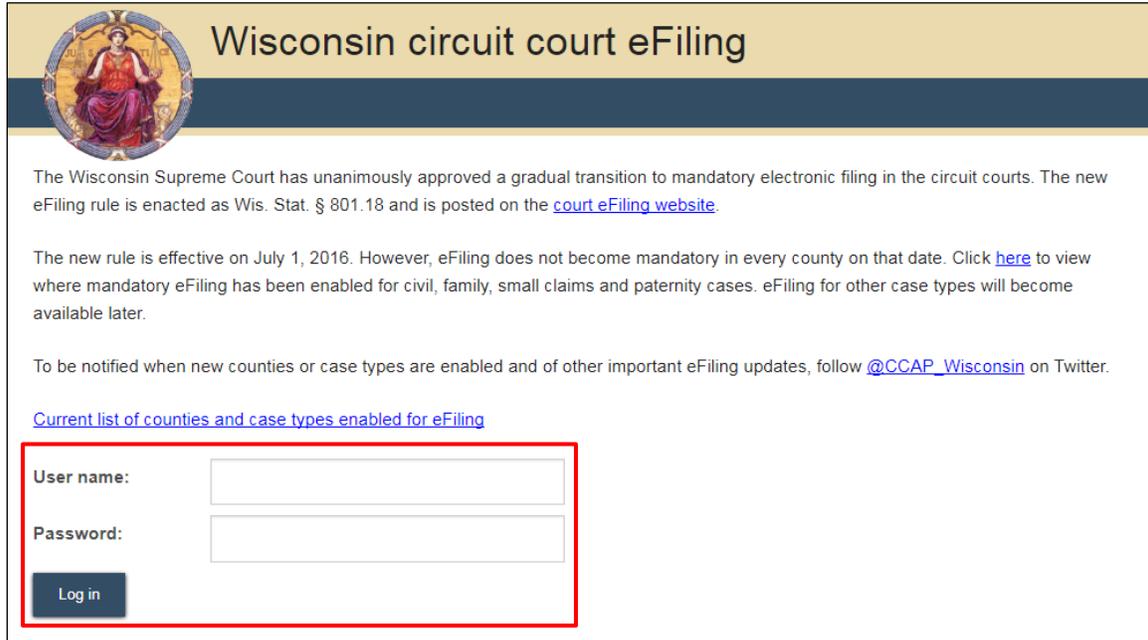


eFiling a new probate case

Probate cases concerning formal and informal administration can be electronically filed and monitored via the eFiling website. This tutorial covers how to file a new probate case.

1. Visit the eFiling website at <http://efiling.wicourts.gov>. Enter your eCourts user name and password, and select the **Log in** button.



2. Select the **new filing** link from main navigation or the **File a new case** link from the bottom-left menu.



3. Select the county you are filing in from the **County** dropdown menu and the applicable class code from the **Class code** dropdown menu. Then, select the **Continue** button.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file

Case information Parties Documents Review

New filing

Read the [eFiling a new case user guide](#) for information on how to eFile a new case.

County
Chippewa x ▾

Class code
50102 - Probate - Informal Proceedings x ▾

Email address
x ▾

Continue

4. Select the **Add party** button to add parties to the case.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file

Case information Parties Documents Review

Parties

Add party

Party type	Name	Attorney	Actions
This filing has no parties			

Previous Continue

5. Complete the **New party** window. Start by choosing a **Party type**, beginning with the filing party (i.e., Decedent). Be sure to enter a birth date and date of death. If you are logged in as an attorney, *do not* select the **Add attorney** button on the decedent party record. Select the **Save, and Add next party** button to add additional parties to the case.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file

Case information Parties Documents Review

New party

Party last name and business name are limited to 60 characters. The name entered does not need to match the complaint.

Party type
 Person Business

First name Middle name Last name Suffix

Address 1 Address 2

ZIP City State Country

Phone number

Other name(s) for this party

Party attorney(s)

Is an interpreter needed?
 Yes No

- In the **New party** window, add the **Petitioner(s)**. Select the **Add attorney** button to add the attorney representing the filing party on the case.
- When all parties have been added, review them for accuracy and select the **Continue** button.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file

Case information Parties Documents Review

Parties

Party type	Name	Attorney	Actions
Decedent	John Brown		Edit Remove
Petitioner	Janice Brown	Heidi Parks	Edit Remove

8. Select the **Upload documents** button to browse for and upload a filing document along with other associated documents to the case. Review the bulleted list to ensure your documents are properly formatted.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file

Case information Parties Documents Review

Documents

Upload your filing document and additional documents below.

- It is recommended to use .pdf format unless the content of the document will require editing by a court official. Orders or proposed orders may be .docx or .pdf.
- Documents requiring the signature of a court official (circuit court judge, court commissioner, clerk of circuit court, or register in probate) must include a blank 3" top margin on page 1 and a blank 1/2" top margin on all subsequent pages.
- Documents must be less than 10 MB in size and standard letter or legal size.
- Do not include a signature block.
- For more details on technical requirements for documents see the [document requirements](#).

