

# Connecticut Judicial Branch

## FREQUENTLY ASKED QUESTIONS ABOUT E-FILING

### GETTING STARTED

#### 1. What are the requirements to be able to e-file?

You should read the revised [Procedures and Technical Standards for E-Services](#) before you begin. You may also find the information contained in the [E-Filing Manual for Civil, Family, Housing and Small Claims Matters – A Guide for Attorneys and Law Firms](#) helpful to you.

- a. You must have a valid juris number that is enrolled in E-Services.
- b. You will also need to have or have access to:
  - Internet access (DSL or high speed Internet access is suggested for Civil e-filing);
  - A personal computer with a 128-bit encryption version of Microsoft Internet Explorer® 11 or higher, Chrome 50.0 or higher, or Firefox 25.0 or higher;
  - To access the secure areas of our website, such as the electronic services section, your browser **must** support 128-bit encryption and Secure Sockets Layer (SSL) version 2.0 protocol. Please visit the Judicial Branch's Website to access links which will allow you to [check your browser and if necessary, without cost, upgrade your current browser or download a high-security browser.](#)
  - [Software to convert documents from a word processor format to Portable Document Format \(PDF\)](#). If you are using Adobe Acrobat® for document creation, it is recommended that you use Adobe Acrobat® 9.0 through 11.0.

Please be advised that some PDF conversion software embeds links or images in documents during the conversion process. If your PDF document contains any link or image that is not directly related to the substance of the document you are filing or to the substance of your case, you may wish to choose a different PDF conversion method or software to avoid including the link or image in your filed document. The Judicial Branch is not responsible for any links or images embedded in documents filed with the Courts. The Judicial Branch provides some information on the [creation of PDF documents](#).

- PDF Reader software. If you are using Adobe Acrobat® Reader ® for viewing documents, it is recommended that you use Adobe Acrobat® Reader ® 9.0 or higher.
- Access to a scanner to image non-computerized documents or documents that must be fully executed prior to filing (i.e., medical records, service of process, or affidavits).

## **LOGIN**

### **2. How do I login to E-Services?**

The **Login** page requires you to enter a juris number *or* a User ID. As an attorney, you log in with a *juris number*. *Only self-represented parties have a User ID.*

If you are logging into E-Services to do your annual registration, you would log in with your individual juris number. You can look up your juris number on the Judicial Branch website by choosing the **Attorney** tab, and then choosing the **Look-up** link. On the page that displays, choose the [Attorney / Firm Look-up](#) link, and enter your name.

If you are logging in to file electronically, you would generally log in with the law firm juris number, unless you are filing as a Committee, Guardian ad Litem, or Attorney for the Minor Child. Remember that all activity is attributed to the logged-in juris number.

### **3. If I forget my password, how can I get the password or have the password reset?**

- If you have successfully logged in to E-Services with the initial system-generated password you received when you enrolled and changed that password, you may click on the **Forgot Password?** link from the [E-Services log-in page](#). Choose **I am an Attorney/Firm**, and then enter your juris number on the screen that appears. You will be automatically sent a password reset email. When you click on the link in the email, you will be asked to enter your date of birth (for individuals only) and the answer to the security question. You can then create a new password.
- If your e-mail address is not up-to-date or if you have not logged in to E-Services and changed the initial system-generated password. If you have never logged in, you will be sent your password by regular mail. **Questions?** [Contact E-Services](#)

### **4. What does it mean if the system indicates that my juris number is inactive or invalid?**

- If the “invalid juris number” message appears when you attempt to log in, you may have entered an incorrect number. Click on the **Forgot Juris Number?** link. Enter your last name or the firm name in order to view an alphabetical listing of names with juris numbers.
- If the “inactive juris number message appears, you should contact the Statewide Grievance Committee at (860) 568-5157 or [statewide.grievance@jud.ct.gov](mailto:statewide.grievance@jud.ct.gov) for help.

### **5. Which juris number should I use to log in to E-Services?**

All activity in E-Services, including e-filing, will be attributed to the logged-in juris number. If you are an individual attorney working for a law firm, the general rule is that you would log in with the firm juris number and password to initiate cases or file documents so that any person working with the firm would be able to access the file, view documents and notices, and take action on behalf of the client at any time. The practice in the electronic world is consistent with the practice in the paper world, where you would file a firm appearance signed by an individual attorney in the firm.

If you have been appointed a committee or a guardian ad litem, for example, you would log in with your *individual* juris number to file documents or view the file because the appointment is of an individual, not a firm.

**Note:** Regardless of the number that is used to log in to E-Services, you are required to use your individual juris number to sign e-filed documents.

**6. What is a designated filer and how does a designated filer log in?**

Attorneys registered with the Statewide Grievance Committee and law firms which have obtained a law firm juris number may [designate authorized individuals](#) to file case initiation documents on their behalf in civil matters. A designated filer will have a User ID and password for use in accessing E-Services to maintain the designated filer's account and to file case initiation documents electronically in the Superior Court on behalf of the attorney or law firm. Any electronic transactions conducted by a designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used by the designated filer to conduct the electronic transaction.

Attorneys or legal support staff of a law firm would not be designated filers since they would be logging in with the firm juris number and password.

**7. When is the e-filing system available?**

In general, **electronic services are available from 7:00 AM through 3:30 AM.** The hours between 3:30 AM and 7:00 AM are used for system maintenance and updating. The system may also be offline on the fourth Saturday of the month between 7:00 AM and 3:00 PM for routine system maintenance. If the system requires a scheduled outage, the Judicial Branch will make every effort to issue a prior announcement on the Branch's web site. In the event of an outage, it is the Branch's business continuity policy that parties, attorneys, and law firms conduct business with the courts in accordance with the Connecticut Practice Book or other court orders.

A document that is electronically received by the clerk's office for filing after 5:00 PM on a day on which the clerk's office is open or that is electronically received by the clerk's office for filing at any time on a day on which the clerk's office is closed shall be deemed filed on the next business day on which such office is open.

The hours for submitting short calendar markings online are governed by the [Civil](#) or [Family](#) Short Calendar Standing Order. The marking period can also be found on the calendar notice.

**8. What happens if the e-filing system is unavailable and I cannot file a document?**

If the e-filing system is unavailable for thirty consecutive minutes from 9 o'clock in the morning to 3 o'clock in the afternoon or for any period of time from 3 o'clock to 5 o'clock in the afternoon of the day on which the electronic filing is attempted, and such day is the last day for filing the document, then the last day for filing shall be the next business day the system is available, in accordance with [Connecticut Practice Book](#) section 7-17.

## **FORMAT AND SIZE OF DOCUMENTS**

### **9. Can I e-file a Word or WordPerfect document?**

No, you can only file a PDF document. PDF is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it.

### **10. How do I create a PDF document?**

To file a case electronically with the Judicial Branch, you will need to create PDF documents. There are three methods you may use to create a PDF document: conversion, scanning, and original creation using PDF software. Please be advised that some PDF conversion software embeds links or images in documents during the conversion process. If your PDF document contains any link or image that is not directly related to the substance of the document you are filing or to the substance of your case, you may wish to choose a different PDF conversion method or software to avoid including the link or image in your filed document. The Judicial Branch is not responsible for any links or images embedded in documents filed with the Courts. The Judicial Branch provides some information on the [creation of PDF documents](#) on the website.

The Judicial Branch also provides information on the [creation of PDF/A documents](#). PDF/A documents are self-contained and do not rely on or access information outside of the document itself to display the information contained within the document. The use of PDF/A will reduce security risks and improve the compatibility of documents for long-term storage.

### **11. Is there a limitation on the size of documents that can be filed electronically?**

The e-filing system will accept documents up to 50 MB, which is in excess of 1000 pages of unformatted text. Be sure that you are not scanning your documents in color and avoid using colored paper since color scanning and colored paper will use up a tremendous amount of space.

