File a Motion or Pleading Electronically (All Cases)

If you are the person who filed a new civil, family, housing or small claims case electronically in the Superior Court or 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 on requesting electronic access.) Once you have electronic access to the case, you can file your motion or other pleading on-line. If you do not have electronic access to your case, you can only file your motion or other pleading 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 <u>Procedures and Technical Standards for E-Services</u>. If the case is an existing case, you can also check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 16 **6**051245 or HHD FA 15 **5**061789 are paperless.

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

To file a motion or other pleading on-line in a case, you must:

- 1. Enroll in E-Services to set up a User ID and password if you have not already enrolled
- 2. Log in to E-Services with your User ID and password to request electronic access if you do not already have electronic access to your case
- 3. Be approved for electronic access by the clerk of the court
- 4. Prepare your document by typing it and converting it to a PDF document
- 5. Save the PDF document so you can find it when you are filing it on-line
- 6. Log in to E-Services with your User ID and password
- 7. Go to Superior Court E-Filing
- 8. Go to the main page (case detail page) for your case
- 9. Choose E-file a Pleading or Motion as your desired case activity
- 10. Select the name for the motion you are filing
- 11. Upload your motion
- 12. Certify that you have delivered a copy of the motion to all other selfrepresented parties and attorneys of record
- 13. Sign your motion and certification by entering your User ID
- 14. Print the confirmation page that shows what you filed with the court
- 15. Send a copy of the motion to all other self-represented parties and attorneys of record

Instructions and Pictures of how to upload and file your motion or pleading on-line:

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®:



Firefox:



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

Certain documents cannot be filed electronically (on-line), such as a motion for prejudgment remedy, a motion to be made a party or to intervene, and any sealed or lodged documents. For a complete listing, please check the revised **Procedures and Technical Standards of E-Services.**



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

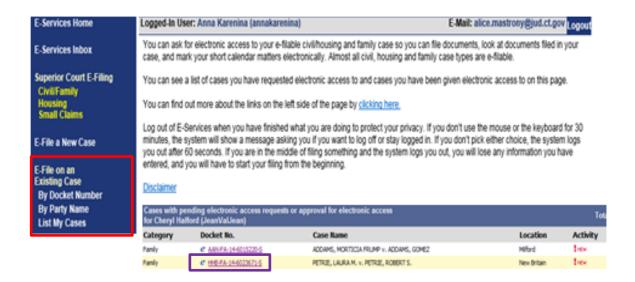


5. Click **Login** to log in to E-Services and go to the E-Services home page.

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 a pleading or motion in an existing case, you must go to the main page (case detail page) for the case.



- 8. 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).

9. If the case name and docket number do not appear in your list of cases on this page,



The cases listed on this page are the cases that you have requested electronic access to or cases for which your electronic access has already been approved. If you have not requested and been approved for electronic access to a case, you cannot file on-line in that case.

To ask for electronic access to a case, you must go to the case detail page of the case by entering the docket number or a party name. On the case detail page, you must select **Request Electronic Access**, fill out and print the request form and take the form and an acceptable form of photo identification to the clerk's office at the court where the case is located.

You can get more information about requesting electronic access on the E-Services Welcome page under the **Self-represented Parties** tab.

- 10. Click the docket number of the case shown in the list at the bottom of the page
- 11. You will go to the case detail page for the case
- 12. Select E-File a Pleading or Motion and click Go



13. You will now see the Select Pleading/Motion/Other page.

Note: This page allows you to choose the name for the pleading, motion or document that you are filing. You must choose the correct name because the name that you choose will make the document you file go to the file, be placed on a short calendar or not, depending upon whether it is a motion or pleading that should go on a short calendar. The name also tells other people, including the Judge, other self-represented parties and the attorneys in your case, what you are filing. It is very important that you name your document correctly when you create it and it is also very important that you choose the correct name for your document on this page.

14. You can select a category by clicking the down arrow to show the list of categories. The document being filed in this example is a motion for alimony, custody of minor children and child support pendente lite (before judgment).

