

Enrollment for Self-represented Parties

If you are a Self-represented Party, you can enroll in E-Services to create a User ID and password that you can use to log in to E-Services to look at and file documents in your case and to mark your motions or objections on the short calendar on-line (electronically). There is no charge for enrollment in E-Services.

To find out if your case is electronic (paperless) or electronically filable, please go to the [Procedures and Technical Standards](#) or the [Frequently Asked Questions](#).

Note: Once you enroll in E-Services, if you want electronic (on-line) access to your case, you will need to request electronic (on-line) access and file an appearance in your case unless you are the plaintiff filing a new case electronically.

Here is a checklist of what you must do to enroll in E-Services and activate your account.

To enroll in E-Services, you must:

1. Go to the E-Services Welcome Page
2. Choose **Enroll**
3. Fill out the information in the enrollment application
4. Choose a User ID and password. This User ID will appear on all of the documents you file with the court, and it cannot be changed.
5. Choose a secret question and answer and enter your year of birth. We can use this information to identify you if you forget your User ID or password.
6. Print the page for your records
7. Submit your Request for New Account

You will see a message that tells you your enrollment application has been received. It will also tell you to check your e-mail for an e-mail from E-Services.

To activate your account, you must:

8. Check your e-mail for an e-mail from E-Services
9. Click on the link in the e-mail
10. Enter your User ID and password on the next screen
11. Look over the information that you gave in your application to be sure it is correct
12. Read through the Electronic Services (E-Services) User Agreement
13. Check the box next to "I agree."
14. Click **Activate Account** to be taken to the E-Services home page.

Instructions on how to enroll in E-Services:

1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports three browsers – Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher, or Firefox 45 or higher. The address bar for those browsers is shown below:

Microsoft Internet Explorer®:



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Firefox:



1. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page:



Note: Before you go to the enrollment page, you can check to be sure your computer browser will work with the E-Services site. You can use Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher, or Firefox 45 or higher. To check your browser:

- Choose the **Self-represented Parties** tab on the E-Services Welcome Page;
- On the **Self-represented Parties** page, select **Getting Started**.

2. Click on **Enroll**; the following screen will appear. To read more about the enrollment application process, you can click the **Enrollment Application Process Overview for Self-represented Parties**.



Enrollment for Self-represented Parties (continued)

3. Click **Self-represented Enrollment for E-Services** to go to the enrollment page. You will see the following screen. Fill in the four short sections

1 **Account Type:** Individual Account (selected) or Business Account. (The Business option is for Small Claims only. You must create an Individual account in order to access Civil and Family cases.)

2 **Account Information:** First Name, Middle Initial, Last Name, Suffix, Address 1, Address 2, Town/State/Zip (CT), Country (USA/Other), Telephone No., Phone Extension, Email Address, Confirm Email Address.

3 **User ID and Password:** User ID, Password, Confirm Password. (The User ID cannot contain any symbols or special characters, such as @, #, &, or ! and it cannot be your email address. Once enrolled, this User ID cannot be changed and will be displayed on all court documents. Check if Available. The password must have 8-10 characters including at least one number (0-9). It cannot use special characters, such as @, #, & or !)

4 **Security Question (In case you forget your password):** Secret Question, Answer, Year of Birth.

Print this Page

Please print this screen for your records **before** continuing.

Submit Request for New Account

1 **Account Type:** If you are enrolling in E-Services so that you can file documents and look at documents on-line in your civil and family cases in the Superior Court or in your appellate court matter, you must create an *individual* account. As a Self-represented Party in a small claims case, you can create an individual account *or* a business account for yourself to use in small claims court.

2 **Account Information:** Click in each field and fill in the necessary information. If the information is required, you will see a red asterisk * at the beginning of the line.

Note: Be sure you enter your e-mail address correctly. The link you will need to click on to complete your enrollment and activate your E-Services account will be sent automatically to the e-mail address you enter here.

3 **User ID and Password:** Fill in the User ID that you will use to log in to E-Services and to sign documents you file electronically. This User ID *cannot* be changed, and it will appear on all documents that you file with the court.

