

## File a System-Populated Document Electronically

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If you have not enrolled in E-Services and requested access to your case yet, **stop here**. Before you can electronically file a Motion/Pleading/Document in a case, you must have electronic access to your case and have filed an appearance.

For more information about requesting electronic access visit the **Self-represented Parties** tab on the *E-Services Welcome* page ([Self-Represented Parties - CT Judicial Branch](#))

**Note:** 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](#).

### **What is a system-populated document?**

A system-populated form is a form that is filled out by the e-filing system using information that is already in the e-filing system. You may also have to provide some additional information. The system allows you to review the completed form before you e-file it.

### **E-filing has six system-populated forms:**

- Appearances
- Certificate of Closed Pleadings
- Jury Claim
- Motion for Continuance
- Reclaim, and
- Withdrawals of all kinds, except withdrawal of appearance.

System-populated documents are not the only kind of documents you can file. You can also file documents you type yourself. If what you want to file is not one of the above listed options, then use the **How Do I E-File a Motion – Upload** guide located on the Judicial Branch Website at: [https://www.jud.ct.gov/external/super/E-Services/efile/HowDoI\\_file\\_motion\\_upload.pdf](https://www.jud.ct.gov/external/super/E-Services/efile/HowDoI_file_motion_upload.pdf)

*Here is a checklist of what you must do to file a system-populated document electronically.*

#### **To file a system populated form on-line in a case, you must:**

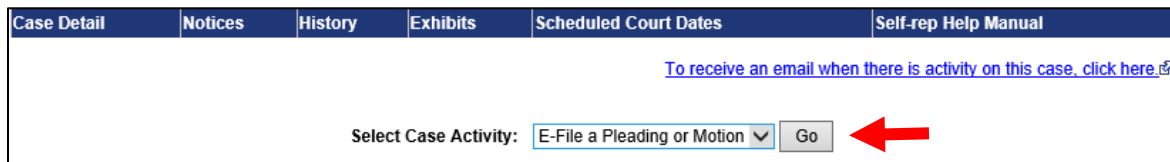
1. Enroll in E-Services to set up a User ID and password if you have not already enrolled
2. Log into E-Services with your User ID and password to request electronic access (if you do not already have electronic access to your case)
3. Be approved for electronic access
4. File your appearance if you do not already have an appearance on file in your case
5. Log in to E-Services with your User ID and password, if not already logged in
6. Go to **Superior Court E-Filing**
7. Go to the **Case Detail** page for your case
8. Choose **E-file a Pleading or Motion** from the Select Case Activity drop-down
9. Choose the system populated document you are filing
10. Certify that you have delivered a copy of the motion to all other self-represented parties and attorneys of record
11. Sign your motion and certification by entering your User ID
12. Print the confirmation page that shows what you filed with the court
13. Send a copy of the motion to all other self-represented parties and attorneys of record

### 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](http://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**
5. Click **Login** to log in to E-Services
6. Click **Civil/Family Housing Small Claims** under *Superior Court E-Filing*
7. Find your case by clicking on **List my Cases, By Docket Number** or **By Party Name** under "E-File on an Existing Case" on the menu.

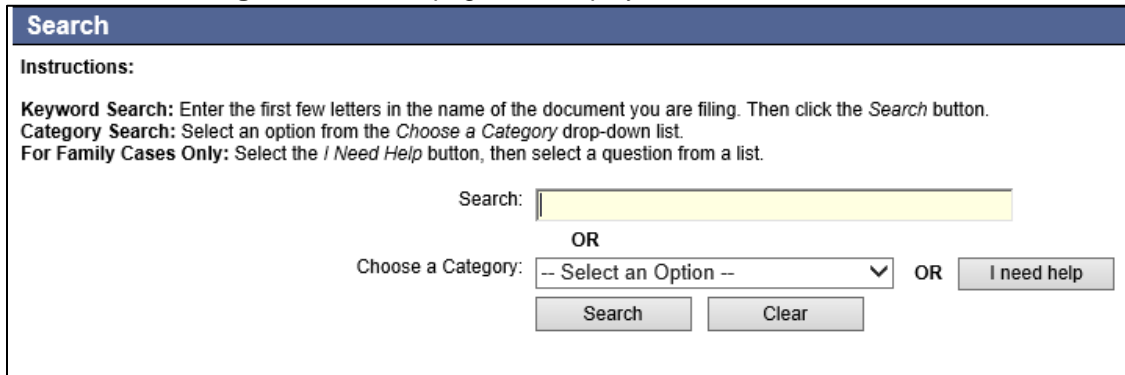
### E-File a Motion/Pleading/Other

8. On the case detail page select **E-File a Pleading or Motion** from the desired case activity drop-down



The screenshot shows a navigation bar with tabs: Case Detail, Notices, History, Exhibits, Scheduled Court Dates, and Self-rep Help Manual. Below the tabs is a link: "To receive an email when there is activity on this case, click here". The main content area has the text "Select Case Activity:" followed by a dropdown menu showing "E-File a Pleading or Motion" and a "Go" button. A red arrow points to the "Go" button.

