

## How Do I E-File a Reclaim

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If you have not enrolled in E-Services and requested access to your case yet, stop here. Before you can electronically file a Motion/Pleading/Document in a case, you must have electronic access to your case and have filed an appearance.

The reclaim form (JD-CL-6) is a system-populated form. That form is a document that the e-filing system fills out for you based upon the information that is already in the e-filing system, such as the name, case docket number and the names of appearing parties. You must give some additional information and then the system will show you the completed form to look over and e-file. If the information you provided when you enrolled in E-Services has changed, you will be able to change what is automatically filled out on the reclaim form. You should also change it on your E-Services account.

Here is a checklist of what you must do to file a reclaim on-line.

To file a reclaim on-line, you must:

1. Enroll in E-Services to set up a User ID and password
2. Log in to E-Services with your User ID and password to request electronic access to your case
3. Be approved for electronic access by the clerk of the court
4. Log in to E-Services with your User ID and password
5. Choose **Superior Court E-Filing**
6. Go to the main page (case detail page) for your case
7. Choose **E-file a Reclaim** as your desired case activity
8. Fill in the required information in the system, and if it is filled in for you, make sure the information is correct
9. Sign your reclaim by typing in your User ID
10. Review your reclaim
11. Print a copy of your reclaim to send to all other self-represented parties and attorneys of record
12. Print the confirmation page that gives you the information on what you filed with the court
13. Send a copy of the reclaim to all other self-represented parties and attorneys of record


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### Log In to Eservices and Navigate to your case:

1. Navigate to the Judicial Branch Website by typing the following web address [www.jud.ct.gov](http://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**
5. Click **Login** to log in to E-Services
6. Click **Civil/Family Housing Small Claims** under *Superior Court E-Filing*
7. Find your case by clicking on **By Docket Number** or **By Party Name** under "E-File on an Existing Case" on the menu.

### E-File a Reclaim

1. On the case detail page select **E-File a Reclaim** from the desired case activity drop-down

Case Detail	Notices	History	Exhibits	Scheduled Court Dates	Self-rep Help Manual
<a href="#">To receive an email when there is activity on this case, click here.</a>					
Select Case Activity:			<div style="border: 1px solid black; padding: 2px;">                     E-File an Appearance                      E-File a Pleading or Motion                      E-File an Exhibit  <b>E-File a Reclaim</b> </div>	Go	

2. Click **Go**, the **E-File a Reclaim** screen displays. Example shown below.

<a href="#">Show Instructions</a>		<b>E-File a Reclaim</b>								
If this is the correct case, select motion(s) to claim/reclaim below. If this is incorrect, select "Cancel" to return to the Case Detail page.										
Select Motion(s) to (Re)claim	Entry No	Entry Date	Description	Document Description	Initiated By	Arguable	Result	Result Date	Ordered By	
Not Claimable	100.30	JUN 4 2021	HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32)		P	No				
Not Claimable	100.31	JUN 4 2021	COMPLAINT		P	No				
Not Claimable	100.32	JUN 4 2021	NOTICE TO QUIT POSSESSION - ORIGINAL SUMMARY PROCESS		P	No				
Not Claimable	100.33	JUN 4 2021	RETURN OF SERVICE		P	No				
<input type="checkbox"/>	101.00	JUN 14 2021	MOTION FOR DEFAULT FOR FAILURE TO APPEAR AND JUDGMENT OF POSSESSION SUMMARY PROCESS		P	No				
Not Claimable	101.10	JUN 14 2021	ORDER		Court	No	Rejected	JUN 14 2021	BY THE CLERK	
<input type="checkbox"/>	102.00	JUN 14 2021	MOTION FOR DEFAULT FOR FAILURE TO APPEAR AND JUDGMENT OF POSSESSION SUMMARY PROCESS		P	No	Denied	JUN 17 2021	BY THE CLERK	

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3. Check the box next to the motion or objection that you want to reclaim for the short calendar.

**Note:** You can reclaim a maximum of eight (8) motions or objection at one time. You cannot reclaim a document that shows "not claimable" instead of a checkbox. You cannot reclaim a motion or objection that shows "Claimed to Calendar" instead of a checkbox, because it has already been scheduled on a future short calendar.

4. Select one of the options below the list of documents to tell the court if the motion or objection is a
  - Superior Court (Other than Family Support Magistrate Matters) ; or
  - Family Support Magistrate Matter;

<input type="radio"/> Superior Court (Other than Family Support Magistrate Matters)
<input type="radio"/> Family Support Magistrate Matters
<input type="checkbox"/> Assigned for Trial

**NOTE:** For *civil* cases, the circle next to "Family Support Magistrate Matters" will be greyed out as it is not an available option.

