

File a New Civil Case Electronically in the Superior Court

You can file most types of **civil, housing and family cases** electronically (on-line). You can find a list of the types of cases that you can and cannot file on-line in the revised [Procedures and Technical Standards for E-Services](#). You cannot file any type of case on-line if you are not paying the entry fee because the court granted your application for a fee waiver.



If you have not enrolled in E-Services yet, stop here. Before you can file a new case on-line, 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.

Every case is different and the information in this manual is general. You should use the information as a guide only; if you think you need more help with your case, you may want to get an attorney. You can also go to a [Court Service Center](#) or contact the [Connecticut Network for Legal Aid](#) or find additional information at the [Law Libraries](#).

To file a new case on-line, you must:

1. Enroll in E-Services to set up a User ID and password
2. Prepare the summons and complaint that you will have served on the defendant
3. Personally go to the clerk's office to have the summons signed by the clerk
4. Give the paperwork to a state marshal to have it served
5. Scan the original papers that have been served and returned to you by the state marshal into three separate PDF documents
6. Save the PDF documents on your computer
7. Log in to E-Services with your User ID and password
8. Choose **Civil/Family/Housing Menu**
9. Choose **E-file a New Case**
10. Enter the information on the case type into the system
11. Enter the information from your summons about the case, the court, and the parties in the case into the system
12. Browse and attach the PDF documents of the summons, the complaint and the marshal's return of service
13. Review the information that you have entered and the documents that you have attached
14. Enter your User ID to certify that the documents that you have attached are true copies of what the marshal served on the defendant
15. Pay the entry fee using a **Discover, Visa, MasterCard or American Express** credit card
16. Print the confirmation page that gives you the information on what you filed with the court

Instructions and pictures to tell you how to file a new case on-line

You must fill out your summons and complaint and any other documents that you will have the marshal serve on the defendants. Once you have filled out this paperwork, you must personally take it to the Superior Court Clerk's Office. The Clerk will sign the summons, and return the signed original summons and complaint to you. You then give the original summons and complaint to a state marshal, who serves the papers and gives the original documents back to you along with a return of service. When the marshal returns the documents to

File a New Civil Case Electronically in the Superior Court (continued)

you, you can scan them to convert the summons, the complaint and the marshal's return into three separate PDF documents. If you are suing more than four defendants, you will also have an "Additional Parties Page" to file. You must scan and convert the "additional parties page" as a **separate** PDF document. You can electronically file PDF documents only.

Note: Some case types may require you to include other types of documents such as an application or an order for hearing and notice, or you may need to file documents before they are served on the defendant. This manual does not talk about how to file these case types.

1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports two browsers – Microsoft Internet Explorer® version 6 or higher, or Firefox 3 or higher. The address bar for those browsers is shown below:

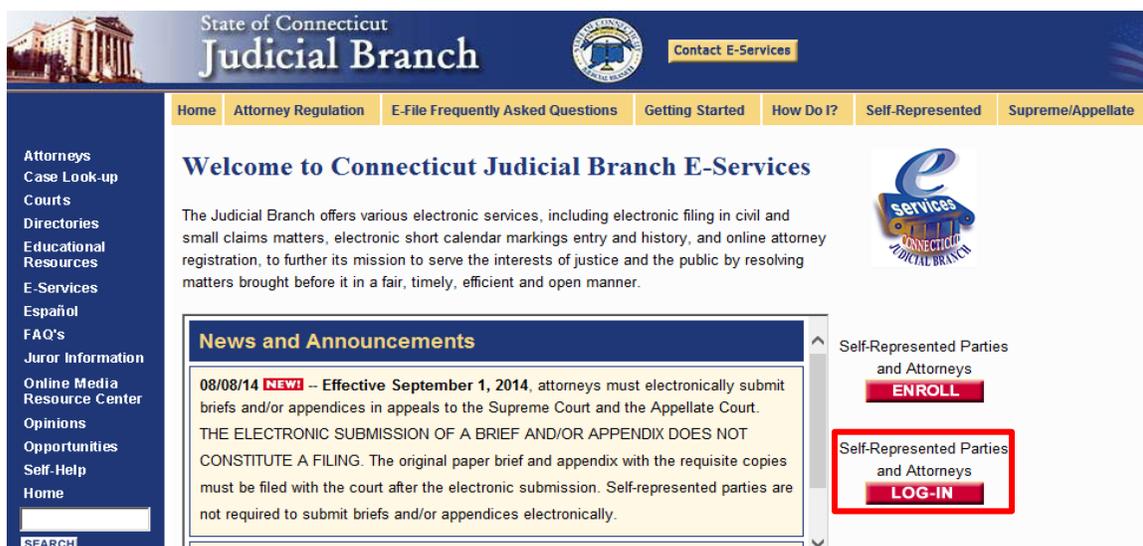
Microsoft Internet Explorer®:



Firefox:



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



3. Click **LOG-IN**
4. The Login page will appear.

File a New Civil Case Electronically in the Superior Court (continued)

5. Enter your User ID and your password

Judicial Branch E-Services - (Electronic Services)

E-Services allows attorneys and self-represented parties to do business with the Judicial Branch electronically. For more information on what you can do electronically through E-Services, [click here](#).

