

E-Services Procedures and Technical Standards – Centralized Infractions Bureau (CIB)

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I. General Provisions

A. Scope/Authority – These Centralized Infractions Bureau (CIB) E-Services Procedures and Technical Standards have been issued by the Honorable Elizabeth A. Bozzuto, Chief Court Administrator under the authority of Section 4-4 of the Connecticut Practice Book, to become effective on January 1, 2024. The Procedures and Technical Standards apply to all appearances filed with CIB on or after January 1, 2024.

B. Technical/System Requirements and Security –

1. The hardware and software requirements for participation in E-Services are as follows:
 - a. A personal computer with a 128-bit encryption version of Microsoft Edge, Chrome 50.0 or higher, or Firefox 45.0 or higher. To access the secure areas

of our website, such as the electronic services section, your browser must support 128-bit encryption and Secure Sockets Layer (SSL) version 2.0 protocol.

- b. Internet access (DSL or high-speed Internet access is suggested for e-filing); and
 - c. If you are using Adobe Acrobat ® for PDF document creation, it is recommended that you use Adobe Acrobat® 9.0 through 11.0; and if you are using Adobe Acrobat® Reader ® for viewing documents, it is recommended that you use Adobe Acrobat® Reader ® 9.0 or higher.
2. It is the responsibility of the users to review the Minimum Browser Requirements for Electronic Services to determine if their browser is compatible with the Judicial Branch's security requirements and to access links allowing users, without costs, to upgrade their browsers or download a high security browser.
 3. The Judicial Branch has adopted encrypted security and firewall protective measures to safeguard information transmitted through electronic transactions from loss, misuse, or alteration from outside influences. The use of security software and a security certificate on the Branch's website establishes a direct Secure Sockets Layer (SSL) connection between the user's computer and the Electronic Services section of the Branch's website. This connection automatically encrypts the transaction and prevents others from viewing the transaction.

Note: Adobe Acrobat® Reader ® and Adobe Acrobat® are trademarks of Adobe Systems Incorporated.

C. Enrollment and Passwords –

1. Attorneys registered with the Statewide Grievance Committee and law firms which have obtained a law firm juris number must enroll and obtain a secure password that will enable them to access and complete transactions electronically with the Court. In order to ensure an attorney/law firm's authentication as the valid user of a juris number, upon enrollment in E-Services, an initial password will be issued and mailed to the enrolling attorney at the office address that is registered with the Statewide Grievance Committee and to the enrolling law firm at the address of record with its law firm juris number.

Attorneys permitted to appear pro hac vice cannot enroll in E-Services or file electronically.

2. Self-Represented Parties do not need to file appearances with CIB.

Note: Use of the electronic filing system for CIB is limited to enrolled attorneys and law firms and the employees of the law office under the supervision of an enrolled attorney.

It is the responsibility of the attorneys and law firms to protect passwords and security information from any unauthorized user. Any electronic transactions transmitted shall be presumed to have been authorized by the attorney or law firm whose user ID or juris number and password were used to conduct the electronic transaction on the Judicial Branch website.

If any E-Services system users believe that their security information and password have been compromised or are being used by unauthorized individuals, the user must immediately contact the Judicial Branch IT Division HelpDesk at (860)-282-6555 or at HelpDesk@jud.ct.gov.

The Office of the Chief Court Administrator reserves the right to suspend any password and terminate the access of any user who, in the opinion of the Branch, misuses any electronic services.

D. Obtaining an Exemption – Attorneys and law firms may apply for an exemption from electronic services requirements by completing the Request for Exemption from Electronic Services Requirements form (JD-CL-92). The form shall be submitted to E-Services Exemption Requests, Court Operations, 225 Spring Street, 2nd Floor, Wethersfield, CT 06109 for processing. Each exemption request shall be ruled on by the Chief Court Administrator or the Chief Court Administrator's designee.

