

# eFILER INSTRUCTIONS

## EFILE A NEW CONFESSION OF JUDGMENT CASE:

To submit an eFile request for a new confession of judgment case the court requires the complaint and civil cover sheet as separate PDF documents.

### **Add Case Type and Action:**

The screenshot displays the eFiler interface. At the top, there is a dark grey header with the text 'My Filings' in white. Below this header, there are two blue buttons: 'Create New Case Request' and 'Create Subsequent Filing'. To the right of these buttons is a text input field labeled 'Case Number'. Below the buttons and input field is another dark grey header with the text 'New Case Request' in white. Underneath this header, there is a form with several fields: 'Filer' with the value 'Derrick Wallner', 'Status' with the value 'Draft', 'Attorney Bar No' with the value '011085', 'Attorney' with the value 'Derrick Wallner', and 'Reference Tags' with an empty text input field. Below these fields, there is a 'Case Type\*' dropdown menu with the selected option 'HND Civil Confession of Judgment'. At the bottom, there is an 'Initiating Action\*' field with the value 'Civil Confession of Judgment - \$74 Filing Fee \$74.00'.

1. From the 'My Filings' queue
2. Click on the 'Create New Case Request' button (top of screen)  
(This will take you to the New Case Request screen)

***NOTE:*** Fields in red denote required information.

3. Update the Attorney Bar No. field, if desired.
  - Attorney Bar No defaults to the bar number of the eUser logged in but can be changed to any valid bar no that is *registered* as an eUser and exists in CourtView.
4. Enter a Reference Tag, if desired
  - The 'Reference Tags' field is a free formed text field to help the filer identify the case (such as an internal case or tracking number)
5. Select the Case Type "HND Civil Confession of Judgment" from the drop down list
6. The Initiating Action is automatically entered as there is only one action type.

## Add Party Information:

The screenshot shows a web form for adding party information. The form is titled "Parties" and is for "Party 1". It is divided into two main sections: "Party 1" and "Contact Information".

**Party 1 Section:**

- Party Type\*: Defendant (dropdown)
- Role Type (dropdown)
- Rep by Atty:
- On Behalf Of:
- Last Name\*: Lambeau
- First Name\*: Curly
- Middle Name (text input)
- Suffix (dropdown)
- DOB (MM/dd/yyyy with calendar icon)
- SSN # (text input)
- Company\* (text input)

**Contact Information Section:**

- Address Type: HOME ADDRESS (dropdown)
- Address: 1265 Lombardi Ave (text input)
- City: GREEN BAY (text input)
- State: WISCONSIN (dropdown)
- Zip: 54304 (text input)
- Phone Type (dropdown)
- Phone: (###) ###-#### (text input)
- Email: GoPackGo@gmail.com (text input)

Buttons: "Delete", "Add Contact Information", "Add Affiliation/Alias".

1. Select the 'Party' type using the drop down list
2. Click the 'Rep by Atty' field for those parties represented by the attorney listed at the top of the screen.
3. Click the 'On Behalf Of' field when filing on behalf of the Plaintiff.
4. Enter the name of the party using either:
  - Last, First, Middle Name fields (Suffix field, if applicable)
  - or-
  - Company field
5. Select the Address Type using the drop down list (ONLY if an address will be entered)
6. Enter Address information (required by court)
  - a. The Address Type field becomes a required field if the address fields are populated
  - b. There are 3 address lines in addition to the City, State, Zip fields
  - c. Entering the Zip code will populate City and State
  - d. Zip code entered MUST be a valid zip code within CourtView
7. Select the Phone Type (ONLY if a phone number will be entered, not required)
8. Enter Phone No
9. Enter email (if desired) or if you want parties emailed when filings occur.
10. If the party has an alias, dba or other affiliation, Click the 'Add Affiliation/Alias' button
  - a. Select the down arrow on the 'Affiliation' field
  - b. Select the appropriate affiliation or alias type
  - c. Enter Last Name, First Name
  - or-
  - Enter Company Name

**Note:** You can Click the 'Add Affiliation/Alias' button to add additional affiliations/alias for this party
11. Add your second party following instructions # 7-15

**Note:** The 'New Case Request' screen displays data fields for two parties.

To Add Additional Parties:
  - a. Click the 'Add Party' button

- b. Continue to follow instructions # 7-16 until all parties are entered

**Add Documents:**

The screenshot shows a web interface titled "Documents". It contains two sections for document entry:

- Document 1:** Document Type is "CIVIL COVER SHEET: Debt Collection Agency Case", Page Count is 1, and there is an attachment named "Civil Cover Sheet.pdf" with 1 page, uploaded on 05/16/2023 at 08:17 AM. The attachment is marked as supplemental and has a delete button.
- Document 2:** Document Type is "Initial Filing: Confession of Judgment". There is an "Upload Attachment" section with a "Choose File" button and "No file chosen" text. Below this, it specifies "PDF (9.8M max file size)" and "Supplemental File Types: PDF".

An "Add Document" button is located at the bottom left of the interface.

1. Select the 'Document Type' using the drop down list
  - a) For this case type you must include a Civil Cover Sheet. The type of Cover Sheet you select here is determined by what was entered on the document.
2. Enter 'Document Note' text if desired.

