



## E-Services Quick Reference Guide

Before using **E-Services**, review the **revised E-Services Procedures and Technical Standards**, which apply to all electronic services of the Judicial Branch, including e-filing and online short calendar markings. This document may be accessed from the link on the left side of the **E-Services** log-in page. The information provided in this guide is a brief summary of the main functions available through E-Services.

### Signing Up for E-services

- Go to the Judicial Branch home page by entering [www.jud.ct.gov](http://www.jud.ct.gov) in the Address bar.
- To check your current address, from the Judicial Branch home page go to **Attorney/Firm Inquiry** and enter your juris number, last name, or firm name.
- If your address as displayed online is not accurate, you must notify the Statewide Grievance Committee of your new address by U.S. Mail by completing and mailing form **JD-GC-10** before you can enroll.

**Note: If the address displayed on the web site reads "Address not available," it means that the home address is the address on file, and it is not displayed for security reasons.**

- From **E-Services** on the left, click on **Enroll in E-Services**.
- Complete the application form.
- Print a copy of the completed form before you click on **Submit**.
- Confirm your email address by clicking **OK**.
- A message confirming your enrollment will appear.
- Within five to seven business days, you will receive your password by U.S. Mail at the address that is registered with the Statewide Grievance Committee. Law firm passwords will be mailed to the firm at the address of record for the firm.
- To update your enrollment information (i.e., e-mail address, telephone/fax numbers, or security question and answer) click on **Change Enrollment Information** from the E-Services menu.

### Annual Attorney Registration with the Statewide Grievance Committee

- Click on **Attorney Registration** from the menu on the left side of the **E-Services** home page.
- Fill in the requested information, making sure to select "Yes" to certify that your information is accurate.
- Click **Save Data** or **Submit** to complete your registration.
- You may print a copy of the online form for use in obtaining a certificate of good standing.
- To change information in your registration, click on **Attorney Change of Information** from the **E-Services** menu.

**Note: Name changes and corrections of birth dates must be submitted in hard copy, with proof of the changes or corrections, to the Statewide Grievance Committee, 287 Main St., 2<sup>nd</sup> Fl., Suite 2, East Hartford, CT 06118-1118.**

## Questions?

*E-Services Help Line: (866) 765- 4452 or*  
[Eservices@jud.ct.gov](mailto:Eservices@jud.ct.gov)  
*Alice Mastrony (860) 706-532 1or (860) 573-6413*  
[alice.mastrony@jud.ct.gov](mailto:alice.mastrony@jud.ct.gov)

### Client Security Fund Fee Payment

Payment of the annual Client Security Fund fee may be made by electronic check through **E-Services**. Credit card payments are not accepted online.

- Click on **Client Security Fund Fee** from the **E-Services** menu.
- Enter the juris number for which payment is to be made and Click **Submit**.
- Select whether you are paying the full fee, claiming a partial exemption or claiming a full exemption.
- Click **Submit**.
- Click **Yes** if you are submitting payments for additional juris numbers. You are limited to twenty (20) transactions per check.
- Select **Pay by Check**
- Fill in the required information and click **Process Payment**
- Click **Print Confirmation** to print your payment summary.

### Attorney Advertising

- Attorney advertisements must be submitted electronically to the **Statewide Grievance Committee**. (P.B. Sec. 2-28A)
- Log in under your **individual** juris number and click on **Attorney Advertisement** from the **E-Services** menu.
- Submit the information and advertisement in accordance with the instructions.
- If you have questions, contact Statewide Grievance (860) 568-5157 or at [attorney.advertising@jud.ct.gov](mailto:attorney.advertising@jud.ct.gov)

### Foreclosure Sales

The Foreclosure Ad Posting function is available only to attorneys who have been appointed as a Committee upon the entry of a Judgment of Foreclosure By Sale. Each attorney is only allowed to serve as Committee in one Judicial District; the appointment being an individual appointment, not a firm appointment. An individual appearance for the "Committee" must be filed in order to access the Foreclosure Ad Posting function. More information is available at: [http://www.jud.ct.gov/external/super/E-Services/efile/QuickCard\\_Post\\_ForeclosureAd.pdf](http://www.jud.ct.gov/external/super/E-Services/efile/QuickCard_Post_ForeclosureAd.pdf).

### Appellate Briefs

Section 67-2 (K) of the Rules of Appellate Procedure requires parties represented by counsel to submit briefs electronically in cases to be argued in the Supreme Court. This feature allows those submissions. Note: The electronic submission requirement in subsection (K) does not eliminate the need to file paper copies of briefs. Additional information is available at: <http://www.jud.ct.gov/external/supapp/GUIDELINES.pdf>.

