

## File Your Appearance (All Cases) Electronically

*If you are the person who filed a new civil, family, housing or small claims case electronically with the Superior Court/small claims session (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper, or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. (See the section in this manual on requesting electronic access.) Once you have electronic access to the case, you can file your document on-line. If you don't have electronic access to your case, you can only file your document on paper with the clerk of the court where your case is located.*

**Note:** You can find a list of the types of cases on which you can and cannot file on-line in the revised [Procedures and Technical Standards for E-Services](#).

An appearance form is a system-populated form so if you are already enrolled filing the appearance form electronically, you don't have to fill out the form (JD-CL-12) yourself. The e-filing system will automatically fill it with the information you gave when you enrolled, but if the information from your enrollment has changed, you can change what the system automatically fills in on the appearance form. You should also change it on your E-Services account. You must also provide some additional information to complete the form.

Here is a checklist of what you must do to file an appearance electronically.

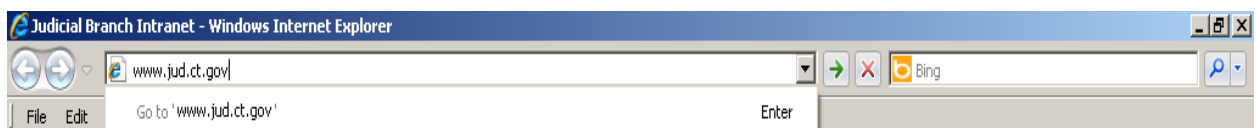
To file an appearance on-line on a case that you are a defendant in, you must:

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. Go to **Superior Court E-Filing**
6. Go to the main page (case detail page) for your case
7. Choose E-file an Appearance 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 appearance by typing in your User ID
10. Review your appearance
11. Print a copy of your appearance 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 appearance to all other self-represented parties and attorneys of record

### **Instructions and Pictures to tell you how to file your appearance electronically:**

1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports three browsers – Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher, or Firefox 45 or higher. The address bar for those browsers is shown below:

Microsoft Internet Explorer®:



# File Your Appearance (All Cases) Electronically (continued)

## Firefox:



1. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page



2. Click **LOG-IN**
3. The log-in page will appear.
4. Enter your User ID and your password

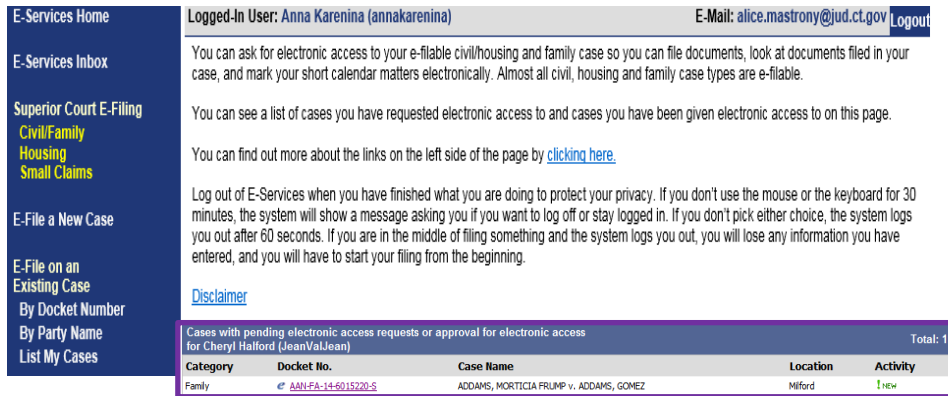


# File Your Appearance (All Cases) Electronically (continued)

5. Click **Login** to log in to E-Services and go to the E-Services home page.
6. Select **Superior Court E-Filing** from the menu options on E-Services home page



7. You will see the Superior Court E-Filing Menu. To file an appearance in an existing case, you must go to the main page (case detail page) for the case.



**Note:** You can go to the case detail page of your case by:

- Clicking on the docket number of a case shown in the list of cases with pending electronic access requests or approval for electronic access (outlined in **purple** at the bottom of the page shown); or
- Choosing **By Docket Number** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
- Choosing **By Party Name** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
- Choosing **List My Cases** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown).

8. Click the docket number of the case shown in the list at the bottom of the page

# File Your Appearance (All Cases) Electronically (continued)

9. You will go to the case detail page for the case

Logged-In User: Cheryl Halford (JeanValJean)		E-Mail: cheryl.halford@jud.ct.gov		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	
Case Detail	Notices	History	Processing	Scheduled Court Dates
Self-Rep Help Manual				

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

You JeanValJean have 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-CJ-12](#).

Select Case Activity:

Information updated as of: 08/25/2014

Case Information
Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815j
Court Location: MILFORD
Financial Disputes: No
Parenting Disputes: No
RFTD Referral: No
RFTD Accepted: No
Referral Judge or Magistrate:
Last Action Date: 08/22/2014 (Last Action Date is a data entry date, not actual date)

10. You will see a message in red on the case detail page telling you that you have electronic access to your case but you do not have an active appearance on this case.

11. Select **E-file an Appearance** and click **Go**.

**Note:** You can only file an appearance on this case.

12. You will see the following page:

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	
<a href="#">Hide Instructions</a> <a href="#">E-File an Appearance</a>				

**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.

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.

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.

Click "yes" or "no" depending on whether you agree to accept service electronically from the other self-represented parties and attorneys in the case.

Choose "Continue" to go to the next page.

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.

