

File a New Housing Case Electronically in the Superior Court

Most types of **civil, housing, small claims and family cases** can be filed electronically (on-line). You can find a list of the types of cases that you can and cannot file on-line in the revised **Procedures and Technical Standards for E-Services**. You cannot file any type of case on-line if you are not paying the entry fee because the court granted your application for a fee waiver.

Every case is different and the information provided here is general. You should use the information as a guide only; if you think you need more help with your case, you may want to get an attorney. You can also go to a **Court Service Center** or contact the **Connecticut Network for Legal Aid** or find additional information at the **Law Libraries**.



If you have not enrolled in E-Services yet, stop here. Before you can file a new case on-line, you must fill out and submit the enrollment application to set up your User ID and password, and make your account active. Then you can log in to E-Services.

To file a new case on-line, you must:

- Enroll in E-Services to set up a User ID and password
- Prepare the documents that you will have served on the defendant

***Note:** Some case types may require you to include other types of documents such as an application or an order for hearing and notice, or you may need to file documents before they are served on the defendant. This manual does not talk about how to file these case types.*
- Personally go to the clerk's office to have the summons signed by the clerk
- Give the paperwork to a state marshal to have it served
- Scan the original papers that have been served and returned to you by the state marshal into separate PDF documents
- Save the PDF documents on your computer separately
- Log in to E-Services with your User ID and password
- Choose **Superior Court E-Filing**
- Choose **E-file a New Case**
- Enter the information on the case type into the system
- Enter the information from your summons about the case, the court, and the parties in the case into the system
- Browse and attach the PDF documents of the required documents of the case type
- Review the information that you have entered and the documents that you have attached
- Enter your User ID to certify that the documents that you have attached are true copies of what the marshal served on the defendant
- Pay the entry fee using a **Discover, Visa, MasterCard or American Express** credit card
- Print the confirmation page that gives you the information on what you filed with the court

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Log In to Eservices:

1. Navigate to the Judicial Branch Website by typing the following web address www.jud.ct.gov.
2. Choose **E-Services** from the menu on the left side menu.
3. Click the Log-In button
4. Enter your User ID and password, then click **Login** to log in to E-Services
5. Click **Civil/Family Housing Small Claims** under *Superior Court E-Filing*

E-File a New Case

1. From the Superior Court E-Filing Menu, click on **E-file a New Case**
2. Select Case Category, **Civil/Housing/Small Claims**

Complete the Case Type Information Section

3. From the *Case Type* drop-down, select the correct **case type** (this should be on the summons)
4. *Does this case include prejudgment remedy documents?* Select **Yes** or **No**
If the case includes a prejudgment remedy document, the case must be filed on paper with the appropriate court location.
5. *Has the Summons been signed by a Clerk or Commissioner of the Superior Court?* Select **Yes** or **No**
Note: If your summons was not signed by a Clerk or Commissioner of the Superior Court, your paperwork may not have been served properly, and you may not be able to obtain a judgment.
6. *Is there a court order waiving the entry fee for the case you are filing?* Select **Yes** or **No**
If you have an order waiving the entry fee, the case must be filed on paper with the appropriate court location.
7. *Is there more than one plaintiff on the case?* Select **Yes** or **No**
If there is more than one plaintiff, the case must be filed on paper at the appropriate location.
8. Click **Continue** to go to the next page to enter *Basic Summons Information*

Enter Basic Summons Information

You must use the information on the summons for the case you are filing to answer the questions on this page.

9. From the *Court Location* drop-down, choose the **Judicial District** for the case
10. Enter the **Return Date** of the case or use the **calendar button** view a calendar and select the correct date.
Note: The return date for most civil actions must be a Tuesday, which is why the Tuesdays appear **blue** on the calendar. You must enter the date that you have on your summons.
11. From the *Monetary Demand* field, select the correct amount in demand
12. Are you claiming other relief in addition to or in lieu of money or damages? Select **Yes** or **No**
13. Enter the number of plaintiffs, the number of defendants and the number of garnishees (if your case has any garnishees) in each field
Note: If there is more than one defendant, the data entry for the additional defendant(s) will be on the next screen.

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Enter First Plaintiff Information

14. From the *Choose Party Type* drop-down, select **party type** for the First Plaintiff

Note: The e-filing system will automatically enter the information that you gave in your enrollment application, including your name, address, e-mail address and telephone number. Changes to the information that is shown here can be made, but you should also update your E-Services account with changes to make them permanent in the system.

