



**WISCONSIN STATE PUBLIC DEFENDER
EFILING GUIDE**

TITLE 1109: DESIGNATING EMAILS FOR EFILING NOTIFICATIONS

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Attorneys automatically receive email notifications when an activity occurs on their case, including a notification when a document has been filed. Many attorneys, due to the large influx of emails to their email account, may choose to designate a secondary email to receive these notifications. To designate a second email to send notifications to, follow these steps:

- Sign on to the eFiling website at <https://efiling.wicourts.gov>. Enter the attorney username and password.
- After logging into the site, click on the attorney's name in the upper right hand corner of the screen.
- Click "preferences."
- Click "On" for user notifications by selecting the round circle to the left of the word "on." on
- Type in the second email address that the attorney would like case notifications to go to.
- Click "Save."