



WISCONSIN STATE PUBLIC DEFENDER EFILING GUIDE

TITLE: SPD EFILING FREQUENTLY ASKED QUESTIONS

DATE ISSUED: July 1, 2016

DATE REVISED: February 13, 2017

eFiling Generally

1. Who has access to eFiling?
 - a. Attorneys in Wisconsin have a username and password for the eFiling website. This username and password is the same username and password that attorneys use to report their CLE credits.
2. How can an attorney change their user information on the eFiling website?
 - a. Attorneys can go to <http://efiling.wicourts.gov> and click on "Update Account Information" to update their account.
3. Does support staff have the ability to get separate log-ins for the eFiling site?
 - a. CCAP recently created File Prep eCourts accounts designed to give legal secretaries the ability to prepare eFiling documents for attorneys. More information about these accounts can be found [on the eFiling website](#).
4. Can attorneys designate more than one email to be associated with their eFiling account?
 - a. Yes, an attorney will be able to designate a "cc" email that notifications on all their cases will be sent to. This means that when a document is filed pertaining to that attorney's cases, an email will be sent to the attorney and the designated "cc" email address.
5. Do public defenders and private attorneys appointed to public defender cases have to pay to use the eFiling system?
 - a. No, the filing fee is waived in public defender cases. See the SPD eFiling Guide *Section 1101: Opting in as an Electronic Party on a Current Case* for more information.
6. What does mandatory vs. voluntary eFiling mean?
 - a. Although the Supreme Court rule mandating eFiling was effective on July 1, 2016, eFiling does not become mandatory in every county on that date. The court system is doing a gradual roll-out of eFiling on a county-by-county basis. Mandatory eFiling at the beginning will only affect the following case types: civil, family, paternity, and small claims. For the SPD, the main case type that this will affect is Order to Show Cause for Child Support. The initial roll-out of mandatory eFiling in family and civil cases will NOT include TPRs, Ch. 51/55, or 980 cases. Many counties may choose to do voluntary eFiling in criminal cases and other case types. If a county has voluntary eFiling, the local staff does not have to eFile on those cases unless they would like to. Contact Kat Dellenbach at dellenbachk@opd.wi.gov for more information about the roll-out schedule or if you wish to opt-in for eFiling on all of your cases.

Orders Appointing Counsel

How do we file Orders Appointing Counsel?

- a. For cases assigned to the private bar, Orders Appointing Counsel (OAC) must be filed as a "non-party filing." Staff will have to use the Local Attorney Manager's username and eFiling account to file OACs. Check out the SPD eFiling Guide *Section 1100: How to eFile an Order Appointing Counsel* for more information.
- b. For cases assigned to staff attorneys, OACs can be filed as a "non-party filing" under the Local Attorney Manager's account or the attorney assigned to the case can upload the OAC when they

- opt-in. See the SPD eFiling Guide *Section 1101: Opting in as an Electronic Party on a Current Case* for more information.
2. Do we file OACs for staff and private?
 - a. Yes, we will have to file OACs for staff and private bar cases through the eFiling system for the case types that are currently eFile only.
 3. What format is required for this?
 - a. All OACs will have to follow the document specifications of PDFs required by the court. Check out the SPD eFiling Guide *Section 1100: How to eFile an Order Appointing Counsel* for more information.
 - b. Properly formatted OAC forms are available on SPD Connections and in eOPD.
 4. Do attorneys have to "opt-in" even if we file the OAC for them or will the court automatically opt them in once they receive the OAC?
 - a. Yes, private and staff attorneys will have to "opt-in" to the case, even after the OAC is accepted by the court. SPD offices should still use their normal notification procedures for notifying private bar that they have been appointed to a particular case. There will be a lag time for processing so attorneys will not be able to opt in right when the OAC is filed. Attorneys will have to give the court an hour or two to process the document before opting in.
 5. How do I opt in to a case that I am currently the attorney of record on?
 - a. Check out the SPD eFiling Guide *Section 1101: Opting in as an Electronic Party on a Current Case* for more information on how to opt-in.

Filing and Viewing Documents

1. Will the "My Cases" tab show open and closed cases?
 - a. The "my cases" tab shows only open cases. If you are trying to view or file documents on a closed case, select the "my cases" tab and click on the "Looking for closed cases?" link near the top of the page.
2. Does eFiling have particular document specifications?
 - a. Yes, documents that are eFiled must meet certain document specifications. Check out the SPD eFiling Guide *Section 1102: Preparing a Document for eFiling*.
 - b. Pre-formatted headings for letterhead, PDFs and Word Documents are on SPD Connections.
3. Is there metadata in electronic documents that I need to be worried about?
 - a. Documents filed with the court may contain metadata. Metadata is information that is embedded in documents sent electronically that shows prior drafts and revisions of the document. To remove metadata from a document, check out the SPD eFiling Guide *Section 1105: Removing Metadata from Proposed Orders*.
4. How do I print documents associated with my case?
 - a. Check out the SPD eFiling Guide *Section 1108: Printing an eFiled Document* for more information on how to print documents filed through the electronic filing system.
5. Does eFiling through the system count as "service" to other parties?
 - a. It depends. Personal service is still required for initiating documents such as a summons and complaint, petition, or subpoena. For other filings, it depends on whether the party has "opted-in" as an electronic filer on the case. To determine whether the parties are e-filers, log-in to the eFiling account. Click on "My Cases." Under the case in question, click "View Parties." From there, you will be able to see which parties are eFilers and paper filers. Electronic filing is considered service for those parties that are listed as eFilers.
6. How do I sign a document that I want to eFile?
 - a. Where the signature should go, type in the words: "Electronically signed by (your name)."