

**Frequently Asked Questions Regarding eFiling:**

**1. What are the benefits of registering as an electronic party?**  
The electronic filing system is designed to allow for fast, reliable exchange of documents in court cases. Parties who register as electronic parties can file, receive, and view documents online at their convenience 24/7. You will receive documents faster, as they will be sent to your electronic account instead of being sent through the US Mail.

**2. What is the fee to efile or opt into an eFiled case?**  
The fee to use the eFiling system to file a case or opt into an eFiled case is $20 per filer. The registration fee may be waived for those who qualify (see #4 below).

**3. If there is a fee required to file a document on a case, how is payment handled within the eFiling system?**  
The eFiling system determines when a fee should be charged. You will have the opportunity to pay for the document/case through the eFiling system using a credit/debit card, electronic check, or court debit account.

**4. What do I do if I'm not financially able to pay the filing fee?**  
You may apply for a waiver of the filing fee and the eFiling fee when you file your case. Submit forms CV-410A and CV-410B at the same time as you file your complaint or petition. Defendants and respondents may use the same forms to apply for waiver of the eFiling fee. For more information, please visit <https://courts.countyofdane.com/prepare/formFamily> and review the forms and instructions under the Fee Waiver Documents section.

**5.** **I just opted into my case. Why can't I see it on the "My cases" portal?**  
The "My Cases" portal shows only open cases and closed cases with future activities by default. If you are trying to view or file documents on a closed case, select the "Looking for closed cases?" link near the top of the "My Cases" portal and enter the county and case number or party name for the case you would like to see.

**6**. **Can I submit some filings electronically and some filings in paper?**  
No. If you are an eFiling party, you must use the eFiling system for all documents filed with the clerk. Paper documents may be hand-delivered only during court proceedings.

**7. Are electronic documents available on WCCA for the public?**  
No. Electronically filed documents are only available to the parties through the eFiling system. They are not available to the public online. To see documents, members of the public must go to the office of the clerk of circuit court in the county where the case is filed.

**To obtain more information regarding the Court’s e-filing system, please go to:** <https://www.wicourts.gov/ecourts/efilecircuit/index.jsp> **or calling 1-800-462-8843.**