

## **Technical Standards and Procedures for Filing Motions for Extension of Time and Opposition Thereto**

The technical standards approved and promulgated by the Office of the Chief Court Administrator are adopted for the purpose of the electronic filing of motions for extension of time and oppositions thereto.

### **Procedures:**

1. **Electronic mail filing is only available for motions for extension of time and oppositions thereto. Fax filing is not permitted.** A motion for extension of time may be filed with the appellate clerk by electronic mail or by attachment to electronic mail. Any opposition to the motion may be filed by electronic mail or by attachment to electronic mail within five days of the filing of the motion. Any motion or opposition shall not exceed five pages in length without prior leave of the appellate clerk. The electronic mail shall be addressed to the appellate clerk at EMotions@connapp.jud.ct.gov and shall include in the address bar all electronic mail addresses for all counsel and self-represented parties of record. The message shall be sent as follows:

**To:** EMotions@connapp.jud.ct.gov

**Cc:** email addresses of all counsel of record and self-represented litigants

**Subject:** AC or SC 12345, State v. John Smith, Motion for Extension of Time or Opposition to Motion for Extension of Time

2. **Electronic mail filing is not available unless all counsel and self-represented litigants of record have electronic mail capability.**

3. **When a client is incarcerated and unable to receive electronic mail, counsel must certify that a copy of the electronic mail and motion filed with the appellate clerk was sent to the incarcerated party by first class mail.**

4. The format of a motion for extension of time submitted electronically must comply with all relevant provisions of P.B. §§ 66-1, 66-2 and 66-3, except where this instruction procedure provides otherwise. A proper certification pursuant to P.B. §§ 62-7 and 66-3 shall indicate that the motion has been electronically sent to all counsel and self-represented litigants of record, the movant's client and that the recipients consent to receiving the motion by electronic mail except as set forth in section 3. The use of PDF format or Microsoft Word is required. The electronically mailed motion shall be signed as follows:

s/Attorney or Self-Represented Party

Name of Law Firm (if applicable)

Juris number (if applicable)

Address

Telephone number

Electronic mail address

5. An electronically transmitted motion for extension of time shall be deemed filed when it is received by the appellate clerk's office during normal hours of operation of the office. A transmission received outside of the normal business hours, including a day on which the clerk's office is closed, shall be deemed filed on the next business day when such office is open.

6. The electronically transmitted motion for extension of time shall be deemed the original and shall replace the requirement of filing a motion for extension of time with an original signature with the Appellate Clerk. The filing party shall retain possession of a print out of the electronic filing as a record of such transmittal, for submission to the court if there is a dispute over authenticity, and shall produce such document with a certification signed by the filer indicating that the motion is a true copy of the message and motion that was electronically transmitted, upon request by the appellate clerk. If the filer fails to produce the message and motion upon request by the appellate clerk, the Supreme Court or Appellate Court may take action to impose sanctions pursuant to P.B. §85-2.

7. The appellate clerk is not required to notify the sender by return electronic mail or telephone call that the electronic mail has been received or that a motion was not attached. The clerk is not responsible for events that disrupt, impair or render impossible the receipt of documents transmitted by electronic mail.

8. Where a motion for extension of time has been filed by electronic mail in accordance with this procedure, notice of the order on the motion by the appellate clerk may be made by electronic mail. Electronic mail notification shall be made by the appellate clerk to all electronic mail addresses as provided in the address bar of the original electronic mail message.