



WISCONSIN STATE PUBLIC DEFENDER EFILING GUIDE

TITLE 1102: PREPARING A DOCUMENT FOR EFILING

DATE ISSUED: July 1, 2016

DATE REVISED: August 15, 2016

Saving Files in a Shared Drive

Every office should set up a policy for tracking and storing documents and drafts that will eventually be eFiled with the court. Documents that are ready to be filed through the Wisconsin court eFiling system should include the following information in the document title:

1. Case Number
2. Client Name
3. Title of Document (example: "Defendant's Motion to Dismiss")

Samples of documents meeting eFiling document specifications will be placed on SPD Connections.

eFiling Document Specifications

Proposed orders

- Microsoft Word (.docx) required
- Maximum page size is 12"x18"
- Standard fonts (e.g., Arial, Calibri, Cambria, Geneva, Tahoma, Times, Times New Roman)
- 12 point font size recommended
- 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 the tutorial on [splitting PDF documents](#).)
- Scan in black and white at 300 dpi. (Attachments such as maps and photos may be scanned in color if necessary.). See SPD eFiling Guide *Section 1104: Changing a Scanner DPI* for information on how to properly scan documents for eFiling.
- 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.
- Documents are electronically signed by adding the following text where you would normally hand sign: Electronically signed by (attorney name).