filing

Child support or maintenance

Is the filing party requesting child support or maintenance?

- Yes
- No

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**Family Case Type Screen 4:** when selecting Family Class Code of **Divorce**, or **Annulment/Legal Separation**

[home](#) > [eCourts](#) > [circuit court eFiling](#) > [new filing](#)

## eCourts

### Circuit court eFiling

#### New filing

Filing jointly

Are husband and wife filing jointly (together)?

- Yes
- No

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## Family Case Type Screen 3: when selecting Family Class Code of **Paternity Acknowledgment**

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**eCourts**

**Circuit court eFiling**

**New filing**

Paternity acknowledgment filing

Is this action being filed by the State of Wisconsin, Child Support Agency, or Guardian ad Litem (pursuant to Wisconsin Statute 814.61(1)(c))?

- Yes
- No

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**This screen will no longer be active when the Class code 40601 – Action to Modify-Enforce Judgment is deactivated. To enforce or modify an existing judgment would entail filing a motion on an existing case, NOT filing a new action. CCAP will be removing this option from the area of NEW case filings**

**Family Case Type Screen 3:** when selecting Family Class Code of **Action To Modify-Enforce Judgment**

home > eCourts > circuit court eFiling > new filing

**eCourts**

**Circuit court eFiling**

**New filing**

Reason for action

Why is this action being filed?

- The judgment is being enforced
- The judgment is being modified
- Something other than the judgment is being modified

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## Screen 3 – Add Plaintiff/Petitioner

home > eCourts > circuit court eFiling > new filing

### eCourts

#### Circuit court eFiling

##### New filing

Name and address for Petitioner #1

Asterisk (\*) denotes required fields.

Filing party type *	<input type="text" value="Petitioner"/>
First name	<input type="text"/>
Middle initial	<input type="text"/>
Last/Business name *	<input type="text"/>
Suffix	<input type="text"/>
Address 1 *	<input type="text"/> <small>(street or post office box)</small>
Address 2	<input type="text"/> <small>(apartment number, suite, or room number - optional)</small>
City *	<input type="text"/>
State/Province *	<input type="text"/>
Zip *	<input type="text"/>
Country *	<input type="text" value="United States"/>
Telephone number	<input type="text"/>
Social security number	<input type="text"/>
Date of birth	<input type="text"/>
Is this party known by another name? *	<input type="radio"/> Yes <input type="radio"/> No
Is this party at least 18 years old? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> The party is a business or corporation

**Previously entered parties**  
Each time you add a plaintiff or petitioner party for a case this information is stored and associated with your user name. Using the link below allows you to search for parties previously entered and automatically fills in name and address information.

[Select a previously entered party](#)

See page 36 for screen image when **Yes** is selected for **Is this party known by another name?**



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See next page for image of the [Select previously entered party](#) search screen.

**Previously entered parties**

Each time you add a plaintiff or petitioner party for a case this information is stored and associated with your user name. Using the link below allows you to search for parties previously entered and automatically fills in name and address information.

[Select a previously entered party](#)

Screen Image when [Select previously entered party](#) is selected from Add Plaintiff/Petitioner screen

### Previously entered party

Enter at least two letters of the party's name and select from the matches displayed.

Filing party name:

Load

Cancel

Screen Image when **Yes** is selected for: **Is this party known by another name?** on the Add Plaintiff/Petitioner screen

**Add another name for this party**

Choose a type for the other name and enter the name below. Asterisk (\*) denotes required fields.

Type \*

First name

Middle initial

Last/Business name \*

Suffix

Also known as  
Doing business as  
Formerly doing business as  
Now known as  
Previously known as

## Screen 4: Enter Attorney State Bar number

home > eCourts > circuit court eFiling > new filing

**eCourts**

**Circuit court eFiling**

**New filing**

Attorney for Mike Monday

If this party is represented by an attorney, enter that attorney's state bar number or leave blank if not represented by an attorney.

State bar number

The system will now check if an attorney with this state bar number exists in the eFiling county and verify that an address is present. If it does not find a match, errors will display on the screen. See examples on the next page.

