

# Opting in as an Electronic Party

The Child Support Agency can choose to get documents electronically and view case information online for existing e-file cases by "Opting-In" the Child Support Attorney to be an electronic notice party.



CSA must first verify the case e-file status **Check for e-file status in CCAP**

Chippewa County Case Number 2014FA000312		
Filing Date 09-29-2014	Case Type Family	Case Status Open - Electronic filing
Class Code Description Divorce	Responsible Official Cray, Steven R.	
Branch Id 3		

CCAP Court Record Events may also reflect an entry "File Retained Electronically" This means files are scanned and can be converted to e-file

- If electronic file exists... Request Clerk of Courts to add Child Support as a party on the case.
- Login to Wisconsin Court System eFile/eCourts

Select: **Circuit Court eFiling**

Select: **My Cases**

- Click on Opt in as an electronic party

- Select **Attorney**

- Select **County**

and enter **Court Case Number**

- Select option "Yes"

- Select button "Submit Filing"

- Enter KIDS Case event:

**"CSA OPTED IN TO E-FILE CASE"**

home > eCourts > circuit court eFiling > my cases

### Circuit court eFiling

#### My cases

View your cases below.

Looking to file or receive documents on an existing electronic case not listed below? [Opt in as an electronic party.](#)

5 results per page  Show closed cases

**Opt in as electronic party**

Enter the county and case number for the electronic case.

There is a \$5 fee to opt in to a case.

(Note: If the case is not already an electronic case, contact the clerk of circuit court office and request that the case be converted to an electronic case.)

County:

Case number:

home > eCourts > circuit court eFiling > filing cart

### Circuit court eFiling

#### Filing cart

Actions	Item description	County	Fee
Delete Move to pending info	Electronic party registration for 2014FA000282 (40101) (in RE the marriage of Heather Lou Turenne and Brandon Louis Turenne) (L review)	Chippewa	\$0.00

Total: \$0.00

## Trouble-shooting Opt In Errors

- If you enter a case number and receive this error message, then the case has not been converted to be electronically filed. You will need to contact the Clerk of Courts office to ask them to convert it.

home > eCourts > circuit court eFiling > my cases > opt in

### Circuit court eFiling

#### My cases

#### Opt in as electronic party

Please see the error below and correct it before continuing.

Enter the county and case number for the electronic case.

There is a \$5 fee to opt in to a case.

(Note: If the case is not already an electronic case, contact the clerk of circuit court office and request that the case be converted to an electronic case.)

County: Chippewa

Case number: 14fa205  
**This case exists, but is not electronically filed**

- If you enter a case number and answered 'yes' to the question "Are you opting in on this case in behalf of the Child Support Agency?" and received this error, then contact the circuit court office and let them know that they need to add the Child Support Agency as a party to the case.