

E-FILING MANUAL
FOR
CIVIL, FAMILY, HOUSING AND
SMALL CLAIMS MATTERS



A Guide for Attorneys and Law Firms

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ENROLLMENT FOR ATTORNEYS OR LAW FIRMS

Before you enroll in E-Services you should check your browser requirements by selecting the **Getting Started** tab and choosing **Hardware and Software Requirements**. There is no charge for enrollment.

1. In the address bar, type <http://www.jud.ct.gov>
2. Choose **E-Services** in the left menu to go to the E-Services Welcome Page:

The screenshot shows the E-Services Welcome Page. On the left is a navigation menu with items like 'Judicial HOME', 'Americans with Disabilities (ADA)', 'Case Look-up', 'Court Service Centers', 'Courts', 'Directories', 'Divorce', 'E-Services', 'FAQs', 'Forms', 'Law Libraries', 'Limited English Proficiency (LEP)', 'Minimum Continuing Legal Education (MCLE)', 'Opinions', 'Opportunities', 'Self-Help', and 'Statistics / Reports'. The main content area is titled 'Welcome to Connecticut Judicial Branch E-Services' and features a logo with 'e Services' and 'CONNECTICUT JUDICIAL BRANCH'. Text describes the services offered: 'The Judicial Branch offers various electronic services, including electronic filing in appellate, civil, family, housing and small claims matters, electronic short calendar markings entry and history, and online attorney registration, to further its mission to serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner.' Below this is a box for 'Self-Represented Parties and Attorneys' with 'Enroll' and 'Log-In' buttons. On the right, a 'News and Announcements' section contains two items: a 'NEW!' announcement from 02/16/17 about the E-Services Inbox with links to a slide presentation and a quick reference guide, and an announcement from 02/07/17 about commencing February 28, 2017, regarding electronic notices. A list of notice types includes Judicial notices, Court order notices, Docket number assignment notices, Transfer notices, and Docket number change notices. A note states: 'Until May 1, 2017, notices will be provided both'.

3. Choose **Enroll** below **Self-Represented Parties and Attorneys**; the following screen will appear:

The screenshot shows the enrollment page for the State of Connecticut Judicial Branch E-Services. The header includes the state seal and the text 'State of Connecticut Judicial Branch E-Services'. The page is divided into two main sections: 'Self-represented Parties' and 'Attorneys and Law Firms', separated by an 'or' indicator. Both sections have a red 'ENROLL' button. The 'Self-represented Parties' section explains that enrolling allows users to choose a User ID and password to log in and complete transactions electronically. It provides a link to the 'Enrollment Application Process Overview for the Self-represented'. The 'Attorneys and Law Firms' section explains that enrolling with a juris number allows users to access E-Services and complete transactions electronically. It provides a link to the 'Enrollment Application Process Overview for Attorneys and Law Firms', which is highlighted with a red box. A link for 'Already have an account? Click here to Login to E-Services' is located below the enrollment options. At the bottom, there are buttons for 'Topic Search', 'Site Map', and 'Contact Us', followed by a list of navigation links: 'Attorneys | Case Look-up | Courts | Directories | Educational Resources | E-Services | Juror Information | News & Updates | Opinions | Opportunities | Self-Help | Search | Home'. A footer note reads: 'Common Legal Terms | Contact Us | Website Policies' and 'Copyright © 2014, State of Connecticut Judicial Branch'.

4. Choose the link to see additional information on the Enrollment Application Process.
5. Choose **Enroll** to go directly to the enrollment page

Note: All required data is indicated by red asterisks.

State of Connecticut
Judicial Branch

[Procedures and Technical Standards](#)



[Comments?](#)

E-Services Enrollment

Please [check your browser](#) and review our [Privacy Policy](#) before proceeding.

*** Required Data**

* Juris Number:

* E-Mail Address:

* Contact Phone: 10 digits ex: 8605551234
Extension: up to 5 digits ex: 12345
Fax Number: 10 digits ex: 8605551234

* Date of Birth: (M/D/YY) **** (except for firms)**

If you forget your password, we'll verify your identity by asking you this question:

* Secret Question:

* Answer: up to 15 letters

6. Enter the necessary information in each field
7. Be sure to **Print** the E-Services Enrollment screen for your records before you choose **Enroll**
8. Choose **ENROLL** at the bottom of the page
9. Verify your email address by choosing **OK**

Note: Your password will be mailed to you by U.S. Mail within seven days at the address that you have on file with the Statewide Grievance Committee.

E-FILING A NEW CIVIL CASE

You can file most types of **civil, housing, family and small claims cases** electronically. You can find a complete list of the types of cases that you can and cannot file electronically in the revised [Procedures and Technical Standards for E-Services](#). All filers are strongly encouraged to review these procedures and technical standards, which contain important information and requirements on e-filing and E-Services.

E-filing by attorneys and firms without an exclusion from electronic services requirements **is mandatory** for newly-filed cases and all existing e-filable cases. Self-represented Parties are allowed to enroll in E-Services and request electronic access to their cases in order to file and look at documents and mark short calendar matters in their cases electronically.

Note: An e-filable case may be identified by its docket number. If the number that follows the year is a 5 or a 6, the case is e-filable (for example, HHD CV 14 5001234 or FBT FA 14 6021015). If the number that follows the year is a 4, the case is not e-filable (for example, HHB CV 09 4000196 or FST FA 13-4001432).

Payment of **all court fees** for filing documents electronically in any e-filable cases must be made electronically through e-filing. Payment can be made by credit card (MasterCard, Visa, American Express or Discover) by attorneys, law firms and self-represented parties. Payment by attorneys and law firms may also be made by electronic check.

Note: You cannot file any type of case on-line if you are not paying the entry fee because the court granted your application for a fee waiver.

Initiate a New Civil Case

*Before you begin electronic filing, prepare the Summons and Complaint or other documents that you will be serving on the defendant or defendants and have the documents served on the appropriate party or parties. When the documents are returned to you by the marshal, scan and save the summons, complaint and any exhibits, and the marshal's return as three separate PDF documents. If you have an "Additional Parties Page," that document must be scanned and saved as a **separate** PDF document.*

Note: *Sec. 52-45a of the Connecticut General Statutes provides: "Civil actions shall be commenced by legal process consisting of a writ of summons or attachment, describing the parties, the court to which it is returnable, the return day, the date and place for the filing of an appearance and information required by the Office of the Chief Court Administrator. The writ shall be accompanied by the plaintiff's complaint. The writ may run into any judicial district and shall be signed by a commissioner of the Superior Court or a judge or clerk of the court to which it is returnable." The provisions in these Procedures and Technical Standards do not permit the use of an electronic signature on legal process as described in this statute.*

Note: *Some case types require the inclusion of other types of documents, such as an application or an order for hearing and notice, or the filing of documents prior to the service on the defendant. You would also prepare those documents and convert them to PDF and file them with the court **prior to service** so that the Clerk of the Court can enter a date or other necessary information.*

1. In the address bar, type <http://www.jud.ct.gov>
2. Choose **E-Services** in the left menu to go to the E-Services Welcome Page:

3. Choose **Log-in**; a **Security Alert** may appear
4. Choose **OK**
5. Enter the **juris number** and **password**

Note: All e-filing transactions are attributed to the logged-in juris number. Generally, you will login with the firm juris number for this reason. Use the individual juris number of the attorney to sign documents. If you forget the password, choose **Forgot Password?** for help.

