



# QUICK CHART ON ELECTRONIC FILING

<p><b>ENROLLMENT AND REGISTRATION</b></p>	<p>To sign up (<b>enroll</b>) for E-Services, an attorney must be admitted to practice in Connecticut and be in good standing. To enroll, fill in and submit the form that is available through E-Services on the Judicial Branch website (<a href="http://www.jud.ct.gov">www.jud.ct.gov</a>).</p> <p><b>Registration</b> is a separate process that is done annually by attorneys. To register through E-Services, an attorney must log in to E-Services with an individual juris number, select <b>Attorney Registration</b>, and review, update, certify and submit the registration form.</p>
<p><b>ACCESS</b></p>	<p>Access is by means of <b>juris number and password</b> for viewing and for filing. Sealed or lodged documents cannot be filed or viewed electronically. Access for a designated filer is by means of a <b>User ID and password</b>.</p> <p>No public access to the e-filing system is permitted at this time, but individuals may view the case detail information online through the Judicial Branch web site. Case detail information includes appearance information, scheduling information and a listing of documents that have been filed in the case.</p>
<p><b>E-FILABLE CASES</b></p>	<p>All tort cases filed after 9/1/05 and most contract and property cases filed on or after 2/27/06 are e-filable. Beginning August 22, 2009, the remaining civil case types - administrative appeals, eminent domain, wills and trusts, and miscellaneous cases - will be e-filable with a few exceptions. Drug asset forfeitures, habeas cases, foreign civil judgments, summary process and housing civil matters, and foreign protective orders will not be e-filable. Also, cases that include a prejudgment remedy and eminent domain case types (including state highway condemnation and redevelopment condemnation) will not be initiated electronically, but subsequent motions, pleadings or documents will be filed electronically.</p> <p>Beginning <b>September 1, 2009, e-filing of all foreclosure matters will be mandatory</b> for attorneys and firms without an exclusion from electronic services requirements.</p> <p>Beginning <b>December 5, 2009, e-filing of all other civil case types (other than the already listed exceptions) will be mandatory</b> for attorneys and firms without the exclusion.</p>
<p><b>FILING/FORMAT</b></p>	<p>Documents must be converted to PDF before they can be uploaded and filed electronically.</p> <p><b>System-populated forms</b>, which are <b>appearances, motions for continuance, jury claims, certificates of closed pleadings, reclaims, and withdrawals (except for withdrawals of appearance)</b>, are created through the e-filing system.</p> <p>Filers are encouraged to add descriptions in the space provided of the documents they file. For example, include the title and entry number of the motion to which an objection is being filed or the name of the party against whom a default is being sought.</p>
<p><b>ATTACHMENTS AND EXHIBITS</b></p>	<p>An attachment/exhibit filed electronically must be included as a part of the PDF of another document at the time of filing. No separate category currently exists in e-filing for filing exhibits.</p>

<b>SIZE LIMITS</b>	An uploaded file may not exceed <b>20 MB</b> , which would be approximately 450 pages of unformatted text. This size limitation will be increased to <b>50 MB</b> in August of 2009.
<b>SIGNATURE</b>	Sign an efiled document by entering the <b>individual juris number</b> of the attorney signing the pleading in the designated field.
<b>NON-E-FILABLE ITEMS</b>	Certain items cannot be filed electronically at this time, including motions to seal, motions for permission to use a pseudonym, lodged documents, case initiations that include a prejudgment remedy, motions to withdraw an appearance, motions to intervene, and motions to be made a party plaintiff or defendant.
<b>NOTICE</b>	<p>A confirmation screen that shows date and time of the transaction as well as official filing date appears at the time of filing. This confirmation screen must be retained.</p> <p>The filer must send a copy of any document filed to appearing parties in accordance with the Practice Book rules on certification.</p> <p><b>Judicial notices</b> (JDNOs) for all case types are viewable online through E-Services by attorneys with an appearance in the file. These notices are also sent by U.S. mail in accordance with Practice Book rules.</p>
<b>SYSTEM REQUIREMENTS</b>	<p>To view and file documents:</p> <ul style="list-style-type: none"> <li>• Personal computer/Internet access</li> <li>• PDF Reader software</li> <li>• Browser that supports Microsoft Internet Explorer® 5.01 or higher</li> <li>• 128-bit encryption and Secure Sockets Layer (SSL) version 2.0 protocol</li> <li>• Means to convert documents to PDF (scanner or software)</li> </ul>
<b>USER FEES</b>	No fees are charge for access to or use of the e-filing system. Documents that are electronically available may be viewed, downloaded or printed without charge.
<b>PAYMENT</b>	Payment for court fees may be made by MasterCard, Visa or electronic check. Please note that if a fee is required, documents are not filed until the fee has been paid.
<b>TRAINING AND SUPPORT</b>	<p>Onsite presentations on E-Services and e-filing are available. Please contact Alice Mastrony by email <a href="mailto:alice.mastrony@jud.ct.gov">alice.mastrony@jud.ct.gov</a> or by phone at (860) 706-5321.</p> <p>Tutorials are available online at: <a href="http://www.jud2.ct.gov/eservicestutorials/">http://www.jud2.ct.gov/eservicestutorials/</a></p> <p>For questions or help, please call the E-Services Help Line at (866) 765-4452, email <a href="mailto:EServices@jud.ct.gov">EServices@jud.ct.gov</a> or call Janice Calvi (860) 263-2734 Ext. 3038 or Alice Mastrony (860) 706-5321.</p>

Before using **E-Services**, review the **Revised E-Services Procedures and Technical Standards**, which apply to all electronic services of the Judicial Branch, including e-filing and online short calendar markings. They may be accessed from the link on the left side of the **E-Services** log-in page.