



WISCONSIN STATE PUBLIC DEFENDER EFILING GUIDE

TITLE 1107 : PRINTING EFILING SUBMISSION RECORDS

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SPD staff is not required to track eFiling submissions outside of the eFiling website and is not required to place submission records in the client file. However, if SPD staff chooses to track this information, below are three suggested ways to do so:

1. Option 1: print the submission web page.

When a document is eFiled using the new system, after the document has been submitted, a web page will pop up, indicating that the document submission was successful. Staff may choose to print this web page. To print the web page:

- Click on the three horizontal lines that are located in the upper right hand corner of the screen. Several options should display.
- Click on “Print.” Ensure that the document destination is the correct printer. Then click “Print.”
- File the document so that it can be found in the future.

2. Option 2: print the email confirmations

Attorneys will receive an email from the court when a document has been submitted and then again when a document has been accepted by the court. Attorneys or staff may choose to print this document for their records. To print an email:

- Click on the printer icon  in the upper righthand corner of the email
- A separate screen will display, with printing options on a column on the lefthand side of the page.
- Ensure that the destination is to the correct printer. Then click “Print.”
- File the document so that it can be found in the future.

3. Option 3: print notifications on the eFiling website

After an attorney receives notification that a document has been accepted by the court, the attorney or staff can sign onto the eFiling website to print the notification. To print the document:

- Sign on to the eFiling website at <https://efiling.wicourts.gov>. Enter the attorney username and password.
- After logging into the site, click on “Notifications” to view current notifications from the court. Double-click on the relevant notification that you would like to print.
- A smaller screen will pop up, with identical language as the email the attorney received. Print the notification by clicking on the icon  in the upper right of the pop-up screen.
- Ensure that the destination is to the correct printer. Then click “print.”
- File the document so that it can be found in the future.