6. Choose **Login**; you will see the **E-Services Menu** page:

E-FILING A NEW CIVIL CASE (CONTINUED)

- Choose **Civil/Family** below **Superior Court E-Filing** from the menu
- Choose **E-file A New Case** from the **Superior Court E-Filing** menu go to the following page:

State of Connecticut Judicial Branch
Superior Court E-Filing

Attorney/Firm: ALICE HARRINGTON MASTRONY (101751) E-Mail: ALICE.MASTRONY@JUD.CT.GOV.ESERV.JIS Logout

There are 0 future Civil / Family calendar items for juris number 101751.

Civil/Family/Housing Matters that have been individually scheduled can be accessed by [Date](#), [Docket Number](#) or by [Juris Number](#).

With some exceptions, e-filing in almost most civil, family and housing case types is mandatory for attorneys and law firms without an exclusion from electronic services requirements, and it is permitted for self-represented parties. The exceptions to mandatory e-filing together with specific procedures that apply to E-Services and e-filing are contained in the revised [E-Services Procedures and Technical Standards](#), which all filers are encouraged to review.

An e-filed case can be identified by its docket number. Each docket number begins with a three-letter location code, followed by two-letters that identify the case as civil/housing (CV) or family (FA) and the two-number year of the case initiation. In e-filed cases, the number that follows the year of initiation is a 5 or a 6 (i.e., HHD-CV-14-5015001-S or HHD-FA-15-6032471-S).

Select **E-Services Inbox** from the menu on the left side of this page to access notices from the court.

Select **E-File a New Case** from the menu on the left side of this page to begin the case initiation process. Each method of accessing a specific existing case is listed in the menu bar on the left side of this page.

- Choose the button to the left of **Civil/Housing/Small Claims**

Show Instructions **E-File a New Case**

* Select Case Category: Family Civil / Housing / Small Claims

Continue Cancel

Return to Superior Court E-Filing Menu

- Choose the drop-down arrow to select the case type you wish to file from the list

Note: Be sure that you have selected the correct case type from the list of options on Judicial Branch form [JD-CL-134](#). The case type that you enter impacts the proper processing of the case initiation documents and subsequent filings.

Show Instructions **E-File a New Case**

* Select Case Category: Family Civil / Housing / Small Claims

Case Type Information

* What is the case type for this case?

* Is this case being filed on behalf of a state agency? Yes No

I certify that no fee is due in connection with this filing under section 52-259a of the Connecticut General Statutes.

Continue Cancel

- Choose "Yes" or "No" to indicate whether the case includes Prejudgment Remedy documents

Note: If you select "Yes," you will be directed to file your action at the Clerks' Office since you cannot electronically initiate cases that include prejudgment remedy documents, although documents filed in the case after it is initiated must be filed electronically.

Do not select "Yes" if the prejudgment remedy is **based upon a commercial waiver**. You can file a case with a PJR based upon a commercial waiver electronically. Include all documents with your complaint when filing a case with a PJR based upon a commercial waiver.

E-FILING A NEW CIVIL CASE (CONTINUED)

12. If the case type selected is an Administrative Appeal, the following screen will appear:

Case Type Information

* What is the case type for this case? A00 - Zoning

* Does this case include Prejudgment Remedy documents? Yes No
*(If the prejudgment remedy is based on a commercial waiver, select "No")

* The Summons and Complaint are being filed as:
 One document which will include both the Summons and Complaint
 Two separate documents - a Summons document and a Complaint document

* Is this case being filed on behalf of a state agency? Yes No

I certify that no fee is due in connection with this filing under section 52-259a of the Connecticut General Statutes.

13. Choose the format that matches your summons and complaint: one document or two separate documents.

14. You will also be asked to indicate whether the case is being filed on behalf of a state agency. If you select “yes,” you will be asked to certify that no fee is due in connection with your filing under section 52-259a of the Connecticut General Statutes.

Note: Do not select “Yes” unless, under the statute, no court entry fee is due in connection with your filing.

Case Type Information

* What is the case type for this case? A00 - Zoning

* Does this case include Prejudgment Remedy documents? Yes No
*(If the prejudgment remedy is based on a commercial waiver, select "No")

* The Summons and Complaint are being filed as:
 One document which will include both the Summons and Complaint
 Two separate documents - a Summons document and a Complaint document

* Is this case being filed on behalf of a state agency? Yes No

I certify that no fee is due in connection with this filing under section 52-259a of the Connecticut General Statutes.

Continue Cancel

15. Choose **Continue** to go to the **Basic Summons Information** page, where you will enter information from your summons.

Note: If your summons has correct information, but you make a mistake in doing the data entry, such as misspelling a party’s name or incorrectly entering the return date, you can file Judicial Branch form [JD-CL-96, Request to Conform Case Initiation to Data Entry to Summons](#). When you file the form electronically, be sure to select the correct name for the filing so that it will come to the attention of the clerk.

Basic Summons Information

Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

* To which Judicial District and town is this case returnable? [Dropdown]

* What is the Return Date for this case? (MM/DD/YYYY) [Text]

* What is the monetary demand for this case? [Dropdown]

* Are you claiming other relief in addition to or in lieu of money or damages? No Yes

* What is the JURIS # of the Law Firm or Attorney appearing for the Plaintiff(s)? [Text]

* How many plaintiffs in this case? [Text: 1]

* How many defendants in this case? [Text: 1]

How many garnishees in this case? [Text: 0]

Enter Basic Summons Information

The information that you enter must match the information in the summons that was served on the *defendant(s)*. You cannot correct any errors in your summons as served while you are entering your information here.

Note: If you incorrectly enter information into the e-filing system from your summons, you can file a **Request to Conform Case Initiation Data Entry to Summons** form ([JD-CL-96](#)) to ask the clerk to make the corrections. This form may be used only to request that data incorrectly entered electronically be conformed to the information on the summons that was served.

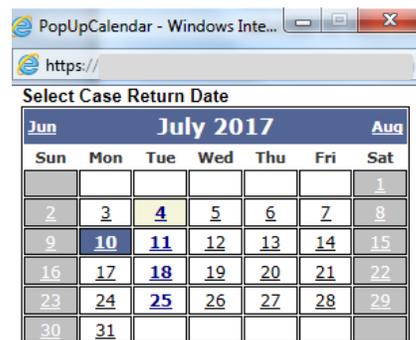
- Under Basic Summons Information, choose the drop-down arrow to select the **Judicial District** and **Town**

Note: You may use the **Tab** button on your keyboard to move from one field to the next one.

- Choose the **Calendar** icon to the right of the field to select the return date

Note: Choose the *month* in the upper-right or left corners of the calendar to view other months

- Choose the **Date** that is on your summons as a return date
- Choose the drop-down arrow to select the **monetary demand**
- Choose the appropriate circle to respond to the query regarding other relief sought



Note: In a foreclosure action, please select “No Monetary Demand” and “yes” for other relief sought.

- Enter the appropriate **JURIS #** in the field
- Choose the drop-down arrow to select the **number of plaintiffs**
- Choose the drop-down arrow to select the **number of defendants**
- Choose the drop-down to select the **number of garnishees**, if appropriate.
- As you scroll down, you will see the area where you will enter basic information about the first named plaintiff and first named defendant.

* How many plaintiffs in this case?

* How many defendants in this case?

How many garnishees in this case?

First Plaintiff

*Choose Party Type:

First Defendant

*Choose Party Type:

Enter First Plaintiff and First Defendant

1. Choose the drop-down arrow to identify the **status of the First Named Plaintiff** (i.e., Person, Person PPA, Firm/Corporation, Government Entity or Executor/Administrator). Depending upon your selection, you will be asked to provide different information. For example, the following screen shows what information is required when you select **Person**:
2. If the First Named Plaintiff is a Person, enter the **Last Name** in the Last Name field
3. Enter the **First Name** in the First Name field
4. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
5. In the area marked "Name Info Continued," you could enter any additional information.
6. If the First Named Plaintiff is a *Person, Firm/Corporation, Government Entity or Executor/Administrator*, enter the name of the **corporation**, firm, or **government entity** in the field provided.
7. Choose the drop-down arrow to identify the **status of the First Named Defendant**
8. If the First Named Defendant is a *person*, enter the **Last Name** in the Last Name field
9. Enter the **First Name** in the First Name field
10. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
11. If the First Named Defendant is a *Corporation, Firm or Government Entity*, enter the name of the **corporation**, firm, or **government entity** in the field provided.

