Dane County Court Media Request Instructions - Electronic Filing

Step 1: Create a New eCourts Account (If you have already have an eCourts account, go to Step 2)

- Go to the Wisconsin Courts E-filing Website - https://logon.wicourts.gov/index.html?target=efiling and click on "Create an account".

- Select Non-Party filer [§801.18(3)(j)] and click "Next".

- Fill out all the sections in bold. For e-mail, this cannot be an email currently in use with another e-filing account. Then click "Next."

- Enter a different e-mail address and/or mobile phone number. These cannot be currently in use with another e-filing account. Then click "Next".

- Choose three security questions and then hit "Next". Then fill out your answer to the questions and hit "Create account".

- A PIN number will be sent to your primary e-mail address. Find this email and then use the PIN to activate your account with the link on that page. If you are no longer on the page, you can go to the logon screen at https://logon.wicourts.gov/index.html and it will prompt you to enter your pin when you first log in.

- When you first log in, it will require you to accept the terms of use.

- **Note:** You will only have to create an eCourts account for the first filing. Once an eCourts account is created, you can begin with Step 2 for all future filings.

Step 2: Filing a Media Request Form

- Media Request Forms can be found on the court's website at: https://courts.danecounty.gov/Resources/Forms/other-court-forms. Forms should be downloaded/printed and then filled out and saved or scanned to your computer in **PDF format**.

- Log in to the WI Courts E-filing Website at https://efiling.wicourts.gov/.

- Click on the "Document filing" or "Non-party filing" button.

- Select "Dane County" and enter the case number for the case in which you are looking to make your media request. Then click "Continue".

- Click on "Upload documents" and then upload the completed PDF form. Set the Document Type to "Other (.pdf)" and then enter the appropriate Document Title. If you have multiple requests for cameras, streaming, etc., repeat this process to submit all documents at once. When you are finished, hit the "Continue" button.

- On the "Ready to file" screen, click the check box next to Dane County and then hit the "File" button.

Form Response

Forms are sent to the branch for approval. The clerk will enter the court's decision into the "Additional text" field of the court record event for the request. Non-party filers do not receive electronic notice on cases, so you will have to continue checking the case on https://wcca.wicourts.gov/. Follow up with the branch directly if you have any questions.