

APPELLATE E-FILING INSTRUCTION MANUAL effective December 19, 2016

All attorneys and self-represented parties must file all appeals and appellate documents electronically and must pay all filing fees electronically unless an exclusion from electronic filing requirements has been granted. Incarcerated self-represented parties cannot file electronically at this time.

Click on any of the following for general e-filing instructions:

- [How do I register for E-Services?](#)
- [What information do I need in order to e-file an appeal or writ of error?](#)
- [How do I e-file an appeal or writ of error?](#)
- [How do I add or change appearance information?](#)
- [How do I e-file a motion before an appeal \(preappeal motion\)?](#)
 - [How do I e-file a preappeal motion in the Appellate Court?](#)
 - [How do I e-file a preappeal motion in the Supreme Court?](#)
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- [How do I e-file preliminary papers and other appeal documents?](#)
- [How do I e-file a motion to extend a filing deadline?](#)
- [How do I e-file a motion in an appeal \(other than to extend a filing deadline\)?](#)
- [How do I e-file a withdrawal or an opposition or response to any type of motion, preappeal motion or petition?](#)
- [How do I submit a brief and appendix electronically?](#)

Click on any of the following for answers to more specific questions:

- [Can I file any appeal in the Supreme Court?](#)

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- [How can I request service of documents by nonelectronic delivery or mail?](#)
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- [What if I am appealing from more than one nonstandard docket number? For example, more than one workers' compensation matter.](#)
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How do I register for E-Services?

1. In the address bar, type <http://www.jud.ct.gov>
2. Click on **E-Services** in the left menu to go to the E-Services Welcome Page.
3. Click on "Enroll" if you do not have an E-Services account. Click on "Log-In" if you already have an E-Services account.

Welcome to Connecticut Judicial Branch E-Services

The Judicial Branch offers various electronic services, including electronic filing in civil and small claims matters, electronic short calendar markings entry and history, and online attorney registration, to further its mission to serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner.

News and Announcements

05/19/15 -- IMPORTANT INFORMATION REGARDING E-FILABLE FAMILY CASES: Do NOT file a Financial Affidavit attached to any other document you are filing, including a Case Management Agreement or any other motion. Scan the fully executed financial affidavit to a PDF document and select one of the following names from the e-filing motion selection page. (Note: If you are using a Judicial Branch form, the name will be in the upper left corner of the form and that is the name you should use.) Choose: (1) **FINANCIAL AFFIDAVIT**; (2) **FINANCIAL AFFIDAVIT JD-FM-6-LONG** or (3) **FINANCIAL AFFIDAVIT JD-FM-6-SHORT**. If you do not select one of these names, the financial affidavit will not be sealed as provided in Practice Book Section 25-59A.

Self-Represented Parties and Attorneys
ENROLL

Self-Represented Parties and Attorneys
LOG-IN

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What information do I need in order to e-file an appeal or writ of error?

Be ready to answer the following questions about your case. Your answers will create an appeal form:

To which court are you appealing?

If you are appealing to the Supreme Court, what is the statutory basis for your appeal?

What is the trial court case type?

What is the trial court location code?

In what year was the case filed in the trial court?

What is the full docket number of the matter in which you are appealing?

What is the full name of the case you are appealing?

What is the name of the trial judge whose decision you are appealing?

What are the names of other judges who were involved in the trial proceedings?

Was the case tried to or heard by the court, a jury or another entity?

What are the dates of any judgments from which you are appealing?

What is the notice date on any order that might render the judgment ineffective, such as an order granting a motion to set aside the verdict?

What is the extended deadline for filing the appeal, if the date was extended?

What is the judgment or decision from which you are appealing?

Does your appeal involve any additional docket numbers?

Are you appealing in addition to counsel who appeared in the trial court or in place of counsel or a self-represented party who appeared in the trial court?

What is the name and juris number of counsel or the self-represented party who appeared in the trial court?

What parties are involved in the appeal and what are the names, juris numbers and addresses of their counsel?

Who is filing the appeal and for whom was judgment rendered in full or in part?

Are you ready to deliver a copy of the appeal form to all counsel of record when you complete the e-filing transaction?

Are you ready to deliver a copy the appeal form to the Office of the Chief State's Attorney in a criminal appeal or habeas appeal when you complete the e-filing transaction?

What is your individual juris number or User ID number?

If a filing fee is required for your appeal, are you ready to submit your credit card number or electronic check information or to upload a granted fee waiver form?

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How do I e-file an appeal or writ of error?

NOTE: Some appeals cannot be filed unless the court has granted permission to appeal. If you file the appeal without permission, you will lose your filing fee.

1. On the Appellate E-Filing Home Page, select "E-File a New Appellate Matter."
2. Select the court to which you are appealing.
3. Select what you are filing:

Options in the Appellate Court include:

*Select what you are filing from the following options:

Appeal
Appeal after Certification by the Appellate Court
Reservation

Options in the Supreme Court include:

*Select what you are filing from the following options:

Appeal
Appeal after Certification by the Supreme Court
Appeal from Decision of Council on Probate Judicial Conduct
Appeal from Decision of Judicial Review Council
Certified Question of Law
Election Challenges
Original Jurisdiction Action
Reservation
Writ of Error

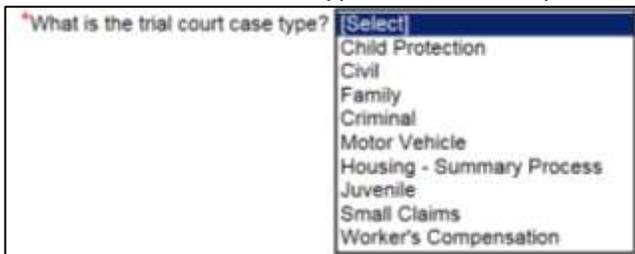
4. If you are appealing to the Supreme Court, provide the statutory basis for your appeal. Your answer is limited to 100 characters. See General Statutes § 51-199 for more information.

*To which court are you appealing? <input checked="" type="radio"/> Supreme Court <input type="radio"/> Appellate Court
What is the statutory basis for your appeal to the Supreme Court?
General Statutes § 51-199 (b)

5. Is this a joint appeal? Click "Yes" or "No."
What is a joint appeal?
 - a. When two or more plaintiffs or defendants in the same case are represented by different attorneys and are appealing together; or
 - b. When separate cases that involve at least one common party are appealed together.

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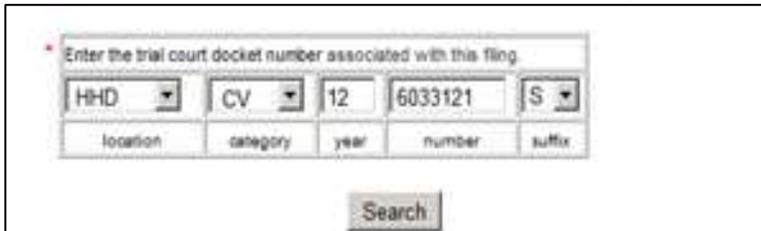
6. Select the trial court case type from the drop down menu.



*What is the trial court case type? [Select]

- Child Protection
- Civil
- Family
- Criminal
- Motor Vehicle
- Housing - Summary Process
- Juvenile
- Small Claims
- Worker's Compensation

7. Enter the trial court docket number from which you are appealing and click "Search."

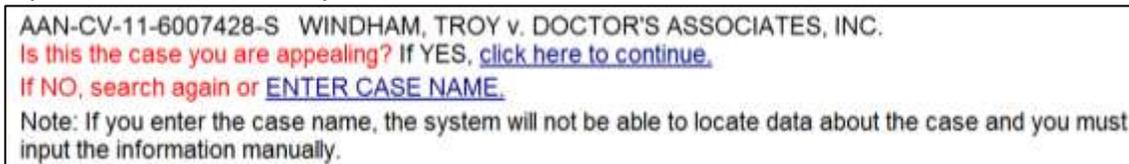


* Enter the trial court docket number associated with this filing.

HHD	CV	12	6033121	S
location	category	year	number	suffix

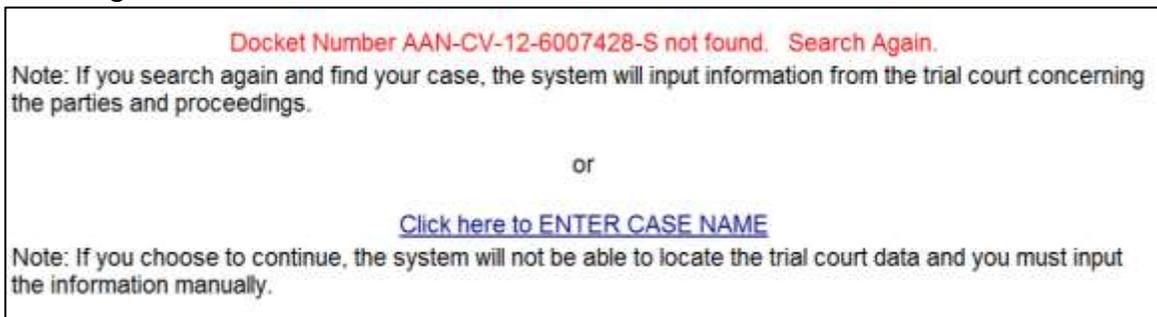
Search

8. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." The computer will then import data about the parties and counsel in your case.