9. Then click **Go**
10. The **Select Pleading/Motion/Other** page now displays.



The screenshot shows a "Search" page with the following content:

**Search**

**Instructions:**

**Keyword Search:** Enter the first few letters in the name of the document you are filing. Then click the *Search* button.

**Category Search:** Select an option from the *Choose a Category* drop-down list.

**For Family Cases Only:** Select the *I Need Help* button, then select a question from a list.

Search:

OR

Choose a Category:  OR

### Search for the Motion/Pleading/Other that you want to file

There are 3 ways to find the name of the pleading, motion or document you want to file.

- **Keyword Search** (Recommended Option)
- **Category Search**
- **I need help Search** (For Family Cases Only)

Note: **DO NOT** file a *Financial Affidavit* attached to any other document. You must select the correct name for your document in order to have the financial affidavit sealed in family cases as provided in Practice Book Section 25-59A(h)

## File a System-Populated Document Electronically

### Using the Keyword Search (recommended option):

- In the **Search box** enter the first few letters in the name of the document you are filing.

**Note:** When using the Search option, less is more. Use one word or a few letters of the name of the document you are filing.

For Example: Enter **Contin** for Continuance to view a list of all documents that contain “Contin”

Search:	contin
OR	
Choose a Category:	-- Select an Option --
	<input type="button" value="Search"/> <input type="button" value="Clear"/>
<b>Select a Pleading/Motion/Other to E-File</b>	
<input type="button" value="Select"/>	CONTINUATION OF PARTIES
<input type="button" value="Select"/>	MOTION FOR CONTINUANCE
<input type="button" value="Select"/>	MOTION FOR STATUTORY CONTINUANCE

- Click the **Search** button to see a list of choices that contain the letters or word you entered.
- Click the **Select** button next to what you want to file

### Using the Category Search:

- Click the down arrow next to **Choose a Category**.

**Note:** Choose **View All Documents** to display a list of all available documents that can be filed

Choose a Category:	-- Select an Option --	OR	<input type="button" value="I need help"/>
Affidavits			
Agreements / Stipulations			
Amendments			
Appeals			
Complaints			
Housing			
Motions			
Objections			
Pleadings			
Reports / Memos			
Requests			
Service / Notice			
Small Claims			
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View All Documents			
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Withdrawals			

- Click the category you want to use. Each category has a list of names in alphabetical order that you can choose from.

**Note:** The categories are very broad and names of documents may not be listed in categories where you would expect them to be.

- Click the **Select** button next to what you want to file

## File a System-Populated Document Electronically

### Using the “I Need Help” button (For Family Cases Only):

- Click the **I Need Help** button

**Search**

**Instructions:**

**Keyword Search:** Enter the first few letters in the name of the document you are filing. Then click the *Search* button.

**Category Search:** Select an option from the *Choose a Category* drop-down list.

**For Family Cases Only:** Select the *I Need Help* button, then select a question from a list.

Search:

OR

Choose a Category:  OR

- Select a **question from the list**. Based on the question selected a list of commonly filed pleadings, motions or other documents will be displayed.

What would you like to do?

-- Select an Option --

File a Financial Affidavit (JD-FM-6 Short or Long)

File an Affidavit Concerning Children (JD-FM-164)

File another type of Affidavit

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Ask the court to CHANGE AN EXISTING ORDER on my case (Motion For Modification)

Ask the court to ENFORCE AN ORDER that is not being followed by the other party on my case (Motion For Contempt)

Ask the court to ESTABLISH AN ORDER on my case (Motion For Order)

Tell the court that I OBJECT to a motion or request filed by another party on my case

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File a Pleading – Such as an ANSWER or CROSS COMPLAINT

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File a Case Management Agreement Form (JD-FM-163)

File a Return Of Service –Official proof from a marshal that the papers were delivered to another party

File a Withdrawal

File an Agreement or Stipulation

Request to have my COURT DATE CHANGED (continuance - JD-CV-21)

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See a list of things frequently filed on SHORT CALENDAR DAY

- Click the **Select** button next to what you want to file

Example If “**Request to have my COURT DATE CHANGED (continuance – JD-CV-21)**” is selected from the list of questions, the below are available options to choose from. In this case the only option is Motion for Continuance.

What would you like to do?