## **FILE AND RETURN A CASE TO COURT**

### **12. What case types may be initiated electronically?**

With some exceptions, **e-filing of most civil, family, housing and small claims case types is mandatory** for attorneys and law firms without an exclusion from electronic services requirements. Self-Represented Parties are *allowed* to file electronically, but they are *not required* to file electronically in their cases. Except for the exceptions listed below, e-filing is mandatory for:

- *all* existing and newly initiated e-filable civil case types;
- newly-initiated e-filable family case types returned to the court on or after October 3, 2016 of the following types: Custody Application (F40), Visitation Application (F71), Paternity Petition (F80) (when filed by an attorney or the State); and All Other (F90);
- newly-initiated e-filable family case types returned to court on or after December 15, 2014 of the following types: Dissolution of Marriage (F00), Legal Separation (F10), Annulment (F20) and Civil Union – Dissolution, Legal Separation and Annulment (F50); and
- newly-initiated e-filable housing case types formerly filed in on paper in the Geographical Area locations of G.A. 5 at Derby, G.A. 18 at Bantam, G.A. 10 at New London, G.A. 11 at Danielson, on or after January 1, 2017, must be filed electronically in the Judicial Districts of Ansonia/Milford (if formerly filed in Derby), Litchfield (if formerly filed in Bantam), New London (in formerly filed in New London) and Windham (if formerly filed in Danielson); newly-initiated e-filable housing case types filed in the Housing Sessions in Bridgeport, Hartford, New Britain, New Haven, Norwalk and Waterbury on or after March 1, 2016, and in the Judicial Districts of Danbury, Meriden, Middlesex, New London at Norwich, and Tolland on or after October 1, 2015. E-filable housing case types are: Housing – Summary Process (H00); Housing – Security Deposit (H10); Housing – Rent/Damages (H12); Housing – Administrative Appeal (H50); Housing – Municipality Enforcement (H60); Housing – Bed Bug Infestation (H70); and Housing – All Other (H90). Housing – All Other does not include the following case types that cannot be initiated electronically: Housing – Housing Code Enforcement (H20); Housing – Entry and Detainer (H30); Housing – Audita Querela/Injunction (H40). Electronic filing is permitted in these three housing case types after the case has been initiated.
- Effective October 16, 2017, newly-initiated small claims cases must be filed through Superior Court E-filing, not through Centralized Small Claims E-filing. New case types have been created for small claims cases.

The exceptions are:

1. The following cases cannot be initiated electronically, but subsequent motions, pleadings or documents are required to be filed electronically:
  - a. Any case for which a fee waiver has been granted.
  - b. Application for a subpoena to a Connecticut resident for an out-of-state proceeding or any motion to compel compliance with such subpoena (C.G.S. Sec. 52-148e (f)(2) as amended by P.A. 15-211, Sec. 29)
  - c. Application for Proceeds from a Tax Sale;
  - d. Cases that include a prejudgment remedy except for a prejudgment remedy based upon a **commercial waiver**;
  - e. Eminent domain cases (including state highway condemnation and redevelopment condemnation);
  - f. Housing – Housing Code Enforcement (H20); Housing – Entry & Detainer (H30); and Housing – Audita Querela/Injunction (H40);
  - g. Petition To Open Parking Violations Or Citation Assessment

- h. Nonadversarial Dissolution of Marriage (F05);

**Note:** All documents required for the court to enter judgment in a nonadversarial dissolution of marriage are filed at case initiation.

- i. Change of Name (F30)
  - j. Paternity Petition (F80) (filed by self-represented parties)
  - k. Support Petition (F85) (can be initiated electronically only by the State)
  - l. Agreement to Support (F86) (can be initiated electronically only by the State)
  - m. (NEW) Appeal - Uniform Interstate Family Support Act (UIFSA) (F87)
  - n. (NEW) Challenge to Acknowledgment of Paternity (F88)
  - o. Transfers from small claims.
- 2. Cases that are commenced by private individuals on behalf of the State of Connecticut under the Connecticut False Claims Act as amended by Public Act 14-217 – Sec. 1 – 18 cannot be initiated electronically but motions, pleadings or documents filed subsequent to the statutorily required sealing period are required to be filed electronically in these cases.
  - 3. The following civil (including housing) cases cannot be initiated electronically, and subsequent motions, pleadings or documents cannot be filed electronically:
    - a. Asset forfeitures;
    - b. Firearm Safety Hearings (C.G.S. §29-38c)
    - c. Foreign civil judgments (C.G.S. §§ 52-604, 52-605);
    - d. Foreign protective orders;
    - e. Habeas cases;
    - f. Lottery Assignment cases; and
    - g. Vehicle forfeitures (pursuant to C.G.S. 22a-250 and 250a).
  - 4. The following family cases cannot be initiated electronically, and subsequent motions, pleadings or documents cannot be filed electronically:
    - a. Relief from Physical Abuse – C.G.S. 46b-15 (F65)
    - b. Foreign Matrimonial/Foreign Paternity Judgments – C.G.S. 46b-70 & C.G.S. 46b-179 (F70)
    - c. Uniform Child Custody Jurisdiction and Enforcement Act – C.G.S. 46b-115 (F72)

**13. How do I e-file a case that includes a prejudgment remedy based upon a commercial waiver?**

A case which includes a prejudgment remedy based upon a commercial waiver can be filed electronically because the case contains no application for a prejudgment remedy and does not require the payment of a fee for the filing of a prejudgment remedy.

After selecting the type of case, respond “no” to the question, “Does this case include prejudgment remedy documents?” Continue to file the documents as you would file any other case initiation documents.

**14. How do I return the prejudgment remedy documents to the court after I have served the defendant(s)?**

Once you have filed the prejudgment remedy documents with the Court, obtained a hearing date, and served the papers on the defendant(s), you will return the documents to the Court

as **Return Of Prejudgment Remedy As Served**. In the additional description area, you can refer to other included papers. For example: “including PJR order for hearing and return.”

**15. What do I do with the signed original paper case initiation documents?**

- For all cases initiated with a return date of January 1, 2010 and in the future, you are not required to keep the original signed paper case initiation documents with the exception of a bond filed in any action and an original notice to quit, which must be retained throughout the pendency of the action, any appeal period, and any applicable appellate process.
- For all cases initiated with a return date of December 31, 2009 and earlier, you are required to keep the signed original paper documents throughout the pendency of the action, any appeal period, and any applicable appellate process

These requirements regarding when a paper document that has been electronically filed must be retained by the filer do not supersede or alter any other law, court order or policy requiring the filer to keep the paper document.

**16. How do I file a civil action for which I have an application for order of notice, the order of notice and the affidavit of publication?**

You would create a single PDF including the application for order of notice, the order of notice and the summons. File that single PDF document as the **Summons**. The affidavit of publication can be put together with the Marshal’s return and scanned as a single PDF.

**Note:** An application for order of notice before a case is commenced must be filed on paper.

**17. How do I file a family action for which I have a motion for order of notice in family cases ([JD-FM-167](#)), an order of notice in family cases ([JD-FM-168](#)), and proof of service?**

You would create a single PDF of the motion for order of notice in family cases, the order of notice in family cases and the summons. File that single PDF document as the **Summons**.

**Note:** An application for order of notice before a case is commenced must be filed on paper.

**18. How do I file the Certification of Notice in Family Cases (Public Assistance) ([JD-FM-175](#)) when I am returning my case initiation documents to the court?**

You must create a separate PDF of the completed form, and file it as the certification in the field provided in the e-filing system for family case initiations.

**19. How do I file a motion or motions for orders before judgment that I have had served on the defendant along with the case initiation documents?**

Once you have filed your new case, you will return to the case detail page and select **E-file a Pleading or Motion** as your case activity. File each motion as a separate transaction. **Note:** To find the correct name for your motion(s), enter **pendente** in the search criteria area. This search will generate a list of options for you to choose from.

**Note:** Do not file multiple documents, including motions for pendente lite orders, as a single PDF document unless you are using form [JD-FM-176](#) – Motion for Orders Before Judgment

*(Pendente Lite) or have a single motion that deals with multiple issues, such as a Motion for Alimony, Custody and Child Support Pendente Lite.*

**20. How do I e-file a case for which I have obtained a fee waiver?**

You cannot e-file a case for which you have a fee waiver. If you have a court order waiving the entry fee, you must file the case on paper with the court.

**21. Does the e-filing confirmation page mean that everything was submitted properly?**

The confirmation page means that you have successfully filed with the court whatever document you uploaded or whatever system-populated form you created. Documents filed electronically are not screened by the system for content, legibility or any other problems. You must look at any document to ensure that it is the correct document, contains the correct case caption, is readable, displays right-side up, contains only the pages that are part of the filing, and complies with the requirements of section 4-7 of the Connecticut Practice Book on personal identifying information.

What you see in the system when you look at your document before you file it is what the Judge or the clerk will see when looking at the file. Therefore, it is important that you take the time to review all documents before you submit them.



## **FILE RETURN OF SERVICE DOCUMENTS**

### **22. How do I e-file a return of service?**

You must scan and save a return of service as a PDF document in order to e-file it. You must keep the original signed paper document throughout the pendency of the action, including any applicable appeal period and appellate process for all cases initiated with a return date of December 31, 2009 and earlier. For cases initiated with a return date of January 1, 2010 and in the future, you are not required to retain the original signed paper document.

For small claims matters, you must scan and save the Statement of Service (JD-CV-123) and the delivery confirmation, signed, return receipt or the return of service as a PDF document in order to e-file it.