Hide Instructions	Select Pleading/Motion/Other
Menu. To find the title of the pleading, mo	otion or document in the case shown below. If this case is not the right one, choose "Select a Different Case" from the bottom of the page to go back to the Civil/Famil tion or document you are filing, you can select a category from the choices shown on the left side of the screen to see a list of titles in alphabetical order. You can also not the title of the pleading, motion or other document you are filing and select "Search" to see a list of choices in alphabetical order that contain the letters or word you
After selecting the pleading, motion or do for the case you are in.	cument you are filing, click "Continue" to proceed with the filing, "Select a Different Case" to return to the Civil/Family Menu or "Cancel" to return to the case detail page
Pleading/Motion/Other docum	nents will be filed on behalf of the following party
P-01 LAURA M. PETRIE	
Search for a Pleading/Motion	Other
Select a category or enter Search Criteria alphabetical order. Choose the title from	by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in the list.
Choose a Category:	Select an Option
	OR
Search:	OR I need help
	Search Clear

15. Clicking on a category called **General** will give you a list of names in alphabetical order to choose from.



Note: If you were filing a motion in a housing matter, you could select "Housing" as your category, and the list that would be displayed would be a list of names of documents that are frequently filed in housing cases. If you cannot find the name of the document you are filing, you can go back to the search field to find other choices of names.

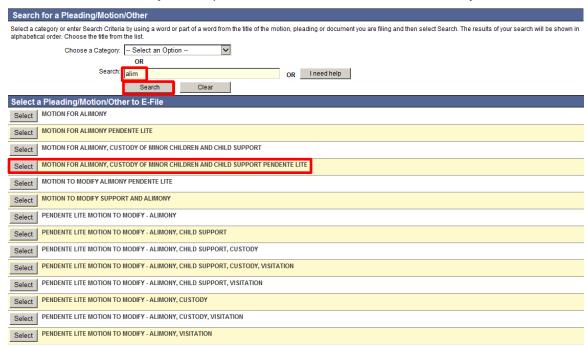
16. You will have to scroll down the page to see **Motion for Alimony, Custody of Minor Children and Child Support Pendente Lite**:



Note: The list of names you see will be for pendente lite (before judgment) motions if no judgment of dissolution has been entered in your file. If a judgment has been entered, you will see a list of names of post-judgment motions.

17. Click **Select** next to **Motion for Alimony, Custody of Minor Children and Child Support Pendente Lite** to go to the next page to upload your document.

- 18. You can also enter the first three or four letters of a word in the name of your document and click **Search**. In this example, **alim** was entered in the search area:
- 19. You will see a list of names that you can pick from. Click **Select** next to the one you want to use.

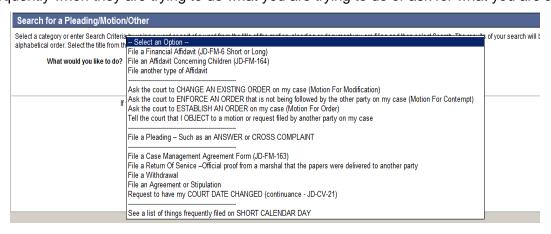


20. You can also click I need help if you need more help in finding the name of the document you are filing.



NOTE: The "I need help" box does not appear for *civil* cases.

21. You can find help by clicking on the down arrow, which displays different things you might need to ask the court or documents you might need to file. Click on one to see a list of the names of the documents people file most frequently when they are trying to do what you are trying to do or ask for what you are asking for.



22. When you find the name, choose **Select** to go to the next page and add additional information. You can choose one of the other buttons to go to a different case or cancel this filing.

Note: You file some documents by creating them in your word processing system. The document you are typing could be a fillable form from the Judicial Branch website, or you can create your own document. You must convert any fillable form or any document you create to a PDF document.

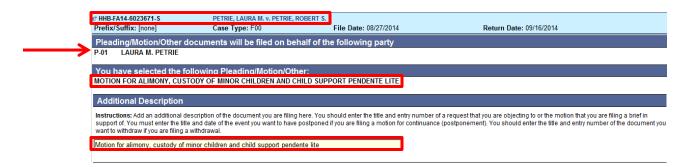
On the signature lines of your document, you can put your User ID, your typed name, or a pen-to-paper signature. You sign a document that you file electronically by entering your User ID in the signature field in the e-filing system.

You file other documents by providing information when you are in the e-filing system. The e-filing system will then fill out the form for you. These documents are called system-populated forms. They are: Reclaims, Jury Claims, Certificates of Closed Pleadings, Appearances, Motions for Continuance, and Withdrawals of all kinds, except Withdrawals of Appearance. For these pleadings or motions, you must fill in the required fields. The document will be created for you by the e-filing system.

Note: 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.

In this example, a fillable PDF form from the Judicial Branch website (JD-FM-176 – Motion for Orders before Judgment (Pendente Lite) in Family Cases) was used and then saved to a folder on the computer.

- 23. The party you are filing the document for will already be displayed.
- 24. Check to be sure that you have selected the case you want to file in
- 25. Check that you have selected the correct name for your document
- 26. Enter an additional description of your document.



Note: The additional description gives information that helps the Judge on the bench, attorneys and other self-represented parties, and the court staff. It is also required by the revised <u>Procedures and Technical</u> <u>Standards of E-Services</u>. 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.