## eCourts

### Circuit court eFiling

#### New filing

Attorney for Ed Elm

Please see the error below and correct it before continuing.

If this party is represented by an attorney, enter that attorney's state bar number or leave blank if not represented by an attorney.

State bar number

No attorney with that state bar number exists in the filing county

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OR

## eCourts

### Circuit court eFiling

#### New filing

Attorney for Ed Elm

Please see the error below and correct it before continuing.

If this party is represented by an attorney, enter that attorney's state bar number or leave blank if not represented by an attorney.

State bar number

That attorney has no mailing addresses defined in the filing county

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**Contact the Clerk of Courts office with the exact wording of the error message.**

## Screen 5: Attorney Confirmation

[home](#) > [eCourts](#) > [circuit court eFiling](#) > [new filing](#)

### **eCourts**

### **Circuit court eFiling**

### **New filing**

Attorney address for Mike Monday

If the attorney's address is incorrect, contact the Clerk of Circuit Court to add a new address.

Attorney name: Mr William R Gardner

Attorney address: Suite #9  
101 South Avenue  
Milwaukee WI 53202  
414-258-1444

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## Screen 6: Prompt for Additional Plaintiff/Petitioner

home > eCourts > circuit court eFiling > new filing

**eCourts**

**Circuit court eFiling**

**New filing**

Petitioners

Mike Monday [Edit](#) | [Remove](#)

Do you want to add another petitioner?

Yes

No

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## Screen 7: Enter Defendant/Respondent

home > eCourts > circuit court eFiling > new filing

### eCourts

#### Circuit court eFiling

##### New filing

Name and address for Defendant #1

Asterisk (\*) denotes required fields.

Type of party being sued \*

First name

Middle initial

Last/Business name \*

Suffix

Address 1 \*

(street or post office box)

Address 2

(apartment number, suite, or room number - optional)

City \*

State/Province \*

Zip \*

Country \*

Telephone number

Is this party known by another name? \*

Yes

No

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## Screen 8: Prompt for Additional Defendant/Respondent

home > eCourts > circuit court eFiling > new filing

### eCourts

### Circuit court eFiling

### New filing

Respondents

Mandy Monday [Edit](#) | [Remove](#)

Do you want to add another respondent?

Yes

No

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## Screen 9: Prompt for More parties

home > eCourts > circuit court eFiling > new filing

### eCourts

### Circuit court eFiling

### New filing

More parties

Do you have any other parties to add?

- Yes
- No

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# Screen 10: Filing Documents

home > eCourts > circuit court eFiling > new filing

## eCourts

### Circuit court eFiling

#### New filing

Filing and supporting documents

Documents must be in PDF format, less than 10 MB in size, and standard letter-sized (landscape or portrait).

Asterisk (\*) denotes required fields.

#### Filing document

Document title \*

Document location \*

This document needs to be notarized

---

**Attach Supporting Documents** to provide copies of attachments to the court and other parties on the case.

Document title

Document location

This document needs to be notarized

#### Seal documents

Check here to request the court seal the filing and supporting documents (if any). Documents will be temporarily sealed pending review by the court.

---

#### Filing documents

Upload your filing document and any supporting documents directly referenced in your filing document.

You will be able to upload additional documents not directly referenced in your filing document for submission to the court in the next step.



**Filing documents**

Upload your filing document and any supporting documents directly referenced in your filing document.

You will be able to upload additional documents not directly referenced in your filing document for submission to the court in the next step.

Screen 10 section: After **Upload documents** is selected

### Seal documents

- Check here to request the court seal the filing and supporting documents (if any). Documents will be temporarily sealed pending review by the court.

*Your document will be temporarily sealed under Wis. Stat. 801.17 pending court approval of your motion to seal. Upload your motion to seal on the Additional documents page.*

### Seal documents

- Check here to request the court seal the filing and supporting documents (if any). Documents will be temporarily sealed pending review by the court.