To upload multiple documents, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

Upload documents

9. From the **Document type** dropdown menu, select the correct document type, and enter a descriptive title in the **Document title** text entry field. Select the **Continue** button.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file

Case information Parties Documents Review

Documents

Upload your filing document and additional documents below.

- It is recommended to use .pdf format unless the content of the document will require editing by a court official. Orders or proposed orders may be .docx or .pdf.
- Documents requiring the signature of a court official (circuit court judge, court commissioner, clerk of circuit court, or register in probate) must include a blank 3" top margin on page 1 and a blank 1/2" top margin on all subsequent pages.
- Documents must be less than 10 MB in size and standard letter or legal size.
- Do not include a signature block.
- For more details on technical requirements for documents see the [document requirements](#).

To upload multiple documents, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

Upload documents

File name	Status	Document type	Document title	Seal	Remove
Application for Informal Administration.pdf	Upload complete	Application for Informal Administr... x	Application for Informal Administrati	<input type="checkbox"/>	Remove
Domiciliary Letters.pdf	Upload complete	Domiciliary Letters x	Domiciliary Letters - Brown	<input type="checkbox"/>	Remove

Previous **Continue**

Note: If the appropriate document type is not available, review the “[Forms by eFiling document type: Probate \(PR and IN\) cases](#)” document to determine if your document should be a .docx or a .pdf.

An accurate and descriptive document title is beneficial for identifying documents. The title entered here displays in the *View documents* list on the *My cases* page, and is visible to the courts.

10. On the **Review** page, review the filing for accuracy. Select a **document link** to open and view any of your uploaded files. Select the **Continue** button when you are ready to proceed.

Wisconsin circuit court eFiling

new filing | in progress | my cases | opt in | notifications | non-party filing | support | ready to file

Case information | Parties | Documents | Review

Review

Probate filing: Informal Proceedings (50102)
In the Estate of John Brown

Petitioner: Janice Brown
12 Oak Lane
Madison WI 53706
US

Decedent: John Brown

Attorney: Heidi Parks

Documents

[Application for Informal Administration - Application for Informal Administration - Brown](#)
[Domiciliary Letters - Domiciliary Letters - Brown](#)

Notes to Clerk

Please type any notes to the clerk here.

Previous | **Continue**

Note: The *Notes to Clerk* text entry field functions like a virtual sticky note on your filing. Anything entered in this box displays to the clerk while they process your filing, but is deleted once your filing is accepted. These notes are not permanently saved to the case.

11. On the **Ready to file** page, select the checkbox next to the filing(s) you wish to submit, or select the checkbox next to a county name to submit all filings in that county. Choose a payment type and select the **File** or **File and Pay** button.

Wisconsin circuit court eFiling

new filing | in progress | my cases | opt in | notifications | non-party filing | support | ready to file

Ready to file

Chippewa County

<input checked="" type="checkbox"/> Probate filing: Informal Proceedings (50102) In the Estate of John Brown (show parties)	\$0.00
Documents:	
Domiciliary Letters - Domiciliary Letters - Brown	
Application for Informal Administration - Application for Informal Administration - Brown	
Court eFiling fee	\$20.00
Edit Delete	
Subtotal	\$20.00
Learn about payment options.	Total fee \$0.00

File

Note: If you have set up a court debit account (CDA) with the circuit court you are filing in, you will have the option to choose a payment method. To learn how to set up a CDA, see the [“Creating and managing a court debit account”](#) user guide. It is your responsibility to ensure proper funds are available in the account at the time of filing.

If paying with a credit/debit card or eCheck via the US Bank ePayment website, a transaction fee will be applied to the total.

12. On the **Filings submitted** page, select the **Make payment with US Bank** button to proceed to the US Bank ePayment website and pay the associated filing fees. If fees were not assessed, the **Make payment with US Bank** button displays as **Return to main menu** instead.



Note: Once you have advanced to this page, do not close your browser window or take a break. Selecting the *File and pay* button at the bottom of the previous page initiates a connection with the US Bank ePayment website that exists for 10-15 minutes. If you wait longer than that to complete your payment, or if you exit out of the system before the payment process is complete, you will not be able to return and pay for your filing(s).

US Bank is the vendor that processes circuit court credit card and electronic check transactions. You do not need a US Bank checking or savings account to pay for filings on the US Bank ePayment website. You can pay using a Visa card, MasterCard, or electronic check.

13. Once payment is received, the new case is processed by the circuit court. You will receive an email confirmation and the file-stamped document(s) will be visible on the **My cases** page of the eFiling website. The eFiling system generates an **Electronic Filing Notice** that must be printed and served traditionally along with other case initiating documents.