You should review the [Procedures and Technical Standards for E-Services](#) which apply to all Judicial Branch electronic services. The Procedures and Technical Standards have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings.

New to E-Services? or **Log in:**

In order to log in, you'll need to Enroll.

Enrollment is free.

Juris Number / User ID:
JeanValJean [Forgot User ID?](#)

Password:
•••••••• [Forgot Password?](#)

6. Click **Login** to go to the E-Services home page.

State of Connecticut Judicial Branch E-Services

E-Services Home Logged-In User: Alice Mastrony (alicemastrony) E-Mail: alice.mastrony@jud.ct.gov

Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do electronically through E-Services, [click here](#).

You should review the [Procedures and Technical Standards for E-Services](#) which apply to all Judicial Branch electronic services. The Procedures and Technical Standards have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings.

For questions, comments or suggestions [CONTACT US](#).

Civil / Family / Housing Menu

Small Claims Filing

Change Account Information

7. Choose **Civil/Family/Housing Menu** from the menu options on the E-Services home page
8. You will see the Civil/Family/Housing Menu
9. Choose **E-file a New Case**

State of Connecticut Judicial Branch Civil and Family E-Services

E-Services Home **Civil / Family Menu** [More Information](#)

E-File a New Case Logged-In User: Alice Mastrony (alicemastrony) E-Mail: alice.mastrony@jud.ct.gov

You can ask for electronic access to your files so you can file documents, look at documents filed in your case, and mark your civil short calendar matters on-line in almost all [civil cases](#). You cannot file or look at documents or mark short calendar matters on-line in divorce, child support and child custody cases yet.

You can look at a list on this page of (1) cases you have requested electronic access to and (2) cases you have been given electronic access to.

You can find out more about the links on the left side of the page by [clicking here](#).

Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keyboard for 30 minutes, the system will show a message asking you if you want to log off or stay logged in. If you don't pick either choice, the system logs you out after 60 seconds. If you are in the middle of filing something and the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.

[Disclaimer](#)

E-File on an Existing Case

By Docket Number

By Party Name

List My Cases

Court Events

By Date

By Docket Number

Short Calendars

Markings Entry

File a New Civil Case Electronically in the Superior Court (continued)

Enter Case Type Information

- You will see the following screen. Choose **Civil** (or **Civil/Housing**) to indicate that you are filing a civil case.

[Hide Instructions](#)

[E-File a New Case](#)

Instructions: Choose the type of case that you are filing. The case type is on the summons form (JD-CV 1).

You must also say whether the case you are filing includes prejudgment remedy papers. Choose "yes" if the case includes an application for a Prejudgment Remedy or "no" if the papers do not include an application for a prejudgment remedy. Choose "no" if your case only includes a prejudgment remedy that is based upon a commercial waiver.

You must also say if the summons in this case has been signed by a clerk or a commissioner of the Superior Court, if the Court has ordered that the fee be waived for this case, and if there is more than one plaintiff in this case by choosing "yes" or "no."

Some cases cannot be filed on-line, and the answers to these questions will let the system tell you if you can file your case on-line or if you must file your case on paper with the appropriate clerk's office.

* Is this a Family or Civil case? Family Civil

[Return to Civil / Family Menu](#)

- Click the down arrow to show the list and click on the correct case type

State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-In User: _____ E-Mail: _____ Logout

[Hide Instructions](#) [E-File a New Case](#)

Instructions: Choose the type of case that you are filing. The case type is on the summons form (JD-CV 1).

You must also say whether the case you are filing includes prejudgment remedy papers. Choose "yes" if the case includes an application for a Prejudgment Remedy or "no" if the papers do not include an application for a prejudgment remedy. Choose "no" if your case only includes a prejudgment remedy that is based upon a commercial waiver.

You must also say if the summons in this case has been signed by a clerk or a commissioner of the Superior Court, if the Court has ordered that the fee be waived for this case, and if there is more than one plaintiff in this case by choosing "yes" or "no."

Some cases cannot be filed on-line, and the answers to these questions will let the system tell you if you can file your case on-line or if you must file your case on paper with the appropriate clerk's office.

* Is this a Family or Civil case? Family Civil

Case Type Information

* What is the case type for this case?

* Does this case include Prejudgment Remedy documents?

* Has the Summons been signed by a Clerk or Commissioner of the Superior Court?

* Is there a court order waiving the entry fee for the case you are filing?

* Is there more than one plaintiff on the case?

