

E-FILING RESTRAINING ORDER CHECKLIST

Before starting E-filing process

1. Choose the right type of Temporary Restraining Order to file.
2. Follow the instructions for the forms. – type or neatly write out all the information required on all the forms.
 - a. You will need to upload the forms to the CCAP website. This requires you to either: -
 - Follow the step by step -fill in the forms link OR
 - save the forms online type the answers and upload as PDF OR
 - print the forms clearly write your information then upload or scan the forms in as pdf files. You may NOT take a picture and send the forms.
3. Once all the forms are ready, you must login to CCAP to upload.

If you do not have a CCAP account –You must open one –see create an account or login to your acct. There is no cost for this account when filing a restraining order.

<https://logon.wicourts.gov/index.html?target=efiling>

<https://www.wicourts.gov/ecourts/efilecircuit/docs/registercourts.pdf>

Instructions with example

Once the account is set up, you can file the case.

Login to your account.

<https://www.wicourts.gov/ecourts/efilecircuit/docs/temprestorder.pdf>

Follow these instructions to initiate your case

Make sure you enter the correct class code and type of case when e filing:

30709 Domestic Abuse –Civil

30710 Child Abuse – Civil or Juvenile

30711 Harassment – Civil or Juvenile

30712 Combine Act/Domestic Abuse – Civil

30713 Individual at Risk -Civil

1. You may **not** take pictures of the papers when filing they must be filed in .pdf format.
2. Complete the Petition for Temporary Restraining Order under the type of restraining order you choose. You may type your name for the signature if you are e filing. By registering to be an e-filer, you are taking an oath as to who you are. This allows you to type your name vs handwriting and witnessing your signature for e-filing purposes only.
3. You must upload as a separate document *Confidential Address Information, CV-502* sheet completely filled out.
4. You must upload as a separate document the *Sheriff TRO worksheet* form completely filled out. This goes to the sheriff office to assist with service on the Respondent.
5. You may upload separately “other papers “to explain your reasons for filing or you may fill out the “Temporary Restraining Order Fact Sheet.”
6. Do NOT file “Temporary Restraining Order and Notice of Injunction Hearing.” The Court will produce this document.

7. If your case involves a minor (anyone under 18 years of age), you must fill out the *“Restraining Order Information Sheet for Guardian Ad Litem –GAL”* **** there will be a charge for GAL fees the parents or guardians of minors will have to pay. All minors on case will have a GAL appointed.**
8. Child Abuse cases must also file *“Uniform Child Custody Jurisdiction and Enforcement Act Affidavit, GF-150”*.
9. File all documents at the same time, your documents could be rejected if incomplete or not all documents uploaded.
10. Watch you’re in box for further instructions. Depending on the time of day and staffing issues, you may have a response shortly or within the next 24 hours unless a holiday or weekend.
 - A. Granted restraining order will have a date and time to attend a hearing. See instructions on attending your hearing. Look at the fact sheets.
 - B. Denied restraining order, will have a reason for denial. **Within 1 week** of the denial, if you wish to have a Judge Review, you **MUST** to come to 215 S. Hamilton St; Dane County Courthouse to the Court Record Center. **You will need your case number.** You will fill out the *“Motion for De Novo Hearing on a Temporary Restraining Order or Injunction, CV-503”* upon completion you will be sent to see the Duty Judge to review.
 - C. Required filing fees –If you wish to move forward with your case. You are required to come to the Clerk of Courts office at this point to pay the fees or to file - *Petition for Waiver Fees and Costs –Affidavit of Indigency and Order on Petition for Waiver of Fees and Costs* [Form No. CV-410 A & B.](#) Forms are available online or in the law library. Bring payment or filled out forms and bring to room 1000 Clerk of Courts for processing.