

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 <u>http://efiling.wicourts.gov</u>. Enter your eCourts user name and password, and select the **Log in** button.

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. 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.
Current list of counties and case types enabled for eFiling
User name:
Password:
Log in

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

Wisconsin circuit court eFiling		
new filing in progress my cases opt in notifications non-party filing support	☑ ready to file	≗ David Smith √
Welcome to the Wisconsin circuit court electronic filing system		
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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		

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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	new filing	in progress	my cases	opt in	notifications	non-party filing	support	⊠ ready to	o file ≜ David Smith ▼
Case in	formation			Parties			Documents	Review	,
New filing	J								
Read the eFiling a ne	w case use	<u>r guide</u> for infor	mation on ho	w to eFile	a new case.				
County									
Jefferson			× •						
Class code									
30710 - Temporary	Restraining	Order - Child A	Abuse Restrai	ning Orde	r × •				
Email address									
Select an option					~				
Does this filing invo	lve a child	victim with a p	ending CHII	S action	or is the respo	ndent a child?			
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 <u>eFiling a new case user guide</u> for information on how to eFile a	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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	new filing	in progress	my cases	opt in	notifications	non-party filing	support		ready to file	≗ David Smith ▼
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 i	name are limited to 60 characters. Th	e name entered does not need to matcl	the complaint.	
Party type				
Child	× 👻 💿 Person	Business		
First name	Middle name	Last name	Suffix	
		Required		
Address 1		Address 2		
ZIP	City	State	Country	-
			Select an option	· ·
Phone number				
Date of birth	_			
MM-DD-YYYY	#			
Sex				
Select an option	v			
Other name(s) for this party (0			
Add other name				
Party attorney(s)				
Add attorney				
Is an interpreter needed?				
🔵 Yes 💿 No				

7. 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.

MM-DD-YYYY Image: Constraint of the second seco
Sex Race Required. Select an option Required. Select a Approximate, if unknown- leight Height Weight leight Height Require reduirei Requirei Requirei lair color Eye color Required. Select a Requirei Required. Select a Requirei Required. Select a Requirei
Required. Select an option Required. Select a Reproximate, if unknown Height Height inches Requirei Requirei Requirei Hair color Eye color Required. Select a Required. Select a Respondent's distinguishing features (such as scars, marks or tattoos)
Approximate, if unknown Height Height feet inches Requirei Requirei Hair color Eye color Required. Select a Required. Select a Respondent's distinguishing features (such as scars, marks or tattoos)
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Hair color Eye color Required. Select a Required. Select a Respondent's distinguishing features (such as scars, marks or tattoos)
Required. Select a Respondent's distinguishing features (such as scars, marks or tattoos)
Respondent's distinguishing features (such as scars, marks or tattoos)
scars, marks or tattoos)
Please specify Petitioner's relationship(s) to
Respondent
Required. Select an option
Respondent has access to
weapon(s)
Yes No
Weapon(s) were involved in an incident [past or present] involving the petitioner
Yes No

8. 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.

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new ming	in progress my cases opr in nouncau	ons non-party ning support	■ ready to file ▲ David Smit
Case information	Parties	Documents	Review
Parties			
Add party			
Party type	Name	Attorney	Actions
Child	Child Party		<u>Edit</u> <u>Remove</u>
Petitioner	Polly Petitioner	David Smith	<u>Edit</u> <u>Remove</u>
Respondent	Tester Respondent		<u>Edit</u> <u>Remove</u>
Previous Continue			

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 <u>document requirements</u>. 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**.

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Case informa	tion	Parties		Docume	nts	Review	
Documents	6						
Upload your filing doc	ument and additional	l documents below.					
 Arts recommended to 1 Documents requiring t margin on page 1. All documents must ha Documents must be le Do not include a signa For more details on te To upload multiple documents 	the signature of a court of ave a blank top margin o ess than 10 MB in size an ture block. chnical requirements for nents, first select a file y	ou want to upload and	Ige, court commiss a page to leave roo egal size. <u>ocument requirem</u> I then press and ho	ents.	uit court, or register in probate ded header.	e) must includ	de a blank 3" top
File name	Status	Document type 🛙	•	Docu	ument title	Seal O	Remove
CV-412 Petition for TRO - Child abuse.pdf	Upload complete	Petition in Juven	ile Court for Temp.	× 🔻 Petiti	ion for Juvenile Temporary Re	estr:	<u>Remove</u>
Previous Continu	ue	-					

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.

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new filing	in progress my cases o	pt in notifications	non-party filing	support	er ready to file	Lavid Smith √
	•		•		•	
Case information	Parties		Docume	ents	Review	
Temporary Restraining Order filing In the interest of Polly Petitioner e	g: Child Abuse Restraining Orde t al vs. Tester Respondent	er (30710)				
Child: Child Party		R	Respondent: Teste	er Respondent		
Petitioner: Polly Petitioner Attorney: David Smith		C L	14567 Baker Street Deonomowoe WI 53 JS	3066		
Documents						
Petition in Juvenile Court for Temp Restraining Order	oorary Restraining Order and/or	Petition and Motion f	or Injunction Hearir	<u>ng (Child Abuse) - F</u>	Petition for Juvenile Tempora	<u>ry.</u>
Notes to Clerk						
Please type any notes to the cler	rk here.	11				
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.

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Read	y to file								
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e oen	lerson county								
📥 🗹 Te	emporary Restraining C	Order filing: Chil	d Abuse Rest	raining Or	der (30710)				\$0.00
➡	emporary Restraining C the interest of Polly Pe	Order filing: Chil etitioner et al vs	d Abuse Rest . Tester Resp	raining Oro ondent (<u>sl</u>	der (30710) how parties)				\$0.00
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Te In Do Pe Ju Ec	emporary Restraining C the interest of Polly Pe ocuments: atition in Juvenile Court venile Temporary Rest dit Delete	Order filing: Chil etitioner et al vs <u>t for Temporary</u> training Order	d Abuse Rest . Tester Resp <u>Restraining C</u>	raining Ord ondent (<u>sl</u> Order and/d	der (30710) <u>how parties</u>) or Petition and N	1otion for Injunctio	<u>n Hearing (Child A</u>	buse) - Petition for	\$0.00
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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:
 - a. 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.
 - b. 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.
 - c. 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.