

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN

Instructions for Electronically Filing a Bill of Costs

1. Counsel shall prepare the bill of costs using the **court's PDF version** located on the court's website, www.wied.uscourts.gov.

NOTE: Do not use a Word or WordPerfect version of the bill of costs.

Download the PDF and open with Adobe Acrobat (or similar) to ensure that the form functions properly.

Additionally, counsel should be certain to click on the "Save as" button located at the bottom of the bill of costs. This will save the form in a format usable by the Clerk's Office.

2. The bill of costs should be electronically filed using the event "Bill of Costs" found under the heading "Other Documents."
3. Once the bill of costs has been entered on the docket, a briefing schedule will be issued by the Clerk's Office. At the end of the briefing period, if appropriate, costs will be taxed by the Chief Deputy and the Taxation of Costs portion of the form will be completed. The completed form will then be filed by the clerk.