### **23. How do I e-file a supplemental return of service?**

A supplemental return of service, including such documents as the green card, the receipt for the certified mail, and the unopened envelope returned as unclaimed is filed electronically. Make a photocopy of both sides of the envelope or other items to be filed, and scan the copy to convert it to a PDF document.

## **FEE PAYMENT**

### **24. What forms of payment are acceptable?**

Accepted forms of payment are **credit card or electronic check**. Payments are made for items in **My Shopping Cart**.

**Note:** In cases where there is a statutory fee exemption under Section 52-259a of the Connecticut General Statutes, the filer may initiate a case electronically without paying a fee. The filer is required to certify that the case is being initiated on behalf of a state agency and that no fee is due under Section 52-259a. Before claiming a statutory fee exemption, review the statute, which specifically identifies the persons or agencies on whose behalf a person must be acting, and the fees from which a filer can be statutorily exempt.

If you have a fee waiver by order of the Court, you must file your case (or your document) on paper with the clerk.

**Note:** Payment of court fees and any applicable service fees by credit card or by electronic check must be made at the time of filing. Filers are required, as part of the payment process, to certify that, by entering the bank account and routing number or by entering the credit card account number and security code, and submitting the payment, they are authorized to permit the Connecticut Judicial Branch to debit or charge the account for the amount indicated.

### **25. How do I pay by electronic check?**

Payments are made for items in **My Shopping Cart**. To pay by electronic check, you will enter the name printed on the check (the name of the account holder), the routing number from the check, and the account number from the check. You will be asked to enter the routing number and the account number twice. Once you process the payment, the funds are taken from the account for which you provided the information. You do not set up any account with the Judicial Branch.

Each time you make a payment, you will be required to enter the same information. The Judicial Branch does not retain your payment information.

**Note:** If you (the account holder) have a debit filter on your account that permits only specific people or companies to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, your bank will not allow the debit and the e-check will be returned unpaid to the Judicial Branch. **Questions?** [Contact E-Services](#).

### **26. What credit cards does the Judicial Branch accept for electronic payments?**

The Judicial Branch accepts *MasterCard, Visa, American Express and Discover* for credit card payments for e-filing. To pay by credit card, you will enter the first and last name from the card, the e-mail address (to receive an electronic receipt), a phone number (optional), the account number, and the expiration date for the credit card. You must also check the box at the bottom of the page to authorize the payment of the court fee and the LexisNexis service fee.

A service fee is charged for payments of court fees or other payments to the court made by credit card. Filers who are using a credit card (MasterCard, Visa, American Express and

Discover) to pay electronically for court fees through E-Services will be charged this service fee. It is currently set at the greater of \$1.00 or 2.2% of the total amount owed. The service fee is collected and retained by LexisNexis, the payment processor for these transactions. The service fee is also added to payments of court fees or other payments to the court made by credit card at the local courthouses.

Each time you make a payment, you must enter the payment information. The Judicial Branch does not retain your payment information.

**27. Why is there a service fee?**

Prior to July 1, 2013, funds to pay for service fees had been appropriated as other expenses in the Judicial Branch's portion of the state budget, but were removed by the Appropriations Committee and reflected in the Branch appropriations in Public Act 13-247. In accordance with legislative intent, effective July 1, 2013, the Judicial Branch may no longer absorb the service fee associated with all (in-person and Internet) credit card transactions. Therefore, effective September 20, 2013, filers who are using a credit card (MasterCard, Visa, American Express and Discover) to pay electronically for court fees through e-filing will be charged the service fee in accordance with C.G.S. 51-193b. It is currently set at the greater of \$1.00 or 2.2% of the total amount owed. *Cash payments and checks are not subject to a service fee.* The service fee also applies to payments of court fees or other payments to the court made by credit card at the local courthouses.

**28. Can I file electronically and pay later at the clerk's office or by mail?**

No. When a document requires a court fee, you have to pay the court fee and any applicable service fee at the time of filing. Without the payment, your filing is not complete. If the court has granted a fee waiver for the document or case, you must file it on paper with the clerk.

**29. Can I pay for more than one filing at the same time?**

Yes. All electronic filings that require the payment of a fee are placed in the "Shopping Cart" pending payment. The number of items in the shopping cart will be displayed on the **Superior Court E-Filing Menu** in parenthesis after **My Shopping Cart**. You can click on the shopping cart link to go directly to the shopping cart to make your payment for all or part of the items in the shopping cart. If you pay for multiple items at the same time, only one confirmation number (transaction number) will be generated for the payment although each transaction will be listed individually on the Confirmation Page. **Note:** The service fee charged on a credit card transaction will only be shown as a total fee for the entire transaction. It is not broken down by individual items filed in the same transaction.

**30. How long do items remain in the shopping cart?**

Items remain in the shopping cart until you have processed payment for the item, deleted the item, or for a maximum of 56 days. The date the items will no longer be in the shopping cart is displayed to the right of the item in the shopping cart.

**31. What measures have been taken to secure my credit card information?**

The Judicial Branch has adopted encrypted security and firewall protective measures to safeguard information transmitted through electronic transactions from loss, misuse or alteration from outside influences. The use of security software and a security certificate on the Judicial Branch web site establishes a direct Single Socket Layer (SSL) connection

between the attorney's or law firm's computer and the Electronic Services section of the Branch.

**32. Can I file an application for a fee waiver electronically?**

No. Applications for fee waivers cannot be filed electronically. The application and any subsequent documents for which the waiver was granted must be filed on paper.

**Note:** In cases where there is a statutory fee exemption under Section 52-259a of the Connecticut General Statutes, you can initiate a case electronically without paying a fee. You must certify that the case is being initiated on behalf of a state agency and that no fee is due under Section 52-259a. Before claiming a statutory fee exemption, please review the statute, which specifically identifies the persons, or agencies on whose behalf a person must be acting, and the fees from which a filer can be statutorily exempt.

**33. What can I do if I inadvertently file and pay the entry fee or other court fee for the same case twice?**

If you file a duplicate case or a duplicate jury claim, for example, you can file a motion asking for a refund of the entry fee. The motion should be filed electronically as "Motion for Order" with a reference to a refund in the additional description area. Refunds of fees paid to the court are possible only in very limited circumstances and only upon order of a Superior Court judge. The clerk of the court will docket the motion and notify the parties whether a hearing is required. The motion should include the information that the case was inadvertently filed twice and the representation of counsel that the duplicate case will be withdrawn once the motion for a refund is acted on by the judge. Do not withdraw the duplicate case until the motion has been acted on.

**34. Who do I contact if I am having a problem with my credit card payment?**

If you are having a problem in getting the credit card payment to go through properly, you should contact LexisNexis Payment Solutions at (866) 628-9244, option 2, or at [paymentsolutions@lexisnexis.com](mailto:paymentsolutions@lexisnexis.com).

If you have other questions about the payment you have made, such as the amount of a payment or what case the charge on your credit card is related to, you can contact [eservices@jud.ct.gov](mailto:eservices@jud.ct.gov) for assistance.

**35. What if I forget to print a copy of my confirmation page when I pay court fees and file a document?**

To view the confirmation page for any filing, you can go to the **Superior Court E-Filing Menu** page and select **My E-Filed Items**. That link will take you to a page where you can display a list of the documents you have e-filed during a specific time period or a time period of up to thirty days. The display will include the name and docket number of the case, the date of the filing, the type of document filed, and information about any payment made.

To the right of each item, you will see **Details**. Choose this link to go to the confirmation page for the filing of the item, and you can view or print the confirmation page any time. You will also see the confirmation number to the right of each item. Choose this link to see the display of *all* items paid for in the payment transaction.

## **VIEW CASE DOCUMENTS**

### **36. Who can look at documents in a civil case?**

Any person can look at documents in court files for civil (including housing) and small claims cases, unless the document is not available to the public because of court order, rule, or statute.


Anyone can look at documents filed in electronic civil (including housing and small claims) files that have a return date on or after January 1, 2014 and in small Claims cases filed on or after October 16, 2017 on the Internet from any computer, using the Case Look-up link on the Judicial Branch website ([www.jud.ct.gov](http://www.jud.ct.gov)). You can also look at electronically available documents filed in civil, housing and small claims files at any judicial district courthouse.

Anyone can look at electronically available documents in civil files that have a return date *before* January 1, 2014 only from a computer at any judicial district courthouse unless the person is an attorney with an appearance in the file or a self-represented party with electronic access to the file. A person does not have to be in the specific Judicial District courthouse in which the matter is pending to look at electronically available documents from the public access computers. Anyone will continue to be able to look at orders and memos of decision on the Internet in these civil cases.

