



# Clerk of Circuit Court E-filing *User's Guide*



# BASIC INFORMATION<sup>1</sup>

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## Technical requirements

- eCourts account ([Learn how to create an eCourts account.](#))
- Active email address to list on your eCourts account (This email address is where all eNotifications about your cases will be mailed. Make sure your email client and security platform will allow you to receive emails from @wicourts.gov addresses.)
- Internet access (high speed connection is recommended)
- Web browser (For the best possible eFiling experience, we recommend that you use the most recent version of Google Chrome, Internet Explorer, Mozilla Firefox, or Safari.)
- Scanner to output scanned documents in searchable PDF format
- Microsoft Word 2007 or newer
- PDF conversion software (Microsoft Word has the capacity to save documents in PDF format.)
- Antivirus software

## eFiling document specifications

### Proposed orders

- Microsoft Word editable format required (.docx)
- Maximum page size is 12"x18"
- Standard fonts (e.g., Arial, Calibri, Cambria, Geneva, Tahoma, Times, Times New Roman)
- 12 point font size recommended
- Omit all JavaScript and macros
- Do not include signature/date entry lines for judge
- Leave a 2"x2" square in the upper right corner of the first page of the document free of text or images to accommodate court file stamp

### All other documents

- PDF format required (.pdf)
- Maximum page size is 12"x18"
- 10 MB document size limit (A document exceeding 10 MB can be split into several smaller documents for submission to the eFiling system. See our tutorial on [splitting PDF documents.](#))
- Scan in black and white at 300 dpi for optimal results
- Leave a 2"x2" square in the upper right corner of the first page of the document free of text or images to accommodate court file stamp
- Omit all Javascript, document security, and digital signatures. (Documents are electronically signed by adding the following text where you would normally hand sign: Electronically signed by [Filer name].)
- Follow the [signature block specifications](#) to add a signature block to any document that requires a court official signature.

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<sup>1</sup> <https://www.wicourts.gov/ecourts/efilecircuit/tech.htm>

# TOPICS IN ALPHABETICAL ORDER

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## **3<sup>rd</sup> PARTY FILERS**

Third party filing is intended for anyone who is not a party on the case. Filings are limited to PDF's. You will not be able to file a proposed order in Word for the court to review for signature. 3<sup>rd</sup> party filers can only submit one document at a time.

## **ADDRESS**

Enter party addresses using upper and lower case letters. Use standard abbreviations found at [United States Postal Service](#) . Addresses submitted other than initial submission and amended complaints/petitions for filing can not be changed via the eFiling system. Parties will have to submit documentation of address corrections or changes to the Clerk of Court.

## **APPEALS**

Notice of Appeal is to be filed electronically. Attorneys can post Circuit Court fees through the financial means available and submit the filing fee to the Appellate court directly.

## **CAPTION**

Captions are created by entering party names into the party section of the e-file portal. Please enter all names using both in upper and lower case letter as appropriate. Do not enter party names in all capitol letters.

## **CAPTITALIZATION**

Please enter all names using both in upper and lower case letter.

Do not enter the following in all capitol letters:

- Party names
- Party's address
- Document name

## **CD'S/DVD'S**

The eFiling system does not support the filing of CD's/DVD's video or audio recordings. You may submit the transcript of the recording or submit the CD/Video as an evidentiary exhibit.

## CLASS CODE

The class codes are available at: <https://www.wicourts.gov/courts/circuit/circuitcodes.htm>

Class codes NOT available for eFiling at this time are:

30709	Domestic Abuse-Temp Rest Order
30710	Child Abuse Restraining Order
30711	Harassment Restraining Order
30712	Combine Act/Domestic Abuse-Harassment
30713	Individual at Risk TRO or Injunction

Class codes available for eFiling;