AAN-CV-11-6007428-S WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC.
Is this the case you are appealing? If YES, [click here to continue](#).
If NO, search again or [ENTER CASE NAME](#).
Note: If you enter the case name, the system will not be able to locate data about the case and you must input the information manually.

9. The computer will let you know if it cannot find a match. Return to the docket number field to search again or select "Enter Case Name."



Docket Number AAN-CV-12-6007428-S not found. [Search Again](#).

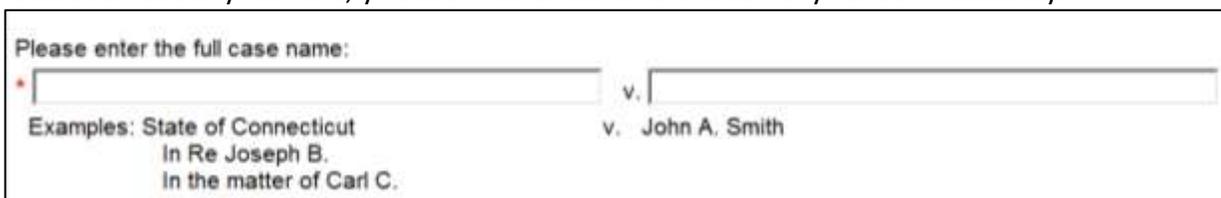
Note: If you search again and find your case, the system will input information from the trial court concerning the parties and proceedings.

or

[Click here to ENTER CASE NAME](#)

Note: If you choose to continue, the system will not be able to locate the trial court data and you must input the information manually.

10. If you cannot locate your case, enter the full case name. NOTE: If the computer cannot access information about your case, you must enter information about your case manually.



Please enter the full case name:

* v.

Examples: State of Connecticut v. John A. Smith
In Re Joseph B.
In the matter of Carl C.

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- Enter the Major/Minor Code in civil and family cases if it was not entered automatically. If you do not know the major/minor code, click on the link for the [Major Minor Code List](#).
- Enter the name of the trial court judge whose decision is being appealed and click "Add to List." Enter the names of any additional trial court judges who were involved in the case and click "Add to List" after each entry. If the computer recognizes the name, it will fill in the complete name. If the computer does not recognize the name, it will fill in the information exactly as entered.

*Provide the name(s) of trial judge(s) whose decision(s) is/are being appealed:

Add Judge(s)

Last Name	First Name	Add To List	Judge List
<input type="text"/>	<input type="text"/>		no judges

Provide the name(s) of other trial judge(s) who were involved in the case:

Add Other Judge(s)

Last Name	First Name	Add To List	Other Judge List
<input type="text"/>	<input type="text"/>		no judges

- When the state files a criminal case, it must provide additional information:

If this appeal is taken by the State of Connecticut, provide the name of the judge who granted permission to appeal and the date of the order:

Add Granted Permission Judge

Last Name	First Name	Judge List	Date of Order
<input type="text"/>	<input type="text"/>	no judges	<input type="text"/> <input type="text"/>
Add Judge			

- In a juvenile or child protection appeal, select whether the trial judge has issued an order of temporary custody, an order terminating parental rights, or some other type of order.
- Select the entity that heard or tried the case.

* The case was tried to or heard by:

[Select]
Compensation Review Division
Court
Federal District Judge
Judicial Review Council
Jury
Other
Small Claims Commissioner
Workers Compensation Commissioner

- Enter the date of the judgment being appealed and click "Add to List." You must enter at least one date and may enter more than one date. Click "Add to List" after each entry.

*What is/are the date(s) of the judgment(s) being appealed?

Judgment Date(s)

Judgment Date	Judgment Date List
<input type="text"/> <input type="text"/>	no judgment date
MM/DD/YYYY	
Add To List	

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17. Enter the date of any notice that might render the judgment ineffective. For example, if the trial court granted a motion to open the judgment on July 1, 2016, and issued notice of its ruling on July 2, 2016, enter July 2, 2016.
18. If the date for filing the appeal was extended, enter the date to which it was extended. For example, if the trial judge extended the date for filing the appeal from July 1, 2016 to July 12, 2016, enter July 12, 2016.
19. From what are you appealing? Provide a brief description of the judgment or decision that you are challenging on appeal.
20. To file your appeal, you must pay a fee of \$250 at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
 - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
 - b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
 - c. [No fees are due in connection with this filing.](#)
21. Review the name, address, phone number, fax number and e-mail address for the logged in juris number or User ID.
22. If any of the information is missing or incorrect, type the correct information into the box provided. **FOR ATTORNEYS, THIS DOES NOT CONSTITUTE AN OFFICIAL CHANGE OF THE INFORMATION REGISTERED WITH THE STATEWIDE GRIEVANCE COMMITTEE.** You may change your registered information in one of two ways. The preferred method is to log into [E-Services](#) and choose Change of Information (the change may not take effect for 24 hours or more). The other way is to fill out the paper [Change of Information Form JD-GC-10](#) and mail it to the address indicated on the form. The principal of a firm must change the address associated with the firm’s juris number using [Form JD-ES-145, Law Firm Juris Number Application or Changes](#). For more information visit the Judicial Branch Website at http://jud.ct.gov/SGC/faq_atty_registration.htm#5. If you are self-represented and need to change your address after you e-file an appellate matter, you must e-file an appearance form in each of your pending cases with the Office of the Appellate Clerk.
23. Do you have an appearance in the trial court for this case? If so, it is not necessary to file a new appearance. If you did not have an appearance in the trial court for this case, choose one of the following options: Are you appearing in addition to the attorney or self-represented party who appeared in the trial court or in place of the attorney or self-represented party who appeared in the trial court? Check the appropriate box. If you are appearing in place of another attorney or self-represented party, provide their name and juris number or User ID.

Please choose any of the following options that apply:

Counsel or self-represented party who files this appeal will be deemed to have appeared in addition to counsel of record who appeared in the trial court.

Counsel or self-represented party who files this appeal is appearing in place of:

Name of counsel or self-represented party:

Juris Number (if applicable):

NOTE: If you check the second box, you must provide the name of the attorney or self-represented party you are appearing in place of.

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24. Who is filing the appeal? Use the check boxes to select the appropriate party or parties.
NOTE: If the computer was not able to access information about your case, you must enter information about the parties manually by using the box pictured in step 27.

Enter information about the parties in the trial court proceedings by using the checkboxes in the first column to select the party/parties who are filing this appeal and by using the checkboxes in the second column to select the party/parties for whom judgment may have been rendered in full or in part. If no parties are listed, or the listing is incomplete, please enter the name(s) of the party/parties below.

Filed By	Judgment For	Party Name	Party Category
<input checked="" type="checkbox"/>	<input type="checkbox"/>	UNION TRUST CO.	DEFENDANT
<input type="checkbox"/>	<input type="checkbox"/>	AETNA LIFE & CASUALTY	PLAINTIFF
<input type="checkbox"/>	<input type="checkbox"/>	TITLE USA INSURANCE CORPORATION OF NY	3RD PRTY DEF

25. For whom did the trial court render judgment, either in full or in part? Use the check boxes to select the appropriate party or parties.
26. Were there additional parties in the prior proceedings? If so, click "Add Party Information" and use the following box to add party information, including the juris number for their counsel. Click "Add Counsel" and "Finish." If you do not know the juris number, click "Juris Number Lookup." If the computer is not able to access information about your case, use this box to add information about all of the parties in your case and their counsel.
27. Select "Edit" to change any party information that you have added. Select "Delete" to remove any party information that you have added (you cannot remove information that was imported from the trial court). Select "Add Party information" to add additional party information.

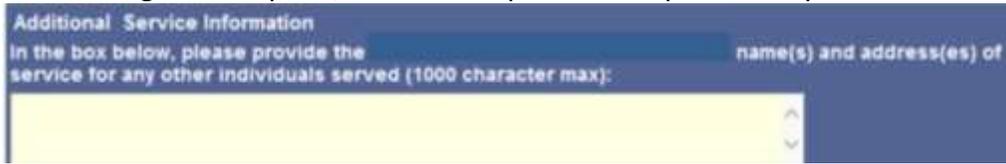
Additional Parties				
Filed By	Judgment For	Party Name	Party Category	
<input type="checkbox"/>	<input type="checkbox"/>	BRIAN J SMITH	Other	Delete Edit

28. You must deliver a copy of the appeal form you are creating to all counsel of record. Review the list to make sure that it includes all attorneys and all self-represented parties. If you are filing a criminal or habeas appeal, make sure that it includes the Office of the Chief State's Attorney.
29. If the address provided is incomplete or incorrect, type in the correct address, telephone number, fax number and/or e-mail address. *NOTE: this does not constitute an official change of contact information.*
30. Review any information that you have entered. When you are certain that it is correct, select "Continue."

