

SMALL CLAIMS - WEBSITE DIRECTIONS

The following are directions to get to the Small Claims self representation section of the wicourts 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 “[Go to forms assistant](#)”

Read through this introduction page carefully

You are highly encouraged to download and save or print the “Basic Guide to Wisconsin Small Claims Actions (SC-6000)”

When reviewing this Basic Guide to Wisconsin Small Claims Actions (SC-6000), you will have detailed step-by-step directions, a flow chart, and information to guide you through a Small Claims action. This can answer numerous questions you may have. Again, we encourage you to use this guide. It will be useful in getting you through the court process over the course of your case.

Once you are comfortable with the introduction page, you can navigate to the next series of screens by clicking 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. 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. On-line, at the Wisconsin State Law Library website at: www.wilawlibrary.gov and reviewing their “Legal Topics A-Z” area.
2. The free Legal Assistance Clinic at the Public Library on the first Tuesday of the month in Menasha, the second Tuesday in Neenah & the third Tuesday of the month in Oshkosh from 4:30 pm – 6:30 pm. Please ask the Clerk of Courts Office for a brochure of the complete listing of schedule and locations.