An attorney or law firm with an appearance in an e-filable case or a self-represented party with an appearance and electronic access to the file can look at the electronic court file on the Internet to view documents that have been filed in that case by logging in to E-Services with an appearing juris number or a User ID and password. **Note:** If a document was filed on paper in an e-filable case prior to December 5, 2009, it will not be electronically viewable. Also, any documents that have been sealed cannot be viewed electronically.

If a document was filed on paper in an e-filable case prior to December 5, 2009 or if a document was filed on paper in any other civil, housing, or small claims case, the document can only be viewed at the courthouse where the file is located.

### **37. Who can look at documents in a family case?**

- Documents and court orders in family cases are not available publicly over the Internet.
- Documents and court orders in paper files of family cases can be viewed at the Clerk's Office in the Judicial District where the case is located during normal business hours.
- If there is an  in front of the docket number of a case, the court file for that case is electronic. Documents and court orders in electronic files of family cases can be viewed at public access computers in any judicial district courthouse and at some geographical area courthouses during normal business hours.

**Note:** Any documents that are protected by law or by court order are not open to the public and cannot be viewed online or in person.

Beginning December 15, 2014, e-filing will be available in newly-filed family files of the following case types: dissolution of marriage (F00), legal separation (F10), annulment (F20) and civil union - dissolution, legal separation and annulment (F50).

An attorney or law firm with an appearance in an e-filable case, or a self-represented party with an appearance and electronic access to the file can look at the electronic court file on any computer to view documents that have been filed in that case by logging in to E-Services

with an appearing juris number or a User ID. However, with the exception of financial affidavits, any documents that have been sealed cannot be viewed electronically through E-Services.

**38. Can several people from my firm view the case simultaneously?**

Yes. Multiple people in your office may access a case at the same time while logged in to E-Services with the same juris number and password.

**39. How do I look up information on a case through the e-filing system?**

Once you have logged in to E-Services with a juris number and password and selected **Superior Court E-Filing Menu**, you have three ways to locate a case from the menu bar. The first option is **By Docket Number**, which requires you to enter the docket number, including location code. The second option is **List My Cases**, which generates a list of cases filed by the logged in juris number. The third option is **By Party Name**, which requires you to enter the name or portion of the name of a party. Once you find the case, you may click on the docket number to view the case details.

In accordance with the federal Violence Against Women Act of 2005, cases for relief from physical abuse, civil protective orders, foreign protective orders and motions that would be likely to publicly reveal the identity or location of a protected party may not be displayed and may be available only at the courts.

**40. Can I view all of my firm's cases using my individual juris number?**

No. If the cases were initiated under your firm's juris number, you will not be able to access them if you are logged in to E-Services using your individual juris number. Only an appearing juris number has online access through E-Services to e-filed documents.

## **FILE DOCUMENTS - GENERAL INFORMATION**

**Note:** 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 to do so. Filings with the court must comply with [Connecticut Practice Book](#) section 4-7, which prohibits the filing of documents with the court that include personal identifying information unless it is otherwise required by law or ordered by the court. Personal identifying information as defined in Sec. 4-7 (a) is to be redacted from the document being filed with the court. Filers are required to check a box to certify that they have complied with the requirements of Practice Book section 4-7 each time they upload a document to file.
- Do *not* attach *medical records, medical reports or reports of expert witnesses* to a disclosure of expert witness filed with the court.
- Do *not* file *hospital, psychiatric and medical records* with the clerk of the court unless they are filed on paper in a sealed envelope as required by Section 7-18 of the Connecticut Practice Book.
- Do 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 personal, medical, or financial information*, think about whether it is necessary and relevant to the case. You may also think about redacting any parts of the document that are not relevant and necessary.
- The Clerk of the Court *will not review documents* to see if personal identifying information or any other sensitive personal, medical or financial information is included. The filer is solely responsible for omitting or removing (redacting) personal identifying information that is not required by law or court order.

### **41. If the case was originally filed on paper, can subsequent filings be electronically submitted?**

As of December 5, 2009, regardless of how a case was initiated, documents in an e-filable civil case must be filed electronically. The docket number will indicate whether you must file electronically in a case. Documents are required to be filed electronically in cases that have docket numbers beginning with a **5** or a **6**, e.g., HHD CV 06 5000125 or FBT CV 13 6010024.

Beginning December 15, 2014, regardless of how the case is initiated, documents in a newly-initiated e-filable family case must be filed electronically by attorneys and law firms without an exclusion from electronic services requirements and can be filed electronically by self-represented parties with electronic access to the file and an appearance.

Beginning October 16, 2017, and for cases filed prior to October 16, 2017 but transferred to an appropriate judicial district or housing session location and assigned a new docket

number, regardless of how the case is initiated, documents in newly-initiated e-filable small claims cases must be filed electronically by attorneys and law firms without an exclusion from electronic services requirements and can be filed electronically by self-represented parties with electronic access to the file.

**42. Are there any documents that cannot be filed electronically?**

**Note:** The clerk scans any document filed on paper after December 5, 2009 into an electronic image, and places it in the electronic file. Include a self-addressed, postage pre-paid, return envelope with paper documents you file if you want the *original* paper document returned to you.

The following documents cannot be filed electronically and must be filed in paper format:

- a. Any document for which a fee waiver has been granted
- b. Any documents associated with a restraining order
- c. Any document filed by a guardian ad litem (GAL) in a civil matter (CV)
- d. Any documents filed by a non-party
- e. Any documents required by the Family Trial Management Standing Order
- f. Appearance by a non-party
- g. Appearance limited to specific event or proceeding (Practice Book Section 3-8 (b))
- h. Appearance by an attorney admitted pro hac vice
- i. Application for Ex Parte Orders
- j. Application for Order of Notice (pre-service)
- k. Application for Prejudgment Remedy (at case initiation or during a case)
- l. Application for Stay of Execution Summary Process (JD-HM-21)
- m. Appraisal Report of the disinterested appraiser (if filed by the appraiser with the court)
- n. Caseflow request in a family case
- o. Case Input Record Non IV-D Income Withholding (JD-FM-150)
- p. Certificate of Completion of Limited Appearance (JD-CL-122)
- q. Certificate of Judgment – Foreclosure by Sale (JD-CV-46)
- r. Certificate of Judgment – Strict Foreclosure (JD-CV-47)
- s. Claim of Exemption – Summary Process (Eviction) (JD-HM-3)
- t. Committee Deed (original deed)
- u. Decree of Foreclosure - No Redemption (JD-CV-150)
- v. Dissolution of Marriage Report (JD-FM-181)
- w. Ex Parte Application for Permission to Use Pseudonyms
- x. Foreclosure Return of Sale – *with proceeds*
- y. Income Withholding Order for Support (JD-FM-1)
- z. Letters of No Interest
- aa. Lodged Records (pursuant to Practice Book Sections 7-4B and 7-4C)
- bb. Motion for Pre-Return Date Hearing (Sec. 46b-64)
- cc. Motion for Protective Order (on behalf of non-appearing witness)
- dd. Motion to Appear Amicus Curiae
- ee. Motion to be Made a Party (defendant or plaintiff)
- ff. Motion to Close a Courtroom Proceeding
- gg. Motion to Consolidate (filed by a non-party)
- hh. Motion to Intervene
- ii. Motion to Open in cases that may have been destroyed or stripped under Practice Book Sections 7-10 or 7-11
- jj. Motion/Application for Permission to Use Pseudonyms
- kk. Motion to Quash (on behalf of non-appearing witness)
- ll. Motion to Substitute Party/Executor (if filed by a non-party)
- mm. Offer of judgment



- nn. Petition for Automatic Ninety-day Extension of Statute of Limitations (C.G.S. 52-190a (b))
- oo. Qualified Domestic Relations Order
- pp. Request For Nondisclosure Of Location Information (JD-FM-188)
- qq. Sealed Documents (any document that is sealed, for which sealing is requested, or documents filed during the statutorily required sealing period in actions commenced under C.G.S. 17b-301d); and
- rr. Writ of Error.

When filing any document, the filer must include in the additional description field in the e-filing system the entry number (s) of any other documents relevant to the document being filed. For example, if filing an objection, the filer should include the entry number from the case detail screen for the motion or request to which the objection is addressed. When filing a Motion for Continuance, include the name and the date of the event for which you are seeking a continuance.

Return of Record – The Return of Record in an administrative appeal *may* be filed on paper at the option of the filer until further notice.

#### **43. Can I file more than one motion in a case at the same time?**

No. Each motion or document must be treated as a separate transaction. Each filing will generate a confirmation page that contains the date and time of the transaction as well as the date and time of filing. You may then return to the same case to file additional motions without logging out of the system.

