



e-filing Quick Reference Guide

Questions?

E-Services Help Line: (866) 765- 4452 or
Eservices@jud.ct.gov
Alice Mastrony (860) 706-5321 or (860) 573-6413
alice.mastrony@jud.ct.gov

Signing up for E-Services

Type www.jud.ct.gov in the address bar of your browser.



- Select **E-Services** from the menu on the left of the screen.
- Click **Enroll**, confirm your email address, and a temporary system-generated password will be mailed to you.

Important Information on e-filing

Before using **E-Services**, review the revised **E-Services Procedures and Technical Standards**, which apply to all electronic services of the 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.

Note: Use of the electronic filing system is limited to (1) enrolled attorneys and law firms and the employees of the law office under the supervision of an enrolled attorney and (2) individuals designated by attorneys and law firms to file case initiation documents on their behalf.

E-Filing a New Case for Attorneys and Law Firms

Note: Designated filers e-filing a new case should follow the procedures set forth in the **Designated Filer Quick Reference Guide**.

Before e-filing a new case, you must create **three** separate PDF documents: the summons, the complaint, and the return of service. Cases that include an application for a PJR cannot be initiated electronically at this time. Subsequent pleadings may be filed electronically.

- **Log in** to E-Services and click on **Civil E Filing** from the menu bar on the E-Services home page

Note: Any case activity will be attributed to the logged-in juris number.

- Click **E-file a New Case** from the menu bar on the Civil E-Filing home page.
- Select the case type and indicate whether the case includes prejudgment remedy documents (PJR).
- Fill in the information from your summons on the **Basic Summons Information** page, including court location, return date, juris number, and party information

Note: If the party is an Administrator or Executor, choose "Corporation" instead of "Person" from the drop-down menu. A corporation name cannot begin with a numeric character, e.g., 25 Spring St. It must be entered as *Twenty-five Spring St.* A government agency or entity should be entered as *Hartford, City of*, not *City of Hartford*.

- Browse and attach the supporting documents from your files.
- Check the accuracy of the information and the correctness and quality of the attached documents at the screen titled "Review Data and Documents." Use the navigation buttons in each document window to scroll through your document.

Note: Use only the navigation buttons at the bottom of the page in the e-filing system to go to prior screens to make corrections or changes to avoid the loss of data.

- Use your **individual** juris number to sign the certification, regardless of the log-in juris number.
- Click in the box under **Process Payment** and then on **Proceed to Payment**.

E-Filing a New Case (continued)

Note: Do not click **Process Payment** if you wish to leave items in the Shopping Cart and pay later. Click **Add Additional Filings** to return to the e-filing home page. Unpaid items are not filed but remain in the shopping cart for 56 days before they are purged.

- Select your payment method: MasterCard, Visa, or electronic check.

- Fill in the required information for processing

Note: The Branch does not retain payment information.

- Click on **Process Payment** and a confirmation screen that contains the docket number and the confirmation number associated with payment will appear.

- Print or save a copy of this confirmation screen for your file

Note: For cases electronically initiated prior to 12/5/09, you must retain the original case initiation documents throughout the pendency of the action, any appeal period, and any applicable appellate process. For cases initiated after 12/5/09, you do not need to retain the paper copies of case initiation documents.

E-File an Appearance

- Click on **Select Case** or **Party Search** from the **Civil E Filing** menu bar to locate the case.

- Fill in the requested information; **Click Here** to arrive at the **Case Detail** screen.

- Select **E-File an Appearance** as the case activity; click **Go**.



- Fill in the requested information; select "yes" to indicate that you will accept certification by email rather than U.S. Mail or fax;

- Click **Continue**

- Review the appearance that displays; print or save the document. You do not create this form; the e-filing system creates it.

- A **Confirmation Screen** displays once the document has been successfully e-filed. Print this screen or save it electronically.

[E-File Motions/Documents](#)

Motions or documents must be electronically filed in cases that have docket numbers beginning with a **5** or a **6**. (For example, HHD CV 09 5002125 or FBT CV 09 6001834.

Under **E-File A Motion/Document** on the menu bar, click on **Select Case**, **List My Cases** or **Party Search** to get to the case detail page for your case. Click the drop-down arrow to select **E-File A Pleading Or Motion**. Click **GO**. Instructions appear at the top of the page.

