



WISCONSIN STATE PUBLIC DEFENDER EFILING GUIDE

TITLE 1111: ORGANIZING EFILING NOTIFICATIONS IN GMAIL

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Under the new eFiling system, attorneys receive an email from the court whenever an activity occurs on their case. This includes hearing notices, when documents are filed, and other information. With the influx of emails into their inbox, attorneys may choose to filter eFiling emails into a separate folder. Attorneys can take the following steps if they wish to have their email address automatically label and electronically store their eFiling notification in a separate inbox.

Creating Labels and Filters in Gmail

- Click on “Settings.”
- Click “Filters and Blocked Addresses.”
- Select “Create a new filter.”
- Enter the email address you would like to filter from in the “from” section.
- Click “Create Filter with this search.”
- Click the box next to “Skip the Inbox (Archive It).”
- You can also type in a specific label to the email:
 - To create a label, click the box next to “Apply the label.”
 - Then select “Choose label...”
 - Select “New label.”
 - Type in the name of the label you would like to use (i.e. eFiling Notifications).
 - Click “create.”
- Click “Create Filter.”