

EFILING GUIDELINES

Submit each document separately (supporting Affidavits should be separate from Motions or Orders to Show Cause; exhibits should be included as part of the same document they are attached to).

Do not submit multiple documents as one single PDF. We will reject such a filing and request that you resubmit each document separately.

Title your documents accurately.....using the same title indicated on the pleading.

Leave a 2 x 2 inch square open/blank in the upper right corner of the first page of each document to accommodate the electronic court file stamp.

Submit documents which do not need the signature of the Court as PDF documents.

Submit proposed Orders saved in Microsoft Word **.docx** format, so they can be revised by the judge, if necessary, and then signed electronically.

Proposed Orders can be electronically signed by the judge. The electronic signature will print after the last printing on the page, so do not include the standard “Dated this ____ day of _____, 2015, BY THE COURT” language at the end of your Order, because the electronic signature will print below this. Also, if your document ends with a “DRAFTED BY” paragraph, the electronic signature will appear after that paragraph, so you may either wish to eliminate the “DRAFTED BY” paragraph or position it strategically somewhere else in your document, other than at the bottom of the last page of your document.

NOTE: Do not use the word “Proposed” as part of your document title. The eFiling system automatically adds the word “Proposed” and once the judge signs the Order, the word “Proposed” gets dropped.

Judges can also now apply electronic signatures to PDF documents (*i.e. Findings of Fact, Conclusions of Law and Judgment*). The judge’s PDF signature block template consists of three lines, the same as is contained on state court forms (*EX: CV-418, Dismissal Order*). On pleadings drafted by an attorney (or pro se litigant), you need to follow the **signature block specifications** to add a signature block to any document that requires a court official signature (*the template can be cut and pasted onto your document*. See sample below.

Circuit Court Judge/Circuit Court Commissioner/Register in Probate

Title (Print or Type Name if not eSigned)

Date

Alternate Options Available for Documents Requiring Multiple Signatures

If you have a document that is a combination Stipulation and Order, submit it as a PDF document which includes a signature block for the court official’s signature, and the court will sign the PDF electronically. OR you could submit the Stipulation separately as a PDF document, and the Order as a separate Proposed Order that could be electronically signed by the judge.

If you have a document that requires a combination of signatures, for example a Petition and Order for Payment of GAL Fees, which contains an attorney's signature in the petition, will require the Court's signature in the Order, and will also require Dan to complete financial information following the Order, you may just want to submit this document as one entire PDF document and we will print it off and manually secure the necessary signatures and then scan the document into the record. This should simplify the process for attorneys and not require breaking the document out into a petition and order and submitting each one separately.

Similarly, if you want to submit a Judgment that contains a Bill of Costs Statement at the end which will require the Clerk's signature, submit it as a PDF document, and we will print it off and present it to the judge for signature, and then to the Clerk for completion and signature. The document will then be scanned into the record.

Costs to File:

- \$20.00 per eFiling party, per case to eFile. (fee is a recoverable cost)
- Convenience fee: There is a \$2.50 flat convenience fee for using an electronic check or a 2.75% convenience fee to process filing fees using a Master Card or VISA credit card (Manitowoc County has deemed the convenience fee a recoverable cost)

Refused Filing/Refund of Filing Fee

If a document is refused but had a filing fee attached to it, your filing fee will be refunded, unless you submit a corrected filing. **If you submit a corrected filing, you do not need to submit another filing fee.** The convenience fee associated with your eFiling payment is not refundable.

Electronic Filing Notice (GF-180) is generated with new e-filings and needs to be served on the defendant/respondent along with the other initiating documents, to inform party(ies) of the option to register as an electronic party. The notice provides instructions for opting in as an electronic party to the action.

Opting In. eFiling parties can opt in to any electronically filed case where they are listed as a party or attorney of record. At the Opt-in page, the party selects the county the case is filed in, enters the case number, follows the prompts, and pays a \$20.00 opt-in fee. After the party submits the opt-in request, an email is sent to the email address designated by the user confirming the opt-in request. (*Convenience fee of 2.75% = \$.14 if using Master Card or VISA, or \$2.50 flat fee if using electronic check*)

Once an attorney has opted in, the represented party cannot opt in as an eNotice party. This is because there is a risk of ex-parte communication occurring between the other party's attorney and this party.

If the **Notice to Party with Attorney** checkbox is marked, parties of eNotice attorneys will receive a printed paper notice.

Multiple attorneys from the same firm can opt in and receive electronic notices. Before they can opt in, they need to be added to the case as an attorney of record. This can be accomplished by calling the Clerk of Court, getting added as an attorney of record, and then opting in and filing a Notice of Retainer in the case.

Opting Out. eFiling parties can opt out of receiving electronically filed case information by going to the Circuit Court eFiling page and selecting "My Cases." A list of electronically filed cases associated with the user will display. In the "Actions" column, select the "Opt Out as an Electronic Party" link and submit. An email will be sent to the user's designated email address to confirm the opt-out request.

eNotice Status Change Forms. Whenever a party's status is changed, the system will generate a **GF-208 Electronic Notice Status Change** and a **GF-181 Electronic Filing Registration Confirmation** for each party opting in or out as an filer.

Converting a file to eFiled. Allows a non-e-filed case to be converted to an efile, allowing the attorney and/or party(ies) on the case to opt in and receive, view or file documents electronically. *Refer to **Instructions to Convert a Case to an Electronic File.***

Request Clerk to add Convenience Fee and eFiling Fee to Costs to be Included in Judgment: Mail or fax a letter to the Civil or Family Clerk requesting that the convenience fee and efilng fee be included as part of the costs of filing fee for purposes of entering a judgment. If payment was made by an electronic check, the convenience fee is a flat \$2.50, and if payment is made by a debit or credit card, the convenience fee is 2.75%.. Manitowoc County Clerk of Court fax number is (920)683-2733.

How Do I View All eFiled Cases?

Under your "My Cases" portal, the system defaults viewing of efiled cases to all **active/pending/open** cases. If the attorney wishes to view closed cases or all cases they have filed as efiles, they should mark the checkbox "Show Closed Cases."

Small Claims – Date Summons Mailed

The "Date Summons Mailed" on new small claims filings will depend on the time we process a new e-filed small claims action. The last mail pick-up of the day for the Clerk of Court is 3:00 p.m. All new e-filed small claims cases that are processed prior to 3:00 p.m. will have the summons mailed out the same day. Anything filed after 3:00 p.m. will have the small claims summons mailed on the next business day.

Docket Fees, Satisfaction Fees & Writ Fees

Docket fees and satisfaction fees are now able to be completed through the efilng system, however, writ fees must still be done in person or by mail at this time.

**FOR PROCEDURAL ASSISTANCE ON EFILING, CONTACT
CLERK OF COURT OFFICE AT (920) 683-4030**

**FOR TECHNICAL ASSISTANCE ON EFILING, CONTACT
CCAP PUBLIC SUPPORT LINE@ 1-800-462-8843**