Civil actions	Class Code
Products Liability	30100
Personal Injury - Automobile	30101
Medical Malpractice - Other	30103
Medical Malpractice - Ch. 655	30104
Wrongful Death	30105
Intentional Tort	30106
Personal Injury - Other	30107
Asbestos	30108
Property Damage	30201
Minor Settlement	30203
Money Judgment	30301
Garnishment - Large Claim	30302
Other - Contracts	30303
Other - Debtor Actions	30304
Condemnation Review	30402
Agricultural Foreclosure	30403
Foreclosure of Mortgage	30404
Other - Real Estate	30405
Appeal from Municipal Court Judgment	30601
Administrative Agency Review	30607
Declaratory Judgment	30701
Unclassified	30703
Name Change	30708
Petition for Supervisory Writ	30950
Petition for Writ of Habeas Corpus	30951
Petition for Writ of Mandamus	30952
Petition for Writ of Prohibition	30953
Petition for Writ of Other Extraordinary	30954
Petition for Writ of Certiorari	30955
Petition for Writ of Quo Warranto	30956
Petition to Compel DNA Sample	30957
Amortization of Debt/Wage Earner	31007

Family	Class Code
Divorce	40101
Annulment/Legal Separation	40201
UIFSA - Incoming	40401
Support/Maintenance Actions	40402
UIFSA - Outgoing	40403
Paternity	40501
Paternity Acknowledgment	40503
Action to Modify - Enforce Judgment	40601
Unclassified	40803

Small claims	Class Code
Small Claims - Claim for \$10,000 or less	31001
Small Claims - Eviction Due to Foreclosure	31002
Small Claims - Replevin	31003
Small Claims - Eviction	31004
Small Claims - Garnishment	31005
Arbitration Award	31006
Amortization of Debt/Wage Earner	31007
Return of Earnest Money	31008
Tort/Personal Injury (\$5,000 or less)	31010

Probate	Class Code
Probate Unclassified	50100
Formal Proceedings	50101
Informal Proceedings	50102
Ancillary Proceeding	50103
Special Administration	50104
Summary Assignment	50105
Summary Settlement	50106
Formal Term of Joint Tenancy	50107
Term of Life Estate	50108
Determination of Descent	50109
Trusts	50201
Corporate Trusts	50202

## **COURT DEBIT ACCOUNT DEPOSITS**

Deposits for attorney court debit accounts can be made to the Ozaukee County Clerk of Courts office either in person or by mail. If on a multi-attorney firm please be sure to provide instruction as to which attorneys can draw from this fund and the contact person at the firm if additional information is required. <https://www.wicourts.gov/ecourts/efilecircuit/docs/howtocreatecourtdebitaccount.pdf>

## **CRIMINAL AND CIVIL FORFEITURES CASES**

Parties may voluntarily opt into traffic, civil forfeitures and criminal matters.

## **DOCUMENT FILE NAME**

Any document that is attached to a filing must be no larger than 10MB. You may attach multiple documents but no single document can exceed the 10MB threshold. If you are having difficulty with this requirement you may need to adjust your PDF output settings. Usually the PDF conversion tool or printer driver contains an option to compress the PDF output.

## **DOCUMENT FILING FORMAT**

The Ozaukee County Clerk of Courts will only accept filing attachments that are in Portable Document Format (PDF). PDF is an industry standard file format. If your word processor software does not have an integrated PDF printer or export to PDF option there are many PDF tools available, for free or for purchase.

## **DOCUMENT PAPER SIZE**

The Ozaukee County Clerk of Courts will not accept a filing attachment that is any larger than standard Letter size (8.5" x 11"). Submitting an attachment that is legal size (8.5" x 14") will result in your filing being rejected unless it is a copy of; a Will, signed Order of the Court, documents created by other state agencies or courts, bonds, promissory notes, or deeds.

## **DOCUMENT TITLES**

Any document submitted through the E-Filing system must bear a Document Title that is descriptive of the contents of that document. The document title that you enter into the "Document Title" box should be the exact same as the document title on the caption of your document. For example, a document titled "XYZ Plaintiff's Motion for Summary Judgment on Claims and Against Third Party Defendant ABC Corporation" or "Motion to Suppress Statements" is appropriate. That same document simply bearing the title "Motion" is not appropriate. Do not use all capitals for document titles.