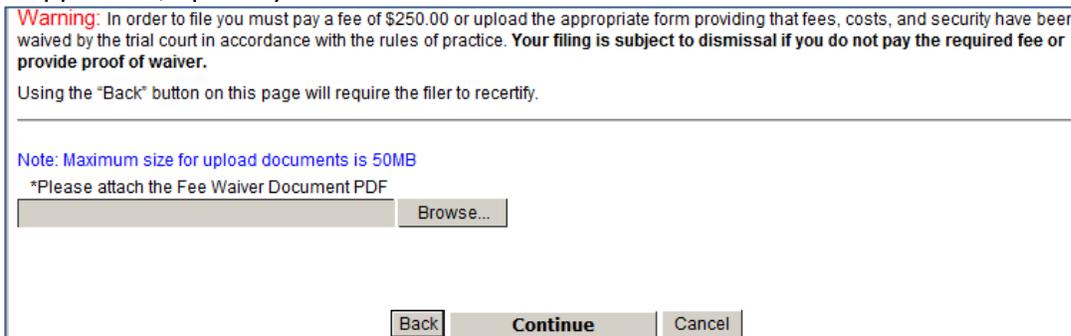
YOU HAVE ENTERED INFORMATION THAT DIFFERS FROM THE REGISTERED INFORMATION FOR THE PARTY(IES) HIGHLIGHTED ABOVE. If you are certain that you have entered the correct information, please continue.

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31. If the listing is incomplete, use the box provided to provide any additional service information.



32. Review the appeal form you have created. Use the "Back" button at the bottom of the screen to return to previous pages to make corrections. *If you use the back button at the top of the page, you will lose the information you entered.* Correct your information and select "Continue."
33. Use the scroll bar on the right hand side of the page to review information on the bottom of the appeal form and on subsequent pages of the appeal form.
34. When you are satisfied that the appeal form is correct, check the certification box to indicate that you will deliver the appeal form to all counsel of record and enter the date that the appeal form will be delivered. **THE APPEAL FORM MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.**
35. Sign the appeal form by entering your individual juris number or User ID. You may not use a firm juris number as a signature. **BY ENTERING YOUR SIGNATURE, YOU ARE AGREEING TO ACCEPT SERVICE OF DOCUMENTS ELECTRONICALLY.**
36. If applicable, upload your fee waiver and click "Continue."



37. If a fee is due, select pay by credit card or pay by check. Self-represented parties may not pay by check at this time. Enter your credit card information, check the box authorizing payment of the filing and service fees and select "Pay Now." LexisNexis charges a 2.2% fee for credit card transactions.

38. **Save or print a copy of the confirmation page for your records.**

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How do I add or change appearance information?

1. On the Appellate E-Filing Home Page, select "E-File an Appearance in an Existing Appellate Matter" or search for your case using "List My Cases," "My E-Filed Items" or "Case Search." A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.
2. If you select "E-File an Appearance in an Existing Appellate Matter," enter the type of appellate matter in which you wish to enter an appearance.

Enter the type of matter in which you wish to enter an appearance.

Type of Matter*

[Select]

Appeal

Pre Appeal Motion

Petition

3. Enter the number of the matter in which you are entering an appearance.
Note: If you select "Appeal," please enter the 5-digit docket number. If you select "Preappeal Motion or Petition" please enter the 6-digit number assigned to the preappeal motion or petition.

Type of Matter*

Pre Appeal Motion

Enter the number of the matter in which you wish to enter an appearance.

Court* Number*

SC 123456

AC, SC 123456

4. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File an Appearance" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	<u>AC 37632</u>	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Appeal Case Information

AC-37632 STATE OF CONNECTICUT v. STACY SMITH New File

File Date: 01/29/2015
 Appeal Type: Direct Appeal
 Appeal By: Defendant

E-File an Appearance

E-File a Motion

E-File Opposition/Response

E-File Preliminary Papers

E-File an Amended Appeal

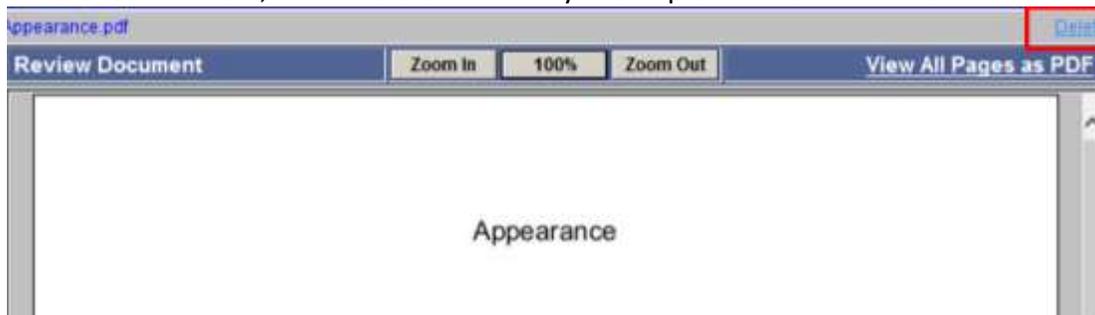
E-File a Cross Appeal

Go

5. Upload your appearance.

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6. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.



7. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION. Enter your individual juris number or User ID as your signature and click "Continue."
8. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a motion before an appeal?

Sometimes it is necessary to file a motion before an appeal is filed. These motions are called "preappeal" motions. For example, if you missed the deadline for filing an appeal, you must file a preappeal motion asking for permission to file a late appeal. If the court grants permission, you may file an appeal. If the court does not grant permission, you may not file an appeal.

How do I e-file a preappeal motion in the Appellate Court?

1. On the Appellate E-Filing Home Page, select "E-File a Motion Before E-Filing an Appeal."
2. Select "Appellate Court."
3. Select the trial court case type from the drop down menu.
4. Enter the trial court docket number from which you are appealing and click "Search."
5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again or select "Enter Case Name."
6. If you cannot locate your case, enter the full case name.
7. Select the name of the preappeal motion you are filing from the drop down menu.
8. Select the party who is filing the preappeal motion.
9. Enter the name of the trial judge whose decision is associated with the preappeal motion and click "Add to List." You may enter more than one name. Click "Add to List" after each entry.
10. Some preappeal motions require a fee, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
 - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
 - b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
 - c. [No fees are due in connection with this filing.](#)
11. Upload your preappeal motion. (If you have a fee waiver, you will be asked to upload it later in the process.)
12. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.

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13. Upload supporting documents if necessary. **Additional preappeal motions must be filed during SEPARATE e-filing transactions.**

Please check the rules of appellate procedure to determine whether a supporting document is required for your filing. *For example, under Practice Book § 66-6, "[i]f a motion for review of a decision depends on a transcript of evidence or proceedings taken by a court reporter, the moving party shall file with the motion either a transcript or a copy of the transcript order form (JD-ES-38)."*

14. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."



15. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. **THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.**
16. If applicable, upload your fee waiver.
17. If a fee is due, select pay by credit card or pay by check. Self-represented parties may not pay by check at this time. Enter your credit card information and select "Pay Now," or enter your check information and select "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.
18. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a preappeal motion in the Supreme Court?

1. On the Appellate E-Filing Home Page, select "E-File a Motion Before E-Filing an Appeal."
2. Select "Supreme Court."
3. Select "Yes" if you have an Appellate Court docket number. Select "No" if you do not have an Appellate Court docket number or cannot enter it correctly. You will then be asked to enter your trial court docket number.
4. Enter the 5-digit Appellate Court docket number. For cross or amended appeals, please enter the first five digits only. For example, if your docket number is AC 12345X01, enter 12345.
5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again.
6. Select the name of the preappeal motion you are filing.
7. Select the party who is filing the motion.
8. Enter the name of the trial judge whose decision is associated with the motion and click "Add to List." You may enter more than one name. Click "Add to List" after each entry.
9. Some preappeal motions require a fee, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
 - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
 - b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
 - c. [No fees are due in connection with this filing.](#)
10. Upload your preappeal motion. (If you have a fee waiver, you will be asked to upload it later in the process.)
11. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
12. Upload supporting documents if necessary. **Additional preappeal motions must be filed during SEPARATE e-filing transactions.**

Please check the rules of appellate procedure to determine whether a supporting document is required for your filing. *For example, under Practice Book § 66-6, "[i]f a motion for review of a decision depends on a transcript of evidence or proceedings taken by a court reporter, the moving party shall file with the motion either a transcript or a copy of the transcript order form (JD-ES-38)."*

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13. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."



14. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. **THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.**
15. If applicable, upload your fee waiver.
16. If a fee is due, select pay by credit card or pay by check. Self-represented parties may not pay by check at this time. Enter your credit card information and select "Pay Now" or enter your check information and choose "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.
17. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a petition for certification to appeal a decision in a zoning or inland wetlands case to the Appellate Court?