5. Check the box **Assigned for trial** if the case is assigned for trial.
6. Click **Continue**, the **Certification of Service** screen displays
7. Verify the name and address information shown on this page

Hide Instructions Certification of Service

Law Offices of Atticus Finch JURIS # 423079

Party # D-01: ROBERT S. PETRE

Address of Attorney:  
225 Spring Street  
Wethersfield, CT 06109

Address of Service (if different from attorney address above):

Other Service Information  
If you have served anyone else, provide the name and address for each person in the box below.

8. Enter your **User ID**, which is your signature

By signing you are Certifying that a copy of the above (1) was or will immediately be mailed or delivered electronically or non-electronically to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served or (2) was served on other parties as required by statute, court order or rule.

Certification of Service	
I certify that a copy of the above (1) was or will immediately be mailed or delivered electronically or non-electronically to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served or (2) was served on other parties as required by statute, court order or rule.	
* Electronic Signature - Enter your individual juris number:	<input type="text"/>
* Telephone: (XXX-XXX-XXXX)	<input type="text"/>
* Enter Date Mailed/Delivered here: (MM/DD/YYYY)	<input type="text"/>

## How Do I E-File a Reclaim

9. Enter your **telephone number** and the **date that you mailed** the copy to other self-represented parties and attorneys in your case.
10. Click **Continue**, the **Display Reclaim Form** screen displays

### 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.

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

**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.

[Show Instructions](#) **Display Reclaim Form**

**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.

**Please review your Short Calendar Reclaim before submitting.**

**Review Document** **Zoom In** **100%** **Zoom Out** **View All Pages as PDF**

**SHORT CALENDAR LIST CLAIM/RECLAIM**  
JD-CL-6 Rev. 10-19  
P.B. §§ 11-13, 11-18, 17-31, 17-45, 19-16, 22-2, 25-34, 25a-13

**Note:** If you are an attorney and the file is electronic, and you are not exempt from E-filing, do not use this form. Use the 'E-file a reclaim' option in the E-filing system.

**Instructions**  
1. Use this form for reclaiming motions or for motions that must be claimed by rule.

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov

For information on ADA accommodations, contact a court clerk or go to: [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

2. If you need to make changes, click the **Change this Reclaim Information** button.

**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.

3. Click **E-File this Reclaim**, the **Confirmation Page** will display

### The Confirmation Page

1. Click **Print This Page** and keep a copy of the confirmation page for your records

**Note:** The [Procedures and Technical Standards of E-Services](#) require you to keep a copy of this confirmation page. If you forget to print it, you can get a copy of the page by going to **My E-Filed Items**, entering the dates you filed documents, and then choosing **Details** on the right side of the list of the items you have filed.

[Show Instructions](#) You have successfully e-filed!

**Print This Page**

**Confirmation of E-filed Transaction (print this page for your records)**

**Docket Number:** [HHB-FA20-6059938-S](#)

**Case Name:** ALVARADO, ISABELLA v. ALVARADO, CRISTOBAL

**Type of Transaction:** Short Calendar Reclaim

**Date Filed:** 12:00:00 AM

**Short Calendar Reclaim By:** ROBERT FIEDLER - JURIS# 307165

**Motion(s) Reclaimed:**

Entry No	Description	Initiated By
109.00	MOT EXCLUSIVE USE	D

Family Support Magistrate Matters

**Document Filed:** JD-CL-006 Short Calendar Reclaim

**Date and Time of Transaction:** 12:00:00 AM

*Your claim/reclaim has been received and sent to the clerk's office.*

[Return to Case Detail](#) [Return to Civil / Family Menu](#) [Reclaim Motions on this Case](#) [Reclaim Motions on a Different Case](#)

2. Choose an action:

- Click the **Docket Number** or **Return to Case Detail** button to go to the *Case Detail* page of the case. You have access to your case as soon as you file it electronically.
- Click **Return to Civil/Family Menu** to return to the home page
- Click **Reclaim Motions on this Case**, to reclaim an additional document.
- Click **Reclaim Motions on a Different Case**, to navigate to the Select Case screen

3. If you have finished e-filing, click the **Logout** button at the top right of the page



State of Connecticut Judicial Branch  
**Superior Court E-Filing**

Attorney/Firm: \_\_\_\_\_ E-Mail: \_\_\_\_\_ **Logout**

**Need help?** If you have any other questions about filing a document on-line, call the E-Services Support Line at (866) 765-4452 or e-mail [EServices@jud.ct.gov](mailto: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>.