## **E-FILING COLORED DOCUMENTS OR EXHIBITS**

Documents should NOT be filed in color unless the detail on the document is not discernable in black and white. The court cannot convert documents with color images to black and white. Documents and exhibits should always be e-filed in black and white.

## **EXHIBITS - Document or other object produced in a court as evidence**

Any document to be filed as a proposed exhibit should be marked and uploaded via the E-filing site. The copies are to be produced in court for the hearing and retained by the Clerk of Court per Supreme Court Rules. The proffering party should retain any originals for future contest unless otherwise ordered by the court. A list of non-paper exhibit shall also be identified and marked to be uploaded via the eFiling web site.

## **EXHIBITS – Supplemental information for documents**

Each exhibit should be uploaded as a separate PDF file. After uploading a primary document, please choose the document type "Exhibit", enter the appropriate number or letter, and be

sure to place a check mark to the right of “Attach to main document”. Each exhibit should bear a marked as Exhibit A, Exhibit B, etc.

## **FEE TO OPT IN**

The fee to use the eFiling system to file a case or opt into an eFiled case is \$20 per filer. You may apply for a waiver of the filing fee and the eFiling fee when you file your case. Submit form CV-410 at the same time as you file your complaint or petition. Defendants and respondents may use the same form to apply for waiver of the eFiling fee. A filing fee will not be charged to a Wisconsin governmental unit such as the district attorney, public defender and appointed counsel, court-appointed counsel, child support agency, Attorney General, or county and municipal attorney.

## **FREQUENTLY ASKED QUESTIONS**

FAQ's are available at <https://www.wicourts.gov/ecourts/efilecircuit/faq.htm>

## **HELP DESK AND TRAINING**

Detailed information and training resources are available Wisconsin Courts eFiling Support Center staff are available Monday through Friday, 8:30 a.m. to 4:30 p.m., except for court holidays, to answer your technical questions and assist you with using the eFiling system at; by state court **web site** <https://www.wicourts.gov/ecourts/efilecircuit/train.htm>, by **phone** at 1-800-462-8843, by **email** at [eFileSupport@wicourts.gov](mailto:eFileSupport@wicourts.gov) or by **chat** at <https://www.wicourts.gov/ecourts/efilecircuit/efilefeedback.htm> use the green ? button.

## **HIGH-VOLUME FILING AGENT**

High-volume filing agent means a person authorized under s. 799.06(2) who appears on behalf of an entity filing 10 or more actions a year in the county where the action is being filed.

## **JURY INSTRUCTIONS**

Civil Cases; proposed jury instructions shall be submitted through the E-Filing system in editable format. The set of instructions provided to the jury as well as a party's tendered instructions that have been rejected by the court shall be uploaded into the E-Filing system as the court directs.

## **LOCAL RULES**

Ozaukee County Local Rules are available at; <http://www.co.ozaukee.wi.us/195/Local-Rules>

## **MANDATORY FILERS**

All attorneys and high volume filing agents are mandatory eFilers in cases identified as mandatory by the Wisconsin Director of State Courts. Case types currently mandatory in Ozaukee County are; civil, family, paternity and small claims.

## MOTION TO SEAL

Please refer to the standard state forms for submitting sealed or temporary sealed documents.  
<https://www.wicourts.gov/services/attorney/redact.htm>

## ORDERS

Proposed court orders are to be e-filed as a Word document with a .docx extension. Exceptions include; Qualified Domestic Relations Order and preapproved orders by the court. When submitting a proposed order in PDF format utilize the standard signature block found at; <https://www.wicourts.gov/ecourts/efilecircuit/eupdate01.htm>

## ORIGINAL DOCUMENTS

Parties are to file copies of all documents with the exception of wills, codicils and any other document the court orders filed for review of authenticity.