First Plaintiff

Choose Party Type: Person

First Plaintiff's Name as indicated on the Summons or other documents

Prefix: _____

* Last Name: Simpson

First Name: Homer

Middle Name: _____

Suffix: _____

Name Info Continued: _____

Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons

Inmate Number: _____

Attach Supporting Documents

You must attach the documents for the case that you are returning. You may have a single document that is both summons and complain or a separate document for the summons and for the complaint, or you may have additional documents to attach, depending upon the case type you are filing. All documents must be in PDF format, a file format that retains the way a document appears regardless of the software that was used to create the file.

The Judicial Branch provides some information on creating a PDF document. Please choose [creating a PDF document](#) for more information.

1. Choose the box next to the certification regarding the redaction of personal identifying information.
2. Choose **Browse** to locate the **Summons** file. If you are filing a single document (both summons and complaint), you must attach that document here.

Note: The Judicial Branch does not require any particular format when you name the PDF documents. However, avoid using special characters and do not include spaces in the name of your document.

Supporting Documents

I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

Please attach the SUMMONS PDF

Browse...

Please attach the COMPLAINT PDF

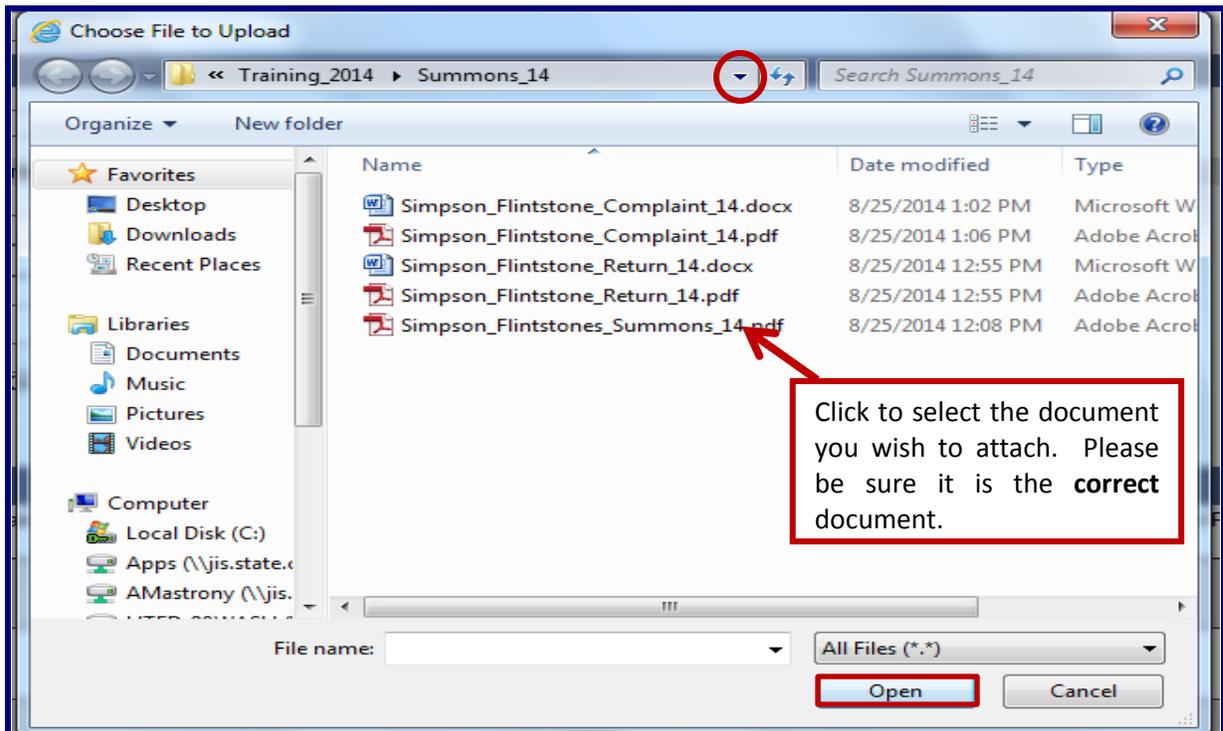
Browse...

Please attach the RETURN OF SERVICE PDF

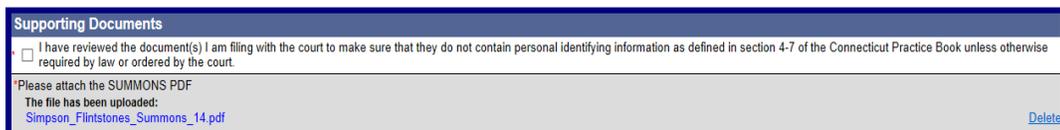
Browse...

E-FILING A NEW CIVIL CASE (CONTINUED)

3. Choose the drop-down arrow to choose the location in which the Summons file is stored.
4. You will see the following screen appear:



5. Select the file and choose **Open**; the file will appear in the box under Summons for this case (shown below)



6. Choose **Browse** to the right of the field to locate the **Complaint** file
7. Choose the drop-down arrow to choose the location in which the Complaint file is stored
8. Select the file and choose **Open**; the file will appear in the box under Complaint for this case (shown below). You can also click twice on the file name, and the document will upload.
9. Choose **Browse** to the right of the field to locate the **Return of Service** file
10. Choose the drop-down arrow to choose the location in which the Return of Service file is stored
11. Select the file and choose **Open**; the file will appear in the box under Return of Service for this case
12. If you have an additional parties page, you would browse and attach that document in the same way that you have browsed and attached the prior three documents.

E-FILING A NEW CIVIL CASE (CONTINUED)

13. Choose the **Continue** button at the bottom of the page. Give the system time to upload your documents.

Supporting Documents

I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

*Please attach the SUMMONS PDF
The file has been uploaded:
[Simpson_Flintstones_Summons_14.pdf](#) [Delete](#)

*Please attach the COMPLAINT PDF
The file has been uploaded:
[Simpson_Flintstone_Complaint_14.pdf](#) [Delete](#)

Please attach the RETURN OF SERVICE PDF
The file has been uploaded:
[Simpson_Flintstone_Return_14.pdf](#) [Delete](#)

Please attach the ADDITIONAL PARTIES PAGE PDF

(NOTE: Maximum size for uploaded documents is 50 MB)

Note: If you realize that you have not attached the correct documents, you can choose **Delete** to the right of the document to remove the uploaded document. Then choose **Browse** to select and upload the correct one.

14. If you listed more than one plaintiff or defendant, you will see a screen that asks you to fill in fields with additional information about these parties.

Note: If you are not asked to provide information on all the parties named in your summons, make sure that you entered the correct number of parties at the top of the screen.

[Show Instructions](#) **Additional Parties**

Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

Additional Defendants

Party #
D-02
Choose Party Type Select One- <input type="button" value="v"/>

15. Choose the drop-down arrow to identify the **Status of the Additional Party** (i.e., Person, Person DBA, Corporation/Firm, Government Entity or Executor/Administrator). You will enter the information for each additional party that is requested.