P20 - Quiet Title/Discharge of Mortgage or Lien
 P90 - PROPERTY - All other
 T02 - Defective Premises - Private - Snow or Ice
 T03 - Defective Premises - Private - Other
 T11 - Defective Premises - Public - Snow or Ice
 T12 - Defective Premises - Public - Other
 T20 - Products Liability - Other than Vehicular
 T28 - Malpractice - Medical
 T29 - Malpractice - Legal
 T30 - Malpractice - All other
 T40 - Assault and Battery
 T50 - Defamation
 T61 - Animals - Dog
 T69 - Animals - Other
 T70 - False Arrest
 T71 - Fire Damage
 T80 - TORTS - All other
 V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)
 V04 - Motor Vehicles - Pedestrian vs. Driver
 V05 - Motor Vehicles - Property Damage only
 V06 - Motor Vehicle - Products Liability Including Warranty
 V09 - Motor Vehicle - All other
 V10 - Boats
 V20 - Airplanes
 V30 - Railroads
 V40 - Snowmobiles

Note: The case type should be on your summons. The summons for this example is shown below:

SUMMONS - CIVIL JD-CV-1 Rev. 2-13 C.G.S. §§ 51-346, 51-347, 51-349, 51-350, 52-45a, 52-46, 52-259, P.B. Secs. 3-1 through 3-21, 8-1		STATE OF CONNECTICUT SUPERIOR COURT www.jud.ct.gov		See page 2 for instructions	
<input type="checkbox"/> "X" if amount, legal interest or property in demand, not including interest and costs is less than \$2,500. <input checked="" type="checkbox"/> "X" if amount, legal interest or property in demand, not including interest and costs is \$2,500 or more. <input type="checkbox"/> "X" if claiming other relief in addition to or in lieu of money or damages.		TO: Any proper officer; BY AUTHORITY OF THE STATE OF CONNECTICUT, you are hereby commanded to make due and legal service of this Summons and attached Complaint.			
Address of court clerk where writ and other papers shall be filed (Number, street, town and zip code) (C.G.S. §§ 51-346, 51-350) 1061 Main Street, Bridgeport, CT 06604			Telephone number of clerk (with area code) (203) 579-6527		Return Date (Must be a Tuesday) September 30, 2014
<input checked="" type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session	G.A. Number: _____	At (Town in which writ is returnable) (C.G.S. §§ 51-346, 51-349) Bridgeport		Case type code (See list on page 2) Major: V Minor: 01	
For the Plaintiff(s) please enter the appearance of:					
Name and address of attorney, law firm or plaintiff if self-represented (Number, street, town and zip code) Homer Simpson, 100 Marge Way, Anytown, CT 06000				Juris number (to be entered by attorney only)	
Telephone number (with area code) (860) 555-5555		Signature of Plaintiff (if self-represented) 			
Number of Plaintiffs: 1		Number of Defendants: 2		<input type="checkbox"/> Form JD-CV-2 attached for additional parties	

File a New Civil Case Electronically in the Superior Court (continued)

3. Click next to **No** if your case does not include prejudgment remedy documents, such as an application for prejudgment remedy or an order for hearing and notice. Click next to **Yes** if your case does include prejudgment remedy documents and



You must file the case *on paper* with the clerk of the court at the appropriate location if your case includes prejudgment remedy documents.

4. Click next to **Yes** to confirm that the summons was signed by a Clerk or a Commissioner of the Superior Court

State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-In User: _____ E-Mail: _____ Logout

[Hide Instructions](#) [E-File a New Case](#)

Instructions: Choose the type of case that you are filing. The case type is on the summons form (JD-CV 1).

You must also say whether the case you are filing includes prejudgment remedy papers. Choose "yes" if the case includes an application for a Prejudgment Remedy or "no" if the papers do not include an application for a prejudgment remedy. Choose "no" if your case only includes a prejudgment remedy that is based upon a commercial waiver.

You must also say if the summons in this case has been signed by a clerk or a commissi... if the Court has ordered that the fee be waived for this case, and if there is more than one plaintiff in this case by choosing "yes" or "no."

Some cases cannot be filed on-line, and the answers to these questions will let the system tell you if you can file your case on-line or if you must file your case on paper with the appropriate clerk's office.

* Is this a Family or Civil case? Family Civil

Case Type Information

* What is the case type for this case?	V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)
* Does this case include Prejudgment Remedy documents?	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>*(If the prejudgment remedy is based on a commercial waiver, select "No")</small>
* Has the Summons been signed by a Clerk or Commissioner of the Superior Court?	<input type="radio"/> Yes <input type="radio"/> No
* Is there a court order waiving the entry fee for the case you are filing?	<input type="radio"/> Yes <input type="radio"/> No
* Is there more than one plaintiff on the case?	<input type="radio"/> Yes <input type="radio"/> No

Note: If your summons was not signed by a Clerk or Commissioner of the Superior Court, your paperwork may not have been served properly, and you may not be able to obtain a judgment.

5. Click **No** if you do not have a court order waiving the entry fee for this case. If you have an order waiving the entry fee for this case, click **Yes** and



You must file the case *on paper* with the clerk of the court at the appropriate location if you have an order waiving the entry fee.

6. Click next to **No** if there is only one plaintiff in the case you are filing. If there is more than one plaintiff, click next to **Yes**, and



You must file the case *on paper* with the clerk of the court at the appropriate location if there is more than one plaintiff.