15. Review your information and make any changes needed

Enter First Defendant Information

16. From the *Choose Party Type* drop-down, select **party type** for the First Defendant

17. Enter the name of the defendant as it is shown on the summons

Attach Documents

You must attach the documents for the case that you are filing. Be sure that each document is in PDF format. For information on PDF creation, click [here](#). Documents that are required at case initiation are indicated by a red asterisks.

18. Check the box to indicate that the documents that you are filing do not contain personal identifying information
19. Under the **Document name**, click the **Browse** or **Choose File** button to locate the document on the computer
20. Click the item once to select the PDF document and click **Open**; the information about the document is displayed under the **Document name**

Repeat the above steps until all necessary documents have been uploaded.

21. If all is correct at this time, click **Continue** button at the bottom of the page

Note: If the case type needs to be changed at this time, select the Change Case Type button.

Additional Parties Information Complete the following steps only if there is more than one defendant

22. If you are suing more than one defendant, the additional information can be entered for the other defendant(s)

Note: If you are suing more than one defendant and the system does not take you to this page, click **Change Information** at the bottom and make sure that you entered the correct number of parties on the page before this one. You can change the number of defendants and come back to this page.

23. From the *Choose Party Type* drop-down, select **party type** for the defendant

24. Click **Continue**, the information entered and the documents that have been attached are displayed for you to review for accuracy

Note: If any information needs to be changed at this time, select the *Change Case Information* button. If the case type needs to be changed at this time, select the *Change Case Type* button.

Review Information (Data) and Documents

You are responsible for the information you have entered. Be sure the summary of the information that you have entered is accurate and has been entered correctly from your case initiation documents.

25. Review **each document attached** to be sure that it is correct. Click **View All Pages as PDF** to see all the pages in a separate window.

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Note: The system takes several seconds to show the document so wait to see the whole document before you try to continue with the filing. Use the scroll bar on the side of the window to move through all pages of the document.

26. If you need to change the document that has been uploaded, click the **Change Information** button to go to the page where you can attach a different document.

Note: *DO NOT* click the *Back* button on your browser to return to the previous page. Clicking that browser button clears the information that you have entered. Use **ONLY** the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first page in case initiation; **Change Information** will return you to the page where you entered the information from the summons and attached the documents. If you need to change the information that you entered about additional defendants, you must click the **Change Information** button and then click the **Continue** button on the bottom of that page to return to the **Additional Parties** page.

27. Click in the box to certify that the documents that you are attaching are true copies of the signed documents that were served under the Connecticut General Statutes
28. Enter your **User ID**, which is your signature
29. If needed, a *Shopping Cart Note* can be entered. The note is only for you and will display in the shopping cart with your case. It is not part of what you are filing with the Superior Court.
30. Click **Continue** to go to the *Shopping Cart* and pay the entry fee for this case

Make a Payment from the Shopping Cart

*Before paying for items, you can check your documents by clicking on the links. If a document has been attached that is not correct, you must delete the item and start again. Click the link to **Remove Item from Shopping Cart** to the right of the case name and case type to delete it. You will be asked to confirm that you want to delete the item and cancel the transaction.*

31. Choose the item you want to pay for by checking the box to the left of the case name in the *Shopping Cart*

Note: To process payment on several items in a single payment, check the box next to more than one item. If you want to file additional items, click on **Return to Superior Court E-Filing Menu**. If you do not pay for an item, it remains in the shopping cart for 56 days. An item is not filed until you pay the fee.

32. Click **Pay by Credit Card** (Discover, Visa, MasterCard or American Express are accepted)
33. Enter your payment information in the required fields, and check the box authorizing payment.
34. Then click **Pay Now** to pay the entry fee and file your new case.

Note: The Judicial Branch does not keep your credit card information, the credit card number and the expiration date for the card must be entered at every payment.

35. The *Confirmation* page is displayed,
36. Click **Print This Page** and keep a copy of the confirmation page for your records
37. Click **Return to Superior Court E-Filing Menu** to see the case you just filed in your list of cases on the *Superior Court E-Filing* page.
38. Click the **docket number** to go to the *Case Detail* page of the case. You have access to your case as soon as you file it electronically.
39. If you have finished e-filing, click the **Logout** button at the top right of the page

Need help? If you have any questions about filing your new case on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.