



WISCONSIN STATE PUBLIC DEFENDER EFILING GUIDE

TITLE 1116: HOW TO EFILE A NOTICE OF COMPLETION OF REPRESENTATION

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eFiling Generally

Before eFiling, please follow the instructions in this eFiling Guide for “Preparing a Document for eFiling.” The Notice of Completion letter can be found on SPD Connections under “eFile Resources” and wispd.org under the Legal Resources tab labeled “eFile Resources.”

Filing an Electronic Document

If you are already opted-in to a case on the eFiling website, below are instructions on how to eFile a “Notice of Completion” 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. Locate the correct case number.
4. On the right hand column of that case, click on “File another document.”
5. Click “upload documents.”
6. Find the “Notice of Completion Letter” 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).
7. After you upload the letter, the letter’s name will appear under the “File Name” and the Status will say “Upload complete.”
8. Under document type, click on the small arrow on the righthand side and select “Notice of Completion.”
9. Enter a descriptive document title: “Notice of Completion of Representation.” (Note: this document title is submitted directly to the clerk’s office).
10. Enter any “Notes to Clerk” in the blank box. These notes are temporary transmittal notes, are not visible to other parties and are not retained by the clerk of court after document processing.
11. Click “Continue.”
12. A screen will appear with the heading “Ready to File.”
13. Click on the checkbox to the left hand side of the case that you would like to file on.
14. Click “File” on the bottom of the page.
15. A screen will appear saying “Filing Submitted.”

After receiving the letter, the clerk will remove the attorney as attorney of record for the case. The attorney will not have access to the case through the eFiling system after he/she eFiles this letter. The attorney should print any eFiled documents that he/she needs for the client file prior to eFiling this letter with the court.