



WISCONSIN STATE PUBLIC DEFENDER EFILING GUIDE

TITLE 1115: HOW TO EFILE A NOTICE OF APPEAL IN SPD CASES (APPELLATE DIVISION)

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eFiling Generally

Before eFiling, please follow the instructions in this eFiling Guide for “Preparing a Document for eFiling.”

Filing a Notice of Appeal

If you are already opted-in to a case on the eFiling website, below are instructions on how to file on that case.

1. Sign on to the eFiling website at <https://efiling.wicourts.gov>. Enter the attorney username and password.
2. After logging into the site, click on “My cases.”
3. Click on the link under the My Cases heading that says “Can’t find a case? [Click here to search.](#)”
4. Enter your search criteria and click “search.”
5. Locate the correct case number.
6. On the right hand column of that case, click on “File another document.”
7. Click “upload documents.”
8. Find the Notice of Appeal and Order Appointing Counsel located on the computer and double click that document to upload it. (Note: documents must follow the document specifications listed in the “Preparing a Document for eFiling” portion of this guide).
9. After you upload the document, the document’s name will appear under the “File Name” and the Status will say “Upload complete.”
10. Under document type, click on the small arrow on the righthand side and select the document type: “Other.” Enter a descriptive document title (i.e. “Notice of Appeal and Order Appointing Counsel”).
11. Enter the following note to the clerk in the “Notes to Clerk” box: *“Individuals represented by the State Public Defender are exempted from fees during the appeal process. See Wis. Stat. 814.29(1); see also In re Commitment of Sorenson, 2000 WI 43 at P26 (“an indigent person... is not obligated to pay a filing fee at any stage during the appeal process.”).”* This note is a temporary transmittal note, not visible to other parties and is not retained by the clerk of court after document processing.
12. Click “Continue.”
13. A screen will appear with the heading “Ready to File.”
14. Click on the checkbox to the left hand side of the case that you would like to file on.
15. Click “File” on the bottom of the page.