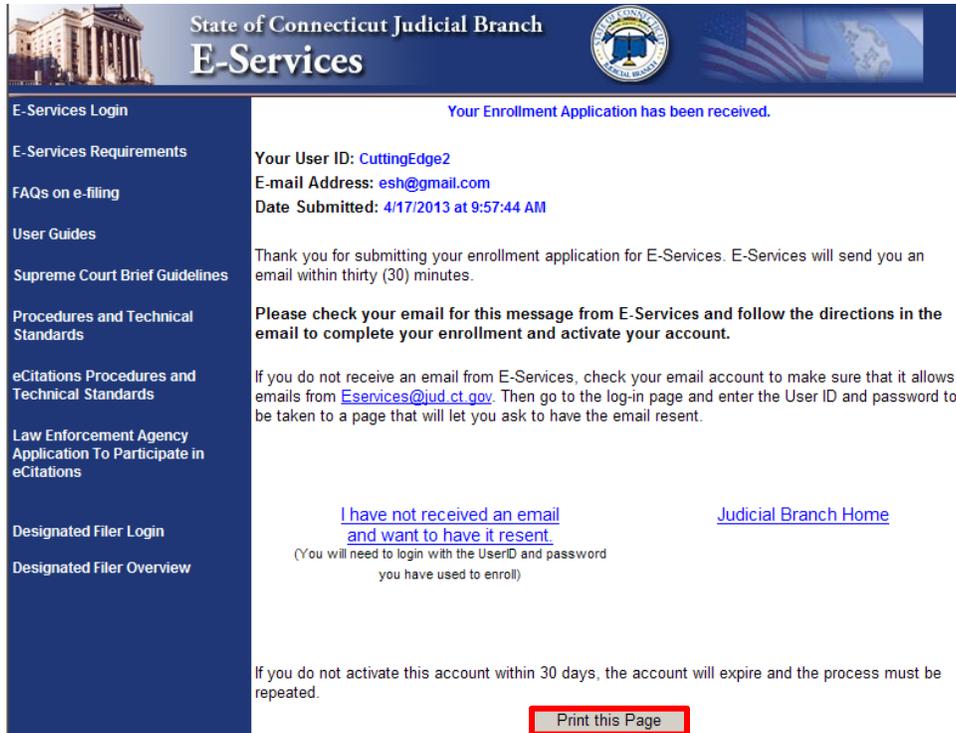
User ID - You cannot use symbols, punctuation marks or any other special characters, such as @, #, & or * in your User ID. You also cannot use your e-mail address as your User ID. The system will tell you if your User ID is available.

Password - You must create a password that has no fewer than 8 characters and no more than 10 characters. **It must contain at least one number.**

4 **Secret Question:** Enter a question and an answer that only you will know, and enter your year of birth. We use this information to make sure that you are the one asking for your User ID and password if you call or e-mail us because you forgot your ID or password.

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4. Be sure to print the page for your records by clicking **Print this Page**.
5. Click **Submit Request for New Account** at the bottom of the page; you will see the following screen:



The screenshot shows the State of Connecticut Judicial Branch E-Services enrollment confirmation page. The header includes the text "State of Connecticut Judicial Branch E-Services" and the state seal. A dark blue sidebar on the left contains a list of navigation links: "E-Services Login", "E-Services Requirements", "FAQs on e-filing", "User Guides", "Supreme Court Brief Guidelines", "Procedures and Technical Standards", "eCitations Procedures and Technical Standards", "Law Enforcement Agency Application To Participate in eCitations", "Designated Filer Login", and "Designated Filer Overview". The main content area has a blue background and displays the following information:

Your Enrollment Application has been received.

Your User ID: [CuttingEdge2](#)
E-mail Address: esh@gmail.com
Date Submitted: 4/17/2013 at 9:57:44 AM

Thank you for submitting your enrollment application for E-Services. E-Services will send you an email within thirty (30) minutes.

Please check your email for this message from E-Services and follow the directions in the email to complete your enrollment and activate your account.

If you do not receive an email from E-Services, check your email account to make sure that it allows emails from Eservices@jud.ct.gov. Then go to the log-in page and enter the User ID and password to be taken to a page that will let you ask to have the email resent.

[I have not received an email and want to have it resent.](#) [Judicial Branch Home](#)

(You will need to login with the UserID and password you have used to enroll)

If you do not activate this account within 30 days, the account will expire and the process must be repeated.

