

# INSTRUCTIONS FOR ATTORNEYS TO MAINTAIN THEIR OWN eACCOUNTS TO MAKE NAME/ADDRESS CHANGES STATEWIDE IN CCAP

Go to [wicourts.gov](http://wicourts.gov) and click on:

- Services

- For Attorneys

- Click on “**Creating an Account**” if you don’t already have one set up or to obtain a new password if you lost or forgot your original password

or

- Click on “**Update Account Information**” to make changes to your account (using your user name and password)



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## For attorneys

### Using an eCourts account

All attorneys should create an eCourts account for conducting business with the courts. An eCourts account is necessary for the circuit courts.

#### Creating an account

[Creating an account](#) is simple and takes only a few minutes. Users are guided through a series of screens and asked to create an account recovery in the event of a lost password.

Attorneys licensed to practice in Wisconsin should choose 'Wisconsin attorney' as their user type when prompted when creating an account.

Please note the eCourts system requires all e-mail addresses to be unique. This means an e-mail address can only be used once.

#### Designate mailing addresses with circuit courts statewide

eCourts provides a mailing address section where attorneys update and maintain their mailing address(es) with the circuit courts.

Attorneys should utilize this feature for all address changes with the circuit courts and should not contact the clerk of court or contact each circuit court individually.

Address information can be updated by following the [Update account information](#) link on any eCourts log in screen.