

E-Services Inbox: *Viewing and Managing Notices*

In February of 2017, the Electronic Inbox became available in E-Services for attorneys (including excluded attorneys) and self-represented parties with an appearance and electronic access to the case.

Notices are delivered electronically to the E-Services Inbox of the juris number appearing on the case or the self-represented party with an appearance and electronic access to the case. **The E-Services Inbox does not eliminate the requirement for certification of service under P.B. Section 10-12 et seq.**

Note: *Paper copies of these decisions, findings and reports continue to be sent via the US Postal Service to self-represented parties and attorneys with an exclusion from electronic services.*

Effective May 1, 2017, the court notices listed below were provided *only* electronically in the E-Services Inbox to attorneys/law firms without an exclusion from electronic services on civil, family and housing cases, and on small claims cases (1) initiated on and after 10/16/17 or (2) filed prior to that date, transferred to a judicial district or housing session location and assigned a new docket number.

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

Effective June 1, 2018, attorneys and law firms began receiving an electronic judicial notice for any of the following:

- Memorandum of Decision
- Report of an Attorney Trial Referee
- Fact Finder's Findings of Fact (in a civil case)

Note: They continued to receive Arbitrator's Decisions on paper in light of the requirements of CGS 52-549z (d) and PB 23-66.

Effective July 1, 2019, attorneys and law firms began receiving an electronic judicial notice when the following is filed in a civil case as a result of a statutory change made by Public Act 19-64:

- Arbitrator's Decision

E-Services Inbox: *Viewing and Managing Notices*

How to access the E-Services Inbox?

1. Log in to **E-Services** with the juris number/user ID and password; the E-Services Inbox link is displayed at the top of the E-Services menu



Note: The number of unread notices, is displayed in parentheses

2. Click on **the E-Services Inbox**; all notices, read and unread, are automatically displayed in chronological order, with the newest notices on top. (Unread notices are in **bold font**.)

Multi Selection <input type="checkbox"/>		
Items 1-29 of 29		
Issued ↓	Subject	Sent By
09/30/2021	Notice Regarding October 1, 2021 Rules Change in the Supreme and Appellate Courts   E-Services self-help page	Judicial Branch
09/30/2021	Notice Regarding Electronic Briefing in the Supreme and Appellate Courts   E-Services self-help page	Judicial Branch
07/16/2021	Notice Regarding the Reinstatement of the Preargument Settlement Conference Program  	Judicial Branch
04/27/2021	Notice Regarding In Person Oral Arguments in the Supreme and Appellate Courts  	Judicial Branch

How to do a Quick Sort of notices

- The *Column Titles* in the blue menu bar can be used for quick sorting.

Click on the title to sort **Issued ↓** **Subject** by:

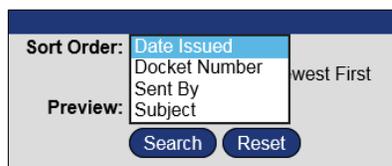
Issued The date the notice was sent. (Oldest to Newest, Newest to Oldest)

Subject Enter a docket number or word in the box, click **Search** to display only notices with the search term.

Additional Sort Options of Notices in the E-Services Inbox

By default all notices in the Inbox are displayed (read and unread) in chronological order by date issued.

- Use the Sort Order drop-down, to change the order of notices in the Inbox.



Date Issued To sort in chronological or reverse chronological order, Newest First or Oldest First.

Docket Number To sort in alphabetical and numerical order, A to Z or Z to A

Sent By To sort by case-related notices (**Civil/Family**) and general notices (**Judicial Branch**).

Subject To sort in alphabetical order by subject, A to Z or Z to A

- Click the Reset button to return to the default filter and sort display.

E-Services Inbox: *Viewing and Managing Notices*

Filter Options for notices in the E-Services Inbox

You can **Filter**, **Sort** or **Preview** notices in the Inbox by using the options displayed at the top of the page. The default filter of the Inbox displays notices by Status: **All (read/unread)**. There are also additional options available to filter notices, all are listed below:

Note: these options can be hidden if you don't need them by selecting the **Up Arrow** (shown below).

