

## Request Electronic Access to Superior Court E-Filable Cases

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If you have not enrolled in E-Services yet, stop here. Before you can ask for electronic access to a case, 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.

### Quick Guide to Request Access to Your Case via E-MAIL

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After enrolling and logging into E-Services, you can request electronic access to an e-filable civil, family or housing case, via **E-MAIL**.

**NOTE:** Below are the quick guide steps. Detailed instructions with screenshots are on the following pages.

#### **To request access to your case, you must:**

1. Go to the **Superior Court E-Filing page**
2. Go to **the case that you are a party in and** want to have access to
3. Choose **Request Electronic Access** on the case detail page for the case
4. Click the checkbox next to your party name
5. Click **Submit**
6. **Send an email to [eservices@jud.ct.gov](mailto:eservices@jud.ct.gov)** including the following:
  - a. Your Name
  - b. Your E-Services ID
  - c. The Name of the case for which you are requesting access
  - d. The Docket Number of the case for which you are requesting access
  - e. Attach a legible photograph or scan of a valid photo ID from this list:
    - US Passport
    - Connecticut Driver's License
    - Out of State Driver's License with photo
    - Current Government ID (Town/City/State/Federal)
    - Current Military ID
    - US Passport Card (with photo)
    - Certificate of Naturalization (with photo)
    - Certificate of Citizenship (with photo)
    - Permanent Resident Card (with photo)
  - f. For individuals requesting e-filing access on behalf of a business **in a small claims case only**, also attach a legible photograph or scan of one of the following things that shows your relationship to the business:
    - Concord page from the Secretary of State's website
    - Articles of Incorporation
    - Business Card
    - Business letterhead
    - Recent mail with your name and the name of the business
7. The name on the photo ID **must match** the name of the party on the case file.
8. If the names are different, you must also attach a photo or scan of proof of name change.
9. The email must be sent from the email address associated with your E-Services account.

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**\*\*\* Note: The instructions to complete this process in person (you will need to go to the courthouse) or by Mail (you do not need to go to the courthouse) will be described on the Pending Request Page and in the access request email sent to you after you request access to your party on the case.\*\*\***

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# Request Electronic Access to Superior Court E-Filable Cases

## 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, then click **Login** to log in to E-Services

**Log in:**  
Juris Number (attorney/firm)  
or Self-Rep. User ID:  
 [Forgot User ID?](#)  
Password:  
 [Forgot Password?](#)

5. Click **Civil/Family Housing Small Claims** under *Superior Court E-Filing*

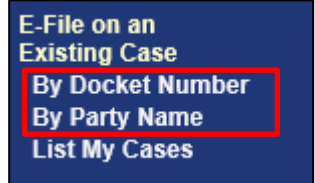


## Request Electronic Access to Superior Court E-Fileable Cases

- Find your case by clicking on **By Docket Number** or **By Party Name** under “E-File on an Existing Case” on the menu.

### Note:

- If you search **By Party Name**, you see a list of cases (search results) to choose from.
- If you search by a docket number, you will go directly to the main page (case detail page) for the case.



### Search by Party Name

- Click Search by Party Name
- Enter the Party Information. Note: Party Last Name is the only required field
- Click Search

*Party Last Name :	<input type="text"/>	<a href="#">Self-rep Help Manual</a>
Party First Name :	<input type="text"/>	
Location :	All	▼
Case Category :	All	▼
Case Type :	All	▼
Sort Order :	Location	▼
Search Archive :	<input type="checkbox"/>	
Name Search Type :	Starts With	▼
<input type="button" value="Search"/>		

- A list of matches will display
- Click the docket number (Docket No.) for your case to go to the case detail page.

### Search by Docket Number

- Click Search by Docket Number
- Enter the Docket Number
- Click Search
- The case detail matching the docket number your entered will display

Location	Category	Year	Number	Suffix
--Select Location--	CV			S
Example: HHD	Example: CV	04	1234567	S

OR

<b>Full Docket Number</b>	
<input type="text"/>	

<input checked="" type="checkbox"/>	Include Party Information
ALL	Include Motions/Pleadings/Documents

# Request Electronic Access to Superior Court E-Filable Cases

## Request Electronic Access to your case:

1. You will see a message in red under the name of the case that tells you that you do not currently have electronic access to the case. You can only choose "Request Electronic Access" as your case activity.

The screenshot shows the user interface for requesting electronic access. On the left is a navigation menu with options like 'E-File a New Case' and 'E-File on an Existing Case'. The main area displays case information: 'Logged-In User: Anna Karenina (annakarenina)', 'E-Mail: alice.mastrony@jud.ct.gov', and case details for 'PAINT PRODUCTS, INC. v. KARENINA, ANNA'. A red message states: 'You annakarenina do not currently have electronic access to this case. If you are a party to this case, and want to electronically (by computer) file or look at documents or mark your short calendar matters, you must request electronic access. Choose "Request Electronic Access" and select "Go."' Below this message is a 'Select Case Activity' dropdown menu with 'Request Electronic Access' selected and a 'Go' button.