16. If the party is a *person*, enter the **Last Name** in the Last Name field; enter the **First Name** in the First Name field; and enter the **Middle Initial** (if any) in the Middle Initial field (MI)

17. If the party is a *Corporation/Firm* or *Government Entity*, enter the name of the **corporation/firm** or **government entity** in the field provided for corporation or government parties

18. Choose **Continue** at the bottom of the page to go to the verify data and documents page

Note: Remember to always use the gray buttons at the bottom of the page to navigate around the e-filing system. Do not use the **Back** button on your browser.

E-FILING A NEW CIVIL CASE (CONTINUED)

19. Review the summary information as well as the documents that you have attached. Be sure to review all information that you have entered regarding the case at this screen.

Note: You can check the location of the judicial district to which you are returning this case on this page.

Summary Data	
Case Caption:	SIMPSON, HOMER v. FLINTSTONE, FRED ET AL
Judicial District:	FBT - Fairfield at Bridgeport 
Return Date:	SEP-30-2014
Appearing Juris # & Name:	422729 - Perry Mason & Associates, P.C.
Case Type:	V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)
Case contains PJR Documents:	No
Filing on behalf of a State Agency:	No
Monetary Demand:	\$2,500 or more
Claiming Other Relief:	No
# of Plaintiffs:	1
# of Defendants:	2
# of Garnishees:	0

20. Check to be sure that you have selected the correct documents by scrolling in each window. Each document that you are filing appears in a separate window.

21. The documents will each display in a separate window.

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

SUMMONS - CIVIL JD-CV-1 Rev. 10-09 C.G.S. §§ 51-346, 51-347, 51-349, 51-350, 52-45a, 52-48, 52-250, P.B. Secs. 3-1 through 3-21, 8-1		STATE OF CONNECTICUT SUPERIOR COURT <i>www.jud.ct.gov</i>		See page 2 for instructions
<input type="checkbox"/> "X" if amount, legal interest or property in demand, not including interest and costs is less than \$2,500. <input checked="" type="checkbox"/> "X" if amount, legal interest or property in demand, not including interest and costs is \$2,500 or more. <input type="checkbox"/> "X" if claiming other relief in addition to or in lieu of money or damages.		TO: Any proper officer; BY AUTHORITY OF THE STATE OF CONNECTICUT, you are hereby commanded to make due and legal service of this Summons and attached Complaint.		
Address of court clerk where writ and other papers shall be filed (Number, street, town and zip code) (C.G.S. §§ 51-346, 51-350) 1061 Main Street, Bridgeport, CT		Telephone number of clerk (with area code) (203) 579-6527	Return Date (Must be a Tuesday) September 30, 2014 <small>Month Day Year</small>	
<input checked="" type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session	G.A. Number: Fairfield at Bridgeport	At (Town in which writ is returnable) (C.G.S. §§ 51-346, 51-349)	Case type code (See list on page 2) Major: V Minor: 01	
For the Plaintiff(s) please enter the appearance of:				
Name and address of attorney, law firm or plaintiff if self-represented (Number, street, town and zip code) Perry Mason & Associates P.C., 225 Spring Street, Wethersfield, CT 06109			Juris number (to be entered by attorney only) 422729	
Telephone number (with area code) (203) 555-5555		Signature of Plaintiff (if self-represented)		
Number of Plaintiffs: 1	Number of Defendants: 2	<input type="checkbox"/> Form JD-CV-2 attached for additional parties		
Parties	Name (Last, First, Middle Initial) and Address of Each party (Number, Street, P.O. Box; Town; State; Zip; Country, if not USA)			
	Name:			

P-01

E-FILING A NEW CIVIL CASE (CONTINUED)

Note: E-filing does not screen your documents, so you must check them yourself.

COMPLAINT Zoom In 100% Zoom Out View All Pages as PDF

RETURN DATE: September 30, 2014 : SUPERIOR COURT
SIMPSON, HOMER : J.D. FAIRFIELD
VS. : AT BRIDGEPORT
FLINTSTONE, FRED ET AL : August 25, 2014

COMPLAINT

FIRST COUNT

1. On May 20, 2013, the plaintiff was the operator of a motor vehicle which was stopped facing in a easterly direction on U.S. Route 1 ("Post Road") at its intersection with Mill Plain Road, both public highways in Fairfield, Connecticut.

RETURN OF SERVICE Zoom In 100% Zoom Out View All Pages as PDF

SIMPSON
vs.
FLINTSTONE, FRED and FLINTSTONE, PEBBLES

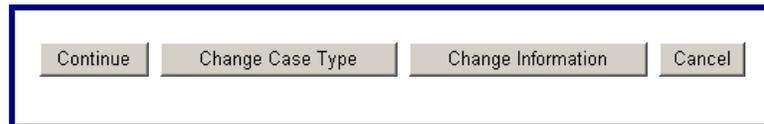
State of Connecticut)
County of Fairfield) SS. Fairfield, AUGUST 25, 2014

Then and by virtue hereof, and by direction of the plaintiff's attorney, on

To view the entire document, choose **View All Pages** at the top of each window.

Choose the down-arrow to move through the document when there is only a single page.

22. If you find any mistakes in the information you have entered or in the documents you have attached, use the gray buttons at the bottom of the screen to navigate through the e-filing system to correct the mistakes.



Note: DO NOT choose the *Back* button on your browser or the *Cancel* button to return to the previous page. Choosing either button will clear the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first screen in case initiation; **Change Information** will return you to the last screen, where you entered the information from the summons and attached the documents. If you need to change the information that you entered regarding additional parties, you will have to choose the **Change Information** button and then choose the **Continue** button on the bottom of that page to return to the **Additional Parties** page.

23. If all information is correct, select the box under **Certification**.

The screenshot shows a window titled "Certification" with a blue header. Below the header, there is a checked checkbox followed by the text "I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes." Below this, there is a label "My Juris # is:" followed by a text input field containing the number "101751". Underneath that is a label "Shopping Cart Note (Optional):" followed by a text area containing the note "Do not return to court until I talk to the adjuster." and a small "x" icon to the right. At the bottom of the window, there are four buttons: "Continue", "Change Case Type", "Change Information", and "Cancel".

24. Enter the **individual** juris number in the field provided

Note: The juris number cannot be a firm number. It must be an **individual** juris number to comply with P.B. Sections 4-2 and 4-4 which require that a filer sign documents with an individual juris number.

25. You may also enter notes that will appear in the shopping cart and can be seen only by the logged-in juris number. For example, you could enter a client file number or indicate that this case should not be filed before a certain date.

26. Choose **Continue** to move to the payment screen

Process a Payment

You can look at the documents you are filing by choosing the links. If you find any errors, you will have to remove the item from the shopping cart and begin again. To remove the item, choose the **Remove Item from Shopping Cart** link beneath the **Payment Amount**. You will be asked to confirm that you want to delete the item and cancel the transaction.

1. Select the box to the left of the item you are paying for:

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input type="checkbox"/>	SIMPSON, HOMER v. FLINTSTONE, FRED ET AL FBT-CV14-Case # Not Yet Assigned Electronic Documents: See SUMMONS See COMPLAINT See RETURN OF SERVICE Attorney/Firm: Individual Juris # 101751 Shopping Cart Notes: Do not return to court until I talk to the adjuster.	Case Type: V01 10/20/2014	Filing Fee \$350.00 Remove Item from Shopping Cart
			Total Amount: \$0.00

[Refund Policy](#)

Note: If you want to process payment on several items simultaneously, you can select each item you want to pay for. If you want to file additional cases or documents, do not make a selection. Instead, choose **Return to Superior Court E-Filing Menu** to return to the menu and file new cases or new documents in other cases. Unpaid Items will remain in the shopping cart for 56 days. These items are not filed until the fee is paid.

