## Overview of E-Services Enhancements and Changes

Beginning May 18, 2013, Self-Represented Parties will be able to enroll in E-Services and request electronic access to their cases. Once they are approved for electronic access by the clerk, they can file and look at documents and mark short calendar matters electronically in their civil cases.

Also, the E-Services login page and menu options and the E-Services home page and menu options have changed. Most of the changes impact the appearance of the pages, and the location of some of the functions available in E-Services. These changes are briefly described in the following pages.

The menu on the E-Services Login page now includes links to:

- FAQs on e-filing, where you can find the answers to most of your questions on e-filing;
- All User Guides for E-Services functions, including the Civil E-Filing Manual A Guide for Attorneys and Law Firms and the Guide to Marking Short Calendars Electronically.
- Supreme Court Brief Guidelines; and
- Procedures and Technical Standards for E-Services.



Once you log in, you will see the E-Services Home Page.



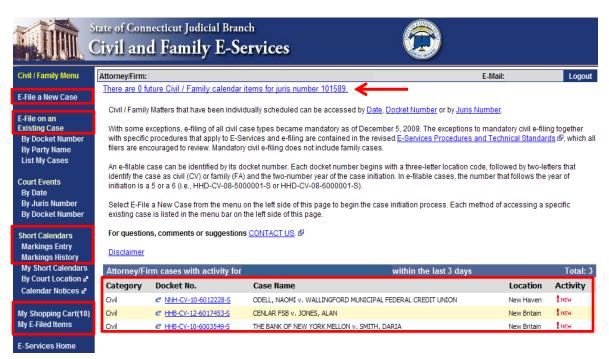
- 1. The banner at the top of the E-Services home page now says "State of Connecticut Judicial Branch E-Services." The page still displays the name, juris number or User ID, and the e-mail address of the logged-in user.
- 2. A **Logout** button has been added to this page and to most other pages in e-filing, next to the e-mail address, so it is easier to logout of E-Services.
- 3. The E-Services Home Page no longer has a link titled "Civil E-Filing" and no longer has links to future calendar items, Short Calendar Markings, Markings History, or other case related links. Instead, the menu has a link to the **Civil/Family Menu** home page, where you can now find these case-related E-Services options.

The menu still has links to E-Services options that are not Superior Court case-related, including links to:

- Small Claims E-Filing;
- Attorney Registration;
- Attorney Advertising;
- Client Security Fund fee; and
- Designated Filer Account Maintenance.
- 4. When you click on **Civil/Family Menu**, you will see the Civil/Family Menu Home Page. The banner on this page now says "State of Connecticut Civil and Family E-Services." The page also displays the name, juris number and e-mail address of the logged-in user. A **Logout** button has been added to this page, next to the e-mail address, to make it easier to logout of E-Services.

The menu contains the links to case-related E-Services options, such as e-filing new cases, e-filing and viewing documents in an existing case, short calendar markings entry and history, My Shopping Cart and My E-filed Items.

- 5. The Civil/Family Menu Home Page now displays a list of the logged-in user's cases that have had activity in the past three to fourteen days. Instead of going to List My Cases and sorting by activity or going to each case individually, you can now go directly to the cases in which activity has occurred within the past three days from the Civil/Family Menu Home Page. The red !New icon means that some activity has occurred in the past three days.
- 6. An additional feature has been added to **My E-Filed Items**. You can now get a *copy* of the confirmation page for any e-filed item by clicking the **Details** link to the right of an e-filed item.



If you have any questions or comments about E-Services or e-filing, you can contact E-Services at (866) 765-4452 or by e-mail at <a href="mailto:Eservices@jud.ct.gov">Eservices@jud.ct.gov</a>.