



## WISCONSIN STATE PUBLIC DEFENDER EFILING GUIDE

### TITLE 1106: HOW TO EFILE A DOCUMENT

**DATE ISSUED: July 1, 2016**

**DATE REVISED: August 15, 2016**

#### **eFiling Generally**

Before eFiling, please follow the instructions in this eFiling Guide for “Preparing a Document for eFiling.”

#### **Filing an Electronic Document**

If you are already opted-in to a case on the eFiling website, below are instructions on how to file on 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 “My cases.”
3. Locate the correct case number.
4. On the right hand column of that case, click on “File another document.”
5. Click “upload documents.”
6. Find the correct document located on the computer and double click that document to upload it. (Note: documents must follow the document specifications listed in the “Preparing a Document for eFiling” portion of this guide).
7. After you upload the document, the document’s name will appear under the “File Name” and the Status will say “Upload complete.”
8. Under document type, click on the small arrow on the righthand side and select the document type. If the document type is not listed, select “other.”
9. Enter a descriptive document title. (Note: this document title is submitted directly to the clerk’s office).
10. Enter any “Notes to Clerk” in the blank box. These notes are temporary transmittal notes, are not visible to other parties and are not retained by the clerk of court after document processing.
11. Click “Continue.”
12. A screen will appear with the heading “Ready to File.”
13. Click on the checkbox to the left hand side of the case that you would like to file on.
14. Click “File” on the bottom of the page.
15. A screen will appear saying “Filing Submitted.”

After going through these steps, the attorney on the case will receive an email that a document has been filed in the case. If the document is a proposed order, the clerk of court will save the document to the case with the watermark of “proposed order.” When the order is approved by the judge and signed, an email will be sent to the attorneys with the signed order. To comply with Wisconsin Supreme Court rules, all signed and date-stamped documents must be printed and placed in the client file.