



E-Services Inbox

View and Manage Civil, Family & Housing Court Notices

021417

For Questions or Help:

E-Services Help Line: (866) 765- 4452

Eservices@jud.ct.gov

General Information on the E-Services Inbox

Commencing **February 28, 2017**, the following types of **court notices** in civil, family and housing cases, currently mailed on paper by the court, will be provided electronically in the **New** E-Services Inbox to attorneys and law firms without an exclusion from electronic services requirements. Notices sent prior to February 28, 2017 are not displayed in the E-Services Inbox but may be available via the **Notice** tab on the website or in E-Services.

Note: *The E-Services Inbox does not eliminate the requirement for certification of service under P.B. Section 10-12 et seq.*

- Judicial Notices (may be referred to as JDNOs),
- Court order notices (may be referred to as SCRAM notices),
- Docket number assignment notices,
- Transfer notices, and
- Docket number change notices.

Until **May 1, 2017**, notices will be delivered both electronically in the E-Services Inbox and on paper via US Mail to allow attorneys and law firms to become familiar with the Inbox. Commencing May 1, 2017, notices will be provided *only* electronically in the E-Services Inbox for attorneys and law firms without an exclusion. Paper notices will continue to be mailed to self-represented parties and to attorneys and law firms with an exclusion from electronic services. Self-represented parties with an appearance and electronic access to their case have access to notices in the E-Services Inbox.

How do I access the E-Services Inbox?

1. Log in to E-Services with the juris number and password.

Note: Notices are electronically delivered to the E-Services Inbox of the juris number appearing on the case, and only notices for the logged-in juris number appear in the Inbox.

2. The E-Services Inbox link appears at the top of the E-Services menu. The number in parenthesis is the number of unread notices in the Inbox.
3. Click on the link to go to the Inbox.
4. The Inbox automatically displays all notices, read and unread. Unread notices are in bold font and highlighted in yellow.

Note: Select **Yes** to the right of **Preview** to expand the display of each notice to view additional details, such as the name of the case.

Sort Order:	Date Issued
	<input type="radio"/> Oldest First <input checked="" type="radio"/> Newest First
Preview:	<input type="radio"/> Yes <input checked="" type="radio"/> No

How can I filter notices in the E-Services Inbox?

The default display of notices is **All (read/unread)**. You can filter (screen) notices to limit the notices you are viewing in several ways:

1. Use the **Quick Filter Options** on the Inbox menu to display only **Unread** notices or only notices in the **Trash Bin**. (Deleted notices remain in the **Trash Bin** for 30 days.)
2. Use the options in the **Status** dropdown located below **Filter Criteria** to choose from four options:

Filter Criteria	
Status:	All Read/Unread
Search Text:	Read Only
Sent By:	Unread Only
My Tags:	Trash Bin

3. Use the **Search Text** field to enter a docket number or word ("status conference" or "mediation") and click on **Search** to display only notices containing the search term.
4. Use the **Sent By** dropdown to choose from three options:

Filter Criteria	
Status:	All Read/Unread
Search Text:	
Sent By:	All
My Tags:	Civil/Family
	Judicial Branch

Note: **Civil/Family** displays the case-related notices from civil (including housing) and family courts. **Judicial Branch** displays notices of a general nature.

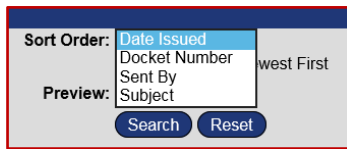
5. Use the **My Tags** dropdown to choose from a list of tags you have created and applied to notices to display only the notices with that tag, or choose **No Tag** to display only notices without a tag.
6. Two other options for filtering notices are available:
 - Click on a tag applied to a notice in the list to view only notices with that same tag;
 - Click on the magnifying glass next to the docket number to display only notices in the E-Services Inbox for that docket number.

Issued ↓	Subject
10/25/2016	Attorney Occupational Tax
	Tags: Important
10/25/2016	Transfer Notice
	Docket No: NWH-CV-16-6001014-5
10/25/2016	Notice (JDNO)
	Docket No: FBT-CV-13-6033693-S
	Tags: Execution Filed Foreclosure Unit

Note: Reset filter and sort criteria and return to the default display by selecting **Reset**, located at the top of the page below **Sort Order**.