**Note:** *Do not file multiple documents, including motions for pendente lite orders, as a single PDF document unless you are using form [JD-FM-176](#) – Motion for Orders Before Judgment (Pendente Lite) or have a single motion that deals with multiple issues, such as a Motion for Alimony, Custody and Child Support Pendente Lite.*

#### **44. How soon may I e-file a motion or document on my newly e-filed case?**

You can access a newly e-filed case immediately after you file your case and receive the confirmation page. Similarly, you may file documents in a case immediately after filing an appearance. You can click on the docket number that appears on the confirmation page to return to the Case Detail page for your case and select **E-file a Pleading/Motion** as your case activity.

#### **45. When will I see what I filed electronically?**

If you are logged in to E-Services, you can see what you have filed electronically as soon as you file the document. Return to the Case Detail page and click on the icon next to the document that you have just filed in order to view the entire document. You may also click on **My E-filed Items** on the menu bar to see the documents that you have filed in any case. To display a list of documents you filed during a specific time period, enter the beginning and ending dates and click **Submit**. The date range cannot exceed thirty days.

#### **46. Am I required to send a copy of the documents I file with the Court electronically to all counsel of record and self-represented parties?**

Yes. You must send a copy of any document filed to appearing parties in accordance with the Practice Book rules on certification. [Connecticut Practice Book](#) Sec. 10-13 provides that

the parties may enter into a written agreement to provide copies of documents filed with the court to each other by email.

You can agree to accept electronic service of documents from other parties and attorneys of record in a case by checking the appropriate selection box on the summons form (if you are initiating a case) or on the appearance form when you are filing an appearance. You can change the election or your e-mail address for service by filing Judicial Branch form [JD-ES-286](#).

**Note:** When a party agrees to accept electronic service, [Connecticut Practice Book](#) 10-13 requires you to send documents to that party electronically.

At this time, judicial notices (JDNOs) for all case types will continue to be sent by U.S. mail, but they are also viewable online through E-Services by attorneys with an appearance and self-represented parties with electronic access and an appearance in the file. In addition, judicial notices for civil cases are accessible from the public website unless the case is sealed or contains sealed documents. Judicial notices in family cases can be viewed at the public access computers in any courthouse unless the case is sealed or contains any sealed documents.

**47. What type of information should I put in the additional description field on the “Select Pleading/Motion” page?**

The revised [E-Services Procedures and Technical Standards](#) require you to include in the additional description field in the e-filing system the entry number or numbers of any other documents that are relevant to the document being filed. For example, if you are filing an objection or a memorandum, include the name and entry number from the case detail page for the related motion or request. If you are filing a Request to Revise, include the name and entry number of the pleading you are asking to have revised. If you are filing a motion for continuance, you must include the date and nature of the event that you are asking the Court to continue. If you are withdrawing a document, include the entry number and name of the document in the additional description area so that it will appear on the withdrawal form that the e-filing system is creating for you. The information you include in the additional description field appears on the case detail page beneath the document name. When you are filing a pendente lite motion that was served along with the summons and complaint in a family action immediately after initiating the case, you can include language such as the following: “see return of service filed with case initiation documents.”

**48. What are system-populated forms?**

There are six types of system-populated forms: appearances, reclaims, motions for continuance, withdrawals (except for withdrawals of appearance), certificates of closed pleadings, and jury claims. The filer does not fill out and attach these forms. These forms are created within the e-filing system, which takes information already in the file and fills in the majority of the fields in the form.

**49. How can I obtain another copy of the confirmation page if I forget to print it out when I file documents electronically?**

The confirmation page appears at the time you file your document. You can print the confirmation page using the Print button within the e-filing system. Do not use your browser print button. If you forget to print a copy of the confirmation page, you can return to the **Superior Court E-Filing Menu** page and select **My E-Filed items**. That link will take you to a page that can display a list of the documents you have e-filed during a specific time period or up to thirty days. The display will include the name and docket number of the case, the

date of the filing, the type of document filed, and information about any payment made. To the right of each item, you will see **Details**. Choose this link to go to the confirmation page for the filing of the item, and you can view or print the confirmation page any time.

## **FILE APPEARANCES**

### **50. How do I file an appearance?**

Once you have logged in to E-Services and selected **Superior Court E-Filing Menu**, you must go to the case detail page for the case in which you want to file an appearance. Choose **By Docket Number** if you know the docket number of the case; choose **By Party Name**, to search using the name of any of the parties to the action. From the list of case names, click on the docket number hyperlink to go to the Case Detail page. Choose **E-file An Appearance** as the Desired Case Activity. (It will be your only option.) Click **GO** and provide the required information. This is a system-populated form (a form created by the e-filing system). The system takes the information you give along with information that is already in the file and fills in the fields in the form. You cannot create and attach a PDF document for this document.

If you are filing an appearance on behalf of a Committee, but you do not see Committee listed as a party, please contact the foreclosure clerk at the court where the action is pending. You must also contact the clerk if you are filing an appearance on behalf of an entity that has been cited in as a party but you do not see that entity listed as a party.

Section 3-4 of the Practice Book was amended, effective January 1, 2012, and it now requires a party filing an appearance in any civil or family action, including appearances filed in addition to or in place of another appearance, to mail or deliver a copy to all attorneys and self-represented parties of record.

### **51. How do I file an appearance as the committee in a foreclosure action?**

When a committee is appointed by the court, the clerk will enter "Committee" as a party in the case. If you go to file an appearance in your case, and you do not see "Committee" as a party for which you can file an appearance, please contact the foreclosure clerk at the court where the action is pending. The clerk must add "Committee" as a party before you can file your appearance electronically.

Once "Committee" is entered as a party, you can log in to E-Services with your individual juris number, select **Superior Court E-Filing Menu**, locate the case by docket number or party name, and select **E-file an Appearance** as the desired case activity.

### **52. How do I file an appearance as a guardian ad litem or an attorney for the minor children?**

When a guardian ad litem or an attorney for the minor children is appointed by the court, the clerk will enter "Guardian Ad Litem" or "Attorney for the Minor Children" as a party in the case. If you want to file an appearance in a case, and you do not see the appropriate option listed as a party for which you can file an appearance, please contact the clerk at the court where the action is pending. The clerk must add either or both of these options as a party before you can file your appearance electronically.

If you are not an attorney, and you are appointed as a guardian ad litem, you would have to enroll and activate an E-Services account and request access to the electronic file in the same way that a self-represented party would.

**53. How can I file an appearance for a plaintiff with the proviso that it is being filed only for the “plaintiff as the defendant on the counterclaim” or “for the defendant in his official capacity only”?**

An attorney or law firm that wants to file an appearance with that kind of additional information can enter information in the e-filing that will appear on the appearance form. For example, to indicate that he or she is appearing for a “plaintiff as the defendant on the counterclaim only”, the attorney must select the plaintiff as the party for whom the appearance is being filed, and then select “Other” and enter additional information in the area provided. Similarly, to indicate that an attorney is appearing for the “defendant in his official capacity only”, the attorney must select the defendant as the party for whom the appearance is being filed, and then select “Other” and enter the additional information.

**54. How can I file an appearance “limited to a specific event or proceeding” in a family case under Practice Book Section 3-8(b)?**

The limited scope appearance must be filed on paper, on form JD- CL-121.

**Note:** The Certificate of Completion of Limited Appearance (JD-CL-122) must also be filed on paper.

**55. How do I file an appearance if I am out-of-state counsel admitted *pro hac vice*?**

Once the motion for permission for out-of-state counsel to appear has been granted, the out-of-state counsel is assigned a juris number. Counsel can then file his or her appearance on paper *only*. A person admitted *pro hac vice* cannot enroll in E-Services and cannot file electronically.

**FILE DOCUMENTS FOR A NON-PARTY**

**56. Can I e-file an appearance and a motion to be made a party to a case, a motion to intervene in a case or a motion to be made a substitute plaintiff or defendant?**

If you are not a party to the action yet, you cannot file electronically. You would have to file your appearance and motions on paper or by fax. Once your motion is granted, you would be able to file electronically.

**57. How do I file an appearance on behalf of a non-party witness?**

If you are not a party to the case, you would have to file your appearance and any motions, such as a motion to quash or a motion for protective order on paper with the clerk.

**58. Can I fax file my appearance on behalf of a non-party?**

Yes, you can fax file an appearance on behalf of a non-party.

## **FILE MOTIONS FOR CONTINUANCE**

### **59. How do I file a motion for continuance?**

The **Motion for Continuance** can be found under the **General** category or from a list generated by entering **contin** in the search criteria field. It is a system-populated form so the system takes the information you enter in the system along with information that is already in the file and fills in the fields in the form.