After Seal is checked, the text in italic is displayed

**PLEASE Do not request a "Seal" on documents that are Confidential by Statute. If you are requesting a "Seal" you need to have an accompanying Motion to Seal.**

**Upload documents**

### Uploaded documents

Documents	File name	Notary	Seal requested	Remove
<a href="#">Summons and Complaint</a>	Summons and Complaint-SC-500-Test	No	No	<a href="#">Remove</a>
<a href="#">A Supporting Document</a>	Test order	No	No	<a href="#">Remove</a>

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## Screen 11: Prompt for Additional Documents

home > eCourts > circuit court eFiling > new filing

### eCourts

#### Circuit court eFiling

#### New filing

Add additional documents

Additional documents are other documents not directly referenced in your filing document that you are submitting to the court.

Do you have any additional documents to file for your case?

- Yes
- No

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Next

## Screen 12: Add Additional Documents

 (See next page for modified screen if **Draft Order** is selected)

home > eCourts > circuit court eFiling > new filing

### eCourts

#### Circuit court eFiling

#### New filing

Additional documents

Please upload any additional documents to file with your case. If there is a fee for the document you select, the amount will display in the Filing cart. Documents must be less than 10 MB in size and standard letter-sized (landscape or portrait).

All fields on this page are required.

Document title

Document name

Documents must be in PDF format.

Document location

Check here to request the court seal this document. This document will be temporarily sealed pending review by the court.

This document needs to be notarized

If a Civil Case is being eFiled, Screen 13 will be: Are you requesting a jury trial? If Yes, then Screen 14 asks if 6 or 12 jurors are requested.

Additional Documents screen when **Draft Order** is selected. The Draft Order must be in **Word** format and the **Document Name** field is an open text field to be completed by the eFiler

home > eCourts > circuit court eFiling > new filing

## eCourts

### Circuit court eFiling

#### New filing

Additional documents

Please upload any additional documents to file with your case. If there is a fee for the document you select, the amount will display in the Filing cart. Documents must be less than 10 MB in size and standard letter-sized (landscape or portrait).

All fields on this page are required.

Document title

Document name

 Draft Order documents must be in Microsoft Word 2007 or higher (.docx) format.

 Note: Do not include the signature block on Draft Order documents.

Document location

Check here to request the court seal this document. This document will be temporarily sealed pending review by the court.

This document needs to be notarized

# Screen 13 (On Civil Cases Only) Jury Questions are asked right after upload of Additional Documents

---

home > eCourts > circuit court eFiling > new filing

## eCourts

### Circuit court eFiling

#### New filing

Jury trial

Are you requesting a jury trial? Note: This requires an additional fee.

- Yes
- No

Previous

Finish

If Yes is selected:

---

home > eCourts > circuit court eFiling > new filing

## eCourts

### Circuit court eFiling

#### New filing

Jury trial

How many jurors are you requesting?

- 6 jurors (\$36.00)
- 12 jurors (\$72.00)

Previous

Finish

## Screen 13: Filing cart before Checkout – After Checkout is selected, the attorney must Make Payment

home > eCourts > circuit court eFiling > filing cart

**eCourts**

**Circuit court eFiling**

**Filing cart**

	Item description	County	Fee
<a href="#">Edit</a>   <a href="#">Remove</a>	<b>Civil filing: Personal Injury/Automobile</b> (Patrick Pine vs. Ann April) Including: <a href="#">Summons and Complaint</a> <a href="#">Related to Complaint</a> [ <a href="#">Remove</a> ] <a href="#">Electronic Transmittal Letter</a>	Eau Claire	\$265.50
	Court eFiling Fee		\$5.00
	Subtotal:		\$270.50

---

**Total: \$270.50**

[File another](#) [Checkout](#)

  US Bank will charge \$7.44 to process MasterCard payments (2.75%) or \$2.50 to process electronic check payments.

Determine if there are any other filings or “opt-in” you want to do. If you group your transactions together, your electronic check processing fee is a one time fee for the whole group of filings. **Please note**: updated information 4/29/14. You can actually “group” unlike transactions together. Leave your first transaction in your filing cart and then click "Main Menu" on the side bar and then choose your next transaction type.

## Screen 14: Checkout

Filing cart > Checkout

### eCourts

#### Circuit court eFiling

#### Checkout

Enter your PIN and select "submit filing."

