

File Your Appearance Electronically



If you have not enrolled in E-Services and requested access to your case yet, stop here. Before you can ask for electronic access to a case, 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 request access to your case.

What is an Appearance?

An appearance is a system-populated form which means the e-filing system will automatically fill the form with the information you gave when you enrolled in E-Services. If the information from your enrollment has changed, you can change what the system automatically fills-in on the appearance form. Note: Remember to update your E-Services account with any changes that you would like the system to keep.

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.
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*
6. 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 your Appearance

1. From the *Case Detail* screen you will see a message in red indicating that you have electronic access to your case but you do not have an active appearance on this case.
2. From the *Select Case Activity* drop-down choose **E-file an Appearance** and click **Go**

Logged-In User:	E-Mail:	Logout
FBT-CV18-6075229-S	CAPITAL ONE BANK (USA), N.A. v. SMITH, JOSEPH	
Prefix: SMC	Case Type: S00	File Date: 05/30/2018
		Answer Date: 06/20/2018
Case Detail	Notices	History
Exhibits	Scheduled Court Dates	Self-rep Help Manual

[To receive an email when there is activity on this case, click here.](#)

You acamilleri have been approved for electronic access to this case, but you do not have an active appearance in this case.

You must file an appearance before you can electronically (by computer) file or look at documents, or mark Short Calendar Matters. To file the appearance electronically, choose "Efile an Appearance" and select "Go." To file your appearance on paper with the clerk of the court where the case is located, you can use form [JD-CL-12](#).

Select Case Activity:

File Your Appearance Electronically

3. The **E-File an Appearance** screen will display

Logged-In User:	E-Mail:	Logout
AAN-FA14-6015220-S	ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ	
Prefix/Suffix: [none]	Case Type: F00	File Date: 08/22/2014
		Return Date: 09/30/2014
E-File an Appearance		
Hide Instructions		
<p>Instructions: Check the name and docket number of the case to be sure that you have selected the case that you want. If this is not the case you want, choose "Select a Different Case" from the buttons at the bottom of this page to go back to the Civil/Family E-Filing Menu to start a new search. If you do not want to file an appearance, choose "Cancel" from the buttons at the bottom of this page to go back to the case detail page for this case.</p> <p>The information you gave when you enrolled in E-Services is filled in below. You can make corrections on this page. If you are filing your appearance to change your address, check the box next to that statement below.</p> <p>If you are filing your appearance in place of another person's appearance or in addition to another person's appearance, check the box next to that question below.</p> <p>Click "yes" or "no" depending on whether you agree to accept service electronically from the other self-represented parties and attorneys in the case.</p> <p>Choose "Continue" to go to the next page.</p> <p>Please do not use pipe characters () or double dashes (-) when you are entering information into the system. The system cannot save those characters and will automatically remove them.</p>		
Party and Address Information		
Name of Party: D-01 GOMEZ ADDAMS		
Business/Care Of/Institution: <input type="text"/>		
*Street Address: 225 Spring Street Post Office Box: <input type="text"/>		
Suite/Apt/Unit/Floor: <input type="text"/>		
*City/Town: Wethersfield		
*State: CONNECTICUT <input type="checkbox"/> Foreign/US Military/US Territory		
*Zip Code: 06109 <input type="checkbox"/> No Zip Code Available		
Zip Plus 4: <input type="text"/>		
Full Name of Country: <input type="text"/>		
Email Address: <input type="text"/>		
*Phone Number: 8605555555 x Ext. <input type="text"/>		
Fax Number: <input type="text"/>		

4. Verify your name, address, e-mail address and telephone number, which have already been entered by the e-filing system based on the information you gave when you enrolled.
5. If you are filing your appearance **in addition to** or **in place of** an appearance that is already in the file for you, you must check the box to tell the court what you are doing.

<input type="checkbox"/> Are you filing your appearance in place of the appearance that is already in the file?
<input type="checkbox"/> Are you filing your appearance in addition to the appearance that is already in the file?

6. Click next to **Yes** or **No** to indicate whether you agree to accept papers from other parties in this case electronically.

Note: The rules of court (Practice Book) say that anyone who files documents with the court has to serve copies of the documents on all the other appearing parties and attorneys of record in the case. The service can be made in different ways, such as U.S. Mail, e-mail or fax. Service can be made by e-mail only if a party agrees to accept electronic service. If someone agrees to accept service electronically (by e-mail), the other parties *must* e-mail copies of documents they file on-line.

