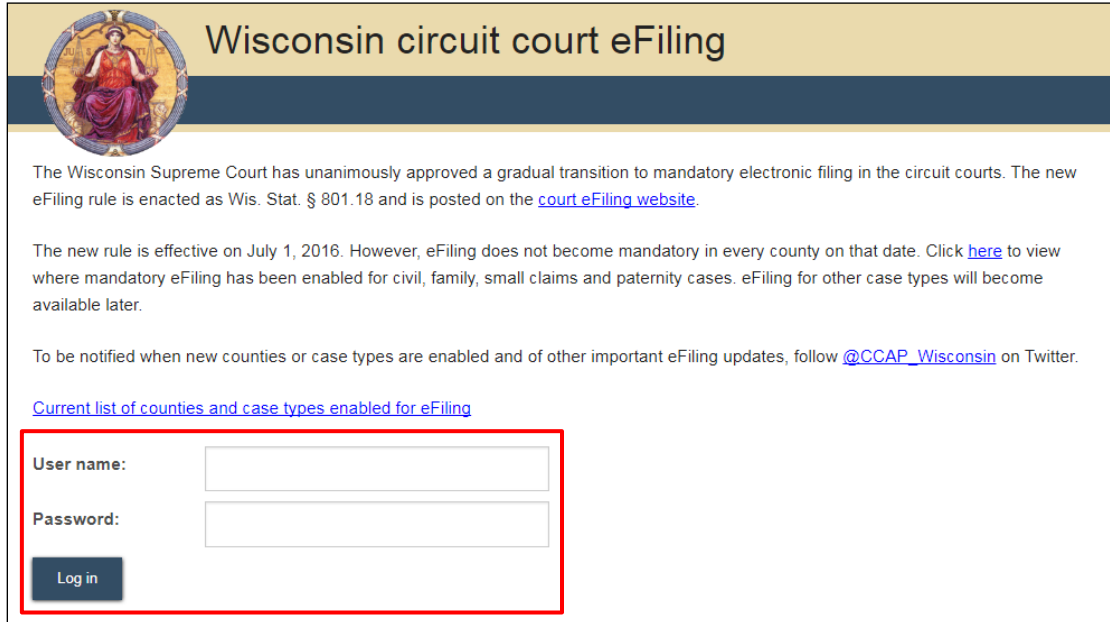


## eFiling a non-earnings garnishment

Non-earnings garnishments can be filed on existing cases. To file a non-earnings garnishment on an existing case, follow the steps below. To file a non-earnings garnishment on a new case, see p. 6.

### Filing a non-earnings garnishment on an existing case

1. Visit the eFiling website at <http://efiling.wicourts.gov>. Enter your eCourts user name and password, and select the **Log in** button.



The Wisconsin Supreme Court has unanimously approved a gradual transition to mandatory electronic filing in the circuit courts. The new eFiling rule is enacted as Wis. Stat. § 801.18 and is posted on the [court eFiling website](#).

The new rule is effective on July 1, 2016. However, eFiling does not become mandatory in every county on that date. Click [here](#) to view where mandatory eFiling has been enabled for civil, family, small claims and paternity cases. eFiling for other case types will become available later.

To be notified when new counties or case types are enabled and of other important eFiling updates, follow [@CCAP\\_Wisconsin](#) on Twitter.

[Current list of counties and case types enabled for eFiling](#)

User name:

Password:

Log in

2. Select the **my cases** link from either the main navigation or the bottom-left menu.



new filing in progress **my cases** opt in notifications non-party filing support  ready to file

## Welcome to the Wisconsin circuit court electronic filing system

The Wisconsin Supreme Court has unanimously approved a gradual transition to mandatory electronic filing in the circuit courts. The new eFiling rule is enacted as Wis. Stat. § 801.18 and is posted on the [court eFiling website](#).

The new rule is effective on July 1, 2016. eFiling is currently mandatory for civil, small claims, family, paternity, criminal, and probate case types. Guardianships, civil commitments, judgments, and liens will be mandatory starting on September 1, 2018. (View [where voluntary eFiling has been enabled](#) for guardianships, civil commitments, judgments, and liens.) eFiling for other case types will become available later.

To be notified when new counties or case types are enabled and of other important eFiling updates, follow [@CCAP\\_Wisconsin](#) on Twitter.

