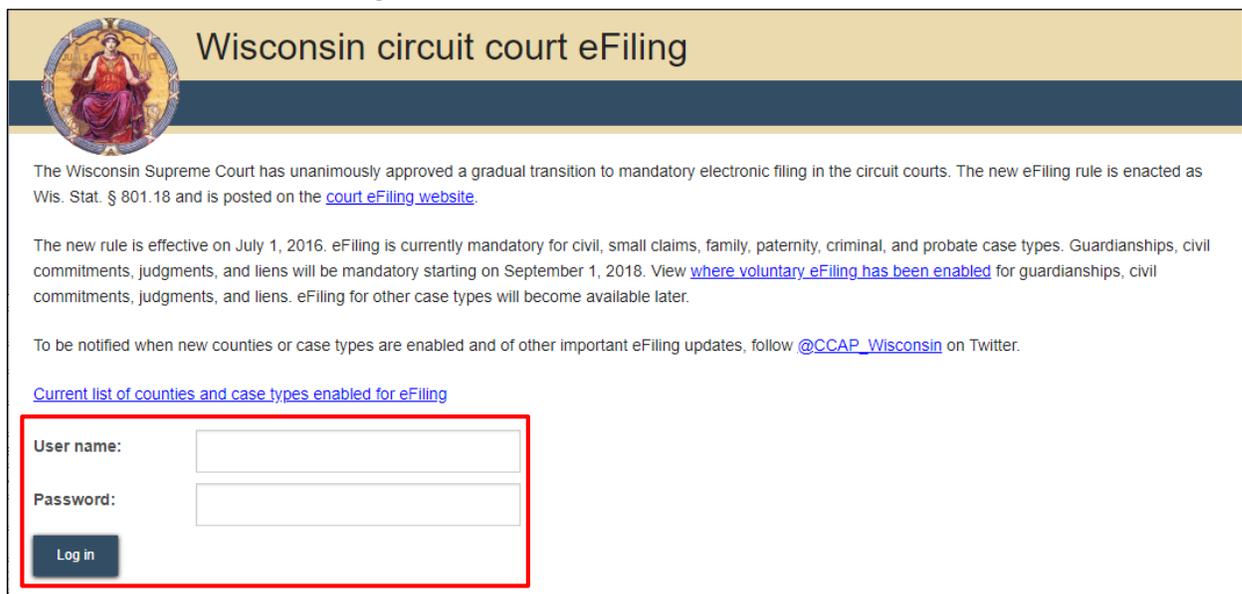


## eFiling a Temporary Restraining Order

Petitions for Temporary Restraining Orders can be electronically filed for the class codes listed below for Civil (CV) and Juvenile Injunction (JI) cases. Additionally, Milwaukee County also allows eFilers to file these petitions as Family (FA) cases for all class codes below except for 30713.

- 30709 Domestic Abuse
- 30710 Child Abuse
- 30711 Harassment
- 30712 Combine Act/Domestic Abuse
- 30713 Individual at Risk TRO or Injunction

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



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



3. On the **New filing** page, fill in all fields below and select the **Continue** button:

- a. Select the county in which you plan to file
- b. Select the appropriate temporary restraining order/injunction class code. Typing part of the description into the dropdown will help to narrow down your selection.
- c. Select your Email address if it does not default in.
- d. Answer the question “Does this filing involve a child victim with a pending CHIPS action or is the respondent a child?” when filing class codes 30710 and 30711.

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Case information Parties Documents Review

### New filing

Read the [eFiling a new case user guide](#) for information on how to eFile a new case.

**County**  
Jefferson

**Class code**  
30710 - Temporary Restraining Order - Child Abuse Restraining Order

**Email address**  
Select an option

**Does this filing involve a child victim with a pending CHIPS action or is the respondent a child?**  
 Yes  No

Continue

4. If you are filing a Petition for Temporary Restraining Order in Milwaukee County, you may need to file the new case filing using a Family class code (only available for class codes 30709 through 30712). Example highlighted below (the first class code 30709 creates a CV case if the TRO is granted; the second class code 30709-Family creates an FA case if the TRO is granted).

### New filing

Read the [eFiling a new case user guide](#) for information on how to eFile a new case.

**County**  
Milwaukee

**Class code**

- 307|
- 30709 - Temporary Restraining Order - Domestic Abuse-Temp Rest Order
- 30709 - Family - Domestic Abuse-Temp Rest Order
- 30710 - Temporary Restraining Order - Child Abuse Restraining Order
- 30710 - Family - Child Abuse Restraining Order
- 30711 - Temporary Restraining Order - Harassment Restraining Order

5. The **Parties** list page is displayed. Select the **Add party** button to add parties.

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Case information Parties Documents Review

## Parties

Add party

Party type	Name	Attorney	Actions
This filing has no parties			

Previous Continue

6. At least one Petitioner and one Respondent party is required on all temporary restraining order new case filings. A Child party is also required for Child Abuse Restraining Order (30710). Required fields on the **New party** page are marked. If you are an attorney filing the new case, you must add yourself to represent at least one of the petitioner or child parties using the **Add attorney** button.

## New party

Party last name and business name are limited to 60 characters. The name entered does not need to match the complaint.

