



CLERK OF CIRCUIT COURT

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Attorney E-Filing Tips and Tricks

- 1.) All filings by attorneys must be e-Filed with the court. If an attorney is not a party to the case, they may file documents by using the **non e-file party option**. Also, please do **not to send e-mails** to Brenda and/or JA's, and/or clerks asking them to print motions/orders/etc. for the judges to sign. All documents must be e-filed.
- 2.) When looking at the courts' website (WCCA) to determine if a case is an electronic case, there are a couple of indicators to help you. If you see the maintenance code of "Electronic Filing", the file is already an eFiled case and you have the option to opt-in as an eFiling party at any point. If you see the court record events "Case initiated by Electronic Filing" or "Case Converted to Electronic Filing" you may opt-in as an electronic party at any time. If you see "File Retained Electronically" this is an internal maintenance code that the clerk of court office uses to indicate that the paper file has been scanned and is ripe for being converted to an eFiled case at the request of a party. If you want to convert a case to an electronic filing, please make a written request to the Clerk of Court. If there are time constraints, you may request a case be converted by phone to the desk clerks.
- 3.) When submitting a new divorce with minor children, you must check the box for requesting a support order so the eFiling system correctly calculates the filing fee even if the parties are not requesting child support at the time of filing. Additionally, if you are filing without minor children, and your client is requesting maintenance, click this button as well.
- 4.) Unless you are eFiling a new case, always make sure all of your e-Filed pleadings (cover letter, motion, proposed order, supporting affidavits) have the correct case number on them. If your pleading is for multiple cases, you must e-file each pleading separately for each case.
- 5.) For any eFiled pleading, submit all supporting documents, attachments and exhibits, as part of the pleading just as you would if you were filing paper documents. Attachments and exhibits should not be filed as separate eFiled documents.
- 6.) Do not use the word "proposed" in your document captions/titles. The court record event that is created will automatically indicate that the document is a "proposed" Order. A watermark will appear on the proposed order stating, "Proposed".
- 7.) When eFiling proposed Orders, always include a cover letter indicating if the Order needs to be held 5 days or if the opposing side has already "approved to form". Also indicate on the cover letter which parties were copied on the proposed Order that is being submitted so the judge is informed.
- 8.) If you eFile proposed Orders as a Word Document (.doc) they will be uploaded to the courts' website (WCCA) as a proposed order on the date it is electronically filed by the attorney or party. Word documents have the capability of allowing the judge to edit and/or modify the document. A second court record event, "Order", is added to the court record once the judge signs the order. The signed Order document will include any changes made by the judge.
- 9.) If you eFile proposed Orders as PDF documents (.pdf), they are not modifiable by anyone on the courts' side. These documents are routed directly to the judges' dashboards and are not docketed to the case until the judge signs them. Documents must be eFiled as PDF documents if they are scanned in by someone because they have party/attorney signatures on them prior to them being uploaded to CCAP. For example, Stipulations with party/attorney signatures or "approval as to form" signature lines indicating they were signed/approved by an opposing party attorney.
- 10.) We request that in St. Croix County, attorneys eFile Stipulation and Orders as a single PDF document. If the Stipulation is filed as a PDF (all parties agree, document is scanned) and the Order is filed as a Word Document (the judge signs), there is a disconnect between the two documents as they go through the system and it is difficult for the clerk to track.
- 11.) Exhibits that are intended to be presented at a hearing should not be eFiled to the court prior to the hearing as they are not pleadings and need to be offered to the Court. As per Supreme Court Rule SCR 72.03(4), documentary exhibits

received in court should be copies as originals are to be retained by the proffering party. When copies of exhibits are received, the clerk will scan and destroy after 48 hours. If the court orders a party to produce an original exhibit, the clerk will scan and retain the exhibit for 180 days after entry of a final order or judgment. At that time it will be offered to the proffering party, if the Stipulation for Return of Original Exhibits has not already been signed by the parties, or the time for appeal has been extended. Photographs are an exception to the exhibit rule and are treated as originals even if they are paper copies of original photos. Another exception is when a hearing is continued to a later date, the clerk will retain all exhibits until the matter is finalized.

- 12.) Marital Settlement Agreements and Financial Disclosure Statements should be submitted as filed documents and not exhibits. If parties need to view these documents during trial, it is their responsibility to bring copies to the hearing.
- 13.) We would like to encourage attorneys to set up court debit accounts to enhance eFiling capabilities. A court debit account offers eFilers the ability to deposit money with the clerk of circuit court to pay for fees associated with eFiled cases. You may delegate access to this account to any attorney who has an eCourts account. There are no electronic banking fees when using a court debit account and eFilers skip the US Bank electronic payment process.
- 14.) Be mindful of the July 1, 2016 redaction rule. Do not include financial information such as SSNs, driver's license numbers, financial account information, etc. on pleadings. These numbers should be redacted on tax returns and credit card statements before filing with the court.
- 15.) Motion and Order to withdraw counsel. Attorneys must file as one document and send it to the judge for approval/signature. Once the document is approved, the attorney will receive notification with a hyperlink to the Order so they can print/access the Order to Withdraw even though they have been withdrawn from the case.

**** IF YOU OR YOUR STAFF HAS QUESTIONS, PLEASE CONTACT THE CLERK OF COURT OFFICE AND WE WILL BE HAPPY TO ASSIST YOU!!****