[File a new case](#)  
[In progress](#)  
**[My cases](#)**  
[Notifications](#)  
[Non-party filing](#)  
[Support](#)  
[Opt in as an electronic party](#)

- Enter the case number or caption in the search filter fields on the **My cases** page to quickly locate the case you wish to file on. The **Case no.** filter allows you to enter a complete case number or just the case type (CV, FA, SC, etc.). Cases can also be filtered by county using the **County** dropdown list. Using the arrows at the top of each column, your **My cases** list can also be sorted alphabetically by county, caption, status, and attorney, and numerically by case number.
- Once you have located the case, select the **File another document** link.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file

## My cases

Can't find a case? [Click here to search](#).

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

Show 5 entries [Clear filters](#)

County	Case no.	Caption	Status	Attorneys	Actions
All	<input type="text" value="Search Case no...."/>	<input type="text" value="Search Caption..."/>	All	All	
Chippewa	<a href="#">2018SC000928</a> <a href="#">View documents</a> <a href="#">View parties</a>	Plaintiff vs. Defendant	Open 09-04-2018	Billie Jean Smith	<a href="#">File another document</a>

**Note:** To view closed cases, select the *Click here to search* link near the top of the page. Cases in *Submitted* status have not been reviewed or processed by the court. Documents cannot be filed on *Submitted* cases until the case has been accepted. After the court reviews and processes the case, the status for the filing will change to *Open* and additional documents can then be filed.

- Select the **Upload documents** button to browse for and upload your **Non-Earnings Garnishment**. Review the bulleted list to ensure your document(s) are properly formatted.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file

## Additional documents

Chippewa County 2018CV000257 - April August vs. Candy Crawford

Upload your additional documents below.

- It is recommended to use .pdf format unless the content of the document will require editing by a court official. Orders or proposed orders may be .docx or .pdf.
- Documents requiring the signature of a court official (circuit court judge, court commissioner, clerk of circuit court, or register in probate) must include a blank 3" top margin on page 1 and a blank 1/2" top margin on all subsequent pages.
- Documents must be less than 10 MB in size and standard letter or legal size.
- Do not include a signature block.
- For more details on technical requirements for documents see the [document requirements](#).

To upload multiple documents, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

[Upload documents](#)

6. From the **Document type** dropdown menu, select either **CV-301 - Garnishment Summons and Complaint for Non-Earnings** or **SC-301 - Small Claims Non-Earnings Garnishment Summons and Complaint**. Enter a descriptive title in the **Document title** text entry field. Select the **Continue** button.

Upload documents

You are filing the CV-301 or SC-301, non-earnings garnishment. The eFiling system will not notify the debtor or garnishee that a non-earnings garnishment has been filed. Service to the debtor and garnishee is the responsibility of the party filing the garnishment. See Wis. Stat. §12.04 - §12.07.

File name	Status	Document type	Document title	Seal	Remove
<a href="#">Test.pdf</a>	Upload complete	Garnishment Summons and Complaint for Non-Earnings	Non earnings garnishment and creditor's claim	<input type="checkbox"/>	<a href="#">Remove</a>

Notes to Clerk  
Please type any notes to the clerk here

[Continue](#) [Cancel](#)

**Note:** An accurate and descriptive title is beneficial for identifying documents. The title entered here displays in the *View documents* list on your *My cases* page, and is visible to the courts.

After selecting the document type, an alert will appear reminding you of your responsibility to service the debtor and the garnishee.

As of March 6, 2018, the *Creditor's Claim* document type is no longer available on the eFiling website. The non-earnings garnishment and creditors claim should now be filed as one document using the *Garnishment Summons and Complaint for Non-Earnings* document type.

The *Notes to Clerk* text entry field functions like a virtual sticky note on your filing. Anything you type in this box will display to the clerk while they process your filing, but will be deleted once your filing is accepted. These notes are not permanently saved to the case.

7. On the **Ready to file** page, select the checkbox next to the filing(s) you wish to **submit**, or select the checkbox next to a county name to submit all filings in that county. Choose a **Payment type**, and select the **File** or **File and Pay** button.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file Kathryn Jackson

## Ready to file

Chippewa County

Documents for [2018CV000015](#) (30107)  
Marguerite Ward vs. KGS Properties, LLC et al  
Documents:  
[Garnishment Summons and Complaint for Non-Earnings - Non earnings garnishment and creditor's claim](#) \$210.50  
Court eFiling fee \$20.00  
Subtotal \$230.50  
[Edit](#) [Delete](#)

Total fee \$230.50

US Bank will charge \$6.34 to process MasterCard or Visa payments (2.75%) or \$1.95 to process electronic check payments.