To assist the court staff in timely processing your motion, type in the further description area the name and the date of the event for which you are seeking a continuance. (For example, type “**Pretrial – 5-24-13**”) You cannot create and attach a PDF document that you have created when you are filing a motion for continuance.

### **60. What do I do if I have to attach a separate document or a longer explanation in connection with my Motion for Continuance?**

If you have an explanation that exceeds the space provided in the form or you must include other documents with your motion, you can file the explanation or documents as **Notice** and. In the explanation area on the form, indicate that the explanation will be filed separately as a notice immediately after the Motion for Continuance. File the explanation on a document that includes the case heading ([Practice Book form101](#)) and references the Motion for Continuance. File any explanatory documents with a coversheet that includes the case heading ([Practice Book form101](#)) and references the Motion for Continuance. In the further description area for the **Notice**, type the name and entry number of the motion for continuance.

## **FILE EXHIBITS**

### **61. How do I file exhibits?**

In a civil case, to file exhibits in connection with a Motion for Summary Judgment, Memorandum of Law or similar documents, you should include the exhibits in a single PDF document with the pleading itself. The option to file **Exhibits** separately has been provided in e-filing to permit the filing of exhibits separately from the related pleading if the exhibits filed together with the motion or memorandum create a document too large to file electronically.

If you are filing a small claims case, you will also be able to upload and file exhibits that you have served on the defendant along with the Small Claims Writ and Notice of Suit at the time you are filing your case with the court through **Superior Court E-Filing**.

### **62. How do I file exhibits that are over 50 MB in size?**

Exhibits that are over 50 MB in size can be broken down into sections and filed separately. Choose **Exhibits** as the name of the document you are filing, and in the further description area, note that the exhibit is "Part I of V" or similar language to tell the person reviewing the file that the exhibits are being filed in separate parts. It is also suggested that you include a table as part of your filing, showing which exhibits are included in Part I, II, III, etc.

**Note:** If you are filing multiple exhibits as a single PDF document, it is helpful to insert a page with the reference number for the exhibit before each document to allow the Judge or staff to easily scroll through the PDF document and locate the specific document.

### **63. How do I file exhibits if I did not attach them to the related document?**

If you are filing exhibits separately from the related document, file them with a coversheet that includes the case heading ([Practice Book form101](#)), is named "Exhibits" and includes the name and entry number of the related document. You will select **Exhibits** when naming the document in e-filing. In the further description area, indicate the name and entry number of the related document. This option is not available in family cases.

### **64. What do I do if I have an exhibit as a part of my filing that cannot be filed electronically? For example, if I have a large map that cannot be reduced in size and scanned in as a PDF document or if I have a video?**

If you are filing a document that contains an exhibit that cannot be filed electronically or a video, you may file the document without the exhibit. In place of the exhibit that is not being filed electronically, put a page that contains language similar to the following: "Exhibit \_\_, a 36" x 24" Map of the property at 100 Elm Hill Drive, West Hartford, CT, cannot be filed electronically with this document. It is being mailed to the Clerk's Office this \_\_\_ day of \_\_\_\_\_, 2017, to be placed in the court file." When you file the exhibit on paper or on a DVD, file the exhibit together with a cover sheet that includes the case heading ([Practice Book form101](#)), is named "Cover Sheet for Exhibit" and includes the reference to the related electronic filing, including the entry number.



## **FILE JURY AND TRIAL LIST CLAIMS AND CERTIFICATES OF CLOSED PLEADINGS**

### **65. How do I file a Claim to the Hearing in Damages List?**

To claim a case to the hearing in damages list, you would file a **Certificate of Closed Pleadings**. This pleading is a system-populated form so the system takes information you enter in the system along with information that is already in the file and fills in most of the fields on the form. You would select either "Hearing in Damages to the Court" or "Hearing in Damages to the Jury."

### **66. How do I file a Jury Claim?**

The Claim for Jury can be found under the **Pleadings** category or from a list generated by typing **jury** in the search criteria field. It is a system-populated form so the system takes the information you enter in the system along with information that is already in the file and fills in the fields in the form. You must provide the requested information and pay the required fee in order to file the **Claim for Jury of 6**.

### **67. How do I file a Certificate of Closed Pleadings?**

The Certificate of Closed Pleadings can be found under the **Pleadings** category or from a list generated by typing **closed** in the search criteria field. It is a system-populated form so the system takes the information you enter in the system along with information that is already in the file and fills in the fields in the form. If you want to claim the case to the jury list, you must pay for and file the **Claim for Jury of 6** *before* filing the Certificate of Closed Pleadings claiming a matter to the jury list.

### **68. Can I file a second Certificate of Closed Pleadings?**

If you have filed a certificate of closed pleadings, you can now file a subsequent certificate of closed pleadings electronically in many situations. For example, if you initially claimed the case to a hearing in damages to the court, but the defendant subsequently appeared and filed an answer, you can file a second certificate of closed pleadings to claim the matter to a non-jury trial or to a jury trial, once you file and pay for a **Claim for Jury of 6**. However, if you filed a jury claim that is subsequently withdrawn or stricken, you cannot file a second certificate of closed pleadings claiming the case for a court trial or hearing in damages to the court electronically. You would have to file the certificate of closed pleadings on paper.

## **FILE OTHER DOCUMENTS**

### **69. How do I file an affidavit?**

**Note:** *If you are filing a financial affidavit in a family case, you must select the correct name for your document in order to have the financial affidavit sealed as provided in Practice Book Section 25-59A (h). Please see the next section for information on filing a financial affidavit.*

To e-file an affidavit, you must scan in the fully executed original document and convert it to a PDF file. You may then file it as a document through the e-filing system. You are required to retain the original signed paper document throughout the pendency of the action, including any applicable appeal period and appellate process for all cases initiated with a return date of December 31, 2009 and earlier. For cases initiated with a return date of January 1, 2010 and in the future, you are not required to retain the original signed paper document.

### **70. How do I file an amended complaint after it has been served on a defendant who has been added to a case pursuant to a Motion to Cite In?**

If you are returning an amended complaint that was served pursuant to a Motion to Cite in, please return the amended complaint, summons and other documents as **Amended Complaint as served**. In the area in which you can add a further description of what you are filing, you will refer to the motion to cite-in and the summons. The marshal's return of service should be filed as **Return of Service**. In the further description area, you will refer to the amended complaint as served.

### **71. How do I file an objection to discovery requests and the required cover sheet?**

A cover sheet is no longer required by P.B. §§ 13-8 or 13-10. To file your objection, you create a PDF document that contains your objection and file it as **Objection to Motion or Request for Discovery PB CH13**.

### **72. How do I ask the Court to compel a party to comply with discovery, for example, ask for a nonsuit or default for failure to comply with a discovery request?**

New names have been provided for filing these types of motions. For example, you can enter "compli" in the search area on the Select a Motion page, and you will see the following list that you can choose from:

- Motion for Order of Compliance – PB Sec 13-14 (disclose assets PJR – 13-13)
- Motion for Order of Compliance –PB Sec 13-14 (fail appear dep)
- Motion for Order of Compliance – PB Sec 13-14 (interr/prod – 13-6/13-9)
- Motion for Order of Compliance – PB Sec 13-14 (phys/men exam-PB 13-11)

Please note that to have these motions appear on the short calendar, you will need to reclaim them ten days after you file them under Practice Book Section 17-31.

### **73. How do I file a Pretrial Memo electronically?**

A [Pretrial Memo](#) cannot be filed electronically. It is usually brought by the attorneys to the pretrial for the use of the Judge at the pretrial and is not formally filed with the Court. The form for a pretrial memo is [JD-ES-47](#).

**74. How do I file documents required by the Family Trial Management Standing Order electronically?**

Documents required by the [Family Trial Management Standing Order](#) cannot be filed electronically. The standing order requires counsel and self-represented parties to give to the family caseflow office and to exchange with each other documents that comply with the Trial Management Order so that they are received by the caseflow office and each other not less than 10 (ten) calendar days before the assigned trial date. These documents are not to be electronically filed or placed in the court file.

**75. How do I file a motion for which a show cause, citation or order for hearing and notice was issued after the motion has been served by a process server?**

Any motion for which a show cause, citation or order for hearing and notice was issued that is being returned to the court after being served by a process server should be filed as a single PDF document that includes the motion and the return of service. Select "Return of Service" as the name of the document when you file it.

## **FILE FINANCIAL AFFIDAVITS**

### **76. Can I file a financial affidavit electronically?**

Yes, you can file a financial affidavit electronically. You must select the correct name for the financial affidavit so that it is sealed upon filing, as provided in Practice Book section 25A (h).