2. Click **Go**.
3. Check the box next to the name of the party you are requesting electronic access for.  
**Note:** You can only request electronic access for yourself if you are the party in the case.

The screenshot shows the 'Request Access' page. It includes case information at the top and a table of parties. The table has columns for 'Party', 'Party Category', and 'Party Type'. Two parties are listed: 'P-01 PAINT PRODUCTS, INC.' and 'D-01 ANNA KARENINA'. The checkbox next to 'D-01 ANNA KARENINA' is checked. At the bottom of the page are 'Submit' and 'Cancel' buttons.

Party	Party Category	Party Type
<input type="checkbox"/> P-01 PAINT PRODUCTS, INC. Attorney: ALICE HARRINGTON MASTRONY (101751) ST OF CT JUDICIAL BRANCH 90 WASHINGTON STREET HARTFORD, CT 06106	Plaintiff	Firm or Corporation
<input checked="" type="checkbox"/> D-01 ANNA KARENINA Self-Rep: 90 MAIN ST. TRUMBULL, CT 06611	Defendant	Person

4. Click **Submit** at the bottom of the page.
5. Print the request by clicking **Print this Page** (As shown in screenshot on the next page) It shows information about the case, the request, and the date of the request.

# Request Electronic Access to Superior Court E-Filable Cases

## Pending Request

**Instructions:** Print a copy of this request by choosing **Print This Page**. Once you have printed this request form, you must follow the directions on this page to complete the process of requesting electronic access either in person or by mail.

**To complete this process in person (you will need to go to the courthouse)**

1. Bring a copy of this page with you to the court clerk's office.
2. Bring an original valid photo ID from this list:
  - US Passport
  - Connecticut Driver's License
  - Out of State Driver's License with photo
  - Current Government ID (Town/City/State/Federal)
  - Current Military ID
  - US Passport Card (with photo)
  - Certificate of Naturalization (with photo)
  - Certificate of Citizenship (with photo)
  - Permanent Resident Card (with photo)
3. The name on the photo ID must match the name of the party on the case file.
4. If the names are different, you must also provide the proof of name change to the court.

**To complete this process by mail (you do not need to go to the courthouse)**

1. Make a copy of your original valid photo ID. Do not mail an original photo ID to the court.
2. Use any valid photo ID from the list shown above on this page.
3. The name on the photo ID must match the name of the party on the case file.
4. If the names are different, make a copy of your proof of name change to mail to the court. Do not mail the original proof of name change to the court.
5. You must include the following sworn statement on the copy of your photo ID.

I, \_\_\_\_\_, am requesting electronic access as a party to a case which has been filed in the Superior Court. I am the person pictured and described in the copy of my ID which is a true copy of the original.

Signature \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signature of Notary Public \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

6. You must show your original photo ID to the notary and sign the statement in front of a notary before you mail the papers to the court.
7. If the copy of your photo ID is not notarized, your request will be denied.
8. Mail this printed request with the notarized copy of a valid photo ID and a copy of any proof of name change to the court clerk's office at the address below.

Docket Number: FBT-CV-17-6052069-S  
Case Name: PAINT PRODUCTS, INC. v. KARENINA, ANNA  
Requested By: i  
Requested On: 8/4/2017 11:36:22 AM  
For Party Number: D-01  
Party Name: ANNA KARENINA  
Party Category: Defendant  
Party Type: Person  
Enrollment Email Address: alice.mastrony@jud.ct.gov  
Request ID: 8005

**To complete this process:**

- Print a copy of this request by selecting the Print This Page button.
- Bring or mail the printed page with valid forms of personal identification as outlined below to the Bridgeport JD clerk's office at

1061 MAIN STREET  
BRIDGEPORT, CT 06604

 **Print this Page** My Access Requests

## Request Electronic Access to Superior Court E-Filable Cases

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### Complete Electronic request to Your Case via E-MAIL

After enrolling and logging into E-Services, you can request electronic access to an e-filable civil, family or housing case, via **E-MAIL**.