7. Click **Continue** to go to the next page to enter *Basic Summons Information*

File a New Civil Case Electronically in the Superior Court (continued)

Enter Basic Summons Information

8. You must use the information on the summons for the case you are filing to answer the questions on this page. You can see the information in the summons in the case that is being filed on the next page. The information you need to file your case on-line is numbered on this summons. The numbers on this summons match the numbers next to the questions on the page in e-filing

SUMMONS - CIVIL

JD-CV-1 Rev. 2-13
C.G.S. §§ 51-346, 51-347, 51-349, 51-350, 52-45a,
52-48, 52-259, P.B. Secs. 3-1 through 3-21, 8-1

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

See page 2 for instructions

TO: Any proper officer; BY AUTHORITY OF THE
STATE OF CONNECTICUT, you are hereby
commanded to make due and legal service of
this Summons and attached Complaint.

- "X" if amount, legal interest or property in demand, not including interest and costs is less than \$2,500.
- "X" if amount, legal interest or property in demand, not including interest and costs is \$2,500 or more.
- "X" if claiming other relief in addition to or in lieu of money or damages.

Address of court clerk where writ and other papers shall be filed (Number, street, town and zip code) (C.G.S. §§ 51-346, 51-350)		Telephone number of clerk (with area code)	Return Date (Must be a Tuesday)
1061 Main Street, Bridgeport, CT 06604		(203) 579-6527	September 30, 2014
<input checked="" type="checkbox"/> Judicial District	G.A. Number:	At (Town in which writ is returnable) (C.G.S. §§ 51-346, 51-349)	Case type code (See list on page 2)
<input type="checkbox"/> Housing Session		Bridgeport	Major: V Minor: 01

For the Plaintiff(s) please enter the appearance of:

Name and address of attorney, law firm or plaintiff if self-represented (Number, street, town and zip code)	Juris number (to be entered by attorney only)
Homer Simpson, 100 Marge Way, Anytown, CT 06000	
Telephone number (with area code)	Signature of Plaintiff (if self-represented)
(860) 555-5555	Homer Simpson
Number of Plaintiffs: 1	Number of Defendants: 2
<input type="checkbox"/> Form JD-CV-2 attached for additional parties	

Parties	Name (Last, First, Middle Initial) and Address of Each party (Number; Street; P.O. Box; Town; State; Zip; Country, if not USA)	
First Plaintiff	Name: Simpson, Homer, 100 Marge Way, Anytown, CT 06000	P-01
Additional Plaintiff	Name: Address:	P-02
First Defendant	Name: Flintstone, Fred, 101 Bedrock Place, Anytown, CT 06000	D-01
Additional Defendant	Name: Flintstone, Wilma, 101 Bedrock Place, Anytown, CT 06000	D-02

9. Click the down arrow next to the Judicial District field to show a list of the Judicial Districts

Basic Summons Information

Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

To which Judicial District and town is this case returnable?

What is the Return Date for this case? (MM/DD/YYYY)

What is the monetary demand for this case?

Are you claiming other relief in addition to or in lieu of money or damages?

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

No Yes

10. Click on the location that you have on your summons. In this example, the location is Bridgeport

Basic Summons Information

Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

To which Judicial District and town is this case returnable?

What is the Return Date for this case? (MM/DD/YYYY)

What is the monetary demand for this case?

Are you claiming other relief in addition to or in lieu of money or damages?

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

- AAN - Ansonia-Milford at Milford
- DBD - Danbury at Danbury
- FBT - Fairfield at Bridgeport
- FST - Stamford-Norwalk at Stamford
- HNB - New Britain at New Britain
- HHD - Hartford at Hartford
- KNL - New London at New London
- KNO - New London at Norwich
- LLI - Litchfield at Litchfield
- MMX - Middlesex at Middletown
- NH - New Haven at New Haven
- NH - New Haven at Meriden
- TTD - Tolland at Rockville

File a New Civil Case Electronically in the Superior Court (continued)

11. Click on the calendar next to the Return Date field to see a calendar and click on the correct date. You can move the calendar to the next month or the month before by clicking on the name of the month in the blue bar. In this example, the return date is September 30, 2014.



Note: The return date for most civil actions must be a Tuesday. That is why the Tuesdays appear **blue** on the calendar. You must enter the date that you have on your summons.

Logged-In User: E-Mail: [Logout](#)

Hide Instructions

Instructions: Use the information from the summons and the complaint for this case. Your information will remain confidential. If you choose "Cancel", you will return to the Civil/Family Menu page.

Please do not use pipe characters (|) or double spaces.

Basic Summons Information

- To which Judicial District and town is this case returnable?
- What is the Return Date for this case? (MM/DD/YYYY)
- What is the monetary demand for this case?

Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

12. Click the down arrow next to the monetary demand field

13. Click on the correct amount in demand. You can choose *no monetary demand, less than \$2,500 or \$2,500 or more*. In this example, the amount in demand is more than \$2,500.00



Basic Summons Information

Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

- To which Judicial District and town is this case returnable?
- What is the Return Date for this case? (MM/DD/YYYY)
- What is the monetary demand for this case?
- Are you claiming other relief in addition to or in lieu of money or damages? No Yes
- How many plaintiffs in this case?
- How many defendants in this case?
- How many garnishees in this case?

14. Enter the number of plaintiffs, the number of defendants and the number of garnishees (if your case has any garnishees) in each field. In this example, there is one plaintiff and two defendants.



Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

- To which Judicial District and town is this case returnable?
- What is the Return Date for this case? (MM/DD/YYYY)
- What is the monetary demand for this case?
- Are you claiming other relief in addition to or in lieu of money or damages? No Yes
- How many plaintiffs in this case?
- How many defendants in this case?
- How many garnishees in this case?

File a New Civil Case Electronically in the Superior Court (continued)

Enter First Plaintiff and First Defendant Information

You must now enter the information about the first plaintiff and the first defendant in your case. Choose the type of party for the plaintiff and the defendant. Party type choices for a plaintiff are person, person PPA, or executor or administrator. For a defendant, party type choices are person, firm or corporation, government entity or executor or administrator.

15. Click the down arrow to choose the party type for the First Plaintiff:

The screenshot shows the 'First Plaintiff' section of the form. A dropdown menu is open, showing the following options: '-Select One-', 'Person', 'Person PPA', and 'Executor/Administrator'. The 'Person' option is highlighted in blue. A red circle is drawn around the down arrow of the dropdown menu.

16. Choose **Person** from the list of options.

The screenshot shows the 'First Plaintiff' form with the 'Person' party type selected. The form includes the following fields and values:

- Choose Party Type: Person
- Prefix: [Empty]
- Last Name: Simpson
- First Name: Homer
- Middle Name: [Empty]
- Suffix: [Empty]
- Name Info Continued: [Empty]
- Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons
- Inmate Number: [Empty]
- Business/Care Of/Institution: [Empty]
- Street Address: 100 Marge Way
- Post Office Box: [Empty]
- Suite/Apt/Unit/Floor: [Empty]
- City/Town: Anytown
- State or State Equivalent: CT - CONNECTICUT
- Foreign/US Military/US Territory: [Unselected]
- Zip: 06000
- No Zip Code Available: [Unselected]
- Zip Plus 4: [Empty]
- Full Name of Country (if not US): [Empty]
- Email Address: [Empty]
- Phone Number: 8605555555
- Ext: [Empty]
- Fax Number: [Empty]

Note: The e-filing system will automatically enter the information that you gave in your enrollment application, including your name, address, e-mail address and telephone number. You can make any changes to the information that is shown here if you need to. You should also update your E-Services account with changes.

17. Review your information and make any changes you need to make.

18. Click the down arrow to choose the party type for the First Defendant:

The screenshot shows the 'First Defendant' section of the form. A dropdown menu is open, showing the following options: '-Select One-', 'Person', 'Firm/Corporation', 'Government Entity', and 'Executor/Administrator'. The 'Person' option is highlighted in blue.

19. Choose whether the first defendant is a Person, Firm/Corporation, Government Entity or Executor/Administrator. In this example, the defendant is a Person.

File a New Civil Case Electronically in the Superior Court (continued)

20. Enter the name of the defendant as it is shown on the summons

First Defendant

*Choose Party Type:

First Defendant's Name as indicated on the Summons or other documents

Prefix:

*Last Name:

First Name:

Middle Name:

Suffix:

Name Info Continued:

Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons

Inmate Number:

Attach your Documents

You must attach the documents for the case that you are filing. You will usually have two documents; one is the summons, and the other is the complaint. You must be sure that each document is in PDF format. For information on PDF creation, click [here](#). You can also attach the return of service from the marshal.

21. Check the box to indicate that the documents that you are filing do not contain personal identifying information

Supporting Documents

I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

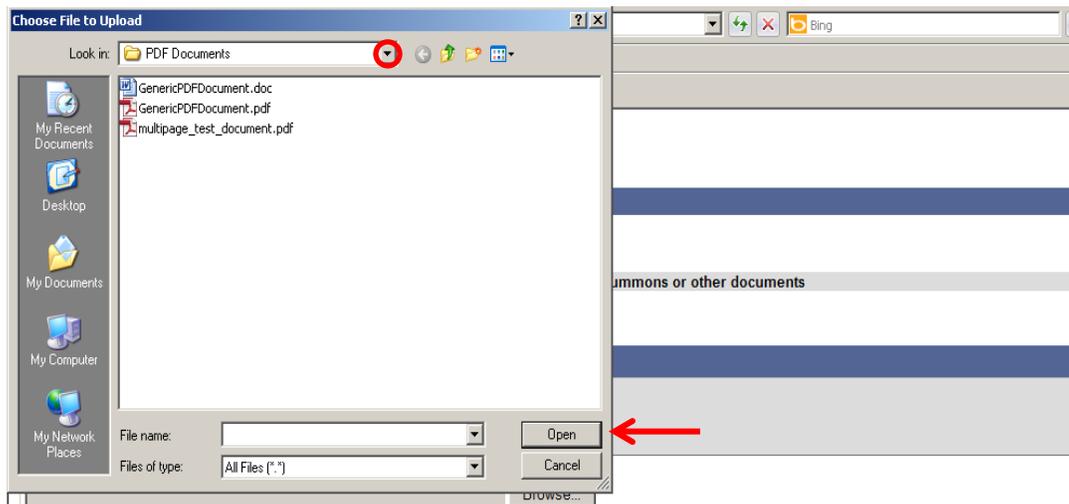
22. Click **Browse** next to the **SUMMONS PDF** field to find your document on your computer

Supporting Documents

I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

*Please attach the SUMMONS PDF

23. Click the down arrow to find your document in the files on your computer



24. Click once to select the PDF document and click **Open**; the information about the document will appear in the area under **Summons** for this case (shown below)

*Please attach the SUMMONS PDF

The file has been uploaded:

[Summons.pdf](#) [Delete](#)

File a New Civil Case Electronically in the Superior Court (continued)

25. Click **Browse** next to the **Complaint** field and select the file and click **Open**; the information about the document will appear.