### **77. How can I file the financial affidavit so that it is sealed when I file it and disclosed only to the people permitted to see the document by Practice Book Sec. 25-59A (h)?**

*Do not* file a Financial Affidavit attached to any other document. You must select the correct name for your document in order to have the financial affidavit sealed as provided in Practice Book Section 25-59A (h). Choose one of the following names, as appropriate:

- FINANCIAL AFFIDAVIT
- FINANCIAL AFFIDAVIT JD-FM-6-LONG
- FINANCIAL AFFIDAVIT JD-FM-6-SHORT

The e-filing system is programmed to seal these documents when they are filed electronically. You will see the following message on the confirmation page when you file a financial affidavit correctly: **“This document is sealed pursuant to PB §25-59A (h). It shall be disclosable only to the judicial authority, to court personnel, to the parties to the action and their attorneys, and to any guardians ad litem and attorneys appointed for any minor child involved in the matter, except as otherwise ordered by the judicial authority.”**

### **78. Can I include a financial affidavit as part of a packet of documents that I am filing? For example, can I attach the financial affidavit to a case management agreement, and file the packet as *Case Management Agreement* and add “including Financial Affidavit” in the additional description area?**

No. *Do not* file a Financial Affidavit attached to any other document. Each document must be e-filed individually. If you do not use the specific correct name for the financial affidavit, the financial affidavit will not be sealed. Choosing Case Management Agreement as the name of the filing, and entering “including Financial Affidavit” in the additional description area is not sufficient. The financial affidavit will not be sealed unless you file it correctly.

## **FILE A RECLAIM OR A WITHDRAWAL**

### **79. How do I file a reclaim electronically?**

To reclaim a matter, log in to E-Services and select **Superior Court E-Filing Menu** and locate the case in which you wish to file the reclaim. Click on the down arrow to choose your desired case activity, and choose **E-File a Reclaim**. This selection will take you to a page that lists the items in the file and allows you to click in a box next to the item that you wish to reclaim.

You can only file a reclaim electronically in a case that is e-filable. To file a reclaim in a non-electronic family or civil case, you must fill out and file the form on paper with the clerk.

### **80. How do I file a withdrawal?**

A withdrawal is a system-populated document. A system-populated document will only allow you to enter certain information. You cannot include information that the form does not require. For example, you will not be provided the opportunity to add “with prejudice” or “pending the receipt of the check” or similar restrictions.

Be sure to select the correct type of withdrawal from the options provided.

- To withdraw an action as to all defendants without costs, you must select **Withdrawal of Action** from the available withdrawal options.
- To withdraw an incorrectly-filed document, you may file a withdrawal of the document. From the withdrawal options, select **Withdrawal** if the filing is not a motion, or **Withdrawal of Motion** if the filing is a motion. If you choose “Withdrawal,” add, as the further description, the entry number and name of the incorrectly-filed document. If you choose “Withdrawal of Motion,” enter the entry number and name when you are asked to list the motion that you are withdrawing.

## **FILE POST-JUDGMENT DOCUMENTS IN CIVIL, HOUSING AND SMALL CLAIMS CASES**

### **81. How do I e-file an execution in a Superior Court case? Do I file the exemption claim form separately?**

To file an execution, you must fill out the execution form from the website, including the appropriate exemption claim form if the debtor is a natural person and save both forms as a single PDF document. You do not need to file three copies of the execution.

Log in to E-Services, select **Superior Court E-Filing**, and go to the Select Pleading/Motion page for your case. Enter the letters **EXEC** in the search criteria field on the Select a Pleading/Motion page and click **Search**. You will see the various options for filing an application for a wage, property or financial institution execution.

**Note:** Be sure to attach the exemption claim form if it is required and create a single PDF document containing both the execution and the exemption claim form. No option exists in e-filing for filing the exemption claim form separate from the Execution form.

### **82. How do I e-file an execution in a small claims case that was filed prior to October 16, 2017 and has not yet been transferred to the small claims docket at the appropriate judicial district or housing session location? Do I file the exemption claim form separately?**

For cases initiated prior to October 16, 2017 (pending and post-judgment cases) that have not been transferred to the small claims docket in the appropriate judicial district or housing session location, you must file any Application for Execution (Wage, Property and Financial Institution), Execution Refiled as Corrected-No Fee, Return of Execution (satisfied, partially satisfied, unsatisfied), Affidavit of Lost Execution or Execution Returned Unserved through Centralized Small Claims E-Filing, using the small claims docket number (SCC 123654 or SCAH 164532). Once an execution (or other document) is filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number. Thereafter, all subsequent documents must be filed electronically through Superior Court E-Filing, using the new docket number.

To file an execution, you must fill out the execution form from the website, including the appropriate exemption claim form if the debtor is a natural person and save both forms as a single PDF document.

Log in E-Services and select **Centralized Small Claims E-Filing**. Follow the instructions found in the [E-File a Small Claims Execution](#) tutorial on the Judicial Branch website.

**Note:** If you are filing a document that is not an execution, or not related to an execution as listed above, you must file it on paper with the appropriate judicial district or housing session location.

### **83. How do I e-file an execution in a small claims case that was filed on or after October 16, 2017 or was filed prior to October 16, 2017 but has been transferred to the small claims docket at the appropriate judicial district or housing session location? Do I file the exemption claim form separately?**

To file an execution, you must fill out the execution form from the website, including the appropriate exemption claim form if the debtor is a natural person and save both forms as a single PDF document. You do not need to file three copies of the execution.

Log in to E-Services, select **Superior Court E-Filing**, and go to the Select Pleading/Motion page for your case. Enter the letters **EXEC** in the search criteria field on the Select a Pleading/Motion page and click **Search**. You will see the various options for filing an application for a wage, property or financial institution execution.

**Note:** Be sure to attach the exemption claim form if it is required and create a single PDF document containing both the execution and the exemption claim form. No option exists in e-filing for filing the exemption claim form separate from the Execution form.

#### **84. How do I file a corrected execution when I have already paid the filing fee?**

If you have been directed to re-file when the clerk has returned an execution to you after the fee has been paid either for corrections or because you originally filed the execution on paper, enter the letters **EXEC** in the search criteria field on the Select a Pleading/Motion page, and click **Search**. You will see the option for filing an execution as **Execution Refiled As Corrected - No Fee**.

**Note:** For small claims cases initiated prior to October 16, 2017 (pending and post-judgment cases) that have not been transferred to the small claims docket in the appropriate judicial district or housing session location, you must file any Application for Execution (Wage, Property and Financial Institution), Execution Refiled as Corrected-No Fee, Return of Execution (satisfied, partially satisfied, unsatisfied), Affidavit of Lost Execution or Execution Returned Unserved through Centralized Small Claims E-Filing, using the small claims docket number (SCC 123654 or SCAH 164532). Once an execution (or other document) is filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number. Thereafter, all subsequent documents must be filed electronically through Superior Court E-Filing, using the new docket number.

#### **85. How do I file an Application for Examination of Judgment Debtor?**

To locate the name under which you will file this application, type **DEBT** in the search criteria field on the Select a Pleading/Motion and click on **Search**. You will see **Application for Examination of Judgment Debtor** as an option for filing. Once the document is served, return it electronically to the court under **Application For Examination Of Judgment Debtor (As Served)** and include in the description area reference to the EJD and the subpoena.

#### **86. Can I file a Satisfaction of Judgment electronically?**

A satisfaction of judgment can be filed electronically by the judgment creditor. From the case detail page, select **E-file Pleading or Motion** as the case activity. **Satisfaction of Judgment** can be found under the **Pleadings** category or by entering the letters **satis** in the search criteria field on the Select a Pleading/Motion page.

#### **87. How do I file an execution for possession in a summary process case?**

Prepare the Summary Process Execution for Possession ([JD-HM-2](#)). Then log in to E-Services, and go to the Select Pleading/Motion page. You can either select **Housing** as the category and locate **Summary Process Execution Filed** or enter the letters **EXEC** in the

search criteria field on the Select a Pleading/Motion page and click **Search** to locate the name of the document. You would then upload the execution for possession that you have prepared.



## **CORRECT FILING MISTAKES**

### **88. If I enter a party's name incorrectly or enter the wrong return date from my summons while I am entering the data into the e-filing system, how can I correct the error?**

If you make a mistake in entering the information from the summons into the e-filing system, you can file a **Request to Conform Case Initiation Data Entry to Summons** ([JD-CL-96](#)). This is a form that is available on the Judicial Branch website. It can only be used to correct a mistake in data entry. If the incorrect spelling or date is on the summons form itself, you cannot correct the errors using this form.

