

TO BECOME AN E-FILER (in an e-file case), go to:

- wicourts.gov
 - Services
 - Public
 - Electronic Filing (eFiling)
 - Circuit Court eFiling
- click on “User guides and training” to watch eFiling demo

OR

- click on “Log in to the Circuit Court eFiling website (to set up an e-account)”

There is a \$20.00 fee to register (opt-in) as an electronic party. You can pay with a debit or credit card. A convenience fee will apply.

IF THE FILE IS NOT YET ELECTRONIC, you will need to request the Clerk of Court to convert the file to an e-file first, before you can opt in as an e-filer.

You will need to complete the attached **Request to Convert Case to an Electronic File** and either drop off the completed form at the Clerk of Court office, or fax it to (920) 683-2733. You will be advised if your request has been approved, and when approved, you can proceed with the instructions above to become an e-filer.