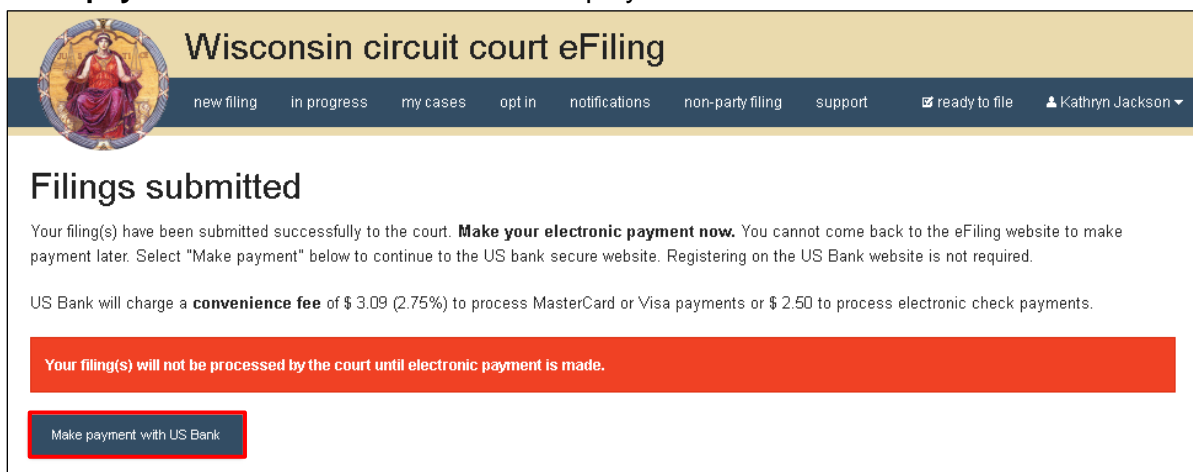
[File and Pay](#)

**Note:** If you have set up a court debit account (CDA) with the circuit court you are filing in, you have the option to choose a payment method. To learn how to set up a CDA, see the “[Creating and managing a court debit account](#)” user guide. It is your responsibility to ensure proper funds are available in the account at the time of filing.

If paying with a credit/debit card or eCheck via the US Bank ePayment website, a transaction fee will be applied to the total.

If filing on behalf of a county agency, the \$20 eFiling fee will be waived and selection of a payment type will not be required. Simply select the *File* button to submit the case filing.

8. On the **Filings submitted** page, select the **Make payment with US Bank** button to proceed to the US Bank ePayment website and pay associated filing fees. If fees were not assessed, the **Make payment with US Bank** button will display as **Return to main menu** instead.



**Note:** Once you have advanced to this page, do not close your browser window or take a break. Selecting the *File and pay* button at the bottom of the previous page initiates a connection with the US Bank ePayment website that exists for 10-15 minutes. If you wait longer than that to complete your payment, or if you exit out of the system before the payment process is complete, you will not be able to return and pay for your filing(s).

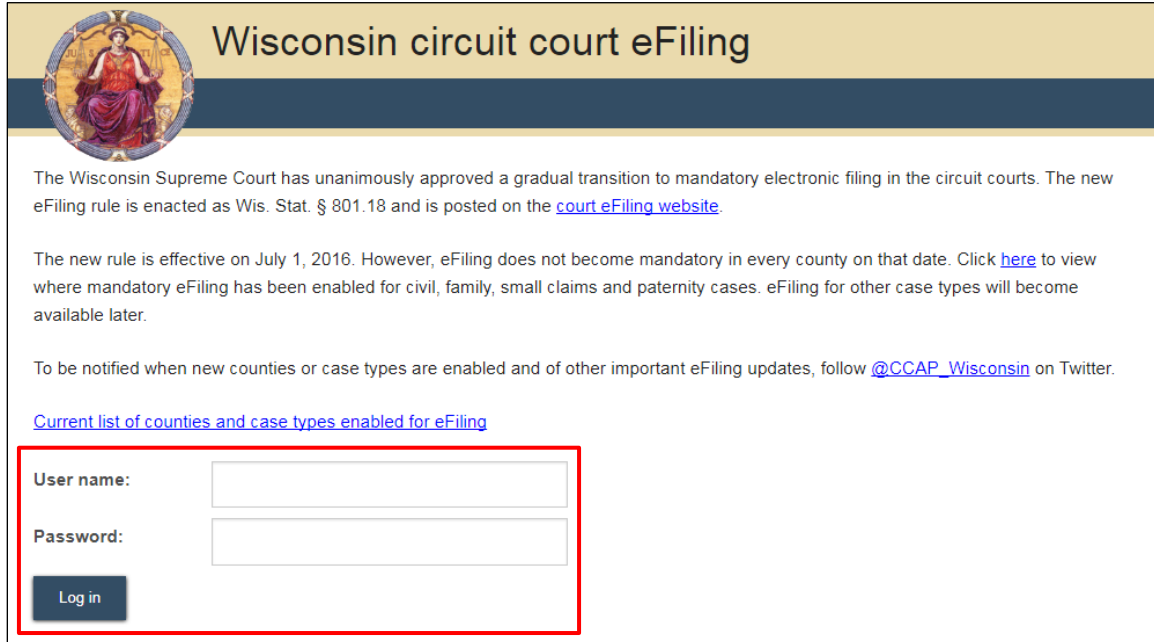
US Bank is the vendor that processes circuit court credit card and electronic check transactions. You do not need a US Bank checking or savings account to pay for filings on the US Bank ePayment website. You can pay using a Visa card, MasterCard, or electronic check.

