

Creating a file prep eCourts account

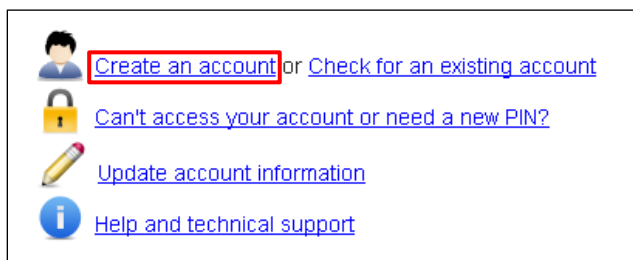
An eCourts account can be created to electronically prepare new case filings or upload additional documents for an attorney. To create an eCourts account, complete the following steps:

1. Visit the eFiling website: <http://efiling.wicourts.gov>.



The screenshot shows the homepage of the Wisconsin circuit court eFiling website. At the top is a header with the Wisconsin state seal and the text "Wisconsin circuit court eFiling". Below the header, there is a paragraph stating that the Wisconsin Supreme Court has approved a gradual transition to mandatory electronic filing. Another paragraph explains that the new rule is effective on July 1, 2016, but eFiling is not mandatory in every county yet. A link is provided to view where mandatory eFiling has been enabled. Below this, there is a link to follow @CCAP_Wisconsin on Twitter. A link to the "Current list of counties and case types enabled for eFiling" is also present. The login section includes fields for "User name:" and "Password:", a "Log in" button, and a link to "Terms of use". At the bottom, there are several links with icons: "Create an account" (person icon), "Check for an existing account" (person icon), "Can't access your account or need a new PIN?" (lock icon), "Update account information" (pencil icon), and "Help and technical support" (info icon).

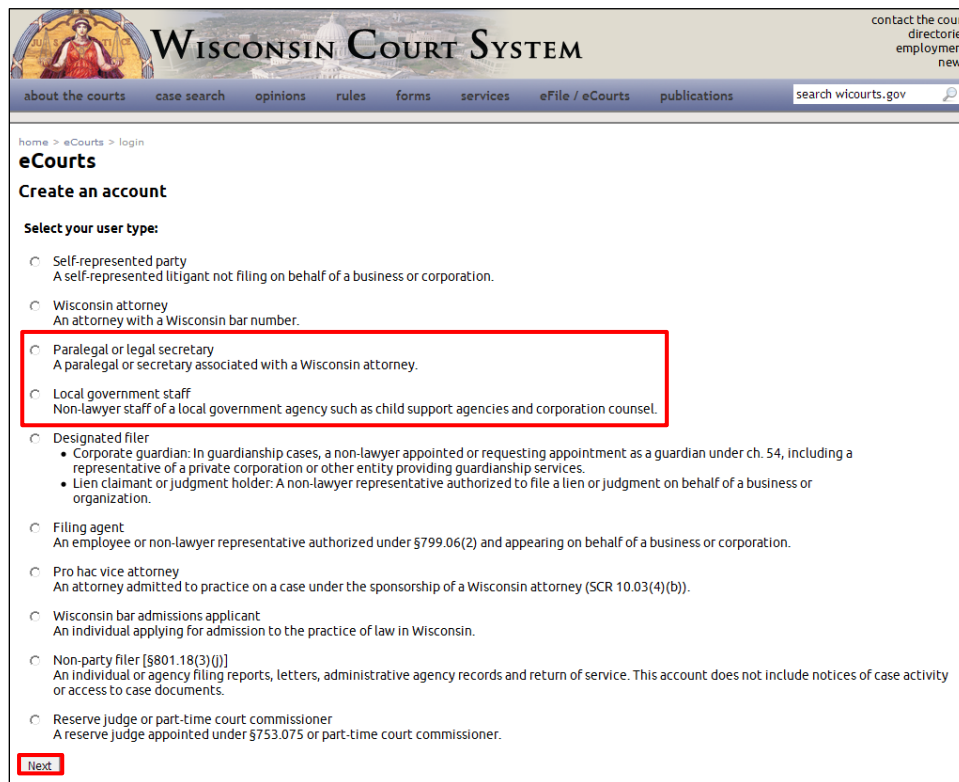
2. Select the **Create an account** link.