1. On the Appellate E-Filing Home Page, select "E-File a Petition for Certification to Appeal."
2. Select "Appellate Court."
3. Select the trial court case type from the drop down menu.
4. Enter the trial court docket number from which you are appealing and click "Search."
5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again or select "Enter Case Name."
6. If you cannot locate your case, enter the full case name.
7. Select the party who is filing the petition.
8. Enter the name of the trial judge whose decision is associated with the petition and click "Add to List." You may enter more than one name. Click "Add to List" after each entry.
9. Petitions require a fee of \$75, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
 - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
 - b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
 - c. [No fees are due in connection with this filing.](#)
10. Upload your petition. (If you have a fee waiver, you will be asked to upload it later in the process.)
11. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
12. Upload supporting documents if necessary.
Please check the rules of appellate procedure to determine whether a supporting document is required for your filing.
13. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."

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14. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.
15. If applicable, upload your fee waiver.
16. If a fee is due, select pay by credit card or pay by check. Self-represented parties may not pay by check at this time. Enter your credit card information and select "Pay Now" or enter your check information and select "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.
17. **Save or print a copy of the confirmation page for your records.**

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[How do I e-file a petition for certification to appeal to the Supreme Court?](#)

1. On the Appellate E-Filing Home Page, select "E-File a Petition for Certification to Appeal."
2. Select "Supreme Court."
3. Select "Yes" if you have an Appellate Court docket number. If do not have your Appellate Court docket number or cannot enter it correctly, select "No" and enter your trial court docket number.
4. Enter the 5-digit Appellate Court docket number. For cross or amended appeals, please enter the first five digits only. For example, if your docket number is AC 12345X01, enter 12345.
5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again.
6. Select the party who is filing the petition.
7. Petitions require a fee of \$75, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
 - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
 - b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
 - c. [No fees are due in connection with this filing.](#)

8. Upload your petition. (If you have a fee waiver, you will be asked to upload it later in the process.)
9. Review your document. If you would like to remove the uploaded document and upload a different document, click delete. You may then upload a new document.
10. Upload supporting documents if necessary.
Please check the rules of appellate procedure to determine whether a supporting document is required for your filing.
11. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."
12. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record.
THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.
13. If applicable, upload your fee waiver.
14. If a fee is due, select pay by credit card or pay by check. Self-represented parties may not pay by check at this time. Enter your credit card information and select "Pay Now" or enter your check information and select "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.
15. **Save or print a copy of the confirmation page for your records.**

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How do I e-file preliminary papers and other appeal documents? Note: Each document must be filed separately.

1. On the Appellate E-Filing Home Page, select "E-File Preliminary Papers in an Existing Appellate Matter" or search for your case using "List My Cases," "My E-Filed Items" or "Case Search." A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.
2. If you select "E-File Preliminary Papers in an Existing Appellate Matter," enter your Supreme Court or Appellate Court docket number.
3. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File Preliminary Papers" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	<u>AC 37632</u>	HHOCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Or

WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC. APPEAL 6/23/2015 [Details](#)

AC 37819

Appeal Case Information		
AC-37819	WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC.	E-Filed
File Date:	06/23/2015	
Appeal Type:	Direct Appeal	
Appeal By:	Plaintiff	
Appeal Period Ext:		
Ready Date:		
Argued/Submitted Date:		

E-File an Appearance

E-File a Motion

E-File Opposition/Response

E-File Preliminary Papers

E-File an Amended Appeal

E-File a Cross Appeal

4. Select the preliminary paper or appeal document that you wish to file.
5. Upload your document.
6. Review your document. If you would like to remove the uploaded document and upload a different document, click delete. You may then upload a new document
7. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION. Sign by entering your individual juris number or User ID.
8. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a motion in an appeal (other than to extend a filing deadline)?

1. On the Appellate E-Filing Home Page, select "E-File a Motion in an Existing Appellate Matter" or search for your case using "List My Cases," "My E-Filed Items" or "Case Search." A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.
2. If you select "E-File a Motion in an Existing Appellate Matter," enter your Supreme Court or Appellate Court docket number.
3. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File a Motion" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	AC 37632	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRCCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Or

WINDHAM TROY v. DOCTOR'S ASSOCIATES, INC.	AC 37819	APPEAL	6/23/2015	Details
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4. Select the name of the motion you are filing.
5. Who is filing the motion? Use the check boxes to select the filing party or parties.

Select the Party(ies) filing this motion:
(if your party name does not appear in this list, please select "other")

Select Parties		
<input checked="" type="checkbox"/>	STACY SMITH	Appellant
<input type="checkbox"/>	STATE OF CONNECTICUT	Appellee
<input type="checkbox"/>	OTHER	OTHER

6. Some motions require a fee, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
 - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
 - b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
 - c. No fees are due in connection with this filing.

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7. Upload your motion. (If you have a fee waiver, you will be asked to upload it later in the process.)
8. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
9. Upload supporting documents if necessary.
Please check the rules of appellate procedure to determine whether a supporting document is required for your filing. *For example, under Practice Book § 66-6, "[i]f a motion for review of a decision depends on a transcript of evidence or proceedings taken by a court reporter, the moving party shall file with the motion either a transcript or a copy of the transcript order form (JD-ES-38)."*
10. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."
11. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. **THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.**
12. If applicable, upload your fee waiver.
13. If a fee is due, select pay by credit card or pay by check. Self-represented parties may not pay by check at this time. Enter your credit card information and select "Pay Now" or enter your check information and select "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.
14. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a withdrawal or an opposition or response to any Motion, Preappeal Motion or Petition?

1. On the Appellate E-Filing Home Page, search for your case using "List My Cases," "My E-Filed Items" or "Case Search." *A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.*
2. Find the appeal, preappeal motion or petition and click on your docket number to bring up the case summary page. Choose "E-File Opposition/Response/Withdrawal" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	<u>AC 37632</u>	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL	AC 37650	SHSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37635	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37203	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBVC145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRVC114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Or

WINDHAM TROY v. DOCTOR'S ASSOCIATES, INC.	AC 37819	APPEAL	6/23/2015	Details
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3. Use the check boxes to select the motion you are withdrawing or to which you are filing an opposition or response .
4. Upload your opposition, response or withdrawal.
5. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
6. Upload supporting documents if necessary. **Any additional oppositions, responses or withdrawals MUST be uploaded separately.** Please check the rules of appellate procedure to determine whether a supporting document is required for your filing.
7. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."
8. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. **THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.**
9. **Save or print a copy of the confirmation page for your records.**

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[How do I e-file a motion to extend a filing deadline?](#)

1. On the Appellate E-Filing Home Page, select "E-File a Motion to Extend Time In An Existing Appellate Matter" or search for your case using "List My Cases," "My E-Filed Items" or "Case Search." *A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.*
2. If you select "E-File a Motion to Extend Time in an Existing Appellate Matter," select the court in which you are filing the motion and enter the 5-digit appeal docket number. For a cross appeal or amended appeal, enter the first five digits of the docket number only. For example: if the docket number is "AC 12345X01" enter "AC 12345."
3. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, you may search again.
4. Select the type of document for which you are seeking to extend the filing deadline.
5. If you are seeking to extend the deadline for filing a brief, select the appropriate brief.
6. Upload your motion to extend the filing deadline.
7. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
8. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.
9. **Save or print a copy of the confirmation page for your records.**

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How do I submit a brief and appendix electronically? NOTE: You must also file paper copies of your briefs and appendices in the Office of the Appellate Clerk.

1. After you log in to E-Services, go to the Appellate E-Filing Home Page.
2. Search for your case by party name, docket number, case name or juris number.
3. Click on your docket number to bring up the case summary page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	AC 37632	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37162	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Or

WINDHAM TROY v. DOCTOR'S ASSOCIATES, INC.	APPEAL	6/23/2015	Details
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4. Choose "Submit Electronic Version of a Brief or Appendix" from the drop down menu.
5. Select "brief" or "appendix" from the drop down menu.
6. Upload your brief or appendix and click "Continue" to review your document.
7. Review your document. When you are satisfied with the document that you have uploaded, check the certification box and click "Submit this Document."
8. Print the confirmation of electronic submissions for your records and include a copy of the confirmation when you file your paper briefs and appendices.

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[Do I need to file an appearance before I file an appeal or writ of error?](#)

No. If you had an appearance in the trial court, it will carry over to your appeal. If you did not have an appearance in the trial court, you must answer the following appearance questions *when you are filing your appeal*:

Please choose any of the following options that apply:

Counsel or self-represented party who files this appeal will be deemed to have appeared in addition to counsel of record who appeared in the trial court.

Counsel or self-represented party who files this appeal is appearing in place of:

Name of counsel or self-represented party:

Juris Number (if applicable):

If you check the second box, you must provide the name of the attorney or self-represented party you are appearing in place of.

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[Complete List of Preliminary Papers and Appeal Documents](#)

Select the type of preliminary paper you wish to e-file on this appeal.

