



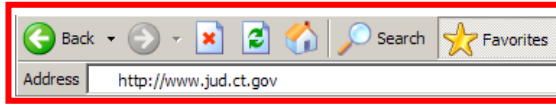
E-File Small Claims Matters

Revised 06/01/2018

Questions?
E-Services Support Line: (866) 765- 4452
Eservices@jud.ct.gov

Signing up for E-Services

Type www.jud.ct.gov in the address bar of your browser.



- Select **E-Services** from the menu on the left of the screen.
- Select **Enroll**, complete and submit the enrollment form, and you will receive a temporary system-generated password by mail if you are an attorney or law firm. If you are enrolling as a self-represented party, you will receive an email that will provide you with a link to validate your account.

E-File a New Small Claims Case

At this time, you will have filled out the Small Claims Writ and Notice of Suit, and delivered (served) it and any other documents to the defendant. Scan the writ and notice of suit as one PDF; scan the statement of delivery with proof of delivery as another PDF. If you have other documents, such as a military affidavit or affidavit of debt, scan each one as a PDF. If you have other supporting documents (exhibits), scan them together as a single PDF.

1. Go to the Judicial Branch home page by entering www.jud.ct.gov in the address bar of your browser.

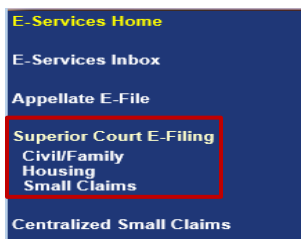
Note: The Judicial Branch supports Microsoft Internet Explorer® version 9 or higher, or Firefox 25 or higher.

2. Select **E-Services** from the menu on the home page.

3. Select 

4. Enter your User ID and Password and select **Login**.

5. Select **Small Claims** under **Superior Court E-Filing**



6. Select **E-File a New Case** from the menu that appears

7. Select **Civil/Housing/Small Claims** as the case category

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Case Type Information

8. Select the specific case type from the dropdown. Review the options in the dropdown and select the correct case type.
9. Answer the questions at the bottom of the page and select **Continue**. The questions are different depending upon whether the filer is a self-represented party or an attorney.

Note: For a self-represented party, if the **Writ and Notice of Suit** has not been signed and sworn to by you and signed by a clerk, notary or commissioner of the superior court, you will see a warning message. If you have a court order waiving the entry fee or if there is more than one plaintiff, you must file your case on paper.

* Has the Writ and Notice of Suit been signed by a Clerk or Commissioner of the Superior Court?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
* Is there a court order waiving the entry fee for the case you are filing?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
* Is there more than one plaintiff on the case?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Basic Summons Information

10. Choose the court location to which you are returning this case:

* To which Court location is this case returnable?	<input type="text" value="v"/>
* What is the Amount Claimed?	<input type="text"/> <small>Do not include the filing fee, amount of pre-judgment interest or double damages.</small>
* How many plaintiffs in this case?	<input type="text" value="1"/>
* How many defendants in this case?	<input type="text" value="1"/>
How many garnishees in this case?	<input type="text" value="0"/>

11. Enter the amount you are claiming.

Note: Do not include the filing fee, any pre-judgment interest or double damages here.

12. Enter the number of defendants. The number of plaintiffs can only be one if a self-represented party is filing so it is grayed out.

13. Select the status of the first plaintiff; the information that you entered when you enrolled will appear.

Note: If you enrolled as a self-represented party and created a business account, you will see four options for status, **Person**, **Person PPA**, **Executor/ Administrator**, or **Firm/Corporation**. If you have an individual account, you will not see **Firm/Corporation**.

14. Select the status of the first defendant, and enter the name, address, zip code, telephone number and other information. Any question marked with a **red asterisk*** is required.

You will now upload into E-Filing the documents that you served on the defendant, any other documents you served on the defendant, and the statement of delivery, which you have already scanned and saved on your computer.

Upload Supporting Documents

Supporting Documents

I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

Please attach the SMALL CLAIMS WRIT AND NOTICE OF SUIT, JD-CV-40 PDF

Browse...

Please attach the SMALL CLAIMS RETURN / STATEMENT OF SERVICE PDF

Browse...