Item description	County	Fee
<b>Civil filing: Personal Injury/Automobile</b> (Patrick Pine vs. Ann April) Including: <a href="#">Summons and Complaint</a> <a href="#">Related to Complaint [ Remove ]</a> <a href="#">Electronic Transmittal Letter</a>	Eau Claire	\$265.50
Court eFiling Fee		\$5.00
Subtotal:		\$270.50

---

**Total: \$270.50**

Personal identification number (PIN)

  US Bank will charge \$7.44 to process MasterCard payments (2.75%) or \$2.50 to process electronic check payments.

The PIN number referenced here is your eCourts PIN.

## Screen 15: Confirmation prior to Payment

home > eCourts > circuit court eFiling > filing cart

**eCourts**

**Circuit court eFiling**

**Filing cart**

Filings submitted successfully

Your filing(s) have been submitted successfully to the court on 03-16-2012 at 12:49 PM. Your court filing confirmation number is 1231920175. You may print this page for your records.

NOTE:

- US Bank will charge a **convenience fee** of \$7.44 (2.75%) to process MasterCard payments or \$2.50 to process electronic check payments.
- Your filing(s) will **not be processed** by the court until electronic payment is made.
- **Make your electronic payment now.** You cannot come back to the eFiling Web site to make payment later.
- Select "Make payment" below to **continue to the US Bank secure Web site**. Registering on the US Bank site is not required.

Payment confirmation number: **1231920175**

**Please write this number down. US Bank will require this number when making payment.**

**YOU WILL NOW EXIT THE STATE  
COURT WEBSITE AND GO INTO THE  
US BANK SECURED PAYMENT SITE...**

**YOU WILL NOW EXIT THE  
STATE COURT WEBSITE  
AND GO INTO THE US BANK  
SECURED PAYMENT SITE...**

## US Bank eFiling Payment screens

PRIVACY   CUSTOMER SERVICE   HELP   EXIT

### Welcome to the Electronic Payment System

#### REGISTERED USER LOG IN

If you have already registered with the payment system, you may log in now. Enter your User ID and Password, then click **Log In**.

User ID:

Password:

[Log In](#)

[Register](#)

[Forgot Password](#)

[Pay Without Registering](#)

[Browser Requirements](#)

THIS IS A TEST SITE

If an eFiler Registers with the US Bank payment system, it will save some data entry when making payments on future filings. The registration process would take place with your first filing.

## When you click on Register

### User Registration

**\*Required Field**

**PAYOR IDENTIFICATION**

Confirmation Number:\*

User ID:\*  6-16 characters

Password:\*  6-12 characters, at least one letter and one number

Re-Enter Password:\*

**PAYOR PROFILE**

First Name:\*

Last Name:\*

Company Name:

Street Address 1:\*

Street Address 2:

City:\*

State:\*

Zip Code:\*  -

E-mail Address:

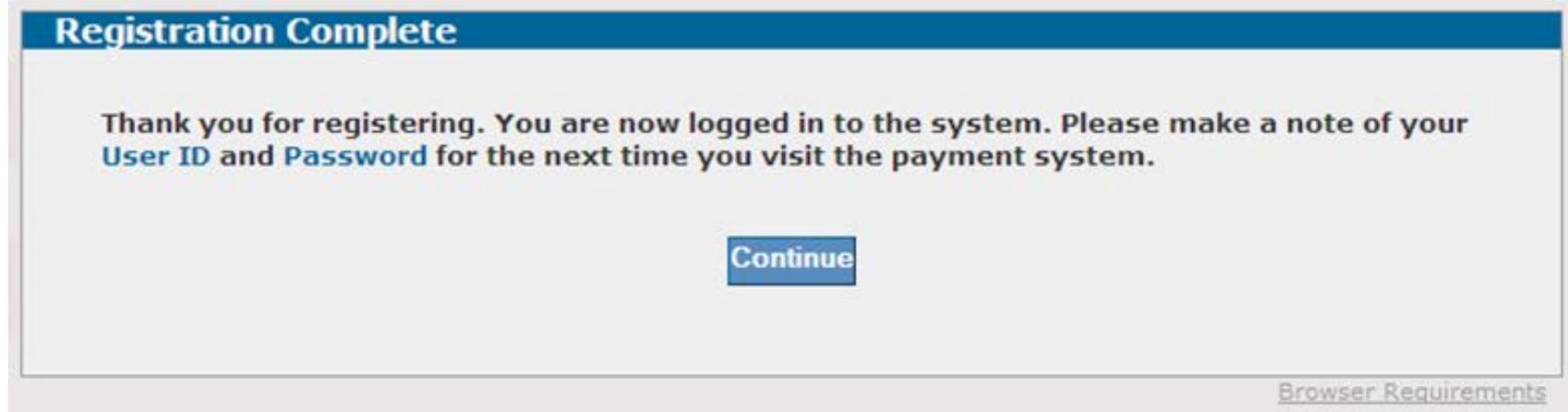
Phone Number:\*  -  -

Shared Secret Question:\*

Shared Secret Answer:\*

[Browser Requirements](#)

## Completed US Bank Registration



This is a separate User ID and Password from the eCourts system that you used for the actual filing process. This is for US Bank for the payment process. Some choose to set up their US Bank User ID and Password to be the same, just realize you will be using passwords for each area, the eCourts area and the US Bank area.

You will not always have a payment process to go through every time you file something. Filing new documents on an existing prejudgment case have no additional costs associated with them. Exactly like it is when you come to the counter or mail in your filings.

# Payment screens

## Make a Payment - Kenosha County Circuit Court Fees

**PAYMENT METHOD SELECTION**

Please choose a payment method:

Checking/Savings Account (eCheck)

Credit/Debit Card



[Browser Requirements](#)

[Make Payment](#)

[Manage Accounts](#)

[Pending Payments](#)

[Payment History](#)

[Update Profile](#)

## Make a Payment - Kenosha County Circuit Court Fees

**PAYMENT INFORMATION**

Payment Amount: **\$5.00**

Payment Method: **Credit/Debit**

Payment Date: **Mar-19-2012**

**PAYMENT DETAILS**

Payer First Name: **Steve**

Payer Last Name: **Sunday**

Primary Address:\*

Secondary Address:

City:\*

State:\*

Zip:\*

Country:\*

This payment may be assessed a convenience fee. The fee amount will display on the verification screen. You will have the opportunity to cancel this payment before the fee is charged.

[Browser Requirements](#)

**Make a Payment - Kenosha County Circuit Court Fees**

**\*Required Field**

**ACCOUNT INFORMATION**

Credit/Debit Card Type:\* Choose one...  


Credit/Debit Card Number:\*  
Expiration Date:\* /

Save this account?

Account Nickname:

**BILLING ADDRESS**

You must select your billing address or enter a new billing address.

Use my Billing Address  
100 Maine  
Eau Claire, WI 53704

Use the address entered below

Street Address 1:\*  
Street Address 2:  
City:\*  
State:\* Choose one...  
Zip Code:\* -

[Continue](#) [Cancel](#)

Browser Requirements

Please note that currently MasterCard is the only credit card accepted by US Bank. The other option is to pay by electronic check.

## Verify Payment - Kenosha County Circuit Court Fees

Please review the information below and select Confirm to process your payment. If you need to make any changes to your payment, select Cancel to return to the previous screen.

### Your Payment Detail

Payment Amount: **\$5.00**  
Convenience Fee: **\$0.14**  
Total Amount: **\$5.14**  
Payment Date: **Mar-19-2012**  
Payer First Name: **Steve**  
Payer Last Name: **Sunday**  
Primary Address: **101 Maine**  
City: **Eau Claire**  
State: **WI**  
Zip: **54703**  
Country: **United States**

### Your Account Detail

Payer Name: **Steve Sunday**  
Card Number: **XXXXXXXXXXXXXXXXXX2124**  
Card Type: **Master Card**  
Expiration Date: **Apr-2015**

### Your Credit/Debit Card Billing Address

Street Address 1: **100 Maine**  
Street Address 2:  
City: **Eau Claire**  
State: **WI**  
Zip Code: **53704**

Send an email confirmation:

A convenience fee will be charged to this transaction. This fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