- [\[Select\]](#)
- [Preliminary Statement of Issues](#)
- [Certificate Regarding Transcripts](#)
- [Docketing Statement](#)
- [Pre Argument Conference Statement](#)
- [Draft Judgment File](#)
- [Constitutionality Notice](#)
- [Sealing Notice](#)
- [Amended Preliminary Statement of Issues](#)
- [Amended Certificate Regarding Transcripts](#)
- [Amended Docketing Statement](#)
- [Amended Pre Argument Conference Statement](#)
- [Amended Draft Judgment File](#)
- [Amended Constitutionality Notice](#)
- [Amended Sealing Notice](#)
- [Citation of Supplemental Authorities After Brief is Filed](#)
- [Statement Adopting Brief of Appellant or Appellee, or Detailed Statement that Factual or Legal Issues on Appeal do not Implicate Child's Interests](#)
- [Joint Appeal Consent form](#)
- [Appellate Court Assignment Form \(Response to Docket\)](#)
- [Supreme Court Assignment Form \(Response to Docket\)](#)
- [Response to Citation of Supplemental Authorities](#)
- [Appeal Transcript Order Acknowledgement from Court Reporter](#)
- [Appeal Transcript Order Form](#)
- [Appeal Transcript Order Form with Certificate of Completion](#)
- [Appeal Transcript Order Form with Revised Estimated Date of Delivery](#)
- [Appeal Transcript Filing Form to Accompany Transcripts and/or Land Use Regulations](#)
- [Appellate Court Order Granting Certification to Appeal](#)
- [Appellate Court Order Granting Reservation Request by Superior Court](#)
- [Citation of Supplemental Authorities after filing of Brief – Response](#)
- [Correspondence from Court – Response](#)
- [Court's Notice Regarding Waiver of Oral Argument – Response](#)
- [Errata Document Correcting Error\(s\) in Brief](#)
- [Notice Adopting Brief or Detailed Statement Required by Counsel for the Minor Child and/or Counsel for Guardian ad Litem in Matters Involving Minor Children](#)
- [Notice Adopting Brief of Another Party in Lieu of Filing a Separate Brief \(for matters not involving minor children\)](#)
- [Notice of Intent Not to File Brief \(must be filed prior to deadline to file Appellee's brief\)](#)
- [Reservation – supporting document\(s\)](#)
- [Supreme Court Appeal from Counsel on Probate Judicial conduct – supporting document\(s\)](#)
- [Supreme Court Appeal from Judicial Review Council – supporting document\(s\)](#)
- [Supreme Court Certified Question\(s\) of Law – supporting documents](#)
- [Supreme Court Order Granting Certification Pursuant to G.S. 52-265a in Cases of Substantial Public Interest](#)
- [Supreme Court Order Granting Certified Question\(s\) of Law](#)
- [Supreme Court Order Granting Certification to Appeal from Appellate Court](#)
- [Supreme Court Order Granting Reservation Request by Superior Court](#)
- [Withdrawal](#)
- [Writ of Error](#)
- [Writ of Error – supporting documents](#)

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[Complete List of Motion Names](#)

- [Select]
- Application to Appear as Amicus Curiae
- Application to Appear as Student Intern
- Bill of Costs
- Motion for Articulation
- Motion for Clarification
- Motion for Further Articulation
- Motion for Further Rectification
- Motion for Immediate Hearing
- Motion for Judgment
- Motion for Memorandum of Decision
- Motion for Order
- Motion for Permission to File a Late Motion
- Motion for Permission to file Handwritten Documents
- Motion for Reconsideration En Banc
- Motion for Rectification
- Motion for Removal or Substitution of Counsel
- Motion for Review
- Motion for Review of Articulation
- Motion for Review of Bail or Bond
- Motion for Review of Extension of Time
- Motion for Review Re: Appeal Bond
- Motion for Review Re: Rectification
- Motion for Review Re: Stay
- Motion for Sanctions
- Motion for Security for Costs
- Motion for Stay
- Motion for Stay pursuant to P.B. § 61-14
- Motion for Summary Disposition
- Motion for Supervisory Order
- Motion Re: Exhibits
- Motion Re: Waiver of Oral Argument
- Motion to Adopt Brief
- Motion to Amend Appellate Order
- Motion to Amend Motion
- Motion to Amend Response/Opposition
- Motion to Amend Transcript Order
- Motion to Appear Pro Hac Vice
- Motion to be Designated as a Party
- Motion to Change Counsel After Reply Brief Due Date
- Motion to Compel
- Motion to Consolidate
- Motion to Correct
- Motion to Correct Appeal Form
- Motion to Correct Judgment File
- Motion to Correct Opinion
- Motion to Correct Rescript
- Motion to Dismiss (other)
- Motion to Dismiss Amended Appeal
- Motion to Dismiss Appeal
- Motion to Dismiss Cross Appeal
- Motion to Disqualify
- Motion to Expedite
- Motion to File Brief
- Motion to File Brief Specil Circumstanc
- Motion to File Late Appeal
- Motion to File Late Brief
- Motion to File Late Certificate Re: Transcript
- Motion to File Late Cross Appeal
- Motion to File Late Issue(s) after Grant of Certification by the Supreme Court
- Motion to File Late Motion
- Motion to File Late Motion for Articulation
- Motion to File Late Motion for Rectification
- Motion to File Late P.B. § 63-4 Papers
- Motion to File Late Response/Opposition

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<ul style="list-style-type: none"> Motion to File Motion for Further Articulation Motion to File Substitute Brief/Appendix Motion to File Supplemental Brief Motion to File Transcript Motion to File Under Seal Motion to Intervene Motion to Limit or Preclude Coverage Motion to Modify Issue(s) after Grant of Certification by the Supreme Court Motion to Raise Alternate Grounds Motion to Reargue 	 
<ul style="list-style-type: none"> Motion to Reargue and/or Reconsider En Banc Motion to Reargue En Banc Motion to Reconsider Motion to Reconsider & to Reconsider En Banc Motion to Reconsider Taxation of Costs Motion to Reopen Motion to Rescind Withdrawal Motion to Seal File Motion to Set Aside Final Extension Order Motion to Set Aside Trial Court Judgment 	 
<ul style="list-style-type: none"> Motion to Stay Appellate Proceedings Motion to Stay Briefing pursuant to PB § 67-12 Motion to Stay Pending Decision by U.S. Supreme Court Motion to Stay Trial Court Proceedings Motion to Strike Motion to Substitute Brief or Appendix Motion to Substitute Party Motion to Suspend Copy Requirements Motion to Take Judicial Notice Motion to Terminate Stay 	 
<ul style="list-style-type: none"> Motion to Terminate Stay of Appellate Proceedings Motion to Unseal Motion to Vacate Order Motion to View Sealed File Motion to Waive Filing of Brief Motion to Withdraw Appeal Motion to Withdraw Appeal After Argument Motion to Withdraw Appearance Motion to Withdraw as a Party Motion to Withdraw as Appointed Counsel 	 
<ul style="list-style-type: none"> Notice for Statement of Decision by Trial Court Other Motion Petition For Review of Court Closure or Sealing Request - Other Request for Additional Argument Time Request for Additional Pages in Motion, Petition or Brief Request for Media Access Request to Be Excused From Argument Request to Change Attorney Arguing Appeal (if both attorneys already appear in appeal) Request to Have Exhibits in Courtroom for Appellate Argument 	 
<ul style="list-style-type: none"> Request to Mark Over Scheduled Argument Request to Share/Split Argument Time Request to Supplement Appendix to Brief Request to Use Exhibits in Pending Appeal for Co-defendant at Trial Request to Waive Argument Stipulation for Judgment Suggestion of Bankruptcy Suggestion of Death Writ of Mandamus 	 

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Complete List of Preappeal Motion Names

[Select]	^
Application for Certification pursuant to G.S. § 52-265a	
Application to Appear as Amicus Curiae	
Motion for Ext. of Time to File Response/Opposition to Appellate Court Petition for Certification	
Motion for Extension of Time to File Appellate Court Petition for Certification	
Motion for Further Articulation	
Motion for Further Rectification	
Motion for Immediate Hearing	
Motion for Order	
Motion for Permission to File a Late Motion	
Motion for Permission to file Handwritten Documents	
Motion for Reconsideration En Banc	
Motion for Review	
Motion for Review of Articulation	
Motion for Review of Bail or Bond	
Motion for Review Re: Appeal Bond	
Motion for Review Re: Rectification	
Motion for Review Re: Stay	
Motion for Sanctions	
Motion for Stay	
Motion for Stay pursuant to P.B. § 61-14	
Motion for Supervisory Order	
Motion to Amend Appellate Order	
Motion to Amend Motion	
Motion to Amend Response/Opposition	
Motion to Amend Transcript Order	
Motion to Appeal pursuant to P.B. § 61-4	
Motion to Appear Pro Hac Vice	
Motion to be Designated as a Party	
Motion to Compel	v
Motion to Consolidate	
Motion to Correct	
Motion to Disqualify	
Motion to File Late Appeal	
Motion to File Late Appellate Court Petition for Certification	
Motion to File Late Appendix	
Motion to File Late Motion	
Motion to File Late Response/Opposition	
Motion to File Late Supreme Court Petition for Certification	
Motion to File Transcript	
Motion to File Under Seal	
Motion to Intervene	
Motion to Limit or Preclude Coverage	
Motion to Reargue	
Motion to Reargue & to Reargue En Banc	
Motion to Reargue and/or Reconsider	
Motion to Reargue and/or Reconsider En Banc	
Motion to Reargue En Banc	
Motion to Reconsider	
Motion to Reconsider & to Reconsider En Banc	
Motion to Rescind Withdrawal	
Motion to Seal File	
Motion to Set Aside Final Extension Order	
Motion to Stay Trial Court Proceedings	
Motion to Strike	
Motion to Substitute Party	
Motion to Suspend Copy Requirements	
Motion to Transfer	
Motion to Vacate Order	
Motion to View Sealed File	v
Motion to Withdraw Appearance	
Motion to Withdraw as a Party	
Other Motion	
Petition For Review of Court Closure or Sealing	
Petition For Review of Grand Jury Proceedings	
Request - Other	
Request for Additional Pages in Motion, Petition or Brief	
Suggestion of Bankruptcy	
Suggestion of Death	
Writ of Mandamus	v

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[Do I need permission from the court to file an appeal?](#)

You must have permission to file the following types of appeals:

Appeal to Appellate Court Following Grant of Certification

This type of appeal may not be filed unless the Appellate Court has granted a petition for certification to appeal. In addition, only zoning or inland wetlands matters may be appealed in this manner.