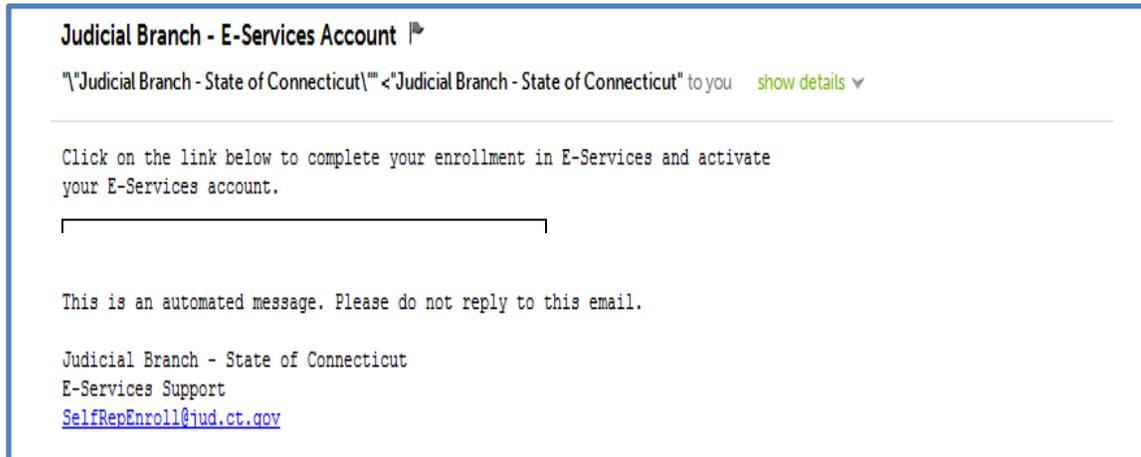
[Print this Page](#)

6. Print this page for your records by clicking **Print this Page**.
7. Within 30 minutes, you will receive an e-mail from E-Services. You must click on the link in that e-mail to complete your enrollment and activate your account.

Account Activation for Self-represented Parties

1. You will receive an e-mail from E-Services with the link to activate your account.

Note: The link in this e-mail will be active for only 30 days. If you do not click on the link and complete the enrollment process within thirty days, your information will be removed from the system and you will have to enroll again.



2. Click the link in the e-mail to go to the New Account Activation page
3. On the New Account Activation page, enter your User ID and password.



4. Click **Continue**; you will see the screen where you will check your account information and read over the Electronic Services User Agreement.

Account Activation for Self-represented Parties (continued)

5. Check your account information and read the Electronic Services User Agreement

E-Services Login
E-Services Requirements
FAQs on e-filing
User Guides
Supreme Court Brief Guidelines
Procedures and Technical Standards
eCitations Procedures and Technical Standards
Law Enforcement Agency Application To Participate in eCitations
Designated Filer Login
Designated Filer Overview

[Verify Account Information](#)

Activate Account:

Your User ID: Cuttng1dpe2
E-mail Address: esh@gmat.com
Date Submitted: 4/17/2015 at 9:57:44 AM

Terms and Conditions:

Electronic Services User Agreement
By checking the "I agree" button at the bottom of this page, you acknowledge that you have read this Electronic Services User Agreement and agree to be bound by the following terms, policies and conditions.

Use of System
You will not misuse your own user ID and password or misuse any other person's user ID and password.
You agree to comply with all applicable U.S. and state laws, statutes, ordinances, regulations, contracts and applicable licenses regarding your use of the Judicial Branch electronic system. You have read the [Disclaimer](#) and agree to abide by its terms.

Payments
You agree that by entering a credit card account number and security code and submitting payment, you are certifying that you are authorized to permit the Connecticut Judicial Branch to debit or charge the account for the amount indicated.

System Security
You have read the General Security Policy Statement and agree to abide by its terms.
You will not introduce viruses, breach system security, maliciously tamper with any Judicial Branch system, or attempt to commit any of these acts. Committing any of these acts is a computer crime and will make you subject to criminal penalties under the Connecticut General Statutes.
You will report all security problems immediately to the Judicial Branch Helpdesk by phone at (860) 202-6555 or by email at Helpdesk@jud.ct.gov.