[Confirm](#)

[Cancel](#)

## Payment Confirmation - Kenosha County Circuit Court Fees

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

**Confirmation Number: XWCX01000003117**

### Your Payment Detail

Payment Amount: **\$5.00**

Convenience Fee: **\$0.14**

Total Amount: **\$5.14**

Payment Date: **Mar-19-2012**

Payer First Name: **Steve**

Payer Last Name: **Sunday**

Primary Address: **101 Maine**

City: **Eau Claire**

State: **WI**

Zip: **54703**

Country: **United States**

### Your Account Detail

Payer Name: **Steve Sunday**

Card Number: **XXXXXXXXXXXXXXXX2124**

Card Type: **Master Card**

Merchant: **WCS\_KEN**

Website: <https://efilingtest.wicourts.gov/pages/index.html>

### Your Credit/Debit Card Billing Address

Street Address 1: **100 Maine**

Street Address 2:

City: **Eau Claire**

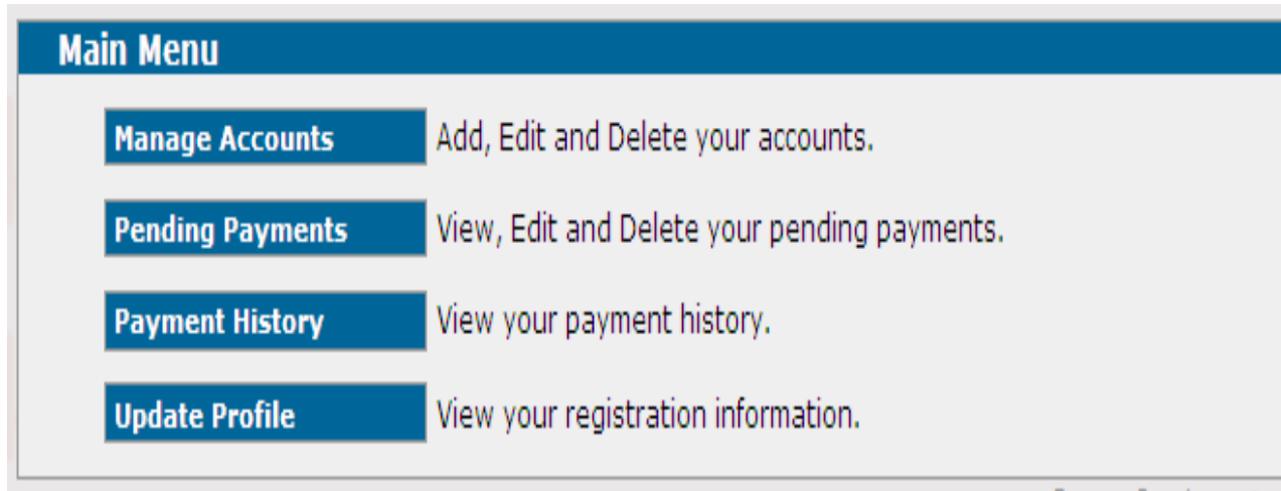
State: **WI**

Zip Code: **53704**

Email Address: [donna.spear@wicourts.gov](mailto:donna.spear@wicourts.gov)

[Continue to Main Menu](#)

After [Continue to Main Menu](#) is selected



The image shows a screenshot of a web application's main menu. The menu is titled "Main Menu" and is displayed in a light gray box with a blue header. There are four menu items, each with a blue button-like label and a description:

- Manage Accounts**: Add, Edit and Delete your accounts.
- Pending Payments**: View, Edit and Delete your pending payments.
- Payment History**: View your payment history.
- Update Profile**: View your registration information.

Payment Requirements

A common request from Offices participating in electronic filing is to have a current traditional “paper filed” case be converted to an electronic case. This is possible by submitting a request with the Clerk of Courts Office.