E. Signatures –The following applies to documents filed by attorneys in CIB matters:

- a. A document that is submitted electronically through the e-filing system must be signed by the attorney submitting the document as follows:
 - i. For documents electronically filed in the e-filing system, entry in the e-filing system of the individual juris number of the attorney who electronically filed the document will constitute the signature of the attorney for the purposes of section 4-2 of the Practice Book.
- b. Documents signed in accordance with this section will have the same validity and status as a paper document that was signed or verified by the attorney.

F. Official File – The Centralized Infractions Bureau maintains the official court file.

II. System Availability

In general, electronic services are available from 7:00 AM through 3:30 AM. The hours between 3:30 AM and 7:00 AM are used for system maintenance and updating. The system may also be offline on the fourth Saturday of the month between 7:00 AM and 3:00 PM for routine system maintenance. If the system requires a scheduled outage, the Judicial Branch will make every effort to issue a prior announcement on the Branch's website. In the event of an outage, it is the Branch's business policy that parties, attorneys, and law firms conduct business with the courts in accordance with the Connecticut Practice Book or other court orders.

In accordance with Connecticut Practice Book section 7-17, if a party is unable to electronically file a document because the court's electronic filing system is non-operational for 30 consecutive minutes from 9:00 A.M. to 3:00 P.M. or for any period of time from 3:00 P.M. to 5:00 P.M. of the day on which the electronic filing is attempted, and such day is the last day for filing the document, the document shall be deemed to be timely filed if received by the clerk's office on the next business day the electronic system is operational.

A document that is electronically received by the clerk's office for filing after 5:00 PM on a day on which the clerk's office is open or that is electronically received by the clerk's office for filing at any time on a day on which the clerk's office is closed shall be deemed filed on the next business day on which such office is open.

A. Retention and Destruction of Files and Records – The provisions of Practice Book Sections 7-10 through 7-16 concerning the retention and destruction of court files are applicable to electronic files and records.

B. Modifications to standards and procedures – The Judicial Branch reserves the right to add to, modify, or delete any section of these procedures and technical standards, including but not limited to the electronic transactions, at any time without notice. Additionally, these procedures and technical standards will be updated as necessary to incorporate any changes or additions to the available electronic services. It is, therefore, suggested that attorneys and law firms review these procedures and technical standards periodically. Accessing electronic services after any additions, modifications, or deletions have been made will constitute the acceptance of such changes on the part of the user.

C. Privacy Policy – The Judicial Branch has posted a PRIVACY POLICY which should be reviewed at <https://jud.ct.gov/privacy.htm>.

D. Proprietary Rights – The State of Connecticut Judicial Branch website is owned and operated by the Branch. All contents of the site, including but not limited to intellectual property, text, graphics, and other images, are the property of the Branch and are protected by U.S. copyright laws.

III. Electronic Filing (e-filing) – Centralized Infractions Bureau (CIB)

A. Scope – The following procedures are established by the Office of the Chief Court Administrator for the filing of appearances for matters pending with CIB by electronic means through the e-filing system under Section 4-4 of the Connecticut Practice Book.

B. Mandatory Electronic Filing and Exceptions – It is mandatory for attorneys and law firms without an exemption from electronic services requirements to file appearances electronically.

- C. Filing Date/Confirmation of Filing** – An electronically transmitted document shall be deemed filed when it is received by the clerk’s office during the normal hours of operation of the office. 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 on which such office is open. The time that a document is submitted and the time that such document is filed shall be recorded in the electronic filing database and shall be directly associated with the specific document. Confirmation of the date and time of an electronic transaction and of the filing date of the document filed electronically shall be transmitted electronically to the filer. It is recommended that the filer of the document print out or electronically copy and retain such confirmation throughout the pendency of the action, any appeal period, and any applicable appellate process.
- D. Corrective Measures in E-Filing** – CIB staff may perform either document substitution or repair on e-filed documents.
- E. Failure to comply with standards and procedures** – If any document is filed on paper instead of electronically as set forth in this section, the clerk shall not file the document and shall return the document to the sender with a notice as to why it was not filed.

These E-Services Procedures and Technical Standards are approved as amended and are effective January 1, 2024.



The Honorable Elizabeth A. Bozzuto
Chief Court Administrator