

A Guide to Enroll in Eservices and Activate your EServices Account

Enrolling in Eservices will allow you to request electronic access to your case.

Note: There is no charge for enrollment in E-Services.

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)

The following is a checklist of what you must do to **Enroll** in E-Services and to **Activate** your account. Detailed instructions are on the following pages.

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
8. Submit your Request for New Account

You will see a message that tells you your enrollment application has been received. It will also tell you 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.

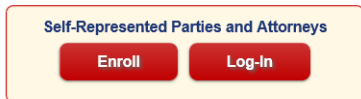
Enrollment for Self-represented Parties

Instructions on how to enroll in E-Services:

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. The E-Services Welcome Page is displayed. Click the **Enroll** button



4. Click the **ENROLL** button for **Self-represented Parties**. The enrollment page will display.



The Enrollment Page has four sections:

- Account Type
- Account Information
- User ID and Password
- Security Question (in case you forget your password)

Enrollment for Self-represented Parties (Continued)

5. Select **Individual Account** or **Business Account**:

- *Individual Account* should be selected if you are enrolling in E-Services so that you can file and look at documents on-line in your civil, family, housing or small claims cases in the Superior Court or appellate court.

Note: Individual Account should not be selected if you are a business in a small claims matter.

- *Business Account*: Should be selected only if you are business in a Small Claims Case.

New Account Enrollment

Instructions: Answer the questions about yourself below. A question with an ***** must be answered.

Account Type:

Individual Account
 Business Account
(An E-Services Business Account can only be used to file cases and documents in small claims. You must create an Individual account in order to access or file cases and documents in Civil, Family, Housing and Appellate cases.)

6. Complete the **Account Information** Section, fields that have a red asterisk * are required

Note: Be sure you enter your e-mail address correctly. The link you will need to click on to complete your enrollment and activate your E-Services account will be sent automatically to the e-mail address you enter here.

Account Information:

*First Name:

Middle Initial:

*Last Name:

Suffix:

*Address1:

Address2:

*Town State Zip: CT

USA

*Country: Other

*Telephone No: Phone Extension:

*Email Address:

*Confirm Email Address:

Note: An email will be sent to the address you type in here. You must click on a link in that email in order to complete your enrollment and activate your E-Services account.

Enrollment for Self-represented Parties (Continued)

7. Enter a User ID and Password

User ID: Create and enter a User ID.

- The user ID will be used to log in to E-Services and to **sign documents** you file electronically.
- The User ID *cannot* be changed, and it will appear on all documents that you file with the court.
- The User ID - You cannot use symbols, punctuation marks or any other special characters, such as @, #, & or * in your User ID. You also cannot use your e-mail address as your User ID. The system will tell you if your User ID is available.

Password - Create a password that has no fewer than 8 characters and no more than 10 characters.

- It must contain at least one number.
- It cannot use symbols, punctuation marks or any other special characters, such as @, #, & or * in your User ID.

User ID and Password:	
<p>•User ID: <input type="text"/></p> <p>Once enrolled, this User ID cannot be changed and will be displayed on all court documents. Check if Available</p>	<p>The UserID cannot contain any symbols or special characters, such as @, #, &, or ! and it cannot be your email address.</p>
<p>•Password: <input type="text"/></p> <p>•Confirm Password: <input type="text"/></p>	<p>The password must have 8-10 characters including at least one number (0-9). It cannot use special characters, such as @, #, & or !.</p>

8. Complete the Security Question section

This information is used to verify your identity if you have forgotten your password.

- Enter a *Secret Question* and *Answer*. The question and an answer should be something unique that only you will know
- Enter your *Year of Birth*.