2. Select either **Pay by Credit Card** or **Pay by Check** at the bottom of the screen
3. To pay by check, fill in the required fields for **Name, Routing/Transit Code, and Bank Account number**. You will enter account and routing code numbers twice.

Note: The Judicial Branch does not capture this information in its database. Therefore, you will have to enter this information each time you file an item that requires payment.

Please be advised your filing is not processed until payment is made.

Name as it appears on your check

Pay To The Order Of State of Connecticut Judicial Branch \$ 300.00
 ~~~ Three Hundred and No/100 ~~~ US Dollars

Routing/Transit Code Bank Account Number  
 123123123

Re-type your Routing/Transit Code for verification Re-type your Bank Account Number for verification

**Total Fee Amount: \$300.00**

Select the button below to submit your court filing(s) and pay by check.

[Refund Policy](#)

## E-FILING A NEW CIVIL CASE (CONTINUED)

**Note:** If you have a debit filter on your account, which means that the account holder has told the bank that only certain people/companies are allowed to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

To pay by credit card, fill in the fields for **first name and last name, e-mail address, telephone number (optional), credit card number, and expiration date.** **Note:** The Judicial Branch accepts **Visa, American Express, MasterCard and Discover** credit cards.

| Payment Summary Information |                 |
|-----------------------------|-----------------|
| Shopping Cart Total:        | \$350.00        |
| LexisNexis Service Fee:     | \$7.70          |
| <b>Total Due (USD):</b>     | <b>\$357.70</b> |

| Enter Your Payment Information                                                                                                     |                      |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Agency Amount                                                                                                                      | \$350.00             |
| LexisNexis Service Fee                                                                                                             | \$7.70               |
| <b>Total Payment Amount</b>                                                                                                        | <b>\$357.70</b>      |
| First Name*                                                                                                                        | Last Name*           |
| <input type="text"/>                                                                                                               | <input type="text"/> |
| Email Address*                                                                                                                     |                      |
| <input type="text"/>                                                                                                               |                      |
| Phone Number                                                                                                                       |                      |
| <input type="text"/>                                                                                                               |                      |
| Credit Card Number*                                                                                                                |                      |
| <input type="text"/>                                                                                                               |                      |
|                                                   |                      |
| Card Expiration*                                                                                                                   |                      |
| 1 - January                                                                                                                        | 2013                 |
| <input type="checkbox"/> By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee |                      |
| <input type="button" value="Pay Now"/>                                                                                             |                      |
| Secure payments by  LexisNexis                  |                      |
| <a href="#">Privacy</a> <a href="#">Terms</a> <a href="#">Contact Us</a>                                                           |                      |

4. Choose **Pay Now** after filling in all required information; a confirmation screen will appear with payment information on the total payment and document summary information on each document filed.

| You have successfully e-filed!                                                       |                                                        |
|--------------------------------------------------------------------------------------|--------------------------------------------------------|
| <a href="#">Show Instructions</a>                                                    | <input type="button" value="Print This Page"/>         |
| <b>Confirmation of E-filed Transaction (print this page for your records)</b>        |                                                        |
| For questions regarding this payment: <a href="#">Contact Us</a>                     |                                                        |
| <b>Payment Information</b>                                                           |                                                        |
| Confirmation Number: JUDCT0265163                                                    |                                                        |
| Total Court Fees: \$350.00                                                           |                                                        |
| LexisNexis Service Fee: \$0.00                                                       |                                                        |
| Total Transaction Amount: \$350.00                                                   |                                                        |
| Payment Method: Check                                                                |                                                        |
| Payment Date: 08/25/2014 3:45PM                                                      |                                                        |
| Payment By: PERRY MASON & ASSOCIATES, P.C. (422729)                                  |                                                        |
| <b>Document Summary</b>                                                              |                                                        |
| Confirmation Number: JUDCT0265163                                                    |                                                        |
| Docket Number: <a href="#">FBT-CV-14-60405155</a>                                    |                                                        |
| <a href="#">To receive an email when there is activity on this case, click here.</a> |                                                        |
| Case Name: SIMPSON, HOMER v. FLINTSTONE, FRED ET AL                                  |                                                        |
| Type of Transaction: E-File New Case                                                 |                                                        |
| Court Fee: \$350.00                                                                  |                                                        |
| Date Filed: AUG-25-2014                                                              |                                                        |
| Filed By: Perry Mason & Associates, P.C. Juris# 422729                               |                                                        |
| Document Filed: SUMMONS<br>COMPLAINT<br>RETURN OF SERVICE                            |                                                        |
