



WISCONSIN STATE PUBLIC DEFENDER
EFILING GUIDE

TITLE 1102: PREPARING A DOCUMENT FOR EFILING

DATE ISSUED: July 1, 2016

DATE REVISED: March 13, 2017

Saving Files in a Shared Drive

Every office should set up a policy for tracking and storing documents and drafts that will eventually be eFiled with the court.

eFiling Document Specifications

Proposed orders

- Microsoft Word (.docx) required
- Maximum page size is 12"x18"
- Standard fonts (e.g., Arial, Calibri, Cambria, Geneva, Tahoma, Times, Times New Roman)
- 12 point font size recommended
- Do not include signature/date entry lines for judge
- Do not include any columns in the text area.
- Footers on proposed orders will cause the judge signature to go to the next page. Do not include footers unless absolutely necessary.
- Leave a 2"x2" square in the upper right corner of the first page of the document free of text or images to accommodate court file stamp

All other documents

- PDF format required (.pdf)
- Maximum page size is 12"x18"
- 10 MB document size limit (A document exceeding 10 MB can be split into several smaller documents for submission to the eFiling system. See the tutorial on [splitting PDF documents](#).)
- Scan in black and white at 300 dpi. (Attachments such as maps and photos may be scanned in color if necessary.). See SPD eFiling Guide *Section 1104: Changing a Scanner DPI* for information on how to properly scan documents for eFiling.
- Leave a 2"x2" square in the upper right corner of the first page of the document free of text or images to accommodate court file stamp.
- Documents are electronically signed by adding the following text where you would normally hand sign: Electronically signed by (attorney name).
- Follow the [signature block specifications](#) to add a signature block to any document that requires a court official signature.