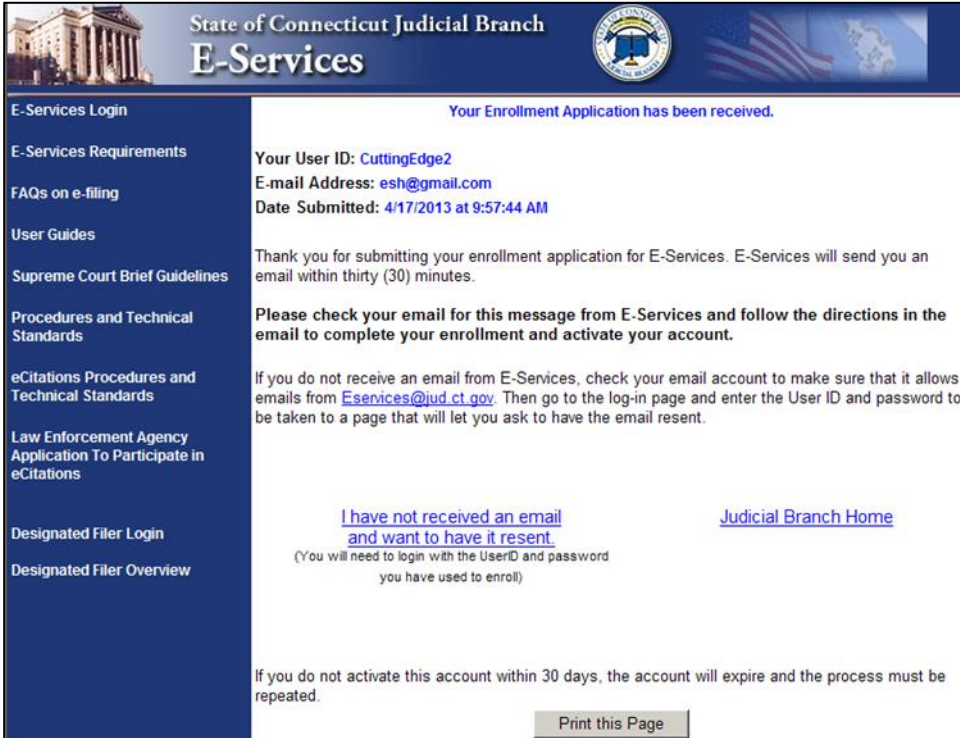
Security Question (In case you forget your password):	
<p>•Secret Question: <input type="text"/></p> <p>•Answer: <input type="text"/></p>	
<p>•Year of Birth: <input type="text"/></p>	

9. Be sure to print the page for your records by clicking **Print this Page**.

<p style="text-align: center;"><input type="button" value="Print this Page"/></p> <p>Please print this screen for your records <u>before</u> continuing.</p>
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Enrollment for Self-represented Parties (Continued)

10. Click **Submit Request for New Account** at the bottom of the page. Confirmation your Enrollment Request was received will display.



The screenshot shows the State of Connecticut Judicial Branch E-Services enrollment confirmation page. The header includes the state seal and the text "State of Connecticut Judicial Branch E-Services". The main content area displays the following information:

- Your Enrollment Application has been received.**
- Your User ID: CuttingEdge2
- E-mail Address: esh@gmail.com
- Date Submitted: 4/17/2013 at 9:57:44 AM

Thank you for submitting your enrollment application for E-Services. E-Services will send you an email within thirty (30) minutes.

Please check your email for this message from E-Services and follow the directions in the email to complete your enrollment and activate your account.

If you do not receive an email from E-Services, check your email account to make sure that it allows emails from EServices@jud.ct.gov. Then go to the log-in page and enter the User ID and password to be taken to a page that will let you ask to have the email resent.

[I have not received an email and want to have it resent](#) [Judicial Branch Home](#)

(You will need to login with the UserID and password you have used to enroll)

If you do not activate this account within 30 days, the account will expire and the process must be repeated.

[Print this Page](#)

The left sidebar contains the following navigation links: E-Services Login, E-Services Requirements, FAQs on e-filing, User Guides, Supreme Court Brief Guidelines, Procedures and Technical Standards, eCitations Procedures and Technical Standards, Law Enforcement Agency Application To Participate in eCitations, Designated Filer Login, and Designated Filer Overview.

11. Print this page for your records by clicking **Print this Page**.
12. Within 30 minutes, you will receive an e-mail from E-Services. You must click on the link in that e-mail to complete your enrollment and activate your account.

