

REQUEST TO CONVERT CASE TO AN ELECTRONIC FILE

FAX THIS COMPLETED FORM TO CLERK OF COURT AT (920) 683-2733.

All requests to convert a case to an electronic file require approval of the Clerk of Court. A decision will be made as to whether the case at issue is able to be converted without much difficulty. If it's an older file, the size of the file will determine how the case will be converted. Key documents will be scanned & attached to court record entries; all documents from 2014 forward have already been scanned and attached to court record entries; and bulk scans may be done and identified by date range for all other records. A bulk scan would involve one large continuous scan of multiple documents identified with a specific date range, which could be scrolled through to view or print documents. It's not as nice as separate scanned documents which are attached to the court record entries, but it does allow for conversion and will provide you with access to all documents in the file.

REQUESTING PARTY/CONTACT INFORMATION:

Name: _____
Contact Person: _____ Date of Request: _____
Phone: (____) _____ Fax number: (____) _____
Email: _____

EXPEDITED SERVICE REQUESTED Provide brief reason/deadline: _____

Case No. _____

Attorney: Yes No If "Yes" provide State Bar ID No. _____
Name of party you represent: _____

After your request is received and reviewed, we will contact you to confirm approval and the approximate timeline for completion of the conversion. Once the conversion is complete, you will receive notification so you can opt in as an efilng party.

FOR ADMINISTRATIVE USE BY CLERK OF COURT:

Request approved. Method of conversion approved:
 All documents will be scanned & attached to court record entries
 Combination of documents scanned & attached to court record entries and bulk scans

Request denied
Reason for denial: _____

Electronic conversion complete.....proceed with opt in process
 Case is in closed status. After you opt in, be sure to check box on your "My Cases" screen to show closed cases

Conversion completed by: _____ on _____(date)
Requesting party notified by: phone fax email