Filter / Sort / Preview 

Status: All Read/Unread

Search Text:

Sent By: All

My Tags: All

Sort Order: Date Issued

Oldest First Newest First

Preview: Yes No

Multi Selection

Items 1-29 of 29

Issued  Subject Sent By

Status

- All Read/Unread
- Read Only
- Unread Only
- Trash Bin

Note: Deleted notices remain in the **Trash Bin** for 30 days.)

Filter / Sort / Preview 

Status: All Read/Unread

Search Text: All Read/Unread

Sent By: Read Only

My Tags: Unread Only

Trash Bin

Search Text Enter a **docket number** or **word** in the box, click **Search** to display only notices with the search term.

Sent By

- All
- Civil/Family
- Judicial Branch
- Supreme/Appellate
- Child Protection
- Criminal
- CIB

Sent By: All

All

Civil/Family

Judicial Branch

Supreme/Appellate

Child Protection

Criminal

CIB

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

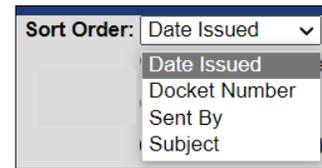
My Tags Choose from a list of tags you have created and have applied to notices to display only the notices with that tag or choose **No Tag** to display only notices without a tag.

Note: You can also filter notices by **clicking on a tag** applied to a notice in the inbox to view only notices with that same tag.

E-Services Inbox: *Viewing and Managing Notices*

Filter Options for notices in the E-Services Inbox (Continued)

Sort Order Sort the inbox by: *Date Issued* (oldest to newest, newest to oldest), *Docket Number*, *Sent By*, and *Subject* can be sorted (A to Z or Z to A)



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

Preview: Yes No

Select **No** to the right of *Preview* for no details.

Reset button Located at the top of the page below *Preview*, use this option to return to the default filter display.



View notices in the Inbox

To view a notice in the Inbox:

- Click the **subject line** or
- or
- Click the **paper icon** to display the full text.



Once the message is opened, the following options are available from the top of the message:



Mark Unread To mark the message as unread

Delete Remove the notice from the *Inbox* and send it to the *Trash Bin*. The Notices remain in the *Trash Bin* **for 30 days only**.

Note: By design, there is no way to bulk delete items from the inbox. Items need to be deleted individually.

Send To... Forward a case-related (**Civil/Family**) notice to another **juris number**.

- Choose **Send To** at the top of the notice
- Enter the juris number; choose **Verify** in the dialogue box that appears
- Click the **Send** button

Note: You cannot forward general notices (Judicial Branch). They are sent to all enrolled juris numbers by the system.

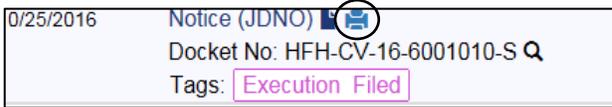
Previous or **Next** buttons To move to the previous or next notice without returning to the *Inbox*

Search Results To return to the page that you were on when you chose to view a notice

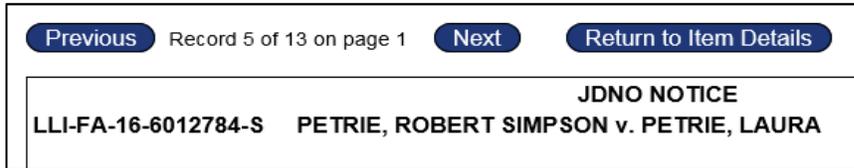
E-Services Inbox: Viewing and Managing Notices

Print a Single notices in the Inbox

1. Click on the **printer icon**



2. The **Print View** is displayed



3. To Print

- Right-click on the notice and select **Print**;
- or
- Click on the **File** tab in your browser and then choose **Print**.

Note: The **Next** tab and **Previous** tab can be used to navigate to the print view of the next or previous notice without returning to the Inbox.

Select and print several notices at the same time

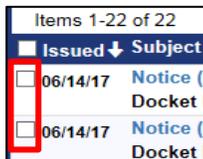
Multiple notices can be printed at the same time using the **Multi Selection** box.

1. Choose the box next to **Multi Selection** to activate checkboxes next to each item



When the **Multi Selection** is selected,

- A checkbox appears to the left of each message allowing the user to select multiple notices to Print at once.



- Additionally, a checkbox appears to the left of the column title *Issued* (shown below). that allows you to select all items in the *Inbox* at one time.