26. Click **Browse** next to the **Return of Service** field and select the file and click **Open**; the information about the document will appear.

Note: If you have an “additional parties page,” you would browse and attach that document in the same way that you have browsed and attached the other documents.

27. Click **Continue** at the bottom of the page

28. If you are suing more than one defendant, you will see a screen that asks you to fill in information about the other defendant or other defendants.

Note: If you are suing more than one defendant and the system does not take you to this page, click **Change Information** at the bottom of the page to go back and make sure that you entered the correct number of parties on the page before this one. You can change the number of defendants and come right back to this page.

[Hide Instructions](#) **Additional Parties**

Enter information for additional plaintiff(s) and/or defendant(s) in the fields below. Questions preceded by an "*" must be answered.
Important Note: If there are more than 999 total parties, the case must be brought to the appropriate Clerk's Office for processing. Cases with more than 999 total parties cannot be initiated electronically.

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.

Case Type: [V01 - Motor Vehicles - Driver and/or Passenger\(s\) vs. Driver\(s\)](#)

Additional Defendants	
Party #	
D-02	*Choose Party Type <input type="text" value="-Select One-"/> <input type="button" value="v"/>

29. Choose the Party Type and enter the name:

[Hide Instructions](#) **Additional Parties**

Enter information for additional plaintiff(s) and/or defendant(s) in the fields below. Questions preceded by an "*" must be answered.
Important Note: If there are more than 999 total parties, the case must be brought to the appropriate Clerk's Office for processing. Cases with more than 999 total parties cannot be initiated electronically.

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.

Case Type: [V01 - Motor Vehicles - Driver and/or Passenger\(s\) vs. Driver\(s\)](#)

Additional Defendants	
Party #	
D-02	*Choose Party Type <input type="text" value="Person"/> <input type="button" value="v"/> Prefix: <input type="text"/> *Last Name: <input type="text" value="Flintstone"/> First Name: <input type="text" value="Wilma"/> Middle Name: <input type="text"/> Suffix: <input type="text" value="v"/> Name Info Continued: <input type="text"/> Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons Inmate Number: <input type="text"/>

30. Click **Continue** to go to the page where you can look at the information you have given and the documents that you have attached

File a New Civil Case Electronically in the Superior Court (continued)

Review Information (Data) and Documents

31. You must check the summary of the information that you entered in the system to be sure you entered the information from your summons about the court, the parties, the case type, the amount you are asking for and the return date correctly.

[Hide Instructions](#) [Review Data and Documents](#)

Instructions: A summary of the information that you have entered about your case is shown on this page. The page also shows the documents that you are filing. Only the first page of your documents will show in the window. To look at all of the pages, choose "View All Pages as PDF." Look over the information and read through the documents to make sure that all the information and the documents are correct. Once you have looked over the information and the documents, you must sign the certification by entering your juris number, if you are an attorney, or your User ID, if you are a self-represented party. You can also add a note to yourself in the "Shopping Cart Note" area. Anything you enter in this area will only appear in your shopping cart. Then choose "Continue" at the bottom of the page. If you want to change the information or the documents, choose "Change Information" from the bottom of the page. You will go back to the page where you can change the information or documents that you are filing with the court. If you want to change the case type you entered, choose "Change Case Type" from the bottom of the page. You will be taken back to the case type information page. When you go back to other pages, any information that you have entered will stay in the system so that when you have made your changes, you can return to this page to continue e-filing. To return to the E-Services menu without filing anything, choose "Cancel." If you choose "Cancel," all the information you entered will be removed from the system.

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.

Summary Data

Case Caption:	SIMPSON, HOMER v. FLINTSTONE, FRED ET AL
Judicial District:	FBT - Fairfield at Bridgeport
Return Date:	SEP-30-2014
Case Type:	V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)
Case contains PJR Documents:	No
Monetary Demand:	\$2,500 or more
Claiming Other Relief:	No
# of Plaintiffs:	1
# of Defendants:	2
# of Garnishees:	0

32. You must also look at each of the documents that you attached to make sure that it is the right document. The first page appears in the window. 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.

