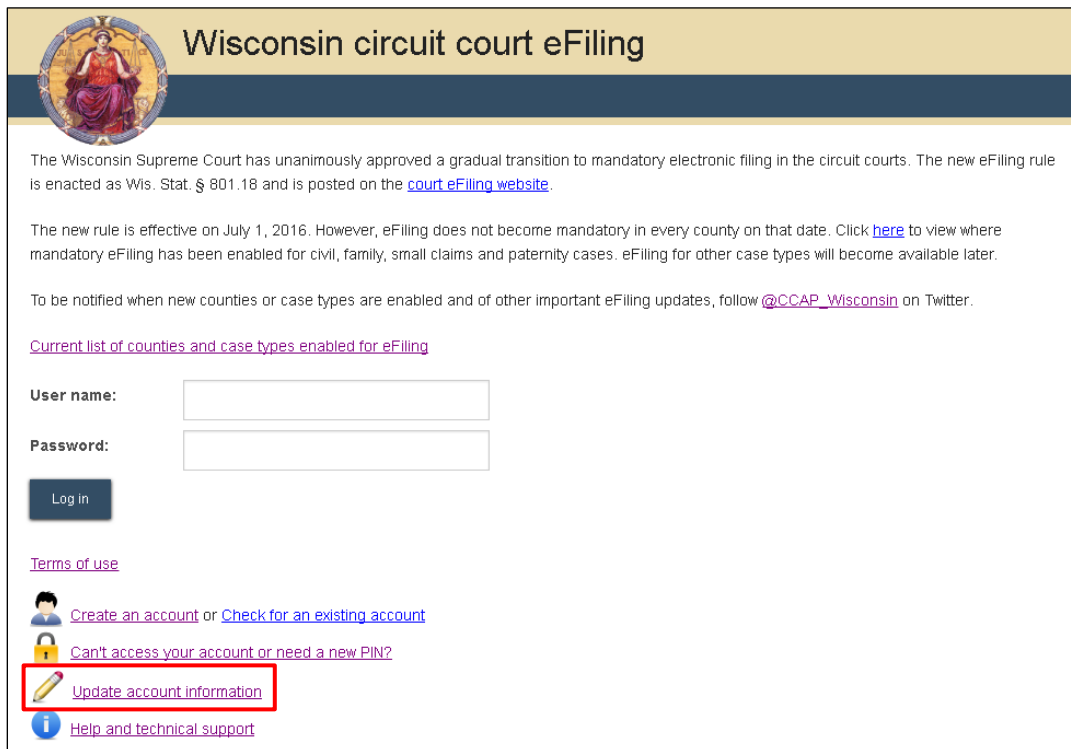


## Updating attorney account information

It's imperative that you keep your account up to date with your current name, email address, and mailing address in order to receive notifications about circuit court case activity. It's also important to keep your email preferences current to ensure that only valid recipients are carbon copied on your email notifications.

### Updating eCourts account information

1. Go to <https://logon.wicourts.gov/index.html?target=efiling>.
2. Select the **Update account information link** near the bottom of the screen.



3. On the next screen, enter your username and password, and select **Log in**.



## 4. Select the link to edit the applicable account information.

home > eCourts > login

## eCourts

### Update account information

**Account type**

User type: Wisconsin attorney - An attorney with a Wisconsin bar number

**User Information**

First name: Kathryn  
 Middle name or initial: Nicole  
 Last name: Jackson  
 Suffix:  
 My signature: Kathryn Nicole Jackson  
 Bar number:  
 Primary e-mail address:  
 Alternate e-mail address:  
 Recovery e-mail address:  
 Recovery mobile phone:  
[Update user information](#)

**Security**

[Update password](#)  
[Update security questions](#)

**Addresses**

Address nickname	Address	Assigned to
Primary	110 main, Howards Grove, WI 53083	All circuit courts

[Update addresses](#)

[Previous](#)

- **Update user information** will allow you to update your name, signature, email address, and account recovery information.

home > eCourts > login

### eCourts

#### Update account information

Enter the information requested. Required fields are noted in bold.  
Please note that the first, middle, last name and suffix you provide below will be used by the court and printed on court forms exactly as entered.

**First name:**

Middle name or initial:

**Last name:**

Suffix:

**My signature:**   
(For signing electronically)

**Primary e-mail address:**

Alternate e-mail address:  
(Used for pro bono cases only)

**Account recovery**

Enter an e-mail address (different than your primary e-mail address) and/or a mobile phone number. These will be used to help recover access to your account, if necessary.