## OVERSIZED DOCUMENTS

Maximum page size is 12"x18"

## PARTY INFORMATION

eFilers are required to enter all parties listed on the document being filed, if the party is not already a part of the case. (If the filer is submitting a new complaint, ALL parties must be entered.) If all parties are not entered, the transaction will be rejected. Family matter must include all minor children in a divorce if they are the child of the joint litigants.

## POST JUDGMENT ACTIONS

Post judgment paternity documents must contain the "PJ" case number extension on all filed documents.

## REJECTED FILINGS CODES

All documents electronically filed must be in a text searchable format, i.e., OCR. The court is unable to accept documents that do not comply with these requirements, or documents that include but are not limited to: digitized signatures, fillable forms, or a negative image. If your document has been rejected, you should receive an e-mail indicating the reason for rejection. The name and phone number of the clerk that rejected the document will be written in the e-mail. If you decide to call the court for an additional explanation, the court requests that you contact the specific clerk who rejected the document. When you call, be sure to have your case number ready, as it will help the clerk assist you more quickly.

Categories	Rejection List	Explanatory Notes
(1) Incorrect caption or filings where the filing parties are inconsistent with the parties listed	Caption does not match parties entered into CCAP	

Categories	Rejection List	Explanatory Notes
in CCAP.		
(2) Document filed in the wrong court or wrong case.	Document case number does not match parties entered into CCAP. Invalid or no case number on document.	
(3) Proposed order or related document not in editable format.	File Proposed Order in PDF format.	Wis. Stats. §801.18(8)
(4) At filing attorney's request.	Filing attorney calls the court and requests filing be rejected	
(5) Incorrect scanning or document submission.	Multiple documents filed as one single document. A document cannot be opened by the court because of an apparent corruption. A document quarantined by the system for having a virus.	Wis. Stats. §801.18(8)
(6) Poor document quality.	Document is illegible. Document scanned inappropriately.	
(7) Pleadings not in compliance with the Wisconsin rules of civil procedure, the Local Rules of Ozaukee County.	Missing caption. Wrong font size, within reason.	Wis. Stats. §801.18(8)
(8) Missing/wrong dates on a notice of hearing, Notice of Setting, or Summons.	A wrong date or time in a notice of hearing, a notice of setting, a summons.	Wis. Stats. <u>§799.05</u>

## REQUESTS FOR SUBSTITUTION

In Civil, Family, Paternity and Small Claims case types the filing party shall forthwith mail a copy thereof to all parties to the action and to the named judge.

## RULES

A link to a copy of the new eFiling rules are at:

<https://www.wicourts.gov/ecourts/efilecircuit/docs/eFilingrule.pdf>

## SCHEDULING COURT DATES

Please contact the Judge's branch clerk/JA for court dates before eFiling documents.

## SEALED DOCUMENTS

Please refer to the standard state forms for submitting sealed or temporary sealed documents.

<https://www.wicourts.gov/services/attorney/redact.htm>

## **SIGNATURES**

Documents are electronically signed by adding the following text where you would normally hand sign: Electronically signed by [Filer name].

## **VOLUNTARY FILERS**

Voluntary filer means a party who is not subject to sub. Wis. Stats. §801.18 (3) (a) who voluntarily registers to use the electronic filing system. Litigants may opt into probate, civil forfeiture/traffic and criminal matters in Ozaukee County.

## VERSION

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comments</b>
<b>V16.2.a</b>	July 5, 2016	Mary Lou Mueller	Initial Publication
<b>V16.3.a</b>	August 6, 2016	Mary Lou Mueller	General updates and inclusion of Voluntary Criminal and Civil Traffic/Forfeitures
<b>V16.3.b</b>	October 10, 2016	Mary Lou Mueller	General updates, submit copies not originals for filing and inclusion of Voluntary Probate
<b>V16.3.c</b>	October 17, 2016	Mary Lou Mueller	Added Signature block information. Ability to opt into civil forfeitures and criminal cases.
<b>V16.4.a</b>	December 1, 2016	Mary Lou Mueller	Added Help Desk and Training section. Update Orders section.