

**FACSIMILE FILING  
COVER SHEET**

JD-CL-73 Rev. 5-10

CONNECTICUT JUDICIAL BRANCH  
**SUPERIOR COURT**

[www.jud.ct.gov](http://www.jud.ct.gov)

**INSTRUCTIONS**

1. See the back/page 2 for Procedures and Technical Standards for Electronic Filing.
2. Do not fax the back/page 2 of this form to the court.
3. Type or print legibly. One cover sheet must be submitted for each document.
4. The filing party shall keep the signed copy of the pleading, document or other paper while the action is pending, during any appeal period and during any applicable appellate process.
5. The transmission record of each filing shall be the filing party's confirmation of receipt by the Court. Please **do not** call the Clerk's Office to confirm receipt.

**TO: The Superior Court named below.**

- |  |   |
|--|---|
| <input type="checkbox"/> Judicial District at: _____ | <input type="checkbox"/> Geographical Area No.: _____           |
| <input type="checkbox"/> Housing Session at: _____   | <input type="checkbox"/> Juvenile Matters at: _____             |
| <input type="checkbox"/> Small Claims Area at: _____ | <input type="checkbox"/> Child Protection Session at Middletown |

Fax number of above Court	
Docket number	
(Include prefix: for example, CI, CP, CR, CV, FA, HC, JV, MI, MV, SC, SP)	
Title of document faxed	
Number of pages	(Unless otherwise directed by the court, documents shall not be more than 20 pages (including cover sheet) .)

**The filing party assumes the risk of incomplete transmission or other factors that result in the document not being accepted for filing.**

**From:**

Name (Print or type full name of person to be contacted, if necessary)		Date
I am an attorney or law firm excluded from e-filing: <input type="checkbox"/> Yes <input type="checkbox"/> No Juris number: _____		
Telephone number (Include area code)		Fax number (Include area code)

**To Be Completed By The Court Only**

**The document was not filed by the clerk's office for the following reason(s):**

- The document is not in compliance with procedures and technical standards established by the Office of the Chief Court Administrator. See the Judicial Branch procedure at [www.jud.ct.gov](http://www.jud.ct.gov).
- The document is longer than 20 pages.
- The document is:  incomplete.  illegible.
- The document was not accompanied by the required fax cover sheet.
- The document was faxed to the wrong court.
- Other \_\_\_\_\_

**Under the Procedures and Technical Standards for Electronic Filing set up by the Office of the Chief Court Administrator, the documents will not be returned by the clerk.**

From (Print name and title)	Date
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**The information contained in this facsimile message may be privileged and confidential and is intended only for the use of the individual or entity named above. If the reader of this is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you receive this communication in error, please notify the sender immediately.**

# DO NOT FAX THIS SIDE/PAGE

## Electronic Services Procedures and Technical Standards for Facsimile Filing

### I. General Provisions

A. **Scope/Authority** - E-Services Procedures and Technical Standards have been issued by the Honorable Barbara M. Quinn, Chief Court Administrator . . . They apply to all electronic services offered by the Judicial Branch. Specific procedures that apply to Facsimile Filing, e-filing, and short calendar markings are set forth in subsequent sections of these procedures and technical standards . . .

### III. Facsimile Filing of Motions, Pleadings, or Other Documents

A. **Scope** - Pursuant to Section 4-4 of the Connecticut Practice Book, the following procedures are established by the Office of the Chief Court Administrator for the filing of motions, pleadings, or other documents by electronic means through facsimile filing. ***Attorneys and law firms without an exclusion from electronic services requirements are not permitted to file documents through facsimile filing in cases in which they have an appearance on behalf of a party if electronic filing through e-filing is mandatory for the case.***

B. **Form/Page limits** - Any pleading, document, or other paper filed by facsimile transmission shall be accompanied by a *Facsimile Transmission Cover Sheet (JD-CL-73)* prescribed by the Office of the Chief Court Administrator. Such filings may not exceed twenty pages, including the cover sheet, unless otherwise directed by the court.

C. **Original document/Certification** - The facsimile transmission received by the clerk shall be deemed the original. A facsimile transmission of a signed pleading, document, or other paper shall be considered signed for purposes of Section 4-2 and Section 10-14 of the Practice Book. The attorney or party shall retain the signed copy of the pleading, document, or other paper during the pendency of the action, any appeal period, and any applicable appellate process. The signed copy retained by the filer shall contain a certification signed by the filer indicating that the document is a true copy of the document that was transmitted by facsimile to the clerk. The filer shall produce the signed copy upon request of the Court. If the filer fails to produce the document, the Court may take any action and impose any sanction it deems appropriate.

D. **Specific Types of Documents** - Except as otherwise provided in these procedures, any pleading, document, or other paper to be filed with the court may be filed by facsimile transmission.

1. Documents requiring oath/affirmation - Documents that require an oath or affirmation may, if signed and fully executed in writing, be submitted by facsimile. The filing party shall retain the original paper documents throughout the pendency of the action, any appeal period, and any applicable appellate process.

2. The following may **not** be filed by facsimile:

- Any pleading, document, or other paper that commences an action,
- Any filings that must be accompanied by any fee or other payment,
- Criminal summonses and complaints,
- Uniform Arrest Reports, arrest reports, bond forms and seized property inventories, and
- Requests, applications, petitions, and other documents pertaining to restraining orders.
- ***Documents in cases for which electronic filing through e-filing is mandatory for all attorneys and law firms, unless an exclusion from electronic services requirements has been granted.***

E. **Filing date/Confirmation** - Facsimile filings shall be complete upon the receipt of the entire document by the clerk's office. Facsimile transmissions received by the clerk's office during the normal hours of operation of the office shall be deemed filed that day. A document that is received outside of the normal business hours, including a day on which the clerk's office is closed, shall be deemed filed on the next business day upon which such office is open. The date of filing shall be as recorded on the document by the clerk. The filer must cause the transmitting facsimile machine to print a transmission record which shall be retained by such filer for each transmission. If the facsimile document is not filed with the court as set forth herein because of an error in transmission unknown to the sender or because of a failure to process the facsimile document when received by the court, the filer may move for an order to allow the filing of the document as deemed appropriate by the court. This motion shall be accompanied by the transmission record, a copy of the document transmitted, and an affidavit of transmission.

F. **Failure to comply with standards and procedures** - If a document exceeds the page limit, is incomplete as transmitted, is faxed to the incorrect court, or is otherwise not in compliance with the requirements of this section, the clerk shall not file the transmitted document but shall destroy it and return the cover sheet to or otherwise notify the sender as to why the document was not filed.

### ADA Notice

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA/](http://www.jud.ct.gov/ADA/)