Communication
You agree that future notices or other communications regarding your account or your use of electronic services may be provided to you electronically at the email address provided in your enrollment application.

GENERAL SECURITY POLICY STATEMENT
The State of Connecticut Judicial Branch has established this policy to ensure that critical information is kept secure and that Judicial Branch data is protected from unauthorized access. Judicial Branch computer and communications systems shall be used only for accessing information contained therein and/or in connection with the electronic filing of documents with the court and other Judicial Branch electronic services. The systems shall not be used for any other purposes, including, but not limited to, the following: (1) engaging in personal or business activities not related to information contained in these systems; (2) accessing illegal materials, or (3) downloading anything that will compromise the security of the Judicial Branch network. All information residing on the Judicial Branch network is a Judicial Branch asset. It is the policy of the Judicial Branch to prohibit unauthorized access, disclosure, duplication, notification, diversion, destruction, loss, misuse, or theft of information. All users must be positively identified prior to gaining access to any Judicial Branch system. The Judicial Branch reserves the right to change this policy at any time and take appropriate security measures to protect the system without prior notice.

DISCLAIMER
The Judicial Branch does not review documents submitted electronically for content. The users of this system assume all responsibility and risk in connection with the use of the information contained therein. The Judicial Branch is not responsible for any direct or indirect damages or injury arising out of or in connection with the use of this system, including but not limited to those caused by any failure of performance, computer virus or communication line failure. The Judicial Branch does not assume any legal liability or responsibility for the accuracy, adequacy or reliability of any information contained in this system or for any improper or incorrect use of or access to such information. All warranties of any kind, express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, freedom from contamination by computer viruses and non-infringement of proprietary rights are disclaimed. This disclaimer also applies to documents that are not electronically filed when they are scanned into the electronic system by the clerk of the court and made a part of the electronic file.

I AGREE

6. Click in the box next to **I Agree**

7. Click **Activate Account**; you will be taken to the E-Services home page where you can select **Superior Court E-Filing** to go to your case or to file a new case electronically.

What if I don't get an e-mail from E-Services?

If you do not receive an e-mail from E-Services with the link to activate your account, you should:

1. Check your e-mail account to make sure that it will allow you to receive e-mails from E-Services
2. Go to the Judicial Branch website at www.jud.ct.gov
3. Choose **E-Services** from the menu on the left side of the page to go to the E-Services Welcome Page
4. Click **Log-in**
5. Enter your User ID and password.

Account Activation for Self-represented Parties (continued)

6. You will see the following screen:

The screenshot shows the State of Connecticut Judicial Branch E-Services interface. At the top, there is a header with the state seal and the text "State of Connecticut Judicial Branch E-Services". Below the header, a navigation bar displays "Logged-In User: Edward Scissorhands (Cuttingedge2)" and "E-Mail: esh@gmail.com" with a "Logout" link. The main content area is titled "Resend Activation Email" and contains the following text: "Instructions: You should receive an email with instructions on how to complete your enrollment. If you did not receive an email, you may request another email by clicking the 'Resend Activation Email' button below. If the email address is not correct, you should click on the 'Change Email Address' link below to update the email address before requesting to resend the activation email." Below this, a red error message states "Your UserID has not been activated!". A dark blue bar contains the text "Resend activation email:". Underneath, a red-bordered box highlights the text "Your email address on record is esh@gmail.com" followed by a blue link "Change Email Address". To the right, there is a red-bordered button labeled "Resend Activation Email". A footer note reads: "Note: You will be able to access Eservices functionality only after activating your account and confirming your email address. Please activate your account using the link in the activation email sent to your email address." On the left side of the page, there is a vertical navigation menu with links for "E-Services Home" and "Change Account Information".

7. Check your e-mail address on this page to be sure it is correct.

8. Choose **Change Email Address** if you need to make any change to your address

9. Choose **Resend Activation Email**

10. You will receive an e-mail from E-Services with the link to activate your account.

Need Help? If you do not receive the e-mail or you have any other questions about enrollment or account activation, call the E-Services Support Line at (866) 765-4452 or e-mail SelfRepEnroll@jud.ct.gov.