9. After you submit your filing, it is transmitted to the circuit court and processed when both the filing and payment are received. During processing, the date, a file stamp, the clerk of court’s signature, and a court seal are applied to the CV-301 or SC-301 (Non-Earnings Garnishment), and it is then saved to the case. Only you, the filer, receive an email notification and have access to this document on the **My cases** page of the eFiling website. As previously noted, you are required to serve this document on the debtor.

**Note:** Unlike an earnings garnishment, this document *is* visible on the Courthouse Public Access website.

## Filing a non-earnings garnishment on a new case

1. Visit the eFiling website at <http://efiling.wicourts.gov>. Enter your eCourts user name and password, and select the **Log in** button.



The Wisconsin Supreme Court has unanimously approved a gradual transition to mandatory electronic filing in the circuit courts. The new eFiling rule is enacted as Wis. Stat. § 801.18 and is posted on the [court eFiling website](#).

The new rule is effective on July 1, 2016. However, eFiling does not become mandatory in every county on that date. Click [here](#) to view where mandatory eFiling has been enabled for civil, family, small claims and paternity cases. eFiling for other case types will become available later.

To be notified when new counties or case types are enabled and of other important eFiling updates, follow [@CCAP\\_Wisconsin](#) on Twitter.

[Current list of counties and case types enabled for eFiling](#)

User name:

Password:

Log in

2. Select the **new filing** link from the main navigation or the **File a new case** link from the bottom-left menu.



The Wisconsin Supreme Court has unanimously approved a gradual transition to mandatory electronic filing in the circuit courts. The new eFiling rule is enacted as Wis. Stat. § 801.18 and is posted on the [court eFiling website](#).

The new rule is effective on July 1, 2016. eFiling is currently mandatory for civil, small claims, family, paternity, criminal, and probate case types. Guardianships, civil commitments, judgments, and liens will be mandatory starting on September 1, 2018. (View [where voluntary eFiling has been enabled](#) for guardianships, civil commitments, judgments, and liens.) eFiling for other case types will become available later.

To be notified when new counties or case types are enabled and of other important eFiling updates, follow [@CCAP\\_Wisconsin](#) on Twitter.

[File a new case](#)

[In progress](#)

[My cases](#)

[Notifications](#)

[Non-party filing](#)

[Support](#)

[Opt in as an electronic party](#)

3. Select the county you are filing in from the **County** dropdown menu and either **30302 (Civil – Large Claims Garnishment)** or **31005 (Small Claims – Garnishment)** from the **Class code** dropdown menu. Then, select the **Continue** button.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file Kathryn Jackson

Case information Parties Documents Review

### New filing

**County**  
Required. Type to select county

**Class code**  
Required. Type code or class description

Continue

4. Select the **Add party** button to add party information to the case. When all parties have been added, review them for accuracy and select the **Continue** button.

Wisconsin circuit court eFiling

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Case information Parties Documents Review

### Parties

Add party

Party type	Name	Attorney	Actions
Plaintiff	Patty Paulson	Kathryn Nicole Jackson	<a href="#">Edit</a> <a href="#">Remove</a>
Defendant	Danny Dolson		<a href="#">Edit</a> <a href="#">Remove</a>

Previous Continue

5. Select the **Upload documents** button to browse for and upload your **Non-Earnings Garnishment**. Review the bulleted list to ensure your documents are properly formatted.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support ready to file

Case information Parties Documents Review

### Documents

Upload your filing document and additional documents below.