#### **To request access to your case, you must:**

1. **Send an email to [eservices@jud.ct.gov](mailto:eservices@jud.ct.gov)** including the following:
  - a. Your Name
  - b. Your E-Services ID
  - c. The Name of the case for which you are requesting access
  - d. The Docket Number of the case for which you are requesting access
  - e. Attach a legible photograph or scan of a valid photo ID from this list:
    - US Passport
    - Connecticut Driver's License
    - Out of State Driver's License with photo
    - Current Government ID (Town/City/State/Federal)
    - Current Military ID
    - US Passport Card (with photo)
    - Certificate of Naturalization (with photo)
    - Certificate of Citizenship (with photo)
    - Permanent Resident Card (with photo)
  - f. For individuals requesting e-filing access on behalf of a business **in a small claims case only**, also attach a legible photograph or scan of one of the following things that shows your relationship to the business:
    - Concord page from the Secretary of State's website
    - Articles of Incorporation
    - Business Card
    - Business letterhead
    - Recent mail with your name and the name of the business
2. The name on the photo ID **must match** the name of the party on the case file.
3. If the names are different, you must also attach a photo or scan of proof of name change.
4. The email must be sent from the email address associated with your E-Services account.

# Request Electronic Access to Superior Court E-Filable Cases

## Complete Electronic request to Your Case via Paper

\*\*\* The instructions below are for requests that are verified on paper, not for requests verified by email. You do not need to follow any of the instructions below this line if you have submitted an email as outlined above. \*\*\*

### To complete this process in person (you will need to go to the courthouse)

1. Bring a copy of this this request by choosing Print This Page with you to the court clerk's office.
2. Bring an original valid photo ID from the list in 4 (e) above
3. The name on the photo ID must match the name of the party on the case file.
4. If the names are different, you must also provide the proof of name change to the court.
5. For individuals requesting e-filing access on behalf of a business in a small claims case only:
  - Bring an original valid photo ID from the list in section 2 above; **and** provide one of the items in 4 (f) above

### To complete this process by mail (you do not need to go to the courthouse)

1. Make a copy of your original valid photo ID. Do not mail an original photo ID to the court.
2. Use any valid photo ID from the list in 4 (e) above.
3. The name on the photo ID must match the name of the party on the case file.
4. If the names are different, make a copy of your proof of name change to mail to the court. Do not mail the original proof of name change to the court.
5. For individuals requesting e-filing access on behalf of a business in a small claims case only:
  - Bring an original valid photo ID from the list in section 2 above; **and** provide one of the items in 4 (f) above
6. **You must include the sworn statement (at right) on the copy of your photo ID.**
7. You must show your original photo ID to the notary and sign the statement in front of a notary before you mail the papers to the court.
8. If the copy of you photo ID is not notarized, your request will be denied.
9. Mail this printed request with the notarized copy of a valid photo ID and a copy of any proof of name change to the court clerk's office at the address below.

I, \_\_\_\_\_, am requesting electronic access as a party to a case, or on behalf of a business that is a party in a small claims case, which has been filed in the Superior Court. I am the person pictured and described in the copy of my ID which is a true copy of the original.

\_\_\_\_\_  
Signature

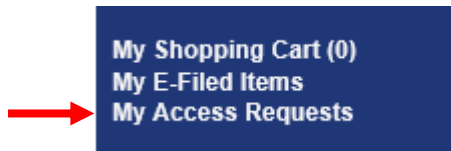
Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Notary Public  
My Commission Expires: \_\_\_\_\_

# Request Electronic Access to Superior Court E-Filable Cases

## Check the Status of your Access Request

1. You can check on your access request by clicking on **My Access Requests** o on the Superior Court E-Filing page.



2. From the My Access Request page you can:

- Print the request by clicking **Print Request** on this page. : If you forgot to print a copy of your request or lost your copy
- **Delete Request** if it is no longer needed or you requested access to the wrong party

My Access Requests						
<b>Instructions:</b> To complete the process for any requests listed as PENDING on this page, choose <b>Print Request</b> for the pending request. Print the request page. You must bring or mail the printed copy of the request to the clerk's office shown on the request. You must also bring one of the kinds of photo identification shown on the request. You must send a notarized copy of your photo identification if you are mailing the request to the clerk's office. The notary statement and signature must be on the copy of the photo identification.						
<i>Do not send your original photo identification by mail to the clerk's office.</i>						
Docket No.	Case Name/Party	Status	Date	Reason		
<a href="#">FBT-CV17-5042679S</a>	CAVALRY SPV I, LLC v. SMITH,JACQUELLA D-01 JACQUELLA SMITH	Pending	2/16/2021 2:34:39 PM		<a href="#">Print Request</a>	<a href="#">Delete Request</a>

3. Once your access request is acted on your will receive an email telling you that your access has been **approved** or **denied**.
4. If your request for electronic access is approved, the case will appear in your list of cases on the Superior Court E-Filing page.
5. If you have not filed an appearance in the case, you must file your appearance before you can look at or file documents or mark short calendar matters in your case on-line.

**Need help?** If you have any questions about requesting electronic access to your case, 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>.