| Date and Time of Transaction: Monday, August 25, 2014 3:46:01 PM                     |                                                        |
| <input type="button" value="Return to Civil / Family Menu"/>                         | <input type="button" value="Return to Shopping Cart"/> |
| <input type="button" value="File Additional Documents On This Case"/>                |                                                        |

**Note:** A service fee is charged on payments made by credit card. The service fee is computed on the amount of the total payment. The service fee is not broken down for each individual item paid for in a single transaction.

5. Print or save this confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Superior Court E-Filing Menu**, choosing a time frame of up to thirty days at a time, and selecting **Details** to the right of the item for which you need the confirmation page. If you select the payment number, you will see the **Payment Information** for the whole payment transaction.

**Note:** You can sign up for e-mail updates by choosing the link on this confirmation page.

## E-FILING A NEW HOUSING CASE

You can file most types of **civil, housing, family and small claims cases** electronically. You can find a complete list of the types of cases that you can and cannot file electronically in the revised [Procedures and Technical Standards for E-Services](#). All filers are strongly encouraged to review these procedures and technical standards, which contain important information and requirements on e-filing and E-Services.

E-filing by attorneys and firms without an exclusion from electronic services requirements is **mandatory** for newly-filed cases and all existing e-filable cases. Self-represented Parties are allowed to enroll in E-Services and request electronic access to their e-filable Superior Court cases in order to file and look at documents and mark short calendar matters in their civil cases electronically.

**Note:** An e-filable case may be identified by its docket number. If the number that follows the year is a 5 or a 6, the case is e-filable (for example, HHD CV 14 5001234 or FBT FA 14 6021015). If the number that follows the year is a 4, the case is not e-filable (for example, HHD CV 09 4000196 or FST FA 13-4001432).

Payment of **all court fees** for filing documents electronically in any e-filable cases must be made electronically through e-filing. Payment can be made by credit card (MasterCard, Visa, American Express or Discover) by attorneys, law firms and self-represented parties. Payment by attorneys and law firms may also be made by electronic check.

**Note:** You cannot file any type of case on-line if you are not paying the entry fee because the court granted your application for a fee waiver. You must return the case on paper to appropriate clerk's office.

### Initiate a New Housing Case

*Before you start filing electronically, prepare the Summons and Complaint or other documents that you will be serving on the defendant(s) and have the documents served on the appropriate party or parties. When the documents are returned to you by the marshal, scan and save the summons, complaint and any exhibits, and the return of service as three separate PDF documents. If you have an "Additional Parties Page," that document must be scanned and saved as a **separate** PDF document. You can also scan the Notice to Quit as a separate PDF document and upload it separately.*

**Note:** *Sec. 52-45a of the Connecticut General Statutes provides: "Civil actions shall be commenced by legal process consisting of a writ of summons or attachment, describing the parties, the court to which it is returnable, the return day, the date and place for the filing of an appearance and information required by the Office of the Chief Court Administrator. The writ shall be accompanied by the plaintiff's complaint. The writ may run into any judicial district and shall be signed by a commissioner of the Superior Court or a judge or clerk of the court to which it is returnable." The provisions in these Procedures and Technical Standards do not permit the use of an electronic signature on legal process as described in this statute.*

1. In the address bar, type <http://www.jud.ct.gov> and choose **E-Services** in the left menu

Judicial HOME

Americans with Disabilities (ADA)

Case Look-up

Court Service Centers

Courts

Directories

Divorce

E-Services

FAQs

Forms

Law Libraries

Limited English Proficiency (LEP)

Minimum Continuing Legal Education (MCLE)

Opinions

Opportunities

Self-Help

Statistics / Reports

Welcome to Connecticut Judicial Branch E-Services

The Judicial Branch offers various electronic services, including electronic filing in appellate, civil, family, housing and small claims matters, electronic short calendar markings entry and history, and online attorney registration, to further its mission to serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner.

Self-Represented Parties and Attorneys

Enroll Log-In

News and Announcements

**NEW!** 02/16/17 -- Information about the E-Services Inbox: [View a slide presentation on the E-Services Inbox here.](#) [View the quick reference guide to the E-Services Inbox here.](#)

02/07/17 -- Commencing February 28, 2017, the following types of notices on civil, family and housing cases that are currently mailed on paper by the court will be provided electronically in the NEW E-Services Inbox to attorneys and law firms without an exclusion from electronic services requirements:

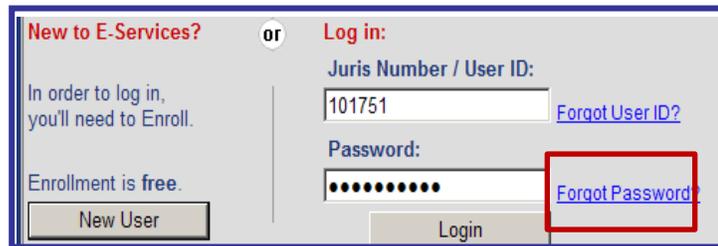
- Judicial notices (may be referred to as JDNs)
- Court order notices (may be referred to as SCRAM notices)
- Docket number assignment notices,
- Transfer notices, and
- Docket number change notices.

Until May 1, 2017, notices will be provided both electronically in the E-Services Inbox and on paper via US Mail to allow

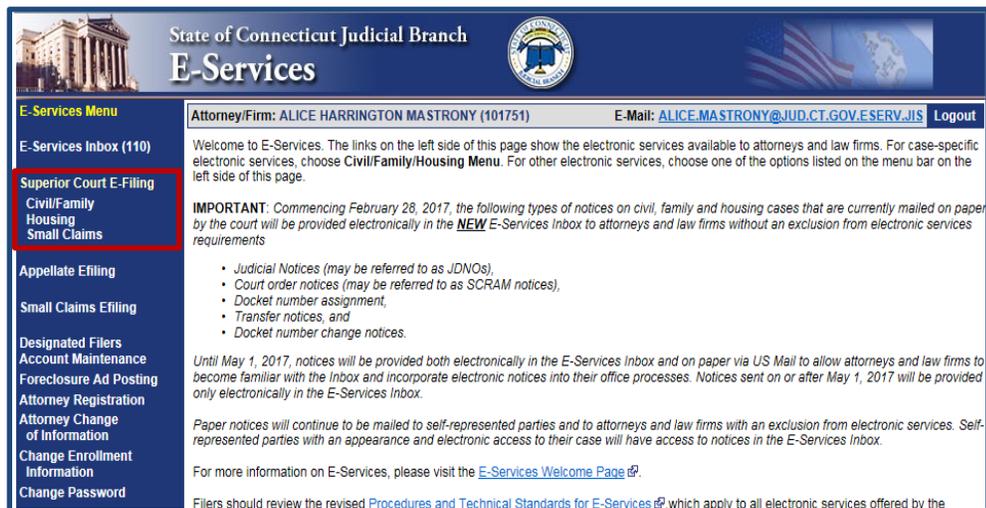
## E-FILING A NEW HOUSING CASE (CONTINUED)

2. Choose **Log-in**; a **Security Alert** may appear
3. Choose **OK**
4. Enter the **juris number** and **password**

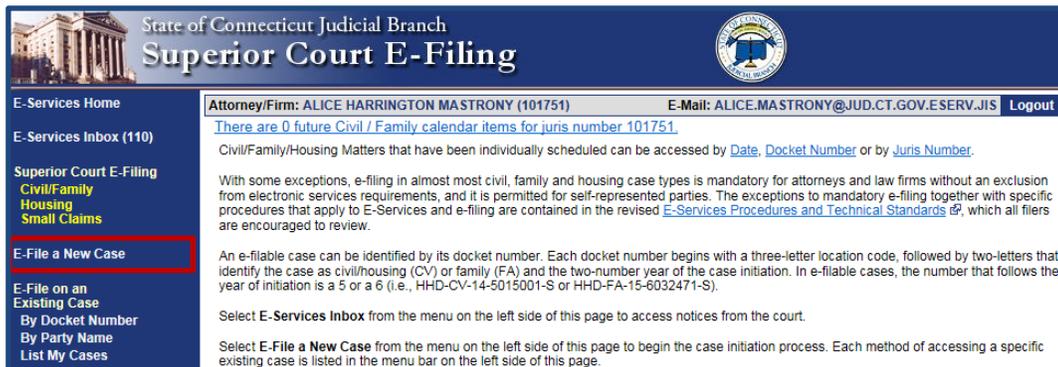
**Note:** All e-filing transactions are attributed to the logged-in juris number. Generally, you will login with the firm juris number for this reason. Use the individual juris number of the attorney to sign documents. If you forget the password, choose **Forgot Password?** for help.



5. Choose **Login**; you will see the **E-Services Home Page**:
6. Choose **Housing** below **Superior Court E-Filing** from the menu



7. Choose **E-File a New Case**



## E-FILING A NEW HOUSING CASE (CONTINUED)

8. Select the case category by choosing the button to the left of **Civil/Housing/Small Claims** to continue

Show Instructions

E-File a New Case

\* Select Case Category:  Family  Civil / Housing / Small Claims

Continue Cancel

Return to Superior Court E-Filing Menu

9. Choose the drop-down arrow to select the case type you wish to file from the list

**Note:** Be sure that you have selected the correct case type from the list of options on Judicial Branch form [JD-CL-134](#). The case type that you enter impacts the proper processing of the case initiation documents and subsequent filings.

\* Select Case Category:  Family  Civil / Housing / Small Claims

Case Type Information

\* What is the case type for this case? H00 - Summary Process

\* Does this case include Prejudgment Remedy documents?  Yes  No  
\*(If the prejudgment remedy is based on a commercial waiver, select "No")

\* Is this case being filed on behalf of a state agency?  Yes  No

I certify that no fee is due in connection with this filing under section 52-259a of the Connecticut General Statutes.

Continue Cancel

**Note:** New case types have been created for housing matters, including H00 for summary process, H10 for Housing - Return of Security Deposit; and H12 for Housing – Rent and/or Damages. If you select a housing case type that cannot be initiated electronically, you will see an error message when you try to continue, directing you to file the case on paper with the appropriate clerk’s office. Electronic filing in Housing – Housing Code Enforcement (H20); Housing – Entry and Detainer (H30); Housing – Audita Querela/Injunction (H40) is only permitted on these three housing case types *after* the case has been initiated.

10. Choose “Yes” or “No” to indicate whether the case includes Prejudgment Remedy documents