Party and Address Information	
Name of Party:	D-01 GOMEZ ADDAMS
Business/Care Of/Institution:	
*Street Address:	225 Spring Street
Suite/Apt/Unit/Floor:	
*City/Town:	Wethersfield
*State:	CONNECTICUT
*Zip Code:	06109
Zip Plus 4:	
Full Name of Country:	
Email Address:	
*Phone Number:	8605555555
Fax Number:	

Are you filing your appearance in place of the appearance that is already in the file?

Are you filing your appearance in addition to the appearance that is already in the file?

I agree to accept papers (service) from other parties in this case electronically under Practice Book section 10-13.

Yes  No

The e-filing system takes this information from your enrollment application. It fills in your name, address, e-mail address and telephone number for you.

## File Your Appearance (All Cases) Electronically (continued)

13. Check 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.
14. 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.
15. Click next to **Yes** or **No** to tell other parties and the court 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.
16. Click **Continue** to go on to the certification and signature page

**Note:** You can click **Select a Different Case** to go back to the Civil/Family/Housing menu page and choose a different case. You can click **Cancel** to go back to the case detail page for the case you are in.

You are entering a Self-represented appearance for:  
D-01 GOMEZ ADDAMS

Law Offices of Atticus Finch JURIS # 423079

Party # P-01 MORTICIA FRUMP ADDAMS

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.

Certification of Service

I certify that a copy of the above was or will immediately be mailed or delivered electronically or non-electronically on the date entered below 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.

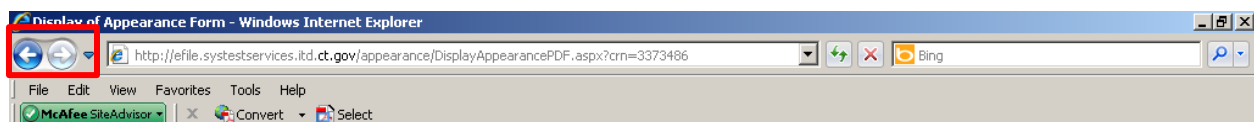
\* Electronic Signature - Enter your User ID:

\* Telephone:   
(xxx-xxx-xxxx)

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

17. Click **Continue** if you have finished entering your information. You will be able to look at your appearance before you file it. You can click **Change this Appearance Information** to go back to the page before this one and change the information on that page. You can click **Cancel** to go back to the case detail page for the case you are in.

**Note:** If you want to move between the different pages in e-filing, always use the grey buttons that are on the bottom of each page. If you use the back or forward arrows in your browser (see picture below), you may lose all the information you have entered in the system.



# File Your Appearance (All Cases) Electronically (continued)

18. The system will show you the appearance form that you will file

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

Logged-In User: Cheryl Halford (JeanValJean) E-Mail: cheryl.halford@jud.ct.gov 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

[Hide Instructions](#) [Display of Appearance Form](#)

Instructions: Review the information filled in. Check to be sure the information is correct.

You can choose "Change this Appearance Information" to return to an earlier screen to make changes or choose "Cancel" to end this transaction without e-filing an appearance. The information will not be saved.

To file your appearance, choose "E-File this Appearance."

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.

**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.

**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](#)

**APPEARANCE**  
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

Address of Court (Number, street, town and zip code)  
14 WEST RIVER STREET PO BOX 210 MILFORD, CT 06460

**Please Enter the Appearance of**

19. Review the form to be sure that the information is correct.

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

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

1.  This appearance is in place of the appearance of the following attorney, firm or self-represented party on file (P.B. Sec. 3-8): \_\_\_\_\_ (Name and Juris Number)

2.  This appearance is in addition to an appearance already on file.

I agree to accept papers (serve) electronically in this case under Practice Book Section 10-13  Yes  No

Signed (Individual attorney or self-represented party) Name of person signing at left (Print or type) Date signed  
Jean ValJean Aug 25 2014

**Certification**  
I certify that a copy of this document was mailed or delivered electronically or non-electronically on (date) Aug 25 2014 to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties receiving electronic delivery.

Name and address of each party and attorney that copy was mailed or delivered to: For Court Use Only  
Law Offices of Atticus Finch - 225 Spring Street Wethersfield, CT 06109

Signed (Signature of filer) Date or time name of person signing Date signed Telephone number  
Jean ValJean Aug 25 2014 860-555-5555

If necessary, attach an address label or labels with the name of each party and the address which the copy was mailed or delivered to.

[E-File this Appearance](#) [Change this Appearance Information](#) [Cancel](#)

21. Click **E-File this Appearance** to file the appearance with the court. You can click **Change this Appearance Information** to go back to the page before this one and change the information on that page. You can click **Cancel** to go back to the case detail page for the case you are in.

# File Your Appearance (All Cases) Electronically (continued)

22. You will see the **Confirmation Page**.

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

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

[Hide Instructions](#)      **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.

**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

23. *Print and keep* a copy of this confirmation page, using the **Print** button.

24. Remember to send a copy of the appearance form to all attorneys of record and other self-represented parties. You do not have to send a copy of the confirmation page to anyone else.

25. To return to the case detail page for this case, click on the docket number on the **Confirmation Page**. A **!New** icon (red) next to a document tells you that the document was filed in the past 3 days. A **!New** icon (green) next to a document tells you that the document was filed in the past 14 days.

**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 <b>!NEW</b>
	08/22/2014	P	COMPLAINT <b>!NEW</b>
	08/22/2014	P	NOTICE OF AUTOMATIC COURT ORDERS <b>!NEW</b>
	08/25/2014	D	APPEARANCE <b>!NEW</b> Appearance

26. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:

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

E-Services Home      Logged-In User: Anna Karenina (annakarenina)      E-Mail: [alice.mastrony@jud.ct.gov](mailto:alice.mastrony@jud.ct.gov)      **Logout**

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](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>.