Appeal to Supreme Court Following Grant of Certification

This type of appeal may not be filed unless the Supreme Court has granted a petition for certification to appeal. Only decisions of the Appellate Court may be appealed in this manner.

Certified Question of Law after Acceptance by Supreme Court

This type of appeal may not be filed unless the Supreme Court has granted another court's request to consider a certified question of law.

Reservation of Question of Law after Acceptance by Appellate Court or Supreme Court

This type of appeal may not be filed unless the Supreme Court or Appellate Court has granted a trial court's request to consider a question of law.

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[Can I file any appeal in the Supreme Court?](#)

You must appeal first to the Appellate Court unless a direct appeal to the Supreme Court is authorized by statute or the Supreme Court has granted permission.

[I'm not appealing from a trial court matter. What case type do I select?](#)

Select the "Civil" case type if you are filing an original jurisdiction action, an appeal from the decision of the Judicial Review Council or an appeal from the Council on Probate Judicial Conduct. If you are filing a certified question of law from another jurisdiction, select the type of case decided by the federal or state court.

[How do I find and enter my trial court docket number?](#)

Using the Case Look-up link on the Judicial Branch website (www.jud.ct.gov), search for your case by party name. The search results will list your docket number.

Party Name Search Results

Records: 1-200 of 3415

Results for Party Last Name SMITH

Party Name	Case Name	Docket No.	Court Location	Pty No.	Self-Rep.
SMITH ADELE R	U.S. EQUITIES CORP. v. SMITH, ADELE	17-802427-3	Bridgeport	D-50	
SMITH ADOLPH	COOTE STEPHEN v. MIDDRE JEFF	ERT-CV-01-0000098-5	Bridgeport	D-53	
SMITH ALEX	JPMORGAN CHASE BANK v. SMITHALEX	ERT-CV-00-5012444-5	Bridgeport	D-90	
SMITH ALEX	SMITH TREVOR v. MAROLO DENNIS	ERT-CV-00-032488-5	Bridgeport	P-02	

When you file your appeal, enter the complete docket number, including the location, category, year, number and suffix.

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Enter information about the first trial court docket number being appealed:
 You will have a chance to add additional docket numbers later in the process.

*What is the trial court case type?

Enter the trial court docket number of the case you are appealing:

<input type="text" value="FBT"/>	<input type="text" value="CV"/>	<input type="text" value="12"/>	<input type="text" value="6024227"/>	<input type="text" value="S"/>
location	category	year	number	suffix

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[How do I find and enter my small claims docket number?](#)

Using the Case Look-up link on the Judicial Branch website (www.jud.ct.gov), choose "Small Claims" and search for your case by party name. The search results will include your docket number.

SEARCH RESULT(S) FOR PARTY NAME SMITH
 AS OF 6/11/2015 6:04:06 AM.

Select a column heading for sorting (i.e. **Party Name**)

Party Name	Case Name	Docket No	Court	Party No	Pltf Def
SMITH AARON	TRUMBULL OIL CO, INC. vs. SMITH	SCC-437141	Derby	50	D
SMITH ABORN D	CAPITAL ONE BANK vs. SMITH	SCC-247221	New London	50	D

When you file your appeal, enter the year in which the case was filed, and then enter the 6-digit number. It is not necessary to enter the letters "SCC."

Enter information about the first trial court docket number being appealed:
 You will have a chance to add additional docket numbers later in the process.

*What is the trial court case type?

* In what year was the case filed?

* Enter the Docket number: SCC:

number

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How do I find and enter my housing docket number?

Using the Case Look-up link on the Judicial Branch website (www.jud.ct.gov), choose "Housing" and search for your case by party name or the address of the premises. The search results will list your docket number.

CASE SEARCH BY PARTY NAME
As of: Jun 11 2015 1:30AM

Displaying matches 1 through 20 of 20 total matches.

Smith, Amber - Defendant [BRSP-085627](#)
Webster School Realty v Smith et al
Active: On DMP List

Smith, Ashley - Defendant [BRSP-085856](#)
Venetrust Investments, LLC v Smith et al
Active: Trial Scheduled

When you file your appeal, enter the year in which the case was filed and the complete docket number, including all letters and numbers as they appear.

Enter information about the first trial court docket number being appealed:
You will have a chance to add additional docket numbers later in the process.

*What is the trial court case type? ▼

* In what year was the case filed? ▼

Enter the trial court docket number of the case you are appealing:
 x

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[I don't have a trial court docket number. How do I fill in this field in a workers' compensation matter, an original jurisdiction matter, an appeal from the decision of the Judicial Review Council or the Council on Probate Judicial Conduct, or a certified question of law from another jurisdiction?](#)

Enter the case number that was assigned by the workers' compensation commissioner, the Compensation Review Board, the Judicial Review Council, the federal court, the Council on Probate Judicial Conduct or the entity that decided the case from which you are appealing. You may enter up to 25 characters.

Here is an example of an appeal from the Compensation Review Board:

Enter information about the first trial court docket number being appealed:
You will have a chance to add additional docket numbers later in the process.

*What is the trial court case type?

* In what year was the case filed?

Enter the trial court docket number of the case you are appealing:

Here is an example of an original jurisdiction action:

Enter information about the first trial court docket number being appealed:
You will have a chance to add additional docket numbers later in the process.

*What is the trial court case type?

* In what year was the case filed?

Enter the trial court docket number of the case you are appealing:

The appeal form and the confirmation page will display the date and number that you entered and a number that is generated by the computer for internal use only:

List all trial court docket numbers, including location prefixes

2014-5956 CRB-2-14-7/OTHER-WC-14-0000129-S
(for internal use only)

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[My case was decided by the Compensation Review Board or by a federal judge. Will the computer be able to find information about my case?](#)

The computer only has access to information about cases that were decided by the Superior Court or the Appellate Court and cannot access information about cases that were decided by other courts or entities. You will manually enter all information about your case.

[Why should I try to enter my docket number correctly when it is easier to enter the case name?](#)

In many types of appeals, if you enter a trial court docket number correctly, the computer will fill in some of the information about your case automatically. If you do not enter your docket number correctly, you must fill in all of the information manually. This includes typing the names of all parties in the case you are appealing and the names and contact information for all counsel of record.

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[What happens if I enter my docket number correctly but the computer can't find my case?](#)

The computer may not have access to certain types of cases, even if you enter your docket number correctly. In these cases, you must enter your responses to all of the questions that are used to create an appeal form. This includes typing the names of all parties in the case you are appealing and the names and contact information for all counsel of record.

[What if I am appealing from more than one docket number?](#)

Click "Yes" in response to the question:

Are there any additional trial court docket numbers from which you are appealing? <input checked="" type="radio"/> Yes <input type="radio"/> No

Enter the following information:

Enter additional trial court docket numbers:		
* Are there any additional trial court docket numbers from which you are appealing?		
A05D	Select	
Location:	Category:	
	Year:	
	Docket:	
	Suffix:	
	S	
* The case was tried to or heard by: [Select]		
Please enter the full case name:		
* []	v. []	
Examples: State of Connecticut	v. John A. Smith	
In Re Joseph B.		
In the matter of Carl C.		
* Provide the name(s) of trial judge(s) whose decision(s) is/are being appealed:		
Add Judge(s)		
Last Name	First Name	Judge List
[]	[]	no judges
Add To List		
*What is/are the date(s) of the judgment(s) being appealed?		
Judgment Date(s)		
Judgment Date	Judgment Date List	
[]	no judgment date	
MM/DD/YYYY		
Add To List		
Finish Cancel		

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[What if I am appealing from more than one nonstandard docket number? For example, more than](#)

[one workers' compensation matter.](#)

Click "Yes" in response to the question "Are there any additional trial court docket numbers from which you are appealing?"

Enter the case numbers that were assigned by the workers' compensation commissioner, the Compensation Review Board, the Judicial Review Council, the federal court, the Council on Probate Judicial Conduct or the entity that rendered the judgment or decision from which you are appealing.