## Online Short Calendar Markings

Attorneys and law firms must submit short calendar markings electronically through E-Services for Civil and Family matters. Matters must be marked in accordance with the procedures set forth in the **Notice** section of the respective Short Calendars and in accordance with the **Civil and Family Short Calendar Standing Orders**, which include the time frames for submitting markings.

**Note: Self-represented parties, and attorneys or law firms with an exclusion from E-Services requirements, mark their cases by telephone by calling the marking line that is printed on the calendar. Markings by facsimile are not accepted.**

- Go to [www.jud.ct.gov](http://www.jud.ct.gov) and log in to E-Services.
- Select **Short Calendar Markings Entry** from the menu on the **E-Services** home page.



- Links to calendar notices and court calendars are available at the top of the screen, as shown below. To view or print a hard copy of a Short Calendar, click on **Court Calendars**. To review the **Notice** section of the Short Calendar, click on **Calendar Notices**.

[E-Services Menu](#)   [Calendar Notices](#)   [Court Calendars](#)  
**Short Calendar Markings Entry**  
[Project Overview and Guidelines](#)

Select Location :   
Select Court Type :   
Sort Results By :



- Select the **Location** and **Court Type**
- Select **Sort Results** to display cases by case name, docket number, location, entry number, calendar sequence number or motion
- Click **Find**

**Note:** Motions or objections display separately so if a case has multiple motions or objections, the caption and docket number will appear multiple times. Each one must be marked separately.

- To mark civil matters, select **Ready, Take Papers** or **Off**; for family matters, select **Ready** or **Off**.
- Check the certification box.
- Enter the name and telephone number of the individual submitting the markings.
- Click **Enter Markings** and print the *Short Calendar Markings Confirmation and Receipt*.
- Provide notice of marking to all appearing parties.

**Note:** If you mark an arguable matter ready, you must bring the confirmation of the marking to the short calendar hearing.

**Note: Markings submitted electronically are viewable online during the marking period. Markings history is available through E-Services. Telephone markings will not appear online or in the markings history.**

## Designated Filers and Case Initiations

Attorneys registered with the Statewide Grievance Committee and law firms that have obtained a law firm juris number may designate authorized individuals to file case initiation documents on their behalf. A designated filer will have a UserID and a password for use in accessing E-Services to maintain the designated filer's account and to file case initiation documents electronically in the Superior Court on behalf of the attorney or law firm.

Any electronic transactions conducted by a designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used by the designated filer to conduct the electronic transaction.

A complete quick reference guide on designated filers is available at caseflow offices and court service centers and on-line under E-Services at [www.jud.ct.gov](http://www.jud.ct.gov).

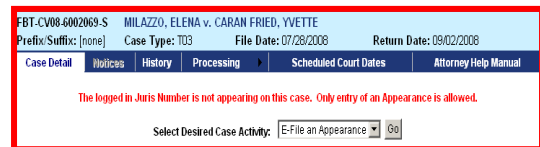
## Electronic Filing (e-filing)

E-filing of *all civil* case types, with some exceptions, is mandatory for attorneys and firms without an exclusion from E-Services requirements. To view the exceptions to mandatory e-filing, see the revised [E-Services Procedures and Technical Standards](#). Documents in all e-filable cases must be filed electronically. E-filable cases have docket numbers beginning with a **5** or a **6**. (For example, HHD CV 10 6013147). Quick reference guides are available at caseflow offices and court service centers and on-line under E-Services at [www.jud.ct.gov](http://www.jud.ct.gov).

**Note: Use of the electronic filing system is limited to (1) enrolled attorneys and law firms and the employees of the law office under the supervision of an enrolled attorney and (2) individuals designated by attorneys and law firms to file case initiation documents on their behalf.**

## E-File an Appearance

- Click on **Select Case** or **Party Search** from the **Civil E-filing** menu bar to locate the case.
- Fill in the requested information; **Click Here** to arrive at the **Case Detail** screen.
- Select **E-File an Appearance** as the case activity; click **Go**.



- Fill in the requested information; select "yes" to indicate that you will accept certification by email rather than U.S. Mail or fax;
- Click **Continue**.
- Review the appearance that displays;
- Print or save the document. You do not create this form; the e-filing system creates it.
- A **Confirmation Screen** displays once the document has been successfully e-filed. Print this screen or save it electronically.

**Note: You must send opposing parties copies of your e-filed documents, pleadings and motions in accordance with Practice Book rules.**