

## NOTIFICATION

You will receive a confirmation email from the Wisconsin eFiling system for the following:

- ✓ You file a new case with the courts
- ✓ Your new filing is processed by the courts
- ✓ You file an additional document
- ✓ Another party files a document
- ✓ A court official signs a court form

The eFiling system generates two forms when a new case filing is submitted.

1. **Transmittal Letter** – This form contains your electronic signature for the forms submitted with your filing
2. **Electronic Filing Notice** – This form is to be served with the other documents on the case and notifies the opposing parties on the case that they may “Opt-In” to become an electronic party on this case.

## VIEW YOUR ELECTRONIC CASES

Log into the eFiling web site and select the **My cases** link.



County	Case no.	Caption	Status	Actions
Eau Claire	① 2014FA000003	In RE the marriage of Katy Colleen O'Reilly and Joshua Lee Smith	Filed 01-02-2014	② <a href="#">View documents</a> ③ <a href="#">file another document</a> <a href="#">Opt out as an electronic party</a>

1. Click the case number to view case information
2. **View documents** - to view all documents on the case
3. **File another document**- to file additional document(s)

## Supreme Court Rules

- ✓ Wis. Stats. § 801.17 - authorizes electronic filing in the circuit courts
- ✓ SCR § 70.42 - authorizes the use of electronic signatures in the circuit courts

## What case types can be eFiled?

Civil                      Family  
Small Claims        Paternity

Each county chooses whether to implement eFiling and which case types they will implement

## Are there costs to eFile?

- ▶ \$5.00 fee per case to eFile
- ▶ Fee is a recoverable cost
- ▶ Credit card fee:
- ▶ \$2.50 flat fee for electronic check  
**Note:** This will cover all filings in a single filing transaction
- ▶ 2.75% for MasterCard

## Why eFile?

Available 24 hours a day, 7 days a week

- ✓ File new cases
- ✓ File additional documents
- ✓ Access all your electronic case documents
- ✓ Eliminate last minute rush to the courthouse

Receive immediate confirmations:

- ✓ Cases and documents you have filed
- ✓ Documents filed by opposing parties
- ✓ Court documents signed by the court official

*Delegation feature allows legal assistants access to electronic case files.*

*Delegates can prepare new case filings for submission. Attorneys simply review prepared filings and apply their electronic signature.*



# Electronic Case Filing for Attorneys

CONSOLIDATED COURT  
AUTOMATION PROGRAMS

JANUARY 2015

## DELEGATION

Delegation allows you to authorize staff in your office to **View**, or **Prepare and View** electronic case filings.

1. Go to: <http://www.wicourts.gov>
2. Select **eFile/eCourts**
3. Select **Circuit Court eFiling**
4. Click the link: **Log in to the circuit court eFiling website.**

5. Log in using the same credentials you use to report your CLE credits to BBE, and file briefs with the Court of Appeals.
  - ✓ You may also create an account if you do not have one, or update an existing account.
  - ✓ Before you can delegate authority to a staff member, they must create an eCourts account.
6. Select the **Delegation** link.
7. Enter the email address and proper delegation rights.

## ELECTRONICALLY FILE A NEW CASE

1. Log in to the eFiling web site and select the **File a new case** link.
2. Select the County, Case Type and Class code.

3. Enter the party information and then upload the filing documents.
  - ✓ All documents must be filed in PDF format, with the exception of Proposed Orders, which must be filed in Microsoft Word .docx format.
4. Indicate if the document needs to be notarized or temporarily sealed.

Documents	File name	Notary	Seal requested	Remove
Summons and Complaint	Summons and Complaint Sacred Heart Hospital v John Public	Yes	No	Remove

5. Upload additional documents.
  - ✓ You may view an uploaded document by clicking the link.
  - ✓ Remove a document by clicking the link

## CHECKOUT

1. At check out, enter your PIN, which is equivalent to electronically signing your documents.
2. Next, if notarization is required, the Notary enters their login and PIN credentials to apply the notary seal.

3. Review your filing and submit payment.

- ✓ US Bank charges a convenience fee of 2.75% of the entire filing if payment is made with MasterCard, or \$2.50 for the entire filing (all the filings that are in your cart) if your payment is made by electronic check.
- ✓ The filing cart will also contain the statutory Court eFiling fee of \$5.00 per case.

Actions	Item description	County	Fee
Delete Move to pending	Civil filing: Money Judgment (30301) (Sacred Heart Hospital vs. John Public) ( <a href="#">[i].review.info</a> ) Including: Summons and Complaint Electronic Transmittal Letter Exhibit - John Public Hospital Bill Affidavit of Nonmilitary Service - John Public	Eau Claire	\$270.50
	Court eFiling Fee		\$5.00
	Subtotal:		\$275.50
			<b>Total: \$275.50</b>