



WISCONSIN STATE PUBLIC DEFENDER EFILING GUIDE

TITLE 1101: OPTING IN AS AN ELECTRONIC PARTY ON A CURRENT CASE

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Opting in on a Current Case:

If you are already listed as attorney of record on a case, below are instructions for how to opt-in to that case:

1. Sign on to the eFiling website at <https://efiling.wicourts.gov>. Enter the attorney username and password.
2. After logging into the site, click on “Opt in as an electronic party.”
3. Enter the case county name.
4. Enter the case number.
5. Select which party you represent.
6. Enter your email address and address.
7. Click “yes” for the question: “Are you appointed by the State Public Defender Office or the Court?”
8. Upload the Order Appointing Counsel if it has not been uploaded yet.
9. Click “no” for the question: “Do you need to upload a Petition and Waiver of Fees/Costs?”
10. Click “yes” for the question: “Are you opting in as a Wisconsin state or local government filer?”
11. Click save.
12. On the next screen, click on the box located to the left of the case that you would like to opt in on.
13. Click “File”

After you go through these steps, a notification will be sent to the court, indicating that you would like to opt in on that case. The clerk of courts will verify that you are the attorney of record and an email will be sent out to you, verifying that you are registered to eFile under that case. The email will say: “This email is to notify you that the document Electronic Filing Registration Confirmation has been added to case number _____...”