



# E-Services Quick Reference Guide

Revised 06/01/18

Before using **E-Services**, review the [Procedures and Technical Standards for E-Services](#), which apply to electronic services of the Judicial Branch. For appellate matters, review the [Procedures and Standards for Appellate E-Filing](#). It is available on the [E-Services Welcome Page](#), which can be accessed by clicking on the **E-Services** link on the home page. This guide provides a brief summary of the main functions available through E-Services.

## Signing Up for E-services

- Go to the Judicial Branch home page by entering [www.jud.ct.gov](http://www.jud.ct.gov) in the Address bar.

**Note:** Attorneys should check their current address. Go to the Judicial Branch home page, click on the **Attorneys** tab and go to **Look-up (attorneys and cases)** to enter your juris number, last name, or firm name. If the address online is not correct, notify the Statewide Grievance Committee by U.S. Mail by completing and mailing form [JD-GC-10](#) before you enroll.

**Note:** If the address displayed on the website reads "Address not available," it means that the home address is on file, and it is not displayed.

- Click on **E-Services** on the left of the home page.
- Click the **Enroll** button for **Attorney** or **Self-Represented Party**.
- Complete the form and print a copy of it before you click **Submit**.
- Confirm your email address by clicking **OK** and a message confirming your enrollment will appear.
- If you are enrolling as an attorney or law firm, within five to seven business days, you will receive your password by U.S. Mail at the address on file.
- If you are enrolling as a self-represented party, you will receive an email that provides you with a link to validate your account.
- To update your email address or telephone number, select **Change Enrollment Information** or **Change Account Information** from the **E-Services** menu.

**Note:** The User ID a self-represented party selects at the time of enrollment **cannot** be changed. It appears on every document filed by the self-represented party as a signature.

## Annual Attorney Registration with the Statewide Grievance Committee

- After logging in to E-Services, click on **Attorney Registration** from the menu on the left side of the **E-Services** home page.
- Fill in the requested information, making sure to select "Yes" to certify that your information is accurate.
- Click **Save Data** or **Submit** to complete your registration.
- You may print a copy of the online form for use in obtaining a certificate of good standing.
- To change information in your registration, click on **Attorney Change of Information** from the **E-Services** menu.

**Note:** Name changes and corrections of birth dates must be submitted in hard copy, with proof of the changes or corrections, to the Statewide Grievance Committee, 287 Main St., 2<sup>nd</sup> Fl., Suite 2, East Hartford, CT 06118-1118.

## Questions?

E-Services Support Line: (866) 765-4452

[Eservices@jud.ct.gov](mailto:Eservices@jud.ct.gov)

## Client Security Fund Fee Payment

Payment of the annual Client Security Fund fee may be made by electronic check or credit card through **E-Services**. Information about the fee and payment is available on the [E-Services Welcome Page](#) under the [Attorney Regulation](#) tab.

- After logging in to E-Services, select **Client Security Fund Fee** from the **E-Services** menu.
- Enter the juris number for which payment is to be made and Click **Submit**.
- Select whether you are paying the full fee, claiming a partial exemption or claiming a full exemption, and click **Submit**.
- Click **Yes** if you are submitting payments for additional juris numbers. You are limited to twenty (20) transactions per check.
- Select **Pay by Check** or **Pay by Credit Card**.
- Fill in the required information and click **Process Payment**
- Click **Print Confirmation** to print your payment summary.
- For questions about the Client Security Fund fee, contact [security.fund@jud.ct.gov](mailto:security.fund@jud.ct.gov) or call (860) 568-3450.

## Attorney Advertising

- Attorney advertisements must be submitted electronically to the **Statewide Grievance Committee**. (P.B. Sec. 2-28A)
- Log in under your **individual** juris number and click on **Attorney Advertisement** from the **E-Services** menu.
- Submit the information and advertisement in accordance with the instructions.

For more information on attorney advertising, go to the [E-Services Welcome Page](#) and select the [Attorney Regulation](#) tab. For questions about attorney advertising, contact Statewide Grievance at (860) 568-5157 or at [attorney.advertising@jud.ct.gov](mailto:attorney.advertising@jud.ct.gov)

## Foreclosure Sales

Only attorneys appointed as Committees when a Judgment of Foreclosure By Sale is entered can access the Foreclosure Ad Posting function. The appointment is an individual appointment, and you must file your Committee appearance under your individual juris number. Go to the [E-Services Welcome Page](#) and select **Post or Edit a Foreclosure Advertisement** from the [How Do I?](#) tab.

**\*\* Committees are expected to (1) comply with the Foreclosure by Sale Standing Orders (JD-CV-79) and Uniform Procedures/Instructions to Committee (JD-CV-81) and (2) properly post, edit and cancel ads in accordance with the court's order.\*\***

## Appellate E-Filing

Effective August 1, 2016, all self-represented parties \* and attorneys must e-file all appellate documents in all types of cases unless they have an exclusion from electronic filing requirements. Briefs must be submitted electronically and on paper. For appellate e-filing questions, email: [appellate.inquiry@connapp.jud.ct.gov](mailto:appellate.inquiry@connapp.jud.ct.gov). **Note:** Incarcerated self-represented parties cannot file appellate documents electronically at this time.