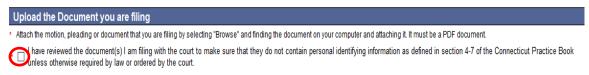
The use of offensive or inappropriate language in the additional description field is not permitted.

Use the additional description area to give information that is important and related to what you are filing:

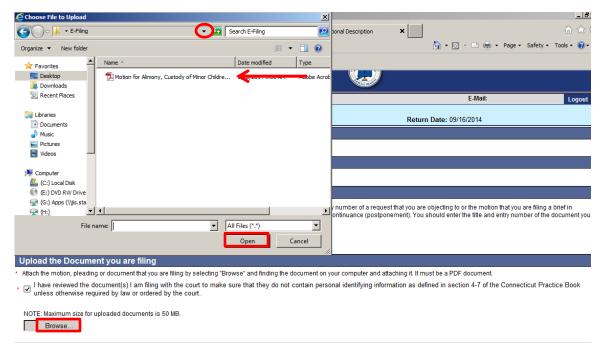
- Give the name and entry number of the motion you are objecting to (#110 Motion to Compel);
- Give the name and entry number of the pleading you are filing a memorandum to support or oppose (#103

 Motion to Dismiss);
- Give the entry numbers of any other pleadings that are relevant to the document being filed

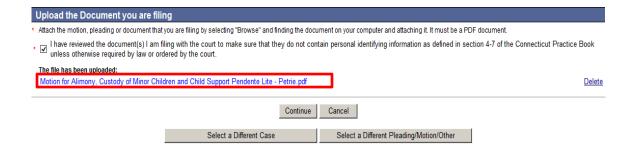
27. Check the box to indicate that the document that you are filing does not contain personal identifying information.



28. Click Browse to find the PDF document that you want to file



- 29. In the Choose File to Upload box, click the down arrow to choose the folder where the document is stored
- 30. Click once on the document you want to attach. The document must be a PDF document.
- 31. Choose **Open**; the file will appear in the area below "Upload the Document you are filing":

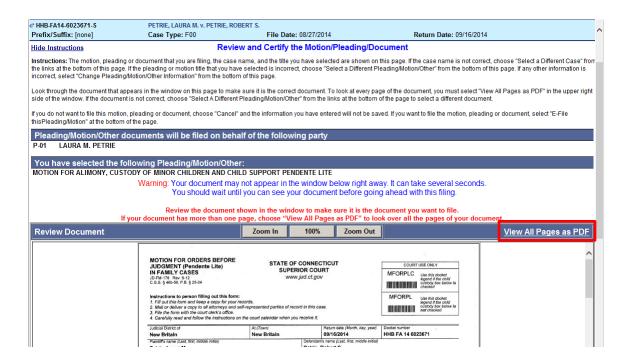


Note: If you need to change the document, you can click on **Delete** to the right of the document to remove the document and then browse and attach a different document.

32. Choose **Continue** to go to the next page to review your document and file it. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.

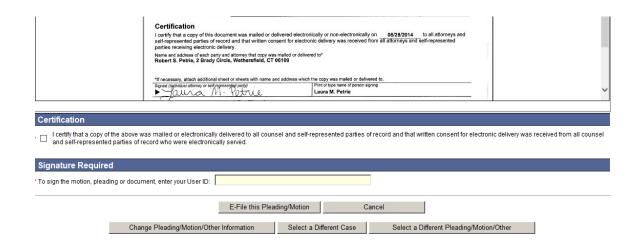
33. Review your document on the page that appears.

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.



34. If the document is the one you want to file, you must sign it.

Note: You can type your User ID or your name on the signature lines in your motion and then convert the document to PDF on your computer. You can also print the document and sign it with a pen-to-paper signature before you scan it and save it as a PDF document. The signature that is required by the court is the one you create when you enter your User ID in the e-filing system, not what you put on the document itself.



35. Click in the box under **Certification** and fill in your **User ID** to sign your pleading and the certification.

36. Choose **E-File this Pleading/Motion** at the bottom of this 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.

Note: If you were filing a document that required a filing fee, you would be taken to the Shopping Cart to make that payment.

37. Print the Confirmation of E-filed Transaction page that appears for your records.



Note: The revised <u>Procedures and Technical Standards of E-Services</u> 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.

- 38. You can choose E-File Another Pleading/Motion/Other document on this Case to go back to the Select a Motion page to choose another document name and file another motion or pleading. You can choose Return to Superior Court E-Filing Menu to go back and select a different case. You can choose Return to Case Detail to look at the documents filed in this case or to file other documents in this case.
- 39. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:



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. 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/location/Default.htm.