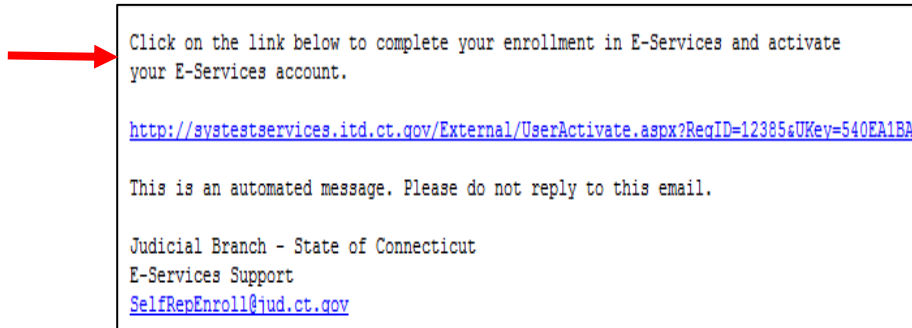
Account Activation for Self-represented Parties

Instructions on how to Activate your E-Services Account:

1. You will receive an e-mail from E-Services with the link to activate your account.

Note: The link in this e-mail will be active for only 30 days. If you do not click on the link and complete the enrollment process within thirty days, your information will be removed from the system and you will have to enroll again.

2. Click the link in the e-mail to go to the *New Account Activation* page

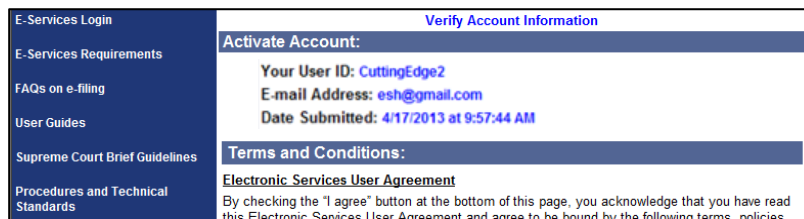


3. On the *New Account Activation* page, enter your **User ID** and **Password**.

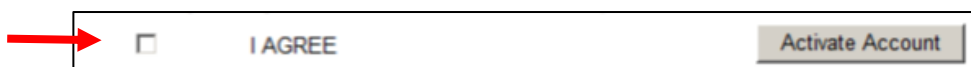


4. Click **Continue**. The *Verify Account Information* page will display.

5. Verify your account information and read the Electronic Services User Agreement.



6. Click the checkbox next to **I Agree** and then click the **Activate Account** button



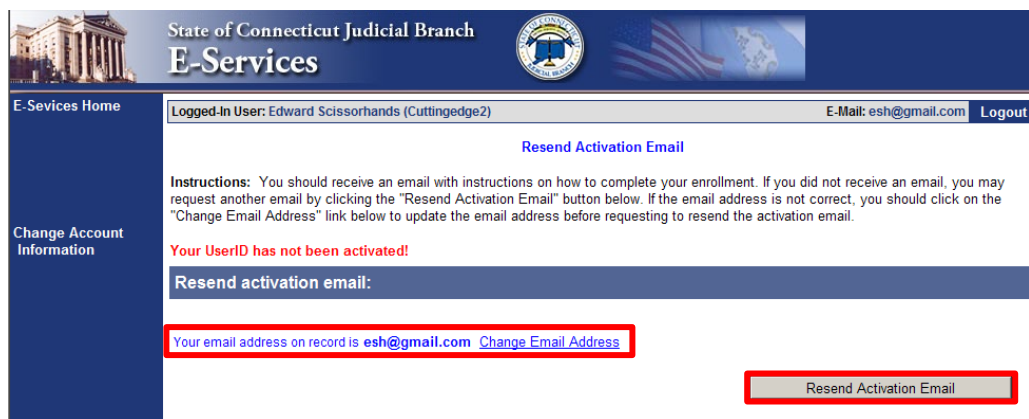
7. You have successfully activated your account. The E-Services home page will display. From this page you can select *Superior Court E-Filing* to go to your case or to *File a New Case* electronically.

Account Activation for Self-represented Parties (Continued)

What if I don't get an e-mail from E-Services?

If you do not receive an e-mail from E-Services with the link to activate your account, you should:

1. Check your e-mail account to make sure that it will allow you to receive e-mails from E-Services
2. Go to the Judicial Branch website at www.jud.ct.gov
3. Choose **E-Services** from the menu on the left side of the page to go to the E-Services Welcome Page
4. Click **Log-in**
5. Enter your User ID and password.
6. You will see the following screen:



7. Check your e-mail address on this page to be sure it is correct.
8. Choose **Change Email Address** if you need to make any change to your address
9. Choose **Resend Activation Email**
10. You will receive an e-mail from E-Services with the link to activate your account.

Need Help? If you do not receive the e-mail or you have any other questions about enrollment or account activation, call the E-Services Support Line at (866) 765-4452 or e-mail SelfRepEnroll@jud.ct.gov.