I agree to accept papers (service) from other parties in this case electronically under Practice Book section 10-13.		
<input type="radio"/> Yes <input type="radio"/> No		
<input type="button" value="Continue"/> <input type="button" value="Select a Different Case"/> <input type="button" value="Cancel"/>		

7. Click **Continue** to go on to the certification and signature page

File Your Appearance Electronically

8. Complete **all** fields with a red asterisk

Electronic Signature

Telephone

Enter Date Mailed/Delivered

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 User ID:

* Telephone:
(xxx-xxx-xxxx)

* Enter Date Mailed/Delivered:
(mm/dd/yyyy)

9. Click **Continue**

10. The **Display of Appearance Form** is displayed

11. The system will display the appearance form that you will file

12. Use the **Scroll Bar** to view the document and verify the information you entered is correct

or

Click **View All Pages as PDF** to verify the information is correct.

Note: The e-filing system shows your User ID in the signature area of this appearance form.

Check the information in the Appearance form shown in the window below before you file it:

Review Document	Zoom In	100%	Zoom Out	View All Pages as PDF
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APPEARANCE
JD-CJ-10 Rev. 1-12
P.B. §§ 3-1 thru 3-6, 3-8, 10-13, 25A-2

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

Instructions — See Back/Page 2

Notice To Self-Represented Parties
A self-represented party is a person who represents himself or herself. If you are a self-represented party and you filed an appearance before and you have since changed your address, you must let the court and all attorneys and self-represented parties of record know that you have changed your address by checking the box below:

I am filing this appearance to let the court and all attorneys and self-represented parties of record know that I have changed my address. My new address is below.

Name of case (Full name of Plaintiff vs. Full name of Defendant)
ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ

Judicial District Housing Season Claims Small Area number
14 WEST RIVER STREET PO BOX 210 MILFORD, CT 06460

Scheduled court date (Criminal/Motor Vehicle Matters)

Please Enter the Appearance of

Return date Sep-30-2014
Docket number AAN-FA-14-6015220-S

13. Print a copy of this form for your records and to send to other self-represented parties and attorneys of record.

14. Click **E-File this Appearance** button to file the appearance with the court.

15. The **Confirmation Page** is displayed

File Your Appearance Electronically

16. Click the **Print** button to *print a copy of this confirmation page for your records*.

AAN-FA14-6015220-S	ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ	File Date: 08/22/2014	Return Date: 09/30/2014
Prefix/Suffix: [none]	Case Type: F00		
You have successfully e-filed!			
Additional information about this transaction is provided below. Please select the "Print" button to print a copy of this Confirmation. Then, select the "Back to E-Filing Menu" button if you wish to do additional e-filing or "Logout" if you are done e-filing.			
<input type="button" value="Print"/>			
Confirmation of E-filed Transaction (print this page for your records)			
Docket Number: AAN-FA-14-6015220-S			
Case Name: ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ			
Type of Transaction: Appearance			
Date Filed: Aug 25 2014			
Appearance by: Cheryl Halford (JeanVaJean)			
Appearance for this Party			
Party #			Party Name
D-01			GOMEZ ADDAMS
Document Filed: JD-CL-12 Appearance			
Date and Time of Transaction: Aug 25 2014 4:31:22 PM			

17. To return to the *Case Detail* page for this case, click on the **docket number** on the *Confirmation* page

Note: If you forget to print a copy of the appearance form, you can always print a copy by going to the case detail page for the case and clicking on the link to the appearance.

Viewing Documents on Family Cases: You can see pleadings, court orders, judicial notices and other documents in family cases during normal business hours at the Clerk's Office in the Judicial District where the case is. Pleadings, orders and other documents in family cases are all paper-filed and are not available online. Some pleadings, court orders, judicial notices and other documents are protected by court order and can be seen at the Clerk's Office in the Judicial District where the case is, only by attorneys or parties on the case.

Motions / Pleadings / Documents / Case Status			
Entry No	File Date	Filed By	Description
	08/22/2014	P	SUMMONS
	08/22/2014	P	COMPLAINT
	08/22/2014	P	NOTICE OF AUTOMATIC COURT ORDERS
	08/25/2014	D	APPEARANCE

Need help? If you have any other questions about filing an appearance 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: https://www.jud.ct.gov/directory/court_directions.htm#JD.