**Note:** 'Document Note' is a free-formed field allowing you to add additional information regarding the document being filed. Information entered in this field will be included in the docket text in the Court's record for this case if accepted by the Reviewer.
3. Upload your PDF attachment by Clicking the 'Browse' button
4. Navigate to your document to attach
5. Select the appropriate document by double-clicking the document
  - a. If a PDF is uploaded and exceeds the max file size allowed by the Court, a message displays, "File is too large to attach"
  - b. To view your attached document, Click on the document name
  - c. To remove your attached document, Click the 'Delete' button to the right of the document name
6. Click the 'Add Document' button to begin attaching the complaint.
7. Select the 'Document Type' of **"INITIAL FILING: Confession of Judgment."**
  - a. Follow instructions # 2-5

**Note:** Only the first page of documents will be file stamped. If your complaint contains supporting documents that you wish to file with the Court, they must be filed as exhibits within the complaint. Alternatively, you may add additional documents to the case using any available subsequent filing type listed in the 'Document Type' drop down.

**Filing Note:**

A rectangular text input field with a light gray border. The label "Filing Note" is positioned at the top left of the field. A vertical scrollbar is visible on the right side of the field.

The Filing Note field located at the bottom right of the screen allows the Filer to give additional information regarding the filing. This information will be seen by the Reviewer and will also be visible on the eFile record in your 'My Filings' queue. This information is NOT stored in CourtView.

### Cost Section:

The Cost Section, at the bottom of your screen, displays a detailed description of the amount you will be required to pay to submit your Filing(s).

- **Convenience Fee** - A percentage of the Total. Only applied on credit card transactions.
- **Action Costs** - Total of Document Fees associated to the Initiating Action code selected.
- **Document Fee** - Amount associated to the Docket(s) selected if any.
- **Total** - Total of Convenience Fee, Action Costs, and Document Fee
- **Paid** - Amount paid on case
- **Owed** - Amount owed on filing

Convenience Fee	\$ .00
Action Costs	\$274.00
Total	\$274.00
Paid	\$ .00
Owed	\$274.00
Account Balance	\$13,018.00
Allocated	\$496.00
Balance Remaining	\$12,248.00

**Note:** *The following fields ONLY display in the Cost Section for Receipt Depositor filers.*

*(This feature is available at the Court's discretion.)*

- **Account Balance** - Total amount available on the Receipt Depositor account, attached to the Filer.
- **Allocated** - Amount allocated to current filings that have not yet been accepted by the Reviewer.
- **Balance Remaining** - Total balance remaining on the Receipt Depositor account, attached to the Filer.

1. Select '**Continue with Filing**' to continue with the filing process

<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Continue with Filing"/>
<p><b>Cancel</b> – Returns you to the 'My Filings' work queue and cancels any additions or changes made to the New Case or Subsequent Filing request. Information entered on your screen will NOT be saved if you select this option.</p> <p><b>Save</b> – Saves any additions or changes made to the New Case or Subsequent Filing request.</p> <p><b>Continue with Filing</b> – Continues to the next screen or options</p>

**Note:** *When the 'Save' or 'Continue with Filing' options are chosen, a unique identifying number, known as the 'eFile ID', will automatically be assigned to the Filing. This number will help track the Filing as it proceeds through the system.*

2. Select '**Add to Cart**' to continue with the filing process

<input type="button" value="Return"/> <input type="button" value="Modify"/> <input type="button" value="Add to Cart"/>
<p><b>Return</b> – to return to 'My Filings' queue</p> <p><b>Modify</b> – to make changes or modifications to your filing</p> <p><b>Add to Cart</b> – to continue with the eFile process</p>

**Important:** *The Filing Cart allows a filer to process and submit more than one Filing at a time, during the session. The cart lists the filings separately with the 'Total' fees owed being displayed.*

Filing Description	Fees
Subsequent Filing 307 - 2004 CV 00085 JS -vs- Jones, Joseph JL	\$26.00
Case Type: Civil	
Initiating Action: Personal Injury	
Payment by: Credit Card	Fee Total: \$26.00

[Return to My Filings](#)
[Submit Filings](#)
[Remove from Cart](#)

3. Select '**Submit Filings and Pay Now**' to submit your Filings to the Court

FILING CART:
<p><b>Return to My Filings</b> – To return to 'My Filings' queue</p> <p><b>Submit Filings</b> – To submit your Filings to the Court</p> <p><b>Note:</b> Selecting this option will automatically navigate to the PayPal payment option (unless you have a Receipt Depositor account set up with the Court)</p> <p><b>Remove from Cart</b> – Removes a Filing from the cart</p> <ul style="list-style-type: none"> <li>- Check the Box in the right margin of the Filing you wish to remove</li> <li>- Click the '<b>Remove from Cart</b>' button</li> </ul>

4. Follow instructions on the screen to make your payment to complete your eFiling transaction
5. Click on '**MY FILINGS**' to return to your filing que

**Note:** Filings are NOT file time stamped until the file is accepted and approved by the court.

**Note:** User will receive an email that the filing was submitted, and as the status changes to in review/ Accepted will receive emails stating the status.