

## **Procedures and Technical Standards for the Electronic Submission of Documents in Criminal and Motor Vehicle Matters**

### **I. General Provisions**

#### **A. Scope/Authority**

These Procedures and Technical Standards have been issued by the Honorable Patrick L. Carroll III, Chief Court Administrator, under the authority of section 51-193c of the Connecticut General Statutes and section 4-4 of the Connecticut Practice Book, effective on **June 27, 2016**. They apply to all documents submitted electronically from law enforcement agencies to the Judicial Branch in criminal and motor vehicle matters, excluding eCitations, through the Connecticut Information Sharing System (CISS), the statewide information technology system designed pursuant to section 54-142s of the Connecticut General Statutes.

Specific procedures that apply to electronic filing of documents through the Judicial Branch E-Services system and electronic citations ([eCitations](#)) are set forth in separate procedures and technical standards. Any of the provisions of these other procedures and technical standards that conflict with the provisions set forth herein shall not be applied in criminal and motor vehicle matters.

#### **B. Technical/System Requirements and Security**

According to the Connecticut Criminal Justice Information System Governing Board (CT CJIS), established pursuant to section 54-142q of the Connecticut General Statutes, CISS shall be compliant with the CT CJIS Security Policy as amended from time to time. All documents submitted electronically to the Judicial Branch through CISS must be consistent with the current CT CJIS Security Policy.

#### **C. Limitations**

Electronic submissions from law enforcement agencies to the Judicial Branch in criminal and motor vehicle matters shall only be accepted through CISS. The Judicial Branch shall not accept electronic submissions in criminal and motor vehicle matters from any other source or in any other format.

### **II. Law Enforcement Agency Requirements**

#### **A. Format of Electronic Submissions**

Any law enforcement agency submitting documents electronically through CISS must use the appropriate official Judicial Branch form(s), if such form(s)

exist, unless such law enforcement agency has received prior authorization from the Chief Court Administrator to submit any document in a format other than the applicable official Judicial Branch form.

Official Judicial Branch forms that contain unique control numbers, including, but not limited to, the Misdemeanor Summons and Complaint (JD-CR-1), and the Uniform Arrest Report (JD-CR-21), that are submitted electronically through CISS must contain the appropriate control numbers preprinted on the paper forms provided to each law enforcement agency by the Judicial Branch or, in the case of forms generated with an electronic fingerprint and arrest processing system such as Live Scan, properly formatted numbers within the range assigned to each agency by the Judicial Branch.

The Judicial Branch shall make the official version of all relevant Judicial Branch forms that may be completed electronically available to law enforcement agencies through the Judicial Branch's secure website of forms for state agencies, which may be accessed through the Paperless Arrest Warrant Network (PRAWN).

The Judicial Branch may require a law enforcement officer or agency that has submitted a document electronically through CISS to withdraw, correct, and/or resubmit the document if it has been submitted on the improper Judicial Branch form, in a format other than the appropriate official Judicial Branch form, if such form exists, or, if applicable, containing an improper control number.

## **B. Signatures**

Any document that is submitted electronically through CISS must be signed by the law enforcement officer or agency submitting the document and any other necessary individual(s) according to the relevant requirements related to each document, including, but not limited to, the requirements for affidavits, oaths, and affirmations. The required signatures shall be executed as follows:

1. Any document that has been created electronically or in paper format that will be signed with a pen-to-paper signature(s) must contain all required signatures prior to the scanning of the document for electronic submission to the court. The placement of a pen-to-paper signature on the signature line(s) of a scanned document shall constitute the signature of the signing party for the purposes of sections 4-2, 36-2, 36-7, and 38-2 of the Connecticut Practice Book.
2. Any document that has been prepared and signed electronically by a law enforcement officer, or that has been prepared electronically by a law enforcement officer or agency, and that has been signed electronically by a person other than a law enforcement officer, must be signed electronically

in accordance with the [Law Enforcement Electronic Signature Procedures and Technical Standards](#) as amended from time to time. The placement of the electronic signature(s) on the signature line(s) shall constitute the signature of the signing party for the purposes of sections 4-2, 36-2, 36-7, and 38-2 of the Connecticut Practice Book.

Documents signed in accordance with this section will have the same validity and status as a paper document that was signed or verified by the submitting law enforcement officer or agency.

### **C. Proper Implementation of Judicial Branch Statute File**

The Judicial Branch maintains a statute database (Judicial Branch Statute File), which is subject to updating on a daily basis, and which enables consistency in charging format and corresponding fine amounts, when applicable. Any law enforcement agency submitting documents electronically through CISS must have a mechanism for staying current with the Judicial Branch Statute File, and all charge information submitted electronically to the Judicial Branch must be submitted exactly as formatted in the then-current Judicial Branch Statute File.

### **D. Filing Dates and CISS Availability**

It is the responsibility of any law enforcement officer or agency attempting to submit documents to the Judicial Branch electronically to ensure that the electronic submission of those documents through CISS is successful. The Judicial Branch assumes no responsibility for the availability of CISS. In the event of a CISS outage, all law enforcement officers and agencies must conduct business with the courts in accordance with the General Statutes, the Connecticut Practice Book, and/or other court orders, which may require the timely submission of documents to be completed on paper and/or by hand delivery to the clerk.

## **III. Judicial Branch Procedures**

### **A. Filing Date/Confirmation of Filing**

Any electronically submitted document shall be deemed filed when it is received by the clerk's office during the normal hours of operation of the office. Any document that is 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 upon which the clerk's office is open pursuant to section 7-17 of the Connecticut Practice Book.

Confirmation of receipt and acceptance of the document by the Judicial Branch shall be transmitted electronically to CISS.

**B. Official Court File**

Court documents submitted electronically to the Judicial Branch through CISS shall be printed out and retained in paper format as the original in the criminal or motor vehicle court file. Documents filed in paper format will continue to be retained in that format as part of the criminal or motor vehicle court file.

NOTE: Any provision of the General Statutes or the Practice Book, or any court order regarding the “sealed” status as to any document shall apply to documents submitted electronically through CISS in the same manner as documents filed on paper. Nothing in this subsection is intended to expand the extent to which sealed documents, whether submitted electronically through CISS or on paper, are available to the public as part of any criminal or motor vehicle court file.

**C. Corrective Measures for Electronic Submissions**

Currently, there is no capability to substitute, repair, or move electronically submitted documents in criminal and motor vehicle matters electronically. In the instance of an improper or misfiled document that has been submitted electronically through CISS, the Judicial Branch may require the law enforcement officer or agency that submitted such document to withdraw, correct, and/or resubmit such document.

**D. Modifications to Procedures and Technical Standards**

The Judicial Branch reserves the right to add to, modify, or delete any section of these procedures and technical standards at any time without notice. It is, therefore, suggested that law enforcement agencies review these procedures and technical standards periodically.

These Procedures and Technical Standards are approved and are effective **June 27, 2016.**



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The Honorable Patrick L. Carroll III  
Chief Court Administrator