**Note:** If you select “Yes,” you will be directed to file your action at the Clerks’ Office since you cannot electronically initiate cases that include prejudgment remedy documents. Documents filed in the case after this initial filing must be filed electronically. **Do not** select “yes” if the prejudgment remedy is **based upon a commercial waiver**. You can file a case with a PJR based upon a commercial waiver electronically. Include all documents with your complaint when filing a case with a PJR based upon a commercial waiver.

11. You will also be asked to indicate whether the case is being filed on behalf of a state agency. If you select “yes,” you will be asked to certify that no fee is due in connection with your filing under section 52-259a of the Connecticut General Statutes. **Do not select “Yes” unless, under the statute, no court entry fee is due in connection with your filing.**

**E-FILING A NEW HOUSING CASE (CONTINUED)**

12. Choose **Continue**

13. The following screen will appear:

[Show Instructions](#) E-File a New Case

**Basic Summons Information**

Case Type: **H00 - Summary Process**

---

\* To which Court location is this case returnable?

Only the locations listed are currently available for electronic filing of housing matters. Cases for other locations must be filed on paper with the appropriate Clerks Office

\* What is the Return Date for this case?  
(MM/DD/YYYY)

\* What is the monetary demand for this case?

\* Are you claiming other relief in addition to or in lieu of money or damages?  
 No  Yes

\* What is the JURIS # of the Law Firm or Attorney appearing for the Plaintiff(s)?

\* How many plaintiffs in this case?

\* How many defendants in this case?

How many garnishees in this case?

**Enter Basic Summons Information**

The information that you enter must match the information in the summons that was served on the *defendant(s)*. You cannot correct any errors in your summons as served while you are entering your information here.

**Note:** If you incorrectly enter information into the e-filing system from your summons, you can file a **Request to Conform Case Initiation Data Entry to Summons** form ([JD-CL-96](#)) to ask the clerk to make the corrections. This form may be used only to request that data incorrectly entered electronically be conformed to the information on the summons that was served.

- Under Basic Summons Information, choose the drop-down arrow to select the **appropriate court location**.

**Note:** Only the Judicial Districts and Housing Sessions where you can file a housing matter will appear in the dropdown list.

- Choose the **Calendar** icon to the right of the field to select the return date

**Note:** Choose the *month* in the upper-right or left corners of the calendar to view other months

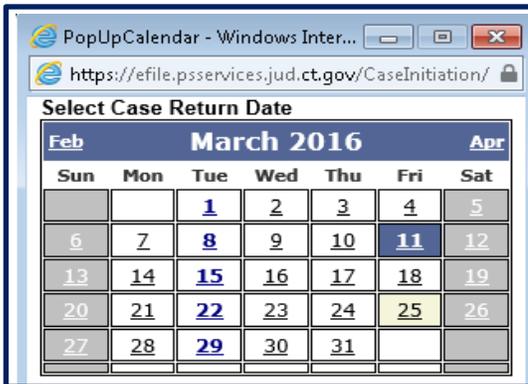
- Choose the **Date** that is on your summons as a return date

**Note:** If you choose any day but Tuesday, you will see a warning message telling you that the return date is not a Tuesday. This warning *does not* prevent you from continuing to file your case. Just choose **Continue** again. Choose the drop-down arrow to select the **monetary demand**

**Note:** For summary process cases, select “No Monetary Demand.”

- Select the appropriate circle to respond to the query regarding other relief sought

**Note:** In a summary process action, please select “No Monetary Demand” and “yes” for other relief sought.



- Enter the appropriate **JURIS #** in the field

**Note:** This JURIS # must be the same as the login JURIS # in order to successfully complete the filing process.

- Choose the drop-down arrow to select the **number of plaintiffs**
- Choose the drop-down arrow to select the **number of defendants**
- Choose the drop-down to select the number of garnishees, if appropriate.
- As you scroll down, you will see the area where you will enter basic information about the first named plaintiff and first named defendant.

### Enter First Plaintiff and First Defendant

1. Choose the drop-down arrow to identify the **status of the First Named Plaintiff** (i.e., Person, Person PPA, Firm/Corporation, Government Entity or Executor/Administrator). Depending upon your selection, you will be asked to provide different information. For example, the following screen shows what information is required when you select **Person**:
2. If the First Named Plaintiff is a Person, enter the **Last Name** in the Last Name field
3. Enter the **First Name** in the First Name field
4. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
5. In the area marked "Name Info Continued," you could enter any additional information.
6. If the First Named Plaintiff is a *Person, Firm/Corporation, Government Entity or Executor/Administrator*, enter the name of the **corporation**, firm, or **government entity** in the field provided.
7. Choose the drop-down arrow to identify the **status of the First Named Defendant**
8. If the First Named Defendant is a *person*, enter the **Last Name** in the Last Name field
9. Enter the **First Name** in the First Name field
10. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
11. If the First Named Defendant is a *Corporation, Firm or Government Entity*, enter the name of the **corporation**, firm, or **government entity** in the field provided.

### Attach Supporting Documents

You must attach the documents for the case that you are returning. You may have documents for the summons and for the complaint, or you may have additional documents to attach, such as a motion for use and occupancy payments or a notice to quit. All documents must be in PDF format, a file format that retains the way a document appears regardless of the software that was used to create the file.

**Note:** Sec. 52-45a of the Connecticut General Statutes requires that the writ of summons "shall be signed by a commissioner of the Superior Court or a judge or clerk of the court to which it is returnable." The provisions in these Procedures and Technical Standards do not change this requirement or permit the use of an electronic signature on any writ of summons directing a proper officer to serve papers. Service of process occurs before the case is returned electronically to the court.

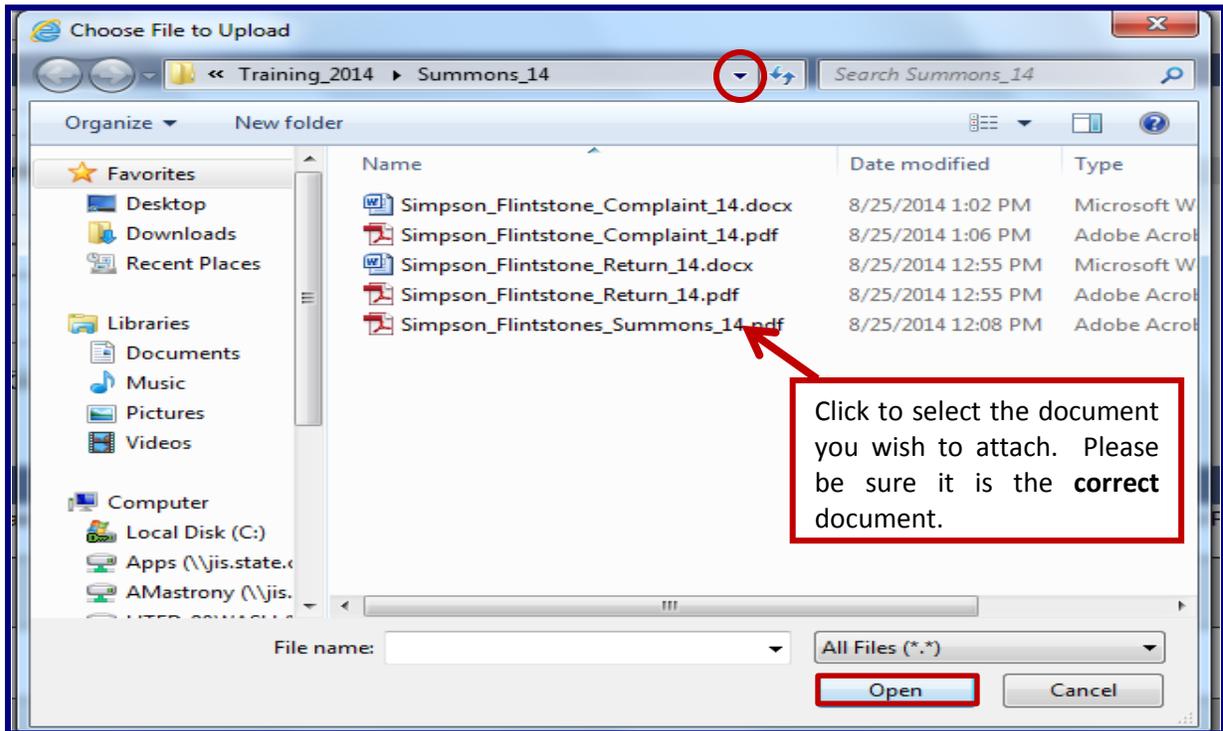
The Judicial Branch provides some information on creating a PDF document: [creating a PDF document](#)

1. Choose the box next to the certification regarding the redaction of personal identifying information.
2. Choose the **Browse** button to locate the **Summons** file. If you are filing a single document (both summons and complaint), you must attach that document here.

**Note:** The Judicial Branch does not require any particular format when you name the PDF documents. However, avoid using special characters and do not include spaces in the name of your document.

## E-FILING A NEW HOUSING CASE (CONTINUED)

3. Choose the drop-down arrow to choose the location in which the Summons file is stored.
4. You will see the following screen appear:



5. Choose the file and choose **Open**; the file will appear in the box under Summons for this case (shown below)



6. Choose **Browse** to the right of the field to locate the **Complaint** file
7. Choose the drop-down arrow to choose the location in which the Complaint file is stored
8. Select the file and choose **Open**; the file will appear in the box under Complaint for this case (shown below). You can also click twice on the file name, and the document will upload.
9. Choose **Browse** to the right of the field to locate the **Return of Service** file
10. Choose the drop-down arrow to choose the location in which the Return of Service file is stored
11. Select the file and choose **Open**; the file will appear in the box under Return of Service for this case