COMPLAINT [Zoom In](#) [100%](#) [Zoom Out](#) [View All Pages as PDF](#)

RETURN DATE: September 30, 2014 : SUPERIOR COURT
SIMPSON, HOMER : J.D. FAIRFIELD
VS. : AT BRIDGEPORT
FLINTSTONE, FRED ET AL : August 25, 2014

COMPLAINT

33. You can use the bar on the side of the window to move through all pages of the document

COMPLAINT [Zoom In](#) [100%](#) [Zoom Out](#) [View All Pages as PDF](#)

4. The defendant owner maintained his vehicle as a family car, and at the time of the accident, the defendant operator was his daughter, and the defendant's vehicle was being operated by the operator within the scope of her general authority to do so.

5. The collision was due to the negligence and carelessness of the defendant operator in one or more of the following ways:

(a) The defendant failed to bring her vehicle to a halt for a red stop and go traffic signal controlling traffic entering the intersection in violation of Section 14-299 of the Connecticut General Statutes.

(b) The defendant was operating her motor vehicle at an unreasonable rate of speed having due regard for the traffic, weather, width and use of the highway and the intersection of the streets.

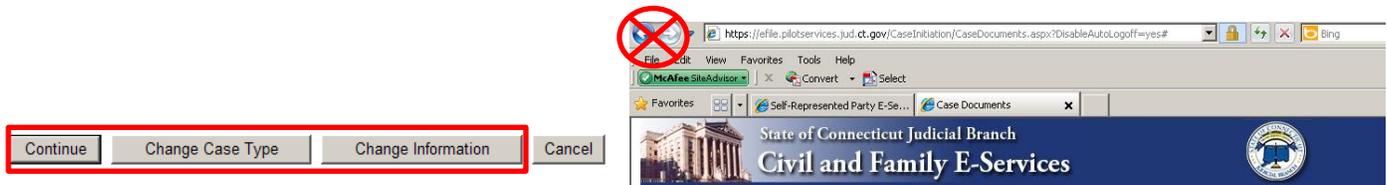
(c) The defendant failed to keep her vehicle under proper and reasonable control.

(d) The defendant failed to apply her brakes in time to avoid a collision although

File a New Civil Case Electronically in the Superior Court (continued)

34. If you need to change the document that you attached, click **Change Information** to go to the page where you can browse and attach a different document.

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. **Change Case Type** will return you to the first page in case initiation; **Change Information** will return you to the page where you entered the information from the summons and attached the documents. If you need to change the information that you entered about additional defendants, you must click the **Change Information** button and then click the **Continue** button on the bottom of that page to return to the **Additional Parties** page.



35. Click in the box to certify that the documents that you are attaching are true copies of the signed documents that were served under the Connecticut General Statutes.

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

37. You can enter a shopping cart note that will appear in the shopping cart with your case. The note is only for you. It is not part of what you are filing with the Superior Court.

Plaintiff		Party #
HOMER SIMPSON		P-01

Defendants		Party #
FRED FLINTSTONE		D-01
WILMA FLINTSTONE		D-02

Certification	
<input checked="" type="checkbox"/>	hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes.
My Signature (Enter User ID):	JeanVaJean
Shopping Cart Note (Optional):	car accident - starting case

←

Continue Change Case Type Change Information Cancel

38. Click **Continue** to go to the Shopping Cart and pay the entry fee for this case

File a New Civil Case Electronically in the Superior Court (continued)

Make a Payment from the Shopping Cart

Before paying for items, you can check your documents by clicking on the links. If you see that you have attached a document that is not correct, you must delete the item 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. This link is outlined in red in the picture below. You will be asked to confirm that you want to delete the item and cancel the transaction.

39. To continue the payment process, choose the item you want to pay for by checking the box to the left of the case name in the Shopping Cart

[Hide Instructions](#) **My Shopping Cart**

Instructions: Once you put a case or a document in the shopping cart, it will stay in the shopping cart for 56 days. You can see a summary of the information about any item in the shopping cart, including the name of the case and the title of the documents that are waiting to be filed. You can also select and look at any document shown in the shopping cart. **Note:** If you do not pay the fee for the filing of the case or document and complete the filing, it will be removed from the shopping cart completely on the date that is shown to the left of the filing fee. You can select one item or several items for payment by checking the box under "Process Payment" to the right of the item you are filing. Choose "Pay by Credit Card" to make a payment.

Your total payment by credit card cannot be more than **\$30,000**.

If you do not want to pay for and file the item, you can delete the item from the shopping cart by selecting "Remove Item from Shopping Cart." To leave the items in the Shopping Cart and return to the Civil/Family Menu, choose "Return to Civil/Family Menu" at the bottom of the page. To leave E-Services, select "Logout" from the top of the page.

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input type="checkbox"/>	SIMPSON, HOMER v. FLINTSTONE, FRED ET AL FBT-CV14-Case # Not Yet Assigned Case Type: V01 Electronic Documents: See SUMMONS See COMPLAINT See RETURN OF SERVICE Shopping Cart Notes: car accident - starting case	11/4/2014	Filing Fee \$350.00 Remove Item from Shopping Cart

Total Amount: \$ 0

Note: If you want to process payment on several items in a single payment, you can check the box next to more than one item. The example shows only one item in the shopping cart. If you want to file additional items, click on **Return to Civil/Family Menu**. If you do not pay for an item, it remains in the shopping cart for 56 days. An item *is not filed* until you pay the fee.