If you are filing a small claims case, and you make a mistake in entering information from the **Small Claims Writ and Notice of Suit**, you can file a **Request to Conform Case Initiation Data Entry Information to Small Claims Writ and Notice of Suit** ([JD-CL-116](#)). This form can only be used to correct a mistake in data entry and not to correct errors on the Small Claims Writ and Notice of Suit itself.

### **89. If I file a motion, pleading or document and realize that I have attached an incorrect or illegible document, how can I correct that filing error?**

You are always given the opportunity to review the documents that you intend to file **before** you e-file them. This step is important. Be sure to **View All Pages** of any document to be certain that you are filing the correct document, the document is legible, and the document contains only the pages of the document you are filing.

**But**, if you do file an incorrect or illegible document, you have several options. For a full description of these and additional options, please review the section on correcting errors in the [Procedures and Technical Standards for E-Services](#).

- a. You may seek a substitution of the document by way of a written Motion to Substitute. The "Proposed Document for Substitution" must be appended to a Motion to Substitute. The motion will be taken on the papers, but it will print on a calendar to allow other parties an opportunity to object to the granting of the motion.

If the motion is granted, the e-filing system will retain as viewable the originally-filed document for those who have access to the electronic file and a notice of the substitution will be provided to all appearing parties by means of a judicial notice. The originally-filed document is not available for reclaim or ruling.

- b. You may also follow the Practice Book provisions regarding amendments to correct an error in filing a document during the case initiation process.
- c. You may withdraw the incorrectly-filed document by filing a withdrawal. This is a system-populated document. Log in to [E-Services](#), select **Superior Court E-Filing Menu**, locate the case by docket number or party name, and select **E-file A Pleading, Motion or Document** as the desired case activity. Click on Withdrawals from the choices of categories. From the list that is displayed, select "Withdrawal of Motion" or "Withdrawal," as appropriate.

**Note:** The document you filed originally cannot be removed from the file. It will remain viewable, but it is not available for reclaim or ruling.

**90. What if I choose the wrong name in filing my pleading with the court?**

The Court cannot change the name that you choose for the document when you file it. If you choose an incorrect or inaccurate name (for example, identify a pleading as a “request” rather than a “motion”), you can withdraw the document and re-file it.

**91. What do I do if I return my case to the incorrect court?**

If you return your case to the incorrect court, you must file a Motion to Transfer the case to the correct court.

**Note:** When you review the information entered into the system, including the documents, prior to filing it, you will be able to see the Judicial District to which you have made the matter returnable. Check to make sure that you are returning the case to the correct court.

**92. What do I do if I check my case initiation documents while the case is in the Shopping Cart and find that I have attached an incorrect document?**

Once the case is in the Shopping Cart, you can only look at the documents and the information. If you find that you have attached an incorrect document, you would have to delete the transaction and return to the **Superior Court E-Filing Menu** page and begin to e-file your case from the start.

**Note:** You have the opportunity to review your documents before you get to the Shopping Cart. Remember that the e-filing system does not screen your documents. You must check your documents yourself. **Once you file the document, it is part of the court file.**

**93. Can I amend my certification of service if I incorrectly list the people to whom I have sent a copy of the pleading I am filing?**

There are two options if you have made an error in the certification. You could withdraw and re-file the entire document or you could file a corrected **Certification of Service** and reference the pleading or motion to which it refers in the area where you can provide a further description of the document you are filing.

## **FILE DOCUMENTS IN FORECLOSURES**

- 94. In a foreclosure action, the plaintiff is required to file additional documents. Do I attach these additional documents to the summons or to the complaint?**

Include any additional documents you are required to file with the summons in a single PDF document when you return the case to court.

- 95. The Mortgage Foreclosure Standing Order - Federal Loss Mitigation Programs ([JD-CV-117](#)) requires that all mortgage foreclosure complaints be accompanied by a fully executed Affidavit Federal Loss Mitigation Programs form ([JD-CL-114](#)). Do I need to file the Affidavit as part of the case initiation documents returned to the court?**

You should file only documents served on the defendants by the marshal as part of the case initiation documents. You are not required to have the marshal serve the affidavit ([JD-CL-114](#)) on the defendants along with the complaint. After the case is returned to the court, you can file the affidavit with the Court as a separate document. A specific name is provided for filing this affidavit: **Affidavit Federal Loss Mitigation Programs (JD-CL-114)**.

You would return the affidavit with the case initiation documents if it was served by the marshal. Once the case is returned to the court, file the affidavit again as a separate document named: **Affidavit Federal Loss Mitigation Programs (JD-CL-114)**.

- 96. Do I attach the lis pendens to the complaint or do I file it separately when I am initiating a foreclosure case?**

If the lis pendens was served along with the complaint, it should be included with the complaint in a single PDF document.

- 97. How do I request a change for the date of a foreclosure mediation through e-filing?**

To change the date of a mediation, file a Motion for Continuance (JD-CV-21), a system-populated document. Your motion will be brought to the attention of the foreclosure caseflow coordinator who will obtain the judge's ruling on the motion. Be sure to include the name and date of the mediation in the additional description area when you file the motion.

- 98. I filled out the Motion for Permission to Request Mediation Later Than 15 Days After Return Date or to Change Mediation Period ([JD-CV-96](#)) but I don't know what name to choose in e-filing to file the motion.**

To request mediation more than 15 days after the return date, file the form JD-CV-96 in e-filing as Petition to Participate in Mediation Process by Aggrieved Person. If you are filing JD-CV-96 in order to extend or shorten the mediation period, you file it in e-filing as either Foreclosure Mediation - Motion for Modification of Mediation Period or Foreclosure Mediation-Motion for Modification to Shorten Mediation Period, respectively.

- 99. The standing orders on foreclosure by sale and on strict foreclosure require the plaintiff to send a letter by regular and certified mail to all non-appearing defendant owners of the equity and a copy of the letter to the clerk's office. It also requires the plaintiff to file the return receipt with the court. How do I file this electronically?**

Most attorneys file this letter and return receipt as **Compliance**.

## **COMMITTEE FILINGS IN FORECLOSURES**

### **100. How do I file an appearance on behalf of the Committee in a foreclosure matter?**

When a committee is appointed by the court, the clerk enters “Committee” as a party in the case. If you do not see “Committee” as a party for which you can file an appearance, please contact the foreclosure clerk at the court where the action is pending. The clerk must add “Committee” as a party before you can file your appearance electronically. Once “Committee” is entered as a party, you can log in to E-Services with your *individual* juris number, select **Superior Court E-Filing Menu**, locate the case by docket number or party name, and select **E-file an Appearance** as the desired case activity.

### **101. I tried to file a foreclosure ad but I received the message: “The logged-in Juris number is not an active committee. Access to the Foreclosure Ad Posting function has been denied.” How can I post an advertisement?**

First, verify that you logged in to E-Services with your individual juris number. If you have logged in correctly, contact the clerk of the court where the foreclosure case is pending. The clerk will be able to add you to the [Foreclosure Ad Committee database](#) so that you can log in and post the ad. Further information is available on the website: [Foreclosure Ad Posting](#).

### **102. When a motion to open and extend a sale date is filed and granted or if the sale is canceled, how do I update the information posted on the Judicial Branch website?**

If a motion to open and extend a sale date is granted, you must cancel the ad for the sale posted on the website and then post a new ad for the newly-ordered sale date. If the sale is canceled, you must cancel the ad posted on the Judicial Branch website.

Further information is available in the [Edit Foreclosure Ad Quick Reference Guide](#) (correct, delete or cancel an ad) and in the tutorial on correcting or deleting an ad or canceling a sale posted on the website: [Foreclosure Ad Posting](#).

### **103. When a Committee is filing a report in a foreclosure action, should all documents be attached and submitted as a single filing?**

All documents associated with the report can be included in a single PDF document, filed as **Committee Report**.

### **104. When the Committee is filing the Motion for Approval (JD-CV-99), should the affidavit in support of the committee fees be included in the document?**

The affidavit regarding the fees and expenses may be included as a part of the motion in a single PDF document, but it may also be filed separately as **Affidavit**.

### **105. Is the Committee required to e-file a proposed committee deed with the Motion for Approval (JD-CV-99)? Is the original committee deed required to be filed on paper?**

The committee can file a proposed committee deed electronically with the Motion for Approval, but an original must be mailed to the Clerk so that the Judge can sign the deed.

### **106. How do I file the return of sale?**

If there are proceeds with the return of sale, a **Return of Sale with Proceeds** must be filed on *paper*. If there are no proceeds, then the **Return of Sale – No Proceeds** must be filed *electronically*.