Recovery e-mail address:

Recovery mobile phone:

- **Update password** will allow you to change your password.

home > eCourts > login

### eCourts

#### Update password

**Current password:**

**New password:**

**Retype new password:**

- **Update security questions** will allow you to update the security questions that are asked if you should need to recover your account information. Select the **Next button** to enter answers to the questions you have selected.

home > eCourts > login

## eCourts

### Update account recovery questions and answers

Choose three security questions from the list below:

- What street did you live on in third grade?
- What is the middle name of your oldest child?
- What school did you attend for sixth grade?
- In what city were you married?
- What is your father's middle name?
- What is your mother's middle name?
- What was your high school mascot?
- In what city or town was your first job?
- What is the first name of the best man at your wedding?
- What is the first name of the maid of honor at your wedding?

Cancel **Next**

- **Update addresses** will allow you to edit existing mailing addresses listed on your account and/or add additional addresses.

home > eCourts > login

## eCourts

### Update addresses

Address nickname	Address	Assigned to	Actions
Primary	110 main, Howards Grove, WI 53083	All circuit courts	<b>Edit</b>

**Add another address**

**Save changes**

**Note:** If your firm name changes (e.g., Smith & Landow, LLP to Smith, Landow, & Kline, LLP), each attorney employed there will need to update the firm name on their eCourts account.

5. Once you have made your changes, select the **Save / Save changes button**.
6. Select the **Return to account information button** to return to the main Update account information page. To make changes to other areas of your account, repeat step four, selecting the link for the area you have yet to edit.

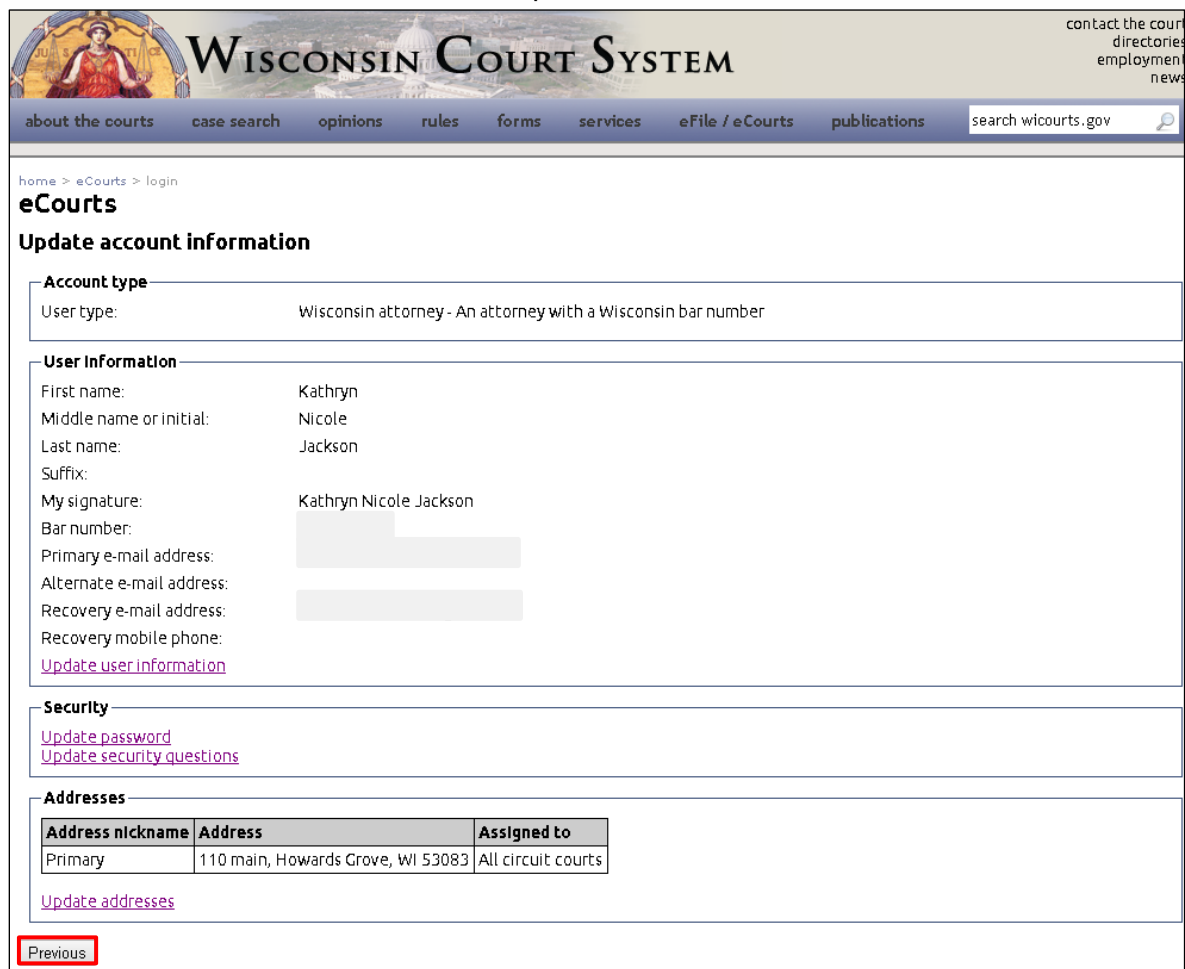


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home > eCourts > login  
**eCourts**  
**Account info updated**  
Your account info has been successfully updated.  
[Return to account information](#)