This screenshot shows a close-up of the account creation links from the previous screenshot. The link "Create an account" is highlighted with a red rectangular box. The other links are "Check for an existing account", "Can't access your account or need a new PIN?", "Update account information", and "Help and technical support".

3. Select the **Paralegal or legal secretary** or **Local government staff** user type, depending on your particular affiliation. Then, select the **Next** button.

Note: Only select the *Local government staff* user type if you are filing on behalf of child support or corporation counsel. All other file prep users should select the *Paralegal or legal secretary* account type.



Wisconsin COURT SYSTEM

contact the court
directories
employment
news

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

home > eCourts > login

eCourts

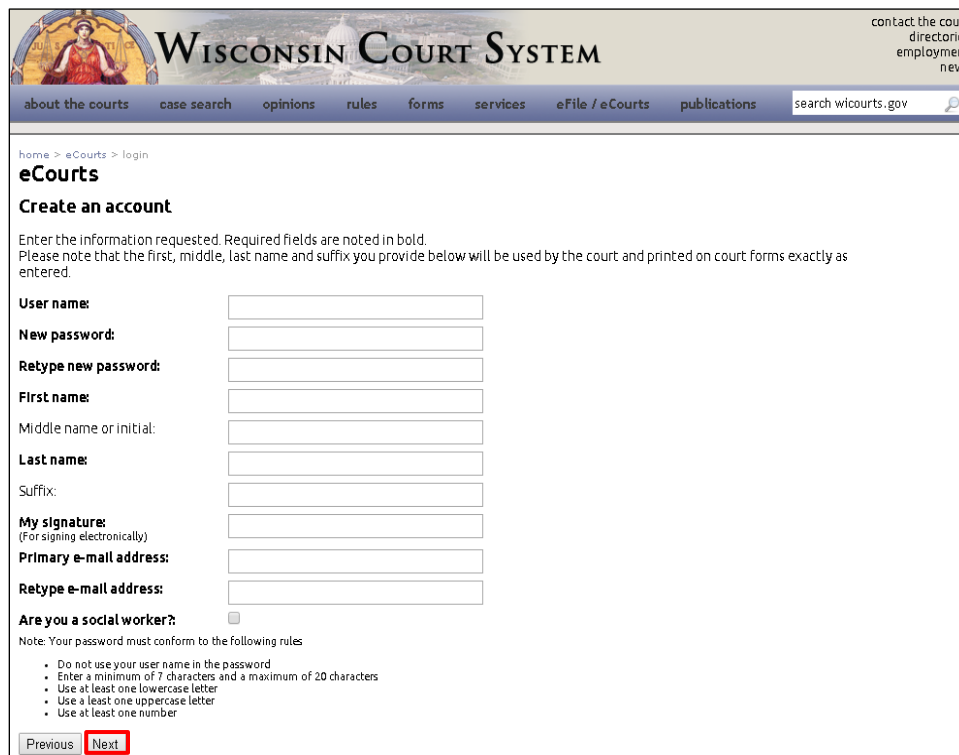
Create an account

Select your user type:

- ☐ Self-represented party
A self-represented litigant not filing on behalf of a business or corporation.
- ☐ Wisconsin attorney
An attorney with a Wisconsin bar number.
- ☐ Paralegal or legal secretary
A paralegal or secretary associated with a Wisconsin attorney.
- ☐ Local government staff
Non-lawyer staff of a local government agency such as child support agencies and corporation counsel.
- ☐ Designated filer
 - Corporate guardian: In guardianship cases, a non-lawyer appointed or requesting appointment as a guardian under ch. 54, including a representative of a private corporation or other entity providing guardianship services.
 - Lien claimant or judgment holder: A non-lawyer representative authorized to file a lien or judgment on behalf of a business or organization.
- ☐ Filing agent
An employee or non-lawyer representative authorized under §799.06(2) and appearing on behalf of a business or corporation.
- ☐ Pro hac vice attorney
An attorney admitted to practice on a case under the sponsorship of a Wisconsin attorney (SCR 10.03(4)(b)).
- ☐ Wisconsin bar admissions applicant
An individual applying for admission to the practice of law in Wisconsin.
- ☐ Non-party filer [§801.18(3)(j)]
An individual or agency filing reports, letters, administrative agency records and return of service. This account does not include notices of case activity or access to case documents.
- ☐ Reserve judge or part-time court commissioner
A reserve judge appointed under §753.075 or part-time court commissioner.