**Select a Pleading/Motion/Other to E-File**

MOTION FOR CONTINUANCE

## File a System-Populated Document Electronically

### Verify Information

Once the document you want to file is selected, the next screen will display:

- The case information
- The party the document is being filed on behalf of
- The name of the Pleading/Motion/Other that was selected
- An additional description field and
- The ability to upload the document to be filed

1. Verify the correct case you want to file in is selected

<a href="#">e</a> FBT-FA16-6059516-S	SMITH, JULIE v. SMITH, JAMES		
Prefix/Suffix: [none]	Case Type: F00	File Date: 09/23/2016	Return Date: 10/11/2016

2. The party you are filing the document on behalf of will already be displayed.

<b>Pleading/Motion/Other documents will be filed on behalf of the following party</b>
D-01 JAMES SMITH

3. Verify you have selected the correct name for your document

<b>You have selected the following Pleading/Motion/Other:</b>
MOTION FOR CONTINUANCE

4. Enter an **Additional Description** of your document.

<b>Additional Description</b>
<b>Instructions:</b> You may add an additional description of the document you are filing. For example, if you are filing an objection to a request or a memorandum in support of a motion, include the entry number and name of the request or the motion. If you are filing a motion for continuance, include the name and date of the event that you want continued. If you are withdrawing a document, include the entry number and name of the document you are withdrawing. (ID 23090)
<a href="#">Edit Instructions</a>
<input type="text"/>

**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 [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.

*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
- In a Motion for Continuance, for example, enter the date and type of event that you are asking the Court to postpone

5. Click the **Continue** button

6. Enter any information that is marked with a red asterisk “\*”

Note: This step will only be for forms that require additional information

## File a System-Populated Document Electronically

- Click **Continue**, the **Certification of Service** screen displays
- Verify the name and address information shown on this page
- Enter your **User ID**, which is your signature

By signing you are Certifying 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.

- Enter your **telephone number** and the **date that you mailed** the copy to other self-represented parties and attorneys in your case.

### 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. (ID:23111)

[Edit Instructions](#)

\* Electronic Signature - Enter your User ID:

\* Telephone:   
(xxx-xxx-xxxx)

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

Shopping Cart Note: (optional)

- If the document you are filing requires a fee there will be the option to enter a Shopping Cart Note

The note is only for you and will display in the shopping cart with your case. It is not part of what you are filing with the Superior Court.

- Click **Continue**, The *Review and Approve Pleading/Motion/Other Form* screen displays

### Review Information (Data) and Documents

**You are responsible for the information you have entered.** Be sure the summary of the information that you have entered is accurate.

- Review the **document** to be sure that it is the correct. 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. Use the scroll bar on the side of the window to move through all pages of the document.

**You have selected the following Pleading/Motion/Other:**

MOTION FOR CONTINUANCE

**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.

**Please verify the Pleading/Motion/Other document below before filing.**

Review Document (2 pages)   Zoom In   100%   Zoom Out   **View All Pages as PDF**

Page 1

<b>MOTION FOR CONTINUANCE</b> JD-CV-21 Rev. 5-15 C.G.S. § 52-196 P.B. §§ 14-23, 14-24	<b>ADA NOTICE</b> The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a	STATE OF CONNECTICUT <b>SUPERIOR COURT</b> www.jud.ct.gov	COURT USE ONLY <b>MFCSE</b> 
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## File a System-Populated Document Electronically

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2. If you need to make changes, click the **Change Pleading/Motion/Other Information** button.

**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.*

3. Click **E-File this Motion/Pleading**

- If there is a fee for the filing the *Shopping Cart* will display
- If there is not a fee, the *Confirmation Page* will display

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### Make a Payment from the Shopping Cart (if necessary)

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*Before paying for items, you can check your documents by clicking on the links. If a document has been attached that is not correct, you must delete the case 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.*

1. Choose the item you want to pay for by checking the box to the left of the case name in the *Shopping Cart*

**Note:** To process payment on several items in a single payment, check the box next to more than one item. If you want to file additional items, click on **Return to Superior Court E-Filing 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.

2. Click **Pay by Credit Card** (Discover, Visa, MasterCard or American Express are accepted)
3. Enter your payment information in the required fields, and check the box authorizing payment.
4. Then click **Pay Now** to pay the entry fee and file your new case.

**Note:** The Judicial Branch does not keep your credit card information, the credit card number and the expiration date for the card must be entered at every payment.

5. The **Confirmation** page is displayed

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### The Confirmation Page

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1. Click **Print This Page** and keep a copy of the confirmation page for your records

**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.

2. Choose an action:

- Click **Return to Superior Court E-Filing Menu** to see the case you just filed in your list of cases on the *Superior Court E-Filing* page.
- Click the **docket number** to go to the *Case Detail* page of the case. You have access to your case as soon as you file it electronically.



## File a System-Populated Document Electronically

- Click **E-file Another Motion/Pleading/Other document** on this case, to file an additional document.

**You have successfully e-filed!**

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

Docket Number:	<a href="#">HHB-CV-19-6053127-S</a>
Case Name:	AMERICAN NEIGHBORHOOD MORTGAGE ACCEPTANCE COMPANY, v. ROSSI, JEFFREY TODD Et Al
Type of Transaction:	Pleading/Motion/Other document
Date Filed:	Aug-9-2021
Motion/Pleading by:	AMY
Document Filed:	112.00 MOTION FOR CLARIFICATION-COURT ORDER
Date and Time of Transaction:	Monday, August 9, 2021 10:18:08 AM

3. If you have finished e-filing, click 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](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>.