

SMALL CLAIMS - WEBSITE DIRECTIONS

The following are directions to get to the Small Claims self-representation section of the Wicourts.gov website.

www.wicourts.gov

Select “Services”

Select and click on “For the public”

Click on “Self-help law center”

Click on “Small claims”

Review the overview of small claims information on this page

When finished, if you wish to proceed, click on “Start forms”

You are highly encouraged to download and save or print the “Basic Guide to Wisconsin Small Claims Actions (SC-6000)” **This guide provides detailed directions, a flow chart, and information to guide you through a Small Claims action.** It will be useful in getting you through the court process over the course of your case.

To navigate to the next screen, click on “Next” at the bottom of the screen.

If you choose to review a complete listing of Small Claims Forms on your own without answering the online interview questions:

www.wicourts.gov

Select “Forms”; “Circuit court”

Select “Small claims”

If you wish to electronically file your prepared documents:

For an overview of the eFiling system, go to: <https://www.wicourts.gov/ecourts/efilecircuit/index.jsp>

To register for an account and to eFile, go to: <https://logon.wicourts.gov/index.html?target=efiling>

If you are **not** filing your action electronically, after preparing your original paperwork, make two copies for each party in the action. Call (920) 236-4858 and press “0” to speak to a clerk to determine your filing fee amount. Bring the original and all copies, along with your payment by cash, check or money order payable to “Clerk of Courts” to the Clerk of Courts office, 415 Jackson Street, Oshkosh WI –Room 110.

Visa/Mastercard/Discover/American Express are accepted, with a 3% convenience fee automatically added. There may be a wait in line before working with a clerk. Once you are with a clerk, the process can take 30 to 45 minutes.

Other resources are available through www.wicourts.gov home page:

Select “Services”

Select and click on “For the public”

From here, you can click on specific topics you may be interested in

Otherwise, click on “Self-help law center”

You will be able to select specific topics here as well, including a link to the Wisconsin State Law Library website

Here are resources for any additional legal questions you may have:

1. Visit the Wisconsin State Law Library website at: www.wilawlibrary.gov and review the “Legal Topics A-Z” area.
2. The Winnebago Free Legal Assistance Clinic at area public libraries on the first Tuesday of the month in Menasha, the second Tuesday in Neenah & the third in Oshkosh, from 4:30 pm – 6:30 pm. Please ask the Clerk of Courts Office for a brochure of the complete schedule and locations.