Submit an e-mail request to:

[Leanne.Karls@wicourts.gov](mailto:Leanne.Karls@wicourts.gov)

and carbon copy:

[Connie.Daun@wicourts.gov](mailto:Connie.Daun@wicourts.gov)

The following information needs to be included in the request:

- Case #
- Case Name
- Name of Attorney retained **(if your office only sets up electronic cases under one attorney for monitoring purposes, we need the attorney’s name that the case is going to have the opt-in done under)**
- Name of Client representing

**Once the case has been converted to an electronic file, you will receive a reply e-mail that the case is ready for you to opt-in on.**

The following six screens show the opt-in process.

## Opting In

After login, it comes to the main screen.

Users need to pick “[Manage an existing case](#)” “**[My Cases](#)**” to complete the Opt-In process. The Opt-In process is the same if you receive notification that someone else filed or registered as an electronic party on a specific case.

home > eCourts > circuit court eFiling > main

### eCourts

#### Circuit court eFiling

Choose one of the following options:

- [Electronically file a new case](#)
- [Manage an existing case](#)
- [Filing cart](#)
- [My cases](#) 
- [Helpful links](#)

**You have 0 filing(s) in progress:**

*The eFiling site has been upgraded. [See details.](#)*

**Problems or comments?** [Contact us](#)

Please note a fee is required to file new cases and certain documents in the circuit court. Payment must be made by credit card (Mastercard only) or electronic check. A 2.75% credit card fee or a \$2.50 flat fee for electronic check will be charged by US Bank to process payments.

The next selection will be [“Register as an electronic party”](#). (Receive electronic documents on an existing case) **This screen has changed, but now up near the top, there should be “opt-in” or similar option.**

---

home > eCourts > circuit court eFiling > existing case

## eCourts

### Circuit court eFiling

#### Existing case

- [Electronically file documents on an existing case](#)
- [File an Amended Small Claims Complaint](#)
- [Register as an electronic party](#)  
Receive electronic documents on an existing case
- [Withdraw as an electronic party](#)  
Receive paper documents on an existing case
- [Search for documents using WCCA](#)

Please note a fee is required to file new cases and certain documents in the circuit court. Payment must be made by credit card (Mastercard only) or electronic check. A 2.75% credit card fee or a \$2.50 flat fee for electronic check will be charged by US Bank to process payments.

Select the County and enter the case number.

[home](#) > [eCourts](#) > [circuit court eFiling](#) > [existing case](#)

## **eCourts**

### **Circuit court eFiling**

#### **Existing case**

County and case

County

Case number

Finish

Select the party you are registering under.

---

home > eCourts > circuit court eFiling > existing case

## **eCourts**

### **Circuit court eFiling**

#### **Existing case**

Select party

Select the party on Kenosha County case number 2012SC000004 you are registering.

**Janet January**

Previous

Finish

# Filing cart screen

home > eCourts > circuit court eFiling > filing cart

## eCourts

### Circuit court eFiling

#### Filing cart

	Item description	County	Fee
<a href="#">Edit</a>   <a href="#">Remove</a>	<b>Electronic party registration for 2012SC000004</b> (Bob Blue vs. Janet January)	Kenosha	\$5.00

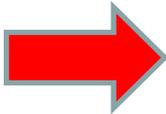
Total: \$5.00

[File another](#)

[Checkout](#)



US Bank will charge \$0.14 to process MasterCard payments (2.75%) or \$2.50 to process electronic check payments.



## Checkout screen

Filing cart > Checkout

### eCourts

#### Circuit court eFiling

#### Checkout

Enter your PIN and select "submit filing."

Item description	County	Fee
<b>Electronic party registration for 2012SC000004</b> (Bob Blue vs. Janet January)	Kenosha	\$5.00

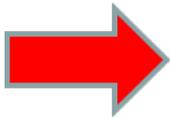
---

**Total: \$5.00**

Personal identification number (PIN)

US Bank will charge \$0.14 to process MasterCard payments (2.75%) or \$2.50 to process electronic check payments.



**This pin is your eCourts pin. Once the filing is submitted the payment process with US Bank will need to be completed yet.**



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# QUESTIONS??

[LeAnne.Karls@wicourts.gov](mailto:LeAnne.Karls@wicourts.gov)

**(920) 849-1624**

**Or**

[Connie.Daun@wicourts.gov](mailto:Connie.Daun@wicourts.gov)