

Instructions on Marking Short Calendar Matters Electronically

1. Tell the attorneys and other self-represented parties in the case by telephone, fax or, if the other attorneys or self-represented parties have agreed in writing, by email, how you *are marking* your motion or pleading.
2. Log in to E-Services from the Branch website at: www.jud.ct.gov.
3. Select **Superior Court E-Filing** from the E-Services menu
4. Select **Short Calendar Markings Entry** from the **Superior Court E-Filing** menu page
5. Select the **Location** and **Court Type** for the calendars
6. Select **Sort Results** to display cases by case name, docket number, location, entry number, calendar sequence number or motion
7. Choose **Search**

Note: Motions or objections display separately. If a case has more than one motion or objection, the name of the case and the docket number will appear once for each motion or objection.

8. Each motion/objection must be marked separately. For civil matters, select “**R**” (**Ready**), “**TP**” (**Take Papers**) or “**O**” (**Off**); for family matters, select “**R**” (**Ready**) or “**O**” (**Off**).

You can find more information about the markings options in the [Procedures and Technical Standards for E-Services](#) and the [Short Calendar and the Marking Process](#) quick card.

Note: Do not use a “Take Papers” marking to mark a matter that appears on a calendar if a request for argument has been granted on a non-arguable motion, or if the Court has granted or required argument on *any* other matter.

9. Check the box next to the certification.
10. Enter the name and telephone number of the individual submitting the markings
11. Click **Enter Markings** and print the *Short Calendar Markings Confirmation and Receipt*.

Note: To change a marking you have entered, you can log in to E-Services at any time during the marking period, go to the **Superior Court E-Filing Menu**, choose **Markings Entry**, and change the marking. Each time you go to **Markings Entry**, the markings option next to all motions or objections defaults to “No Change.”