

Finding the time a document was uploaded to eFiling using Transaction Reports:

Log into transaction report access

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

The screenshot shows a web browser window with the URL logon.wicourts.gov/index.html?target=tranreport. The page header features the Wisconsin Court System logo and navigation links: about the courts, case search, opinions, rules, forms, services, eFile / eCourts, and publications. The main content area is titled "eCourts" and "Log in to Wisconsin eCourts". It contains a login form with fields for "User name:" and "Password:", a "Log in" button, and links for "Create an account", "Check for an existing account", "Can't access your account or need a new PIN?", and "Update account information".

From this screen

The screenshot shows the "Reports" section of the Wisconsin Court System eCourts interface. The page title is "Circuit Court Transaction Report Application Reports". The "Required fields:" section includes a "Report:" dropdown menu set to "Cases Filed", a "County:" dropdown menu set to "Waukesha", and a "Date:" section with radio buttons for "Today", "This week", "Last week", "This month", "Last month", and "None" (which is selected). Below the "Date:" section is a "Date Range:" section with two date input fields and a "through" label, with a "(MM-DD-YYYY)" format instruction below. The "Optional fields:" section includes a "User ID:" text input field. At the bottom of the form are "Submit" and "Clear" buttons.

Using the Reports option, select a report of "Document History". Enter your search criteria (in my example I'm looking for a document filed on 07/06/2023) and select Submit:

Reports Transaction Search Help

Circuit Court Transaction Report Application

Reports

Required fields:

Report:

County:

Date: Today This week Last week
 This month Last month None

Date Range: through

 (MM-DD-YYYY)

Optional fields:

User ID:

Case Number:

Case Type:

It will return results for your entire county, you cannot filter by case type. To view as “one document” use ALL

Document History
 Search Criteria:
 County: Waukesha
 Date Range: 07-06-2023 through 07-06-2023

[Return to Reports](#) [Generate PDF](#)

1,954 items found, displaying 1 to 1,954. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#), All [\[Next/Last\]](#)

Case Number	Document Name	Action	User ID	Date/Time
2022CV000908	Affidavit of Alan S. Bloom PhD	Add	MGOLKE	07-06-2023 06:55:21 AM
2022CV000908	Bartnik Affidavit	Add	MGOLKE	07-06-2023 06:55:42 AM
2022CV000908	Bartnik Affidavit Exhibit A	Add	MGOLKE	07-06-2023 06:55:51 AM
2022CV000908	Bartnik Affidavit Exhibit B	Add	MGOLKE	07-06-2023 06:55:58 AM
2022CV000908	Bartnik Affidavit Exhibit C	Add	MGOLKE	07-06-2023 06:56:05 AM
2022CV000908	Bartnik Affidavit Exhibit D	Add	MGOLKE	07-06-2023 06:56:12 AM
2022CV000908	2023CV000908 Pollack v Pollack Defts Response Brief in Opposition to Pltf Daubert Motion	Add	MGOLKE	07-06-2023 06:58:59 AM

The “link is the date/time is was brought in by staff.

2022CV000908	Bartnik Affidavit Exhibit C	Add	MGOLKE	07-06-2023 06:55:05 AM
2022CV000908	Bartnik Affidavit Exhibit D	Add	MGOLKE	07-06-2023 06:56:12 AM
2022CV000908	2023CV000908 Pollack v Pollack Defts Response Brief in Opposition to Pltf Daubert Motion	Add	MGOLKE	07-06-2023 06:58:59 AM
2023GN000093	Proposed - Proposed Ltrs of Guard	Add	PNOWAKO1	07-06-2023 06:59:22 AM
2023CV001036	Lis pendens	Add	MGOLKE	07-06-2023 06:59:34 AM

When you find the document you want click the blue Date/Time link, it will open to this, choose RungCorrelation

Record	Update Type
DocLastAccessed	Change
Case	Change
CaseHist	Add
DocLastAccessed	Change
Case	Change
Doc	Add
DocImage_local	Add
DocLastAccessed	Add
DocImageMetaData	Add
TagDoc	Add
DocNoticeAttyParty	Add
DocNoticeAttyParty	Add
DocNoticeAttyParty	Add
DocNoticeAttyParty	Add
DocImageOcrStatus	Add
DocImageOcrStatus	Change
Review	Add
ReviewMessage	Add
DocImageMetaDataReview	Add
DocGroup	Add
DocGroupDocument	Add
DocGroupDocument	Add
DocGroupDocument	Add
DocGroupDocument	Add
DocGroupDocument	Add
DocGroupDocument	Add
RungEFilingAdditionalDocument	Change
RungCorrelation	Change

The Record Detail will expand to include “when inserted” which is when they uploaded and “when received” which is when it was added to the CCAP queue.

Record Detail		
Field	Before Value	After Value
batchId	402d62c9-6c7a-411c-b73f-25b6128f747...	
countyNo	67	
isRejected	false	
rungCorrelationId	635254de-1ba7-11ee-bf1c-c38139d7643...	
rungCorrelationType	EFilingAdditionalDocuments	
whenInserted	2023-07-05 21:47:04.452428	
whenReceived	2023-07-05 21:47:13.758	

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