## [Online Short Calendar Markings](#)

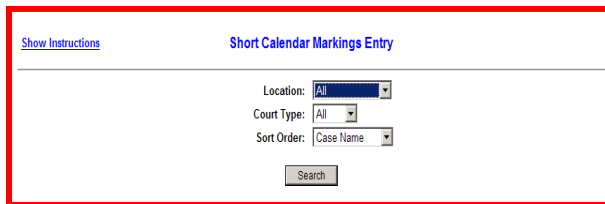
Attorneys and law firms must submit short calendar markings electronically through E-Services for civil and family matters. Self-represented Parties who have enrolled in E-Services and been given electronic access to their files *may* mark their short calendar matters online. You must mark matters in accordance with the procedures in the **Notice** section of the respective calendars and in the [Civil](#) and [Family Short Calendar Standing Orders](#).

If you are a self-represented party, or an attorney or law firm with an exclusion from E-Services requirements, you can mark your matters by calling the telephone marking line printed on the notice you receive about the calendar. You cannot mark by facsimile (fax).

To mark short calendar matters online:

- Go to [www.jud.ct.gov](http://www.jud.ct.gov) and log in to E-Services.
- Select **Superior Court E-Filing** on the **E-Services** menu.
- Select **Short Calendars Markings Entry**

**Note:** To view markings history, your calendars, calendars by location, or calendar notices, select the option from the menu on the left.



- Select the **Location** and **Court Type**
- Select **Sort Results** to display cases by case name, docket number, location, entry number, calendar sequence number or motion
- Click **Search**

**Note:** If a case has multiple motions or objections, the caption and docket number will appear multiple times, and each one must be marked separately.

- To mark civil matters, select **Ready**, **Take Papers** or **Off**; for family matters, select **Ready** or **Off**.

**Note:** Be sure to follow the instructions on the calendar notice.

- Check the certification box.
- Enter the name and telephone number of the individual submitting the markings.
- Click **Enter Markings** and print the *Short Calendar Markings Confirmation and Receipt*.
- Provide notice of marking to all appearing parties.

**Note:** If you mark an arguable matter ready, you must bring the confirmation of the marking to the short calendar hearing.

- Information about the marking short calendar matter is available by selecting "Mark Short Calendars" on the **E-Services Welcome Page** under the **How Do I?** tab and under the **Self-Represented** tab.

**Note:** Markings submitted **electronically** are viewable online during the marking period. Once the marking period closes, you can look at the markings on any date or for any case by selecting **Marking History** on the **Superior Court E-Filing Menu**. Telephone markings **do not appear** online or in the markings history.

For questions about the marking process, contact [eservices@jud.ct.gov](mailto:eservices@jud.ct.gov) or E-Services Support Line at (866) 765-4452.

## [Designated Filers and Case Initiations](#)

Attorneys registered with the Statewide Grievance Committee and law firms that have obtained a law firm juris number may designate authorized individuals to file case initiation documents on their behalf. Designated filers must have a User ID and password to access E-Services for account maintenance and e-filing on behalf of the attorney or law firm. Electronic transactions by a designated filer will be presumed to have been authorized by the attorney/law firm whose juris number was used for the electronic transaction.

A quick reference guide on designated filers is available on-line on the under the **How Do I?** tab at [www.jud.ct.gov/external/super/e-services/efile/](http://www.jud.ct.gov/external/super/e-services/efile/).

### [Electronic Filing \(e-filing\)](#)

**Note:** Use of the electronic filing system is limited to (1) enrolled attorneys and law firms and the employees of the law office under the supervision of an enrolled attorney; (2) individuals designated by attorneys and law firms to file case initiation documents on their behalf; and (3) self-represented parties who have been approved for electronic access to their cases unless they have electronically initiated their case.

E-filing in *civil* (including housing) case types (with some exceptions), in most *family* cases, including custody, visitation, change of name and paternity matters filed on or after 10/3/16, and in *small claims* cases, is **mandatory** for attorneys and firms without an exclusion from E-Services requirements, and is **permitted** by Self-represented Parties. For a complete listing of e-filable case types and exceptions, see the [Procedures and Technical Standards for E-Services](#). E-filable cases have docket numbers beginning with a **5** or a **6**. (For example, HHD CV 14 6023147). Quick reference guides and the Procedures and Technical Standards are available on-line under E-Services at [www.jud.ct.gov](http://www.jud.ct.gov).

**Note:** On and after 10/16/17, new small claims cases must be filed through **Superior Court E-Filing**. In small claims cases filed prior to 10/16/17 but not transferred to the appropriate judicial district or housing session location, file: (1) executions and related documents through **Centralized Small Claims E-Filing** electronically; and (2) all other documents on paper with the appropriate judicial district or housing session location.

### [E-Services Inbox](#)

Effective May 1, 2017, attorneys/law firms without an exclusion will receive their court notices (judicial notices, court order notices, docket number assignment notices, transfer notices and docket number change notices) only electronically in the E-Services Inbox on civil, family, and housing cases and on small claims cases (1) initiated on and after 10/16/17 or (2) transferred from centralized small claims to a judicial district or housing session location and assigned a new docket number. Paper notices are still mailed to self-represented parties and attorneys/law firms with an exclusion.

Self-represented parties with an appearance and electronic access to their case and excluded attorneys can also access notices in their Inbox.

Log in to E-Services and select the **E-Services Inbox** link. Information on the E-Services Inbox is available online under the **How Do I?** tab at [www.jud.ct.gov/external/super/e-services/efile/](http://www.jud.ct.gov/external/super/e-services/efile/).