Next

4. Complete the required fields (listed in bold). The primary email address listed here is what an attorney will enter to find you in the file prep application and grant you file prep access. When finished, select the **Next** button.



Wisconsin COURT SYSTEM

contact the court
directories
employment
news

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

home > eCourts > login

eCourts

Create an account

Enter the information requested. Required fields are noted in bold.
Please note that the first, middle, last name and suffix you provide below will be used by the court and printed on court forms exactly as entered.

User name:

New password:

Retype new password:

First name:

Middle name or initial:

Last name:

Suffix:

My signature:
(For signing electronically)

Primary e-mail address:

Retype e-mail address:

Are you a social worker?: ☐

Note: 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

Previous **Next**

Note: If the user type selected is **Local government staff**, an additional checkbox will be available titled, **Are you a social worker?** If this account is being created for a social worker, ensure that this checkbox is selected. The social worker account has access to both the **non-party case filing** and **non-party document filing** applications. For more information on non-party filing as a social worker, see the article titled, "[eFiling a new case as a social worker using non-party filing.](#)"

My signature: (For signing electronically)	Social Worker
Primary e-mail address:	socialwork@gmail.com
Retype e-mail address:	socialwork@gmail.com
Are you a social worker?:	<input checked="" type="checkbox"/>

Note: Your password must conform to the following rules

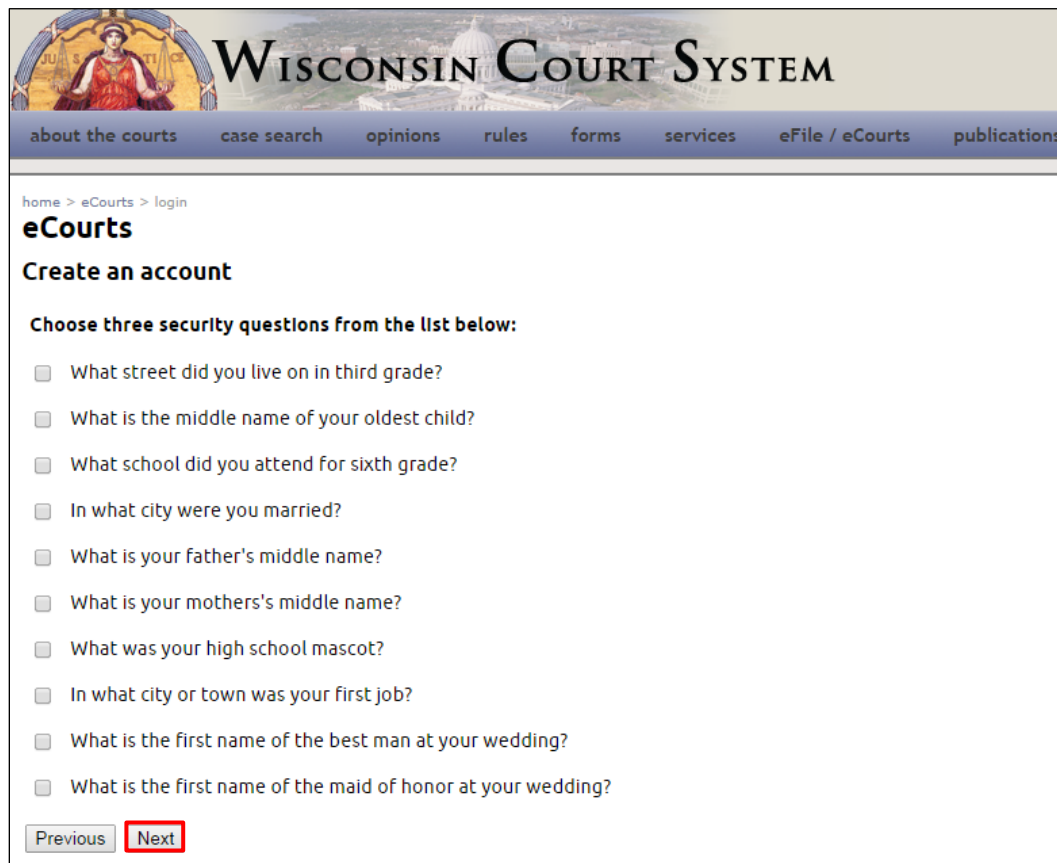
- Do not use your user name in the password
- Enter a minimum of 7 characters and a maximum of 20 characters
- Use at least one lowercase letter
- Use at least one uppercase letter
- Use at least one number

5. Enter an email address or mobile phone number where account information can be sent should you need to recover your user name or password and you no longer have access to your primary email address. To proceed, select the **Next** button.