40. Click **Pay by Credit Card** – Discover, Visa, MasterCard or American Express are accepted.

[Hide Instructions](#) **My Shopping Cart**

Instructions: Once you put a case or a document in the shopping cart, it will stay in the shopping cart for 56 days. You can see a summary of the information about any item in the shopping cart, including the name of the case and the title of the documents that are waiting to be filed. You can also select and look at any document shown in the shopping cart. **Note:** If you do not pay the fee for the filing of the case or document and complete the filing, it will be removed from the shopping cart completely on the date that is shown to the left of the filing fee. You can select one item or several items for payment by checking the box under "Process Payment" to the right of the item you are filing. Choose "Pay by Credit Card" to make a payment.

Your total payment by credit card cannot be more than **\$30,000**.

If you do not want to pay for and file the item, you can delete the item from the shopping cart by selecting "Remove Item from Shopping Cart." To leave the items in the Shopping Cart and return to the Civil/Family Menu, choose "Return to Civil/Family Menu" at the bottom of the page. To leave E-Services, select "Logout" from the top of the page.

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/>	SIMPSON, HOMER v. FLINTSTONE, FRED ET AL FBT-CV14-Case # Not Yet Assigned Case Type: V01 Electronic Documents: See SUMMONS See COMPLAINT See RETURN OF SERVICE Shopping Cart Notes: car accident - starting case	11/4/2014	Filing Fee \$350.00 Remove Item from Shopping Cart

Total Amount: \$350.00

File a New Civil Case Electronically in the Superior Court (continued)

41. Enter your payment information in the required fields, and check the box authorizing payment. Then click **Pay Now** to pay the entry fee and file your new case.

Enter Your Payment Information

Agency Amount	\$350.00
LexisNexis Service Fee	\$7.70
Total Payment Amount	\$357.70
First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	
<input type="text"/>	
Phone Number	
<input type="text"/>	
Credit Card Number*	
<input type="text"/>	
	
Card Expiration*	
1 - January 2014	
<input type="checkbox"/> <i>By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee</i>	
<div style="background-color: #4a7ebb; color: white; padding: 10px; display: inline-block; border: 2px solid red;">Pay Now</div>	
<small>Secure payments by  LexisNexis®</small>	
<small>Privacy Terms Contact Us</small>	

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.

42. You will see the confirmation page, which includes the docket number for your new case.
43. Print this page by clicking **Print This Page**

Print This Page

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

For questions regarding this payment: [Contact Us](#)

Payment Information

Confirmation Number: 50020238
Total Court Fees: \$350.00
LexisNexis Service Fee: \$7.70
Total Transaction Amount: \$357.70
Payment Method: Credit Card
Payment Date: 09/09/2014 11:24AM

Document Summary

Confirmation Number: 50020238
Docket Number: [FBT-CV-14-6040517S](#) ←
[To receive an email when there is activity on this case, click here.](#)
Case Name: SIMPSON, HOMER v. FLINTSTONE, FRED ET AL
Type of Transaction: E-File New Case
Court Fee: \$350.00
Date Filed: SEP-9-2014
Filed By: (JeanVaJean)
Document Filed: SUMMONS
COMPLAINT
RETURN OF SERVICE
Date and Time of Transaction: Tuesday, September 09, 2014 11:24:59 AM

Return to Civil / Family Menu

Return to Shopping Cart

File Additional Documents On This Case

File a New Civil Case Electronically in the Superior Court (continued)

44. Keep a copy of the confirmation page for your records.
45. Click **Return to Civil/Family Menu** and you can see the case you just filed in your list of cases on the **Civil/Family/Housing Menu** home page.

E-File on an Existing Case
By Docket Number
By Party Name
List My Cases

Court Events
By Date
By Docket Number

Short Calendars
Markings Entry
Markings History
My Short Calendars
By Court Location
Calendar Notices

You can ask for electronic access to your files so you can file documents, look at documents filed in your case, and mark your civil short calendar matters on-line in almost all [civil cases](#). You cannot file or look at documents or mark short calendar matters on-line in divorce, child support and child custody cases yet.

You can look at a list on this page of (1) cases you have requested electronic access to and (2) cases you have been given electronic access to.

You can find out more about the links on the left side of the page by [clicking here](#).

Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keyboard for 30 minutes, the system will show a message asking you if you want to log off or stay logged in. If you don't pick either choice, the system logs you out after 60 seconds. If you are in the middle of filing something and the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.
[Disclaimer](#)

Cases with pending electronic access requests or approval for electronic access for **J (JeanValJean)** Total: 5

Category	Docket No.	Case Name	Location	Activity
Civil	FBT-CV-14-6040516-S	SIMPSON, HOMER v. FLINTSTONE, FRED	Bridgeport	NEW

46. Click the docket number to go to the case detail page for your new case. You have electronic access to your case as soon as you file it electronically. You do not need to request electronic access to your case.

47. 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
Civil and Family E-Services



Logged-In User: _____ E-Mail: _____ **Logout**

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

Need help? If you have any questions about filing your new case 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/directory/location/Default.htm>.