How can I sort notices in the E-Services Inbox?

The default setting displays all notices in the Inbox (read and unread) in chronological order by date issued. Sort (change the order of) notices in the Inbox by using one of the four options in the **Sort Order** dropdown:

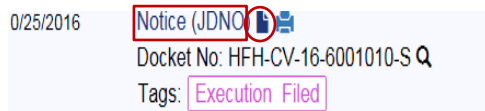


- Choose **Date Issued** and select **Newest First** or **Oldest First** to sort in chronological or reverse chronological order.
- Choose **Docket Number** and select **A to Z** or **Z to A** to sort in alphabetical and numerical order.
- Choose **Sent By** to sort by case-related notices (**Civil/Family**) and general notices (**Judicial Branch**).
- Choose **Subject** and select **A to Z** or **Z to A** to sort in alphabetical order by subject.

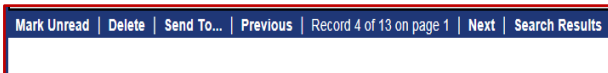
Note: Reset filter and sort criteria and return to the default display by selecting **Reset**.

How can I view notices in the Inbox?

- To view a notice in the Inbox, click on the **subject line** or on the **paper icon** to display the full text:



- Once you have opened the notice, you can mark it as **Unread**, **Delete** it, **Send To** another juris number, go to the **Previous** or **Next** notice or return to your **Search Results**, using the tabs at the top of the notice.



- Use **Mark Unread** to change the status of the notice.
- Use **Delete** to remove the notice from the Inbox and send it to the **Trash Bin**. Notices remain in the **Trash Bin** for 30 days only.
- Use the **Next** or **Previous** tabs to go from one notice to another without returning to the Inbox.
- Use **Send To** to forward a case-related (**Civil/Family**) notice to another **juris number**. You cannot forward general notices (**Judicial Branch**). They are sent to all enrolled juris numbers by the system.
- Use **Search Results** to return to the page that you were on when you chose to view a notice.

How do I forward a notice from the Inbox?

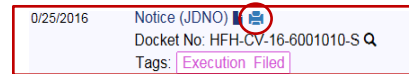
You can forward a notice only to an enrolled juris number. Choose **Send To** at the top of the notice; enter the juris number; choose **Verify** in the dialogue box that appears, and then choose **Send**.

Note: From the **Print View**, you can use the **Send Page by Email** from the **Send** options under the **File** tab in your browser to send the notice page by email.

How can I print notices in the Inbox?

To print a notice from the list of notices in the Inbox,

1. Click on the **printer icon**:



2. You will see the **Print View**.



3. You can right-click on the notice to select **Print** or click on the **File** tab in your browser and then choose **Print**.

Note: Choose the **Next** tab to the print view of the next notice without returning to the Inbox.

How do I create, add and manage my tags?

A **Tag** is a user-defined filter you can add to a notice in the Inbox to filter and sort notices. Notices can have no tag, one tag or multiple tags.

1. Choose **Manage Tags** to create a new tag, and edit or delete an existing tag from the Inbox.

- Create/add a new tag:



- Enter text in Tag Text field
- Select a color from the dropdown
- Choose **Add** to add a new tag to the Inbox.

Note: The tag is available for use on any notice in the Inbox.

- Edit or delete an existing tag:

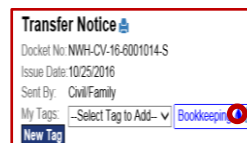


- Choose the **Pencil** icon to edit the color or text of a tag; then **Save**.
- Choose the **Trash Can** icon to delete the tag from the Inbox.



Note: A tag that is in use cannot be deleted. The number of notices the tag is used on is in parentheses after the tag text.

2. Within a notice, create a tag, edit the color or delete a tag:



- Choose **New Tag** to define text and color; then **Save** to add the tag to a notice.
- Select a tag from **My Tags** to apply it to a notice.
- Choose the **ink blot** to change the color of an existing tag on the notice. This does not change the color of the tag in the Inbox.
- Choose the **trash bin** to remove a tag from the notice.