

File an Execution Electronically in a Small Claims Case: Superior Court E-filing



If you have not enrolled in E-Services, **stop here**. Before you can electronically file an execution on a Small Claims case, you must be enrolled in E-Services and have requested electronic access to your case. For information on how to Enroll in E-Services, reference the [“How Do I?”](#) section on the E-Services website.

For cases initiated on and after October 16, 2017 and for Centralized Small Claims cases that *have been transferred* to a judicial district or housing session location, documents must be filed electronically through **Superior Court E-Filing** by attorneys and law firms. Self-represented parties also have the option to file documents electronically through **Superior Court E-filing**.

Note: For Centralized Small Claims cases that have been transferred to a judicial district or housing session location and assigned a new docket number, the filer must use the newly-assigned Superior Court docket number.

Filing an Execution in Superior Court E-Filing

Before beginning this process, be sure to have prepared your Application for Execution by filling in the form and converting it to a PDF document.

1. Navigate to the Judicial Branch Website, www.jud.ct.gov
2. Choose **E-Services** from the menu on the left of the screen
3. Click the **Log-In** button
4. Enter your **User ID** and **password**
5. Click **Login** to log into E-Services
6. Under *Superior Court E-Filing*, click **Civil/Family Housing Small Claims E-Filing**
7. Under *E-File on an Existing Case*, locate your case by choosing one of the following options:
By Docket Number or **By Party Name** or **List My Cases**
8. In the *Select Case Activity* drop-down, choose **E-file a Pleading or Motion**
9. Click **Go**, the *Select Pleading/Motion/Other* page is displayed
Note: On this page, it is important that you choose the correct name for your document you are filing. The name that you choose may place the document on a short calendar, or may bring your document to the attention of the clerk. The name also tells other people, what you are filing.
10. Use the **search field** by entering a word or a few letters from a word in the name of your document. (e.g. “EXEC” to search for execution documents)
OR
Select from a particular **category** by clicking the down arrow to show the list of categories.
Note: Clicking on a category will give you a list of names in alphabetical order to choose from.
11. Choose **Select**, next to the name of the document you wish to file
12. Enter an **Additional Description** of your document; *the use of offensive or inappropriate language in the additional description field is not permitted*

Note: The additional description gives information that is important and related to what you are filing. It helps the Judge on the bench, attorneys and other self-represented parties, and the court staff. It is also

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required by the [Procedures and Technical Standards of E-Services](#). The information you enter in the additional description field will appear on the case detail screen under the name of the motion you are filing.

13. Check the box to indicate that the document that you are filing does not contain personal identifying information
14. Click **Browse** to locate the document you wish to file

Note: The document could be a fillable form from the Judicial Branch website, or a document you created. You must convert any document to a PDF document before uploading.

On the signature lines of your document, you can put your User ID, your typed name, or a pen-to-paper signature. You sign a document that you file electronically by entering your User ID in the signature field in the e-filing system.

Certain documents must be signed pen-to-paper before they are scanned and saved as a PDF document for filing. Those documents include an affidavit, a financial affidavit, any agreement signed by more than one party and a return of service.

15. Click **Continue**, the *Review and Certify the Motion/Pleading/Document*
16. Review the document for accuracy

Note: Be sure to look at the whole document, e-filing does not check your document. Click on **View All Pages as PDF** at the top right of the display window to see the whole document. You can also print a copy of this document to send to attorneys and other self-represented parties. Court rules require that you send a copy of anything you file with the court to the attorneys and other self-represented parties in your case.

17. Click the Checkbox to Certify that you have delivered a copy of the motion to all other self-represented parties and attorneys of record
18. Under *Signature Required*, enter your **User ID** to electronically sign the pleading and the certification

Note: This is the signature that is required by the court, the one you create when you enter your User ID in the e-filing system, not what is on the signature line on the document.

19. In the *Shopping Cart Notes* field (only viewable to the filer), click to add a note to your shopping cart
20. Click **E-File this Pleading/Motion** at the bottom of the page

Note: You can choose **Cancel** or any of the other options at the bottom of this page instead of continuing. Do not use the **Back** button on your browser to navigate through the e-filing system. Use the navigation buttons at the bottom of each screen in the e-filing system. **Do not use the arrows in your browser to move through the e-filing system.**

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When Making a Payment from the Shopping Cart

Before paying for any items that have a fee, you can check your documents by clicking on the link. If you see that you have attached a document that is not correct, you must delete it 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.

21. Check the box to the left of the item for which you want to pay
22. Click **Pay by Credit Card** – Discover, Visa, MasterCard or American Express are accepted
23. Enter the **payment information** in the required fields, and check the box authorizing payment
24. Click **Pay Now** to pay the fee and file your application for an execution; the confirmation page is displayed which includes the date and time of the transaction, the file date, and what you filed.

Note: The Judicial Branch does not keep your credit card information so you must enter the credit card number and the expiration date for the card any time you are paying a fee.

25. Print this page by clicking **Print This Page**

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.

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