E-Services Inbox: *Viewing and Managing Notices*

Select and print several notices at the same time (Continued)

2. Check the box next to the item(s) you want to print or tag
3. Click the **Print Selected Items** button
4. To Print
 - Right-click on the notice and select **Print**;or
 - Click on the **File** tab in your browser and then choose **Print**.

Select and Tag several notices at the same time

Multiple notices can be printed at the same time using the **Multi Selection** box.

1. Choose the box next to **Multi Selection** to activate checkboxes next to each item

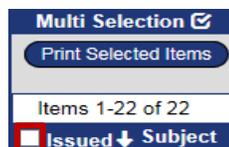


When the **Multi Selection** is selected,

- A checkbox appears to the left of each message allowing the user to select multiple notices to Print at once.

Items 1-22 of 22	
<input type="checkbox"/> Issued ↓	Subject
<input type="checkbox"/>	06/14/17 Notice (
<input type="checkbox"/>	06/14/17 Notice (
	Docket
	Docket

- Additionally, a checkbox appears to the left of the column title *Issued* (shown below). that allows you to select all items in the *Inbox* at one time.



2. Check the box next to the item(s) you want to tag
3. Click the **Add Tag to Selected Items** button
4. The *Add Tag dialog box* is displayed indicating the number of items you are tagging

Add Tag to 2 Selected Items

Tag Text:

5. Select an option for the **Tag Text** drop-down
6. Click **Save**

E-Services Inbox: *Viewing and Managing Notices*

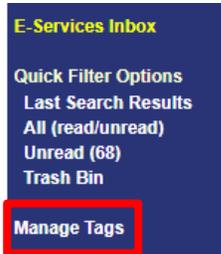
Create, Add and Manage my tags

A **Tag** is a user-defined filter that can be added to filter and sort notices. Notices can have no tag, one tag or multiple tags. You can also select and tag several notices at the same time.

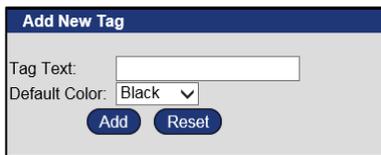
Create/Add A New Tag

Once created a tag is available for use on any notice in the Inbox.

1. To create a new tag, click the **Manage Tags** link from the left navigation bar



2. In the **Add New Tag** section at the top:
 - Enter the name of the new tag in the **Tag Text** field
 - Select a color for the tag from the **Default Color** drop-down

A screenshot of the 'Add New Tag' form. It has a title bar 'Add New Tag'. Below it are two fields: 'Tag Text' with an empty text input box, and 'Default Color' with a dropdown menu currently showing 'Black'. At the bottom are two buttons: 'Add' and 'Reset'.

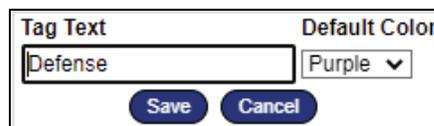
3. Choose **Add** to add a new tag to the Inbox

Edit Text and/or Color of an Existing Tag

1. Click the **Manage Tags** link from the left navigation bar
2. A list of existing Tags display
3. Click the **Pencil** icon located next to the tag to be edited



4. Edit the **text** of existing Tag and/or
Change the **color** of the tag
5. Click **Save**

A screenshot of the tag editing form. It has two fields: 'Tag Text' with the text 'Defense' and 'Default Color' with a dropdown menu set to 'Purple'. At the bottom are two buttons: 'Save' and 'Cancel'.

E-Services Inbox: *Viewing and Managing Notices*

Delete an Existing Tag

IMPORTANT: 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.

1. Click the **Manage Tags** link from the left navigation bar
2. A list of existing Tags display
3. Click the **Trash Can** icon to *delete* the tag



4. If there are messages with this tag you will receive the following message when trying to delete. You will need to remove all references of this tag before the tag can be deleted.



Edit Color an Existing Tag: *Within a Notice*

1. Open the Notice with the flag which you want to change
2. Click the current tag as shown below



3. A dialog box displays with available colors to select



4. Select a new color
5. The color of the Tag for this message only is now changed

Note: This does not change the color of other messages with the same.

Need help? If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>. If you have any questions about filing your new case on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov.