



**WISCONSIN STATE PUBLIC DEFENDER  
EFILING GUIDE**

**TITLE 1108: PRINTING AN EFILED DOCUMENT**

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Date-stamped documents filed with the court must be printed and placed in the client file. To print a 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 the “My Cases” tab to view a list of current cases.
- Click “View Documents” under the case number.
- A screen will pop up with the title: “Documents for case \_\_\_\_\_.”
- Click on the document name that you would like to print.
- A separate tab will pop up, displaying the document. There should be a stamp showing the date that the document was filed.
- Click on the printer icon  in the upper right-hand corner to print the document
- Ensure that the destination is to the correct printer.
- Click “Print.”
- Place the document in the client file.