Party type  
Child x

Person  Business

First name Middle name Last name *Required* Suffix

Address 1 Address 2

ZIP City State Country *Select an option*

Phone number

Date of birth  
MM-DD-YYYY

Sex  
*Select an option*

Other name(s) for this party

Add other name

Party attorney(s)

Add attorney

Is an interpreter needed?  
 Yes  No

- When adding the **Respondent** party, additional demographic information, which may be needed by the Court and Sheriff, is required. For many required demographic fields, “unknown” is an acceptable response.

**Date of birth** Unknown  
   Yes  No

**Sex** **Race**

Approximate, if unknown  
**Height** **Height** **Weight**  
**feet** **inches**

**Hair color** **Eye color**

**Respondent's distinguishing features (such as scars, marks or tattoos)**

**Please specify Petitioner's relationship(s) to Respondent**

**Respondent has access to weapon(s)**  
 Yes  No

**Weapon(s) were involved in an incident [past or present] involving the petitioner**  
 Yes  No

- All parties added will display for review on the **Parties** list page. Use the **Edit** link to make any changes. Select the **Continue** button to upload documents.

Wisconsin circuit court eFiling

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● Case information
● Parties
● Documents
● Review

## Parties

Party type	Name	Attorney	Actions
Child	Child Party		<a href="#">Edit</a> <a href="#">Remove</a>
Petitioner	Polly Petitioner	David Smith	<a href="#">Edit</a> <a href="#">Remove</a>
Respondent	Tester Respondent		<a href="#">Edit</a> <a href="#">Remove</a>

9. Select the **Upload documents** button to browse for and choose your Petition for Temporary Restraining Order document. Review the bulleted list to ensure your document is eFiling ready.

## 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.
- All documents must have a blank top margin of at least 1/2" on each page to leave room for a system-added header.
- 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

10. Select the applicable **Document type** from the dropdown, choosing the type of case initiating document you are filing. Enter a descriptive title in the **Document title** entry field. Select the **Continue** button.

Wisconsin circuit court eFiling

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● Case information

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## Documents

Upload your filing document and additional documents below.

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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

File name	Status	Document type	Document title	Seal	Remove
<a href="#">CV-412 Petition for TRO - Child abuse.pdf</a>	Upload complete	<div style="border: 2px solid red; padding: 2px;">                     Petition in Juvenile Court for Temp... × ▾                 </div>	<div style="border: 2px solid red; padding: 2px;">                     Petition for Juvenile Temporary Restr...                 </div>	<input type="checkbox"/>	<a href="#">Remove</a>

Continue

11. On the **Review** page, review the filing for accuracy. Select a **document link** to open and view the uploaded file. Select the **Continue** button when you are ready to proceed.



**Wisconsin circuit court eFiling**

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

Case information Parties Documents Review

## Review

Temporary Restraining Order filing: Child Abuse Restraining Order (30710)  
In the interest of Polly Petitioner et al vs. Tester Respondent

**Child: Child Party**      **Respondent: Tester Respondent**  
**Petitioner: Polly Petitioner**      N4567 Baker Street  
**Attorney: David Smith**      Oconomowoc WI 53066  
 US

**Documents**  
[Petition in Juvenile Court for Temporary Restraining Order and/or Petition and Motion for Injunction Hearing \(Child Abuse\) - Petition for Juvenile Temporary Restraining Order](#)

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

Previous **Continue**

**Note:** The *Notes to Clerk* entry field functions like a sticky note on your filing. Anything entered in this box displays to the clerk while processing your filing, but is deleted once your filing is accepted. These notes are not permanently saved to the case.

12. On the **Ready to file** page, select the checkbox next to filing(s) you wish to submit, or select the checkbox next to a county name to submit all filings for that county. Select the **File** button.



**Wisconsin circuit court eFiling**

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

## Ready to file

Jefferson County

Temporary Restraining Order filing: Child Abuse Restraining Order (30710) \$0.00  
 In the interest of Polly Petitioner et al vs. Tester Respondent ([show parties](#))  
 Documents:  
[Petition in Juvenile Court for Temporary Restraining Order and/or Petition and Motion for Injunction Hearing \(Child Abuse\) - Petition for Juvenile Temporary Restraining Order](#)  
[Edit Delete](#)  
 Subtotal \$0.00

[Learn about payment options.](#)      Total fee \$0.00  
[Filings in need of payment](#)

**File**

13. The **Filings submitted** page confirms that your filing has been submitted successfully to the court.



14. Once submitted to the court, the clerk will send the petition for your new case filing to a court official to review and make a ruling. When the ruling is made, the clerk will finish processing your new case filing:
- If your petition is granted or granted without a filing fee, a new case will be created and a temporary restraining order will be generated with the Injunction Hearing set. An email notification will be delivered to you giving you electronic access to both your petition and the order that was generated on the **My cases** page of the eFiling website.
  - If your petition is granted with a filing fee (class code 30711 - Harassment), a temporary restraining order will be generated with the Injunction Hearing set but a new case will not be created. An email notification will be delivered to you informing you that your Temporary Restraining Order Petition has been granted but a filing fee is due. The email will also let you know the timeframe for you to visit the courthouse and pay the fee in order to open your case.
  - If your petition is denied, an email notification will be delivered to you with the reason for the denial. You may still visit the courthouse to request an injunction hearing.