



Mandatory e-Filing Requirements and Exceptions

With some exceptions, **e-filing of all civil case types will be mandatory as of December 5, 2009**. As of September 1, 2009, **e-filing became mandatory in all foreclosure matters**. Mandatory civil e-filing does **not** include **family** cases.

A. Exceptions to the mandatory e-filing requirements for civil case types are:

1. Cases that cannot be initiated electronically (but note that subsequent motions, pleadings or documents in these cases are required to be filed electronically):

- Cases that include a prejudgment remedy;
- Cases that include more than 48 plaintiffs or 48 defendants
- Transfers from small claims; and
- Eminent domain cases (including state highway condemnation and redevelopment condemnation).

2. Case types that cannot be initiated electronically (and note that subsequent motions, pleadings or documents cannot be filed electronically in these cases):

- Application for Proceeds from a Tax Sale
- Drug asset forfeitures;
- Firearm Safety Hearings (C.G.S. §29-38c)
- Foreign civil judgments (C.G.S. §§ 52-604, 52-605);
- Foreign protective orders;
- Habeas cases;
- Proceedings for enforcement of municipal regulations and ordinances (JD-CV-20);
- Summary Process and Housing civil matters; and
- Vehicle forfeitures (pursuant to C.G.S. 22a-250 and 250a).

B. Although most motions, pleadings and documents in civil cases are required to be e-filed, certain exceptions to this requirement do exist. The items listed below cannot be filed electronically at this time. These items will continue to be filed on paper or by fax.

1. Application for Order of Notice (pre-service)
2. Application for Prejudgment Remedy (at case initiation or during a case)
3. Application for Referral – Complex Litigation Docket (CLD) (The JD-CV-39 must be filed with the Chief Administrative Judge as set forth on the form itself.)
4. Appraisal Report of the disinterested appraiser (if filed by the appraiser with the court)
5. Committee Deed (original deed)
6. Ex Parte Application for Permission to Use Pseudonyms
7. Foreclosure Return of Sale – with proceeds
8. Lodged Records (pursuant to Practice Book Sections 7-4B and 7-4C)
9. Motion for Protective Order (on behalf of non-appearing witness)
10. Motion to Appear Amicus Curiae
11. Motion to be Made a Party (defendant or plaintiff)
12. Motion to Consolidate (filed by a non-party)

13. Motion to Intervene
14. Motion/Application for Permission to Use Pseudonyms
15. Motion to Quash (on behalf of non-appearing witness)
16. Motion to Seal/Close/Limit Disclosure
17. Motion to Substitute Party/Executor (if filed by a non-party)
18. Objection to Transfer to Complex Litigation Docket (CLD) (This document must be filed with the Chief Administrative Judge.)
19. Offer of judgment
20. Petition for Automatic Ninety-day Extension of Statute of Limitations (C.G.S. 52-190a (b))
21. Sealed Documents (any document that is sealed or for which sealing is requested)

Note: Any document that is filed with the clerk in paper format after December 5, 2009 will be scanned by the clerk into an electronic image, and placed in the electronic file. The original paper document will be destroyed unless the filer includes with the paper document at the time of filing a self-addressed, postage pre-paid, return envelope.

- C. Return of Record – The Return of Record in an administrative appeal may continue to be filed on paper at the option of the filer until further notice.

If an attorney or law firm without an exclusion from E-Services requirements submits, on paper, any document that is required to be filed electronically, the clerk will not file the document and will write “Not Accepted” across the file stamp on the document. The clerk will then return the document to the sender with a notice explaining why it was not filed.