The screenshot shows the Wisconsin Court System eCourts account creation interface. At the top is a banner with the Wisconsin Court System logo and a navigation bar with links: about the courts, case search, opinions, rules, forms, services, eFile / eCourts, and publications. Below the banner, the breadcrumb trail reads 'home > eCourts > login'. The main heading is 'eCourts' followed by 'Create an account'. A sub-heading states: 'Enter an e-mail address (different than the primary e-mail address provided on the previous screen) and/or a mobile p'. There are two input fields: 'Recovery e-mail address:' and 'Recovery mobile phone:'. At the bottom are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red box.

6. To enable independent recovery of your user name or password in the future, you must select and answer three security questions. These questions will be asked in the event that you forget your log in credentials. Choose three security questions from the available list and select the **Next** button.



home > eCourts > login

eCourts

Create an account

Choose three security questions from the list below:

- ☐ What street did you live on in third grade?
- ☐ What is the middle name of your oldest child?
- ☐ What school did you attend for sixth grade?
- ☐ In what city were you married?
- ☐ What is your father's middle name?
- ☐ What is your mother's middle name?
- ☐ What was your high school mascot?
- ☐ In what city or town was your first job?
- ☐ What is the first name of the best man at your wedding?
- ☐ What is the first name of the maid of honor at your wedding?

[Previous](#) [Next](#)

7. Provide answers to the security questions selected. Responses are not case sensitive. To complete eCourts account setup, select the **Create account** button.



home > eCourts > login

eCourts

Create an account

Provide answers to your chosen security questions.

What street did you live on in third grade?

What is your father's middle name?

What is your mother's middle name?

[Previous](#) [Create account](#)

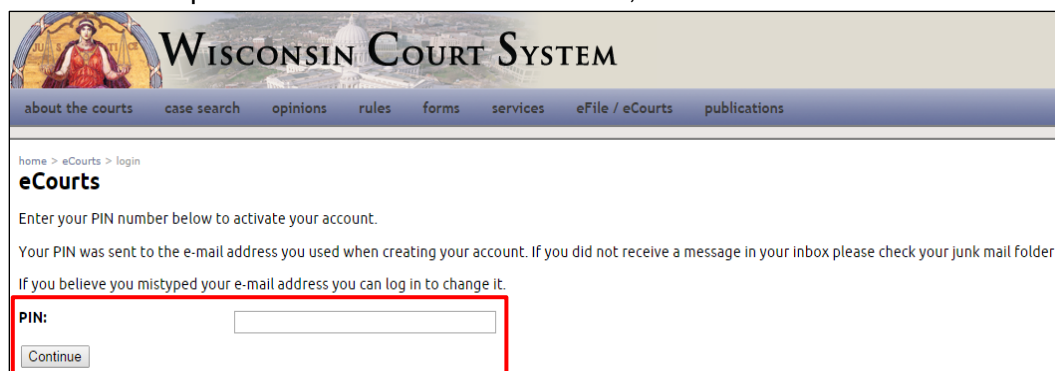
8. Upon successful account creation, a confirmation email will be sent from the eCourts System to the email address entered during the registration process. This email will contain your user name and PIN. Save or record this information for future use.
9. To activate your eCourts account, select the eCourts link provided in the **New user registration** email or, if the confirmation page is still open from the registration process, you can select the **activate your account** link on that page instead.



10. Enter your user name and password, and then select the **Log in** button.



11. Enter the PIN provided in the confirmation email, and select the **Continue** button.



12. You will be redirected to a page confirming activation of your eCourts account. Prior to logging in and prepping files for an attorney, the attorney needs to grant you file prep access. Provide the attorney with the email address you entered as the primary email address on your eCourts account during set up.