- Click on a category or use the search mechanism at the top of the page to find the motion, pleading or document you wish to e-file. Use only a few letters from a main word in the caption of your document in the search field.
- Once you have located and selected the type of document you wish to file, click **Continue**.
- Provide a further description of the document in the field provided. Include the title and entry number of the motion to which an objection is being filed or of other relevant filings.

Note: This information appears on the Case Detail screen under the caption of the document and is required by the revised **E-Services Procedures and Technical Standards**.

- Depending on your selection, you will generate a system-populated form or you must attach a PDF document that you have created and converted to PDF.

Note: To e-file an affidavit, scan the original, fully executed affidavit and convert it to PDF. If filed prior to 12/5/09, retain the original affidavit throughout the pendency of the action, any appeal period, and any applicable appellate process.

- The document will be displayed for review in a window. Click on the **Print** button in the tool bar to print a copy or click on the **Save** button to save a copy in your file.
- Complete the certification section by clicking in the box next to **Certification** and entering your **individual** juris number in the appropriate box.
- Send opposing parties copies of anything you e-file.
- A **Confirmation Screen** displays once you have successfully e-filed. Print this screen or save it electronically.
- If a fee is required, you may pay for all items at the end of your e-filing session or make payments individually. Unpaid items will appear in the shopping cart but *are not filed* until the fees are paid.

Note: If you have items in the shopping cart, you will see a number displayed on the menu next to **My Shopping Cart** when you log in to E-Services. The logged in juris number will see all items that have been entered by or on behalf of the logged in juris number. A designated filer will only see the items in the **Shopping Cart** that have been entered by the designated filer.

Please see the [Designated Filer Quick Reference Guide](#) for more information on designated filers. The reference guide is available at caseflow and court service centers and on-line under E-Services at www.jud.ct.gov.

[My Shopping Cart](#)

Warning: Unpaid items will remain in the Shopping Cart for 56 calendar days when you log out of the system or close your browser.
Multiple filings may be added to your shopping cart in order to complete all e-filing transactions with one payment. There is a limit of \$2500 on a single payment made by check. Payment in amounts in excess of this maximum will not be accepted.

Documents Summary	Will Remain in Shopping Cart Until	Process Payment
MLAZZO, ELENA v. CARAN FRIED, YVETTE FBT CV 09 6002005 Electronic Document See CLAMT FOR JURY OF 6 Shopping Cart Dates: Attorney/Firm=Individual Juris # 101751	Case Type: T03 7/10/2009	Filing Fee \$350.00 F Delete Transaction
MLAZZO, ELENA v. CARAN FRIED, YVETTE FBT CV 09 6002005 Electronic Document See CLAMT FOR JURY OF 6 Shopping Cart Dates: Attorney/Firm=Individual Juris # 101751	Case Type: T03 7/24/2009	Filing Fee \$350.00 F Delete Transaction
Total Amount: \$ 0		

Pay by Credit Card Pay by Check Add Additional Filings

- Place a check in the box to the right of all items to be processed and select payment method: Visa, MasterCard or electronic check.

- Fill in the required information; click **Process Payment**.

Note: Any unpaid items will remain in the Shopping Cart for **56** days. If no payment has been made by that date, which is displayed in the cart, the item is purged from the system.

- Upon payment, you will see a confirmation screen. **Print or electronically save this screen for your records.**

[Quick Questions on E-filing](#)

What are system-populated forms?

Six forms are created by the e-filing system, which takes information already in the file and fills in the majority of the fields in the form. The six system-populated forms are appearances, reclaims, motions for continuance, withdrawals (except withdrawals of appearance), certificates of closed pleadings, and jury claims.

How large a document can I file electronically?

Documents of up to 100 MB, which represents over 2000 pages of unformatted text, can be filed electronically.

How do I sign an electronically filed document?

Sign an efiled document by entering the individual juris number of the attorney signing the pleading in the designated field.

How do I file a reclaim?

To file a reclaim, log in to **E-Services** and go to the **Case Detail** page for your case. Select **E-File A Reclaim** as the desired case activity. Select the item to be reclaimed from the list that is displayed. Enter the requested information and submit the reclaim.

How can I correct misfiled or incorrect documents?

You may withdraw an incorrectly-filed document or revise or amend documents in accordance with Practice Book rules. Information on other corrective measures in e-filing can be found in the revised **E-Services Procedures and Technical Standards**.

Are family cases e-filable?

No, not at this time.