Enter additional information about the docket numbers you have added.

Enter additional trial court docket numbers:

* Are there any additional trial court docket numbers from which you are appealing?

* In what year was the case filed? ▼

* Enter the trial court docket number of the case you are appealing:

* The case was tried to or heard by: ▼

Please enter the full case name:
* v.
Examples: State of Connecticut v. John A. Smith
In Re Joseph B.
In the matter of Carl C.

* Provide the name(s) of trial judge(s) whose decision(s) is/are being appealed:
Add Judge(s)

Last Name	First Name	Judge List
<input type="text"/>	<input type="text"/>	no judges

* What is/are the date(s) of the judgment(s) being appealed?
Judgment Date(s)

Judgment Date	Judgment Date List
<input type="text" value="MM/DD/YYYY"/> <input type="button" value="test"/>	no judgment date

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[The Supreme Court granted my petition for certification to appeal from the judgment of the Appellate Court. What steps do I take now?](#)

Now that the Supreme Court has granted your petition for certification to appeal from the judgment of the Appellate Court, you must file your appeal by taking the following steps.

NOTE: A SUPREME COURT DOCKET NUMBER IS NOT ASSIGNED UNTIL YOU FILE YOUR APPEAL AND PAY ANY REQUIRED FILING FEES.

On the appellate home page, select "E-File a New Appellate Matter."

Select "Supreme Court."

Select "Appeal after Certification by Supreme Court."

Provide the statutory basis for your appeal.

Click "Yes" if you are filing a joint appeal.

Enter your **Appellate Court** Docket number. If the computer is able to find your case, it will automatically fill in information about your case.

*To which court are you appealing? Supreme Court Appellate Court
What is the statutory basis for your appeal to the Supreme Court?

*Select what you are filing from the following options:

Is this matter being jointly filed? Yes No
Note: You and all joining parties must file a joint appeal consent form. URL TBD

Enter information about the first trial court docket number being appealed:
You will have a chance to add additional docket numbers later in the process.

Enter your 5-digit Appellate Court docket number: AC:
45682

AC 12345 AETNA LIFE & CASUALTY v UNION TRUST COMPANY
Is this the case you are appealing? If YES, [click here to continue.](#)

Answer all remaining questions, which are identical for all other types of appeals.

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What if I can't find my Appellate Court docket number or can't enter it correctly?

1. Select "No" if you cannot find your Appellate Court docket number or cannot enter it correctly:

*Do you have an Appellate Court docket number?

Yes

No

2. Select the trial court case type from the drop down menu.

*What is the trial court case type? [Select]

- Child Protection
- Civil
- Family
- Criminal
- Motor Vehicle
- Housing - Summary Process
- Juvenile
- Small Claims
- Worker's Compensation

3. Enter the trial court docket number from which you are appealing and click "Search."

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My case was not decided by a trial court judge. What name should I enter in the field for the name of the trial judge?

Enter the name of the workers' compensation commissioner, the small claims commissioner, the federal district court judge, the member of the Compensation Review Board or the names of any individuals who rendered the judgment or decision from which you are appealing. If you do not have the name of a specific individual, enter the name of the decision-making body. *If you are filing an original jurisdiction action, enter "other."*

*Provide the name(s) of trial judge(s) whose decision(s) is/are being appealed:

— Add Judge(s) —

Last Name	First Name	<input type="button" value="Add To List"/>	Judge List
<input type="text"/>	<input type="text"/>		no judges

Provide the name(s) of other trial judge(s) who were involved in the case:

— Add Other Judge(s) —

Last Name	First Name	<input type="button" value="Add To List"/>	Other Judge List
<input type="text"/>	<input type="text"/>		no judges

I am filing an original jurisdiction matter and don't have a filing date or judgment date. How do I answer these questions?

Enter the current year as the year in which the case was filed.

Enter the current date as the judgment date.

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[I have filed a writ of error and need to upload the writ, the return and other documents. How should I upload these documents?](#)

1. Immediately after you e-file your appeal form and pay your fee, you must scan and save the writ and the marshal's return as a PDF document in order to e-file it. You must keep the original signed papers throughout the pendency of the action.
2. On the Appellate E-Filing Home Page, select "E-File Preliminary Papers or Appeal Documents in an Existing Appellate Matter" or search for your case using "List My Cases," "My E-Filed Items" or "Case Search." A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.
3. If you select "E-File Preliminary Papers or Appeal Documents in an Existing Appellate Matter," enter your Supreme Court or Appellate Court docket number.
4. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File Preliminary Papers/Appeal Documents" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	AC 37632	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NWHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Or

WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC.	APPEAL	6/23/2015	Details
AC 37819			

Appeal Case Information		E-Filed	
AC-37819	WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC.		
File Date:	06/23/2015	Case Docket:	
Appeal Type:	Direct Appeal	Disposition:	
Appeal By:	Plaintiff	Opinion Type:	
Appeal Period Ext:			
Ready Date:			
Arqued/Submitted Date:			

E-File an Appearance

E-File a Motion

E-File Opposition/Response

E-File Preliminary Papers

E-File an Amended Appeal

E-File a Cross Appeal

5. Select "Writ of Error" as the type of preliminary paper/appeal document that you are filing.
6. Upload your document. **Note: You must file each supporting document separately.**

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Do I need to pay a filing fee?

Fees effective as of July 1, 2016

<u>The following appellate filing fees are required*:</u>	<u>Fee</u>	<u>Statutory Authority</u>
1. Appeal or Writ of Error to Supreme Court or Appellate Court-Entry Fee	\$250	§52-259(a)
2. Petition for Certification to Appeal to Supreme Court or Appellate Court	\$75	§52-259(e)
3. Motion to open or reargue judgment in civil appeal to the Supreme or Appellate Court, to reconsider any other civil matter or to rescind withdrawal of a civil appeal	\$130	§52-259c
4. Motion for Permission to Appear Pro Hac Vice	\$620	§52-259(i)

*See §52-259a and the Official Connecticut Practice Book Rules of Appellate Procedure for exemptions from certain fee requirements.

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Am I required to pay a fee to resubmit a document that was returned?

No. If the clerk's office asks you to resubmit a document, you do not need to pay the filing fee a second time. Check the box indicating that no fee is required.

What if I have a fee waiver?

If you have a valid fee waiver, check the box indicating that you have a fee waiver, enter the name of the judge who granted the fee waiver and enter the date that the judge granted the fee waiver. At the end of the e-filing transaction, upload a copy of the fee waiver form signed by the trial judge. IF YOU UPLOAD AN INVALID FEE WAIVER OR FAIL TO PAY A REQUIRED FEE, YOUR DOCUMENT WILL BE RETURNED OR REJECTED.

What forms of payment can I use to pay a filing fee?

E-Filing payment can be made by credit card (MasterCard, Visa, American Express or Discover) or by electronic check. Self-represented parties cannot pay filing fees by check at this time. In addition to the court fee, you must pay a service fee of 2.2% for credit card transactions. The service fee is collected and retained by LexisNexis, which processes credit card transactions.

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[What information do I need to provide to the other parties in my case and how should I deliver it?](#)

Immediately after you file any appellate document, you must deliver a copy of that document to all counsel of record in the case. Counsel of record includes all attorneys and self-represented parties. Delivery should be made electronically by sending the document to the last known e-mail address for each counsel of record, unless (1) you have received written notice from counsel of record that they will not accept service electronically, (2) an exclusion from e-filing requirements has been granted to you or to the person to whom you are delivering the document, or (3) the electronic filing requirements do not apply to you or to the person to whom you are delivering the document. In these instances, you may deliver the documents by hand or by mail.

[How can I request service of documents by non-electronic delivery or mail?](#)

You must notify the appellate clerk and all counsel of record in writing that you will not accept electronic service of documents.

[How can I change my official e-mail or mailing address?](#)

When you are filing an appeal, you may provide updated contact information, but this does not constitute a formal change of registered contact information for attorneys.

If you are an attorney, there are two ways to change your registered contact information: (1) log into E-Services and choose "Change of Information"; or (2) fill out a "Change of Information" form (JD-GC-10) and mail it to the address indicated on the form. The change process may take 24 hours or more.

If you are self-represented and need to change your contact information, you must e-file an appearance form in each of your pending cases with the Office of the Appellate Clerk.

[Am I required to deliver a copy of the appeal form to the Office of the Chief State's Attorney?](#)

Yes. Immediately after you file a criminal or habeas appeal, you must deliver a copy of the appeal form to the Office of the Chief State's Attorney or to the Office of the Attorney General, as appropriate.

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How do I upload a document?

