

**Enrollment, Activation &
Requesting Access to a Case**
Self-Represented Party
Quick Reference Card

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Need help?

E-Services

EServices@judicialmail.ct.gov

Gaining access to Judicial E-Services is a **two part process**:

1. Enrollment
2. Activation

Once you have enrolled and activated your account in E-Services, you can:

- Request Access to your Case
- E-File a new Case

When you have requested access and your request is approved, once your appearance is filed you will be able to:

- Look at and file documents in your case
- Mark your motions or objections on the short calendar on-line (electronically)

Enroll in E-Services

Enrolling in E-Services will allow you to request electronic access to your case. There is no charge for enrollment in E-Services. The following is a checklist of what you must do to **Enroll** in E-Services:

To enroll in E-Services, you must:

1. Navigate to the Judicial Branch Website by typing the following web address www.jud.ct.gov.
2. Choose **E-Services** from the menu on the left side menu.
3. Choose **Enroll**
4. Fill out the information in the enrollment application
5. Choose a User ID and password. **This User ID will appear on all of the documents you file with the court, and it cannot be changed.**
6. Choose a secret question and answer and enter your year of birth. We can use this information to identify you if you forget your User ID or password.
7. Print the page for your records

Activate Your Account

After the message that indicates your enrollment application has been received, you will be asked to check your e-mail for an e-mail from E-Services.

To activate your account, you must:

1. Check your e-mail for an e-mail from E-Services
2. Click on the link in the e-mail
3. Enter your User ID and password on the next screen
4. Look over the information that you gave in your application to be sure it is correct
5. Read through the Electronic Services (E-Services) User Agreement
6. Check the box next to "I agree."
7. Click **Activate Account** to be taken to the E-Services home page.

Request Access 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. 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** 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.

***** 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.*****