7. Select the **Previous** button to exit the Update account information section of eCourts.



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home > eCourts > login  
**eCourts**  
**Update account information**

**Account type**  
User type: Wisconsin attorney - An attorney with a Wisconsin bar number

**User Information**  
First name: Kathryn  
Middle name or initial: Nicole  
Last name: Jackson  
Suffix:  
My signature: Kathryn Nicole Jackson  
Bar number:  
Primary e-mail address:  
Alternate e-mail address:  
Recovery e-mail address:  
Recovery mobile phone:  
[Update user information](#)

**Security**  
[Update password](#)  
[Update security questions](#)

**Addresses**

Address nickname	Address	Assigned to
Primary	110 main, Howards Grove, WI 53083	All circuit courts

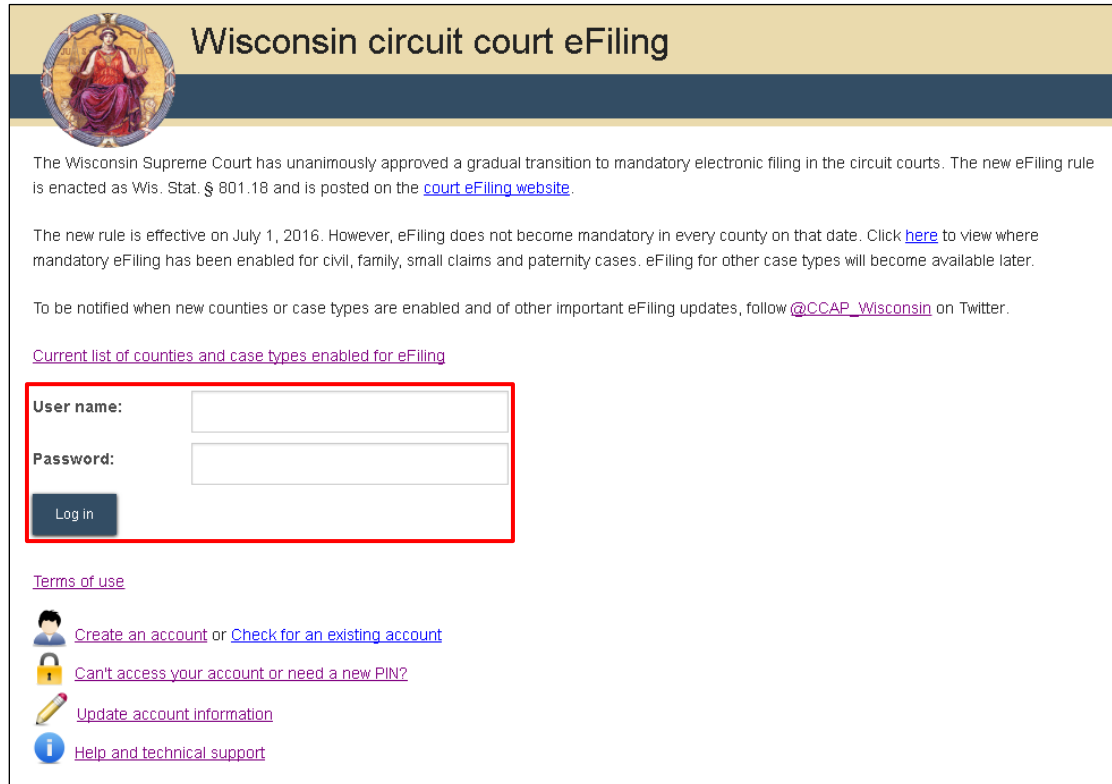
[Update addresses](#)

[Previous](#)

**Note:** If you have updated your primary email address, a notification with a new PIN will be sent to your new primary email address. You will be required to enter this PIN the next time you log into the eFiling System.

## Updating user preferences

1. Go to <https://logon.wicourts.gov/index.html?target=efiling> and enter your username and password to log in.



**Wisconsin circuit court eFiling**

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

[Terms of use](#)

 [Create an account](#) or [Check for an existing account](#)

 [Can't access your account or need a new PIN?](#)

 [Update account information](#)

 [Help and technical support](#)

2. Hover your mouse over your name in the top-right corner of the screen. Select **Preferences** from the dropdown menu that appears.



**Wisconsin circuit court eFiling**

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

**preferences**

templates

court debit accounts

calendar

file prep access

log out

**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](#).

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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. Enter or edit the email address in the **CC email notifications** field.

4. Select the **Save button**.

Wisconsin circuit court eFiling

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

### User preferences

User email notifications  
*Note: CC emails remain on when user email notifications are turned off.*

On  Off

CC email notifications

Save