1. Select "Browse" to access your documents.

Instructions: Your filing must be submitted in a PDF format. We recommend a searchable PDF format. If you used a word processor to create your PDF document, it is most likely a searchable document. If you created your PDF document by scanning an image, it will not be searchable unless your scanner is equipped with optical character recognition (OCR) software. If your scanner does not have OCR capability, you may use an online service to convert your document into a searchable PDF format. [Click here for help using PDF files.](#)

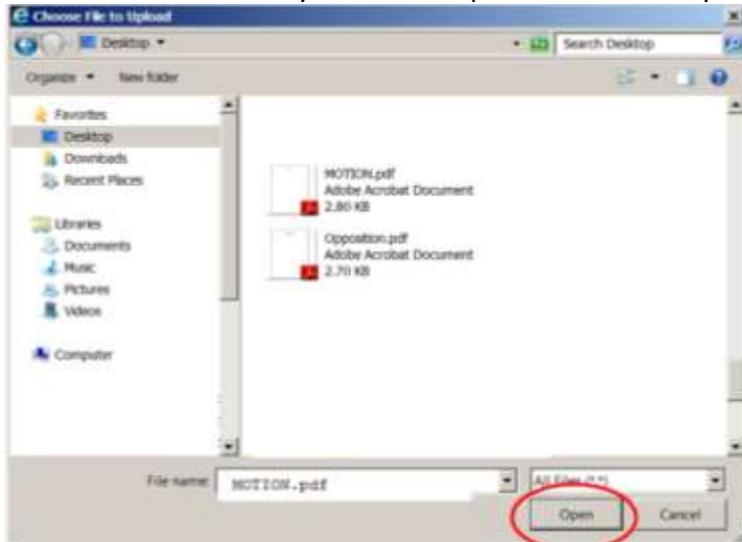
* Please attach the Document PDF
* You must upload the document that you have prepared. Select "Browse" and choose the PDF document from your files. Then select "Upload Document".

Browse...

Note: Maximum size for uploaded documents is 50MB

Warning: Your document may not appear in the window below right away. It can take several seconds. You should wait until you see your document before going ahead with this filing.

2. Choose the document you wish to upload and click "Open."



3. The name of the document will appear in the box next to "Browse." Click "Upload Document."

* Please attach the Document PDF
* You must upload the document that you have prepared. Select "Browse" and choose the PDF document from your files. Then select "Upload Document".

Browse...

Note: Maximum size for uploaded documents is 50MB

Warning: Your document may not appear in the window below right away. It can take several seconds. You should wait until you see your document before going ahead with this filing.

Upload Document

4. Review the uploaded document. If it is the correct document, check the certification box and click "Continue."

NOTE: Your filing must be submitted in a PDF format. We recommend a searchable PDF format. If you used a word processor to create your PDF document, it is most likely a searchable document. If you created your PDF document by scanning an image, it will not be searchable unless your scanner is equipped with optical character recognition (OCR) software. If your scanner does not have OCR capability, you may use an online service to convert your document into a searchable PDF format.

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[Am I required to remove \(redact\) or omit personal identifying information from documents I file?](#)

Yes. To protect your privacy and the privacy of others and to comply with court rules:

- Do *not* include *personal identifying information* in any document filed with the court unless you are required to by law or ordered by the court.
- Use caution when filing a document that contains *sensitive personal, medical, or financial information*, including:
 - Information about medical or psychiatric treatment, diagnosis or prognosis;
 - Individual financial information;
 - Employment history;
 - Home addresses, telephone numbers or cell phone numbers;
 - Proprietary or trade secret information.

If you are filing documents that have this type of sensitive information, think about whether the information is necessary and relevant to the case. You may also think about removing (redacting) any parts of the document that are not relevant and necessary.

The Appellate Clerk does not review documents to see if personal identifying information or any other sensitive personal, medical, or financial information is included. The filer is responsible for omitting or removing (redacting) personal identifying information that is not required by law or court order, or sensitive personal, medical, or financial information.

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[Am I required to redact or omit information that is protected by court order, rule or statute?](#)

Yes. The filer is responsible for redacting or omitting any information that is protected by court order, rule or statute, unless the court has granted permission to include the information.

[How do I file an appearance in a preappeal motion?](#)

There are two ways to file an appearance in a preappeal motion. The first way is to upload your appearance form as a supporting document after you upload your preappeal motion. The second way is to:

1. File your preappeal motion
2. Select "E-file an Appearance in an Existing Appellate Matter."
3. Select "Preappeal" as the type of matter.
4. Enter your 6-digit preappeal motion number.

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How do I file a motion to transfer my appeal from the Appellate Court to the Supreme Court?

1. On the Appellate E-Filing Home Page, select "E-File a Motion Before E-Filing an Appeal"



2. Enter the 5-digit Appellate Court docket number of the appeal you are seeking to transfer. For cross or amended appeals, please enter the first five digits only. For example, if your docket number is AC 12345X01, enter 12345.

Enter your 5-digit Appellate Court docket number: AC:

45682

3. The computer will search for your case and display the case name if it finds a match.

AC 12345 AETNA LIFE & CASUALTY v UNION TRUST COMPANY
Is this the case associated with this filing? If YES, [click here to continue.](#)
If NO, search again.

4. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again.
5. Select "Motion to Transfer" as the preappeal motion you are filing.

* Name of Motion:

Motion to Transfer

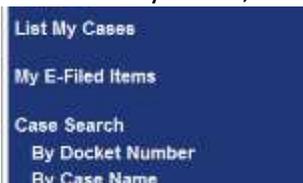
Choose Motion name

6. Complete the remaining questions and submit your motion to transfer.

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How do I search for a preappeal motion or petition on the Appellate E-Filing Home Page?

1. Use "List My Cases," "My E-Filed Items" or "Search by Docket Number or Case Name."

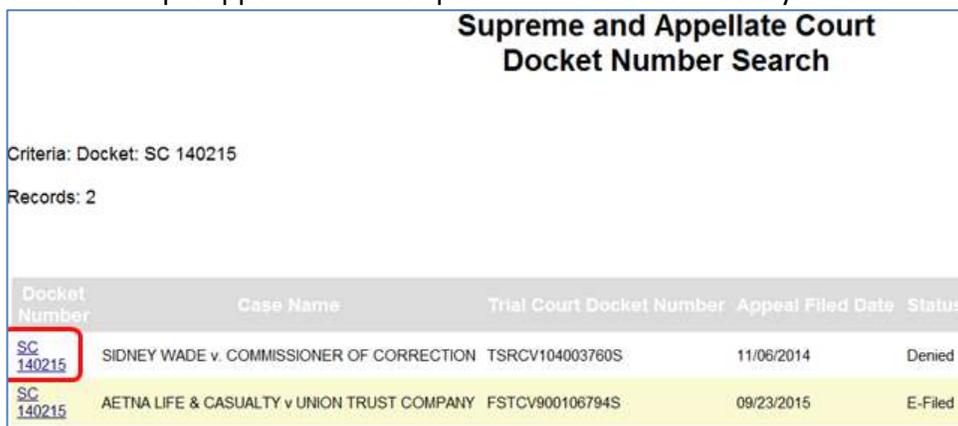


2. If you search by docket number, enter the court and the 6-digit preappeal motion number or petition number.

Supreme and Appellate Court Docket Number Search

A search form with two input fields: "Court" and "Docket". The "Court" field has a dropdown menu with "SC" selected and "AC, SC" below it. The "Docket" field has "140215" entered and "12345" below it. A "Search" button is located below the fields.

3. Click on the preappeal motion or petition number to access your case.



**Supreme and Appellate Court
Docket Number Search**

Criteria: Docket: SC 140215

Records: 2

Docket Number	Case Name	Trial Court Docket Number	Appeal Filed Date	Status
SC 140215	SIDNEY WADE v. COMMISSIONER OF CORRECTION	TSRCV104003760S	11/06/2014	Denied
SC 140215	AETNA LIFE & CASUALTY v UNION TRUST COMPANY	FSTCV900106794S	09/23/2015	E-Filed

What is a preliminary paper or appeal document?

Preliminary papers are documents required by Practice Book § 63-4. They include a preliminary statement of issues, a docketing statement, a certificate regarding the transcript order, a pre-argument conference form, a constitutionality notice and a sealing notice.

Appeal documents are other documents filed in connection with an appeal that are not required by Practice Book § 63-4 and do not constitute motions, preappeal motions, appearances or petitions. For example, a notice to the Appellate Clerk indicating that a party does not intend to file a brief would be e-filed as a "Preliminary Paper or Appeal Document," rather than as a motion, petition or preappeal motion.

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[Can I file multiple filings in one transaction?](#)

No. Each appeal, appearance, preliminary paper, appeal document, motion, petition, preappeal motion or opposition/response/withdrawal must be filed during a separate e-filing transaction so that the system can assign a number and provide a confirmation of filing. If you are filing a motion or petition that is accompanied by supporting documents, such as an affidavit, you may upload the supporting documents during the same e-filing transaction.

[Should I upload supporting documents separately or should I file my motion or petition and all supporting documents in a single PDF document?](#)

The Office of the Appellate Clerk recommends that you first upload your motion or petition as a single PDF document and that you then upload any supporting documents as separate PDF documents. For example, if you are filing a motion to dismiss accompanied by an affidavit and a memorandum of law, you would upload three separate PDF files during the same e-filing transaction: (1) the motion; (2) the affidavit; and (3) the memorandum of law.

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