- It is recommended to use .pdf format unless the content of the document will require editing by a court official. Orders or proposed orders may be .docx or .pdf.
- Documents requiring the signature of a court official (circuit court judge, court commissioner, clerk of circuit court, or register in probate) must include a blank 3" top margin on page 1 and a blank 1/2" top margin on all subsequent pages.
- Documents must be less than 10 MB in size and standard letter or legal size.
- Do not include a signature block.
- For more details on technical requirements for documents see the [document requirements](#).

To upload multiple documents, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

Upload documents

6. From the **Document type** dropdown menu, select either **CV-301 - Summons and Complaint Non-Earnings Garnishment** (for class code 30302) or **SC-301 - Small Claims Non-Earnings Garnishment Summons and Complaint** (for class code 31005). Enter a descriptive title in the **Document title** text entry field. Select the **Continue** button.

File name	Status	Document type	Document title	Seal	Remove
<a href="#">Non-earnings garnishment.pdf</a>	Upload complete	Small Claims Non-Earnings Garnish...	Non-Earnings Garnishment	<input type="checkbox"/>	<a href="#">Remove</a>

Previous **Continue**

**Note:** An accurate and descriptive title is beneficial for identifying documents. The title entered here displays in the *View documents* list on your *My cases* page, and is visible to the courts.

After selecting the document type, an alert will appear reminding you of your responsibility to service the debtor and the garnishee.

As of March 6, 2018, the *Creditor's Claim* document type is no longer available on the eFiling website. The non-earnings garnishment and creditors claim should now be filed as one document using the *Summons and Complaint Non-Earnings Garnishment* document type.

7. On the **Review** page, review the filing for accuracy. Select a **document** link to open and view any of your uploaded files. Select the **Continue** button when you are ready to proceed.

**Review**

Small Claims filing: Garnishment - Small Claims (31005)  
Patty Paulson vs. Danny Dolson

**Plaintiff: Patty Paulson**  
110 E Main St  
Madison WI 53703  
US

**Defendant: Danny Dolson**  
200 W Broadway  
Madison WI 53703  
US

**Attorney: Kathryn Nicole Jackson**

Documents  
[Small Claims Non-Earnings Garnishment Summons and Complaint](#)

Notes to Clerk  
Please type any notes to the clerk here.

Previous **Continue**

**Note:** The *Notes to Clerk* text entry field functions like a virtual sticky note on your filing. Anything you type in this box will display to the clerk while they process your filing, but will be deleted once your filing is accepted. These notes are not permanently saved to the case.

- On the **Ready to file** page, select the checkbox next to the filing(s) you wish to submit, or select the checkbox next to a county name to submit all filings in that county. Choose a **Payment type** and select the **File** or **File and Pay** button.

**Note:** If you have set up a court debit account (CDA) with the circuit court you are filing in, you will have the option to choose a payment method. To learn how to set up a CDA, see the [“Creating and managing a court debit account”](#) user guide. It is your responsibility to ensure proper funds are available in the account at the time of filing.

If paying with a credit/debit card or eCheck via the US Bank ePayment website, a transaction fee will be applied to the total.

If filing on behalf of a county agency, the \$20 eFiling fee will be waived and selection of a payment type will not be required. Simply select the *File* button to submit the new case filing.

- On the **Filings submitted** page, select the **Make payment with US Bank** button to proceed to the US Bank ePayment website and pay associated filing fees. If fees were not assessed, the **Make payment with US Bank** button will display as **Return to main menu** instead.



10. During processing, the date, a file stamp, the clerk of court signature, and a court seal are applied to the CV-301 or SC-301 - Non-Earnings Garnishment, and it is then saved to the case. Only you, the filer, receive an email notification and have access to the document on the **My cases** page of the eFiling website. As previously noted, you are required to serve this document on the debtor.

Name	Date
<input type="text" value="Search Name..."/>	<input type="text" value="Search Date..."/>
<a href="#">Non-Earnings Garnishment</a>	Waiting for court action
<a href="#">Electronic Filing Notice-1</a>	10-31-2017

**Note:** Unlike an earnings garnishment, this document *is* visible on the Courthouse Public Access website.