Please attach the CONTINUATION OF PARTIES PDF

Browse...

15. Check the box to verify that you have reviewed the documents you are attaching to make sure they do not contain personal identifying information like dates of birth or social security numbers.
16. Choose **Browse** below the name of the document you will upload.

Note: When you **Browse**, you will be taken to the location in your system where the PDF document of the Small Claims Writ and Notice of Suit is located.

17. Choose the document and then choose **Open** in the Upload File Window. The document will upload.
18. Repeat this process for each document that you are going to file.
19. Choose **Continue** to go to the page where you can look at the information you have entered and the documents you have uploaded. To view all pages, select **View All Pages as PDF**.

Summary Data

Case Caption: KARENINA, ANNA v. A-ONE ROOFING AND SIDING
Judicial District: FBT - Fairfield at Bridgeport
Case Type: S25 - Small Claims - Contract - Other
Case contains PJR Documents: Yes
Filing on behalf of a State Agency: No
Amount Claimed: \$4,250.00
of Plaintiffs: 1
of Defendants: 1

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

SMALL CLAIMS WRIT AND NOTICE OF SUIT, JD-CV-40

Zoom In

100%

Zoom Out

View All Pages as PDF

20. After you have looked at the documents and checked the information, check the box to certify that you are attaching copies of the documents that you delivered (served) to the defendants.

Note: If you see any mistakes in the information or the documents, use the gray buttons at the bottom of this page to go back and make any changes. Do not use the buttons in your browser.

Certification

I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes.

* My Signature (Enter User ID): annakarenina x

Shopping Cart Note (Optional):

Continue

Change Case Type

Change Information

Cancel

21. Enter your **individual** juris number or User ID to sign the certification once everything is correct.
22. Click **Continue** to go to the Shopping Cart.

Shopping Cart and Payment

23. Select the items you want to pay for and the payment method: credit card only for self-represented parties. A service fee is charged for credit card payments.
24. Fill in the required information for the selected payment method. Enter this information each time you make a payment.
25. Click **Pay Now**. A confirmation page with information about the payment and the document filed will display.
26. Print or save a copy of this confirmation page for your records.

Note: When you pay by credit card, you will receive a receipt for the payment at the email address you enter during the payment process.

E-File Motions/Pleadings or Documents

You can e-file documents in cases with docket numbers that begin with a **5** or a **6** such as HHD CV 17 5022125 or BPH CV 16 6031834.

1. **Log in** to E-Services and select **Superior Court E-Filing** on the E-Services home page
2. Choose **By Docket Number, By Party Name** or **List My Cases** from the menu to go to the case detail page for your case.
3. Choose the drop-down arrow to select **E-File A Pleading Or Motion** as the case activity
4. Choose **GO**. Instructions appear at the top of the page.
5. Use the search field to find the name of the document you are filing. Enter a few letters from the name of your document, such as EXEC to find names to choose from.
6. Choose **Select** to the left of the name to go to the next page.
7. Provide information about the document in the additional description field.
8. Depending on your selection, the system will create a system-populated form or you will be required to browse and attach the PDF document you have created.

Note: To e-file an affidavit, agreement or Notice to Quit, you must scan the original, fully executed document to PDF before uploading it.

9. Choose **Continue** to see the document displayed in a window.
10. Choose **View All Pages as PDF** to look at the document before you file it.
11. Complete the certification section by clicking in the box next to **Certification** and entering your **User ID** in the appropriate box.
12. Print or save a copy of the **Confirmation Page** that displays once the document has been successfully e-filed.

Important: If you are filing an Application for Execution (Wage/ Property/ Financial Institution), Execution Refiled as Corrected, Return of Execution (satisfied, partially satisfied, unsatisfied), Affidavit of Lost Execution or Execution Returned Unserved in a case that was started before October 16, 2017, but has not been transferred to a judicial district or housing session location and assigned a new docket number, file the execution through **Centralized Small Claims E-Filing**. The case will then be transferred to the appropriate court location and you will receive notice of the new docket number.

If you are filing any type of document not listed above in a small claims case that has not been transferred, you must file it on paper with the appropriate court location.