12. If you have an additional parties page, a motion for use and occupancy or a notice to quit, for example, you would browse and attach those documents in the same way that you have browsed and attached the prior documents.
13. Choose **Continue** at the bottom of the page. Give the system time to upload your documents.

## E-FILING A NEW HOUSING CASE (CONTINUED)

| Supporting Documents                                                                                                                                                                                                                                                                       |        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <input checked="" type="checkbox"/> I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court. |        |
| *Please attach the HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32) PDF<br>The file has been uploaded:<br><a href="#">SP_Summons_hm032.pdf</a>                                                                                                                                                   | Delete |
| *Please attach the COMPLAINT PDF<br>The file has been uploaded:<br><a href="#">SP_Compl_NonPymt_hm008.pdf</a>                                                                                                                                                                              | Delete |
| Please attach the MOTION FOR USE AND OCCUPANCY PAYMENTS SUMMARY PROCESS PDF<br><input type="button" value="Browse..."/>                                                                                                                                                                    |        |
| Please attach the NOTICE TO QUIT POSSESSION - ORIGINAL SUMMARY PROCESS PDF<br>The file has been uploaded:<br><a href="#">SP_Not_Quit_hm007.pdf</a>                                                                                                                                         | Delete |
| Please attach the RETURN OF SERVICE PDF<br>The file has been uploaded:<br><a href="#">Generic_PDF_Document.pdf</a>                                                                                                                                                                         | Delete |
| Please attach the RETURN OF SERVICE PDF<br>The file has been uploaded:<br><a href="#">Generic_PDF_Document.pdf</a>                                                                                                                                                                         | Delete |
| Please attach the CONTINUATION OF PARTIES PDF<br><input type="button" value="Browse..."/>                                                                                                                                                                                                  |        |
| (NOTE: Maximum size for uploaded documents is 50 MB)                                                                                                                                                                                                                                       |        |

**Note:** If you realize that you have not attached the correct document, you can choose **Delete** to the right of the document to remove the uploaded document. Then choose **Browse** to select and upload the correct one.

14. If you listed more than one plaintiff or defendant, you will see a screen that asks you to fill in fields with additional information about these parties.

**Note:** If you are not asked to provide information on all the parties named in your summons, make sure that you entered the correct number of parties at the top of the screen.

15. Choose the drop-down arrow to identify the **Status of the Additional Party** (i.e., Person, Person DBA, Corporation/Firm, Government Entity or Executor/Administrator). You will enter the information for each additional party that is requested.
16. If the party is a *person*, enter the **Last Name** in the Last Name field; enter the **First Name** in the First Name field; and enter the **Middle Initial** (if any) in the Middle Initial field (MI)
17. If the party is a *Corporation/Firm* or *Government Entity*, enter the name of the **corporation/firm** or **government entity** in the field provided for corporation or government parties
18. Choose **Continue** at the bottom of the page to go to the verify data and documents page
- Note:** Remember to always use the gray buttons at the bottom of the page to navigate around the e-filing system. Do not use the **Back** button on your browser.
19. Review the summary information as well as the documents that you have attached. Be sure to review all information that you have entered regarding the case at this screen.
- Note:** Check the location to which you are returning this case on this page.

| Summary Data                        |                                     |
|-------------------------------------|-------------------------------------|
| Case Caption:                       | SIMPSON, HOMER v. FLINTSTONE, FRED  |
| Judicial District:                  | BPH - Housing Session at Bridgeport |
| Return Date:                        | APR-06-2016                         |
| Appearing Juris # & Name:           | 101751 - ALICE HARRINGTON MASTRONY  |
| Case Type:                          | H00 - Summary Process               |
| Case contains PJR Documents:        | No                                  |
| Filing on behalf of a State Agency: | No                                  |
| Monetary Demand:                    | No Monetary Demand                  |
| Claiming Other Relief:              | Yes                                 |
| # of Plaintiffs:                    | 1                                   |
| # of Defendants:                    | 1                                   |
| # of Garnishees:                    | 0                                   |

**E-FILING A NEW HOUSING CASE (CONTINUED)**

- 20. Check to be sure that you have selected the correct documents by scrolling in each window. Each document that you are filing appears in a separate window.
- 21. The documents will each display in a separate window.

HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32)
View All Pages as PDF

Zoom In 100% Zoom Out

**SUMMONS SUMMARY PROCESS (Eviction)**

JD-HM-32 Rev. 2/14  
C.G.S. § 53-36b, P.B. Sec. § 8-1

**INSTRUCTIONS**

1. Type or print legibly, sign the summons.

2. There is more than one defendant, make an exact copy of the summons for each additional defendant. Each copy of the summons must show who signed the original summons and when it was signed.

3. Attach the original summons to the original complaint, and attach a copy of the summons to each copy of the complaint. Also, if there are more than 2 plaintiffs or 4 defendants fill out form JD-CV-2 and attach it to the original and all copies of the complaint.

4. After service has been made by proper officer, file the original papers and the officer's return with the clerk of court.

**STATE OF CONNECTICUT SUPERIOR COURT**  
[www.jud.ct.gov](http://www.jud.ct.gov)

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation to communicate with the ADA, contact your clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

**NOTICE TO OCCUPANT(S) NOT NAMED ON THE SUMMONS**

If you claim to have a right to continue to occupy the premises you should complete and file with the Clerk's Office a Claim of Exemption form JD-HM-3 as soon as possible. You can get the Claim of Exemption from the Clerk at the address listed below or online at [www.jud.ct.gov](http://www.jud.ct.gov).

**TO: Any proper officer: By Authority of the State of Connecticut, you are hereby commanded to make due and legal service of this Summons and attached Complaint.**

**Return Date:** (Month, day, year) (Any date not Sunday and after 10:00am)

Judicial District \_\_\_\_\_  A (Town in which will be returnable) (C.G.S. § 53-36b, § 53-36b)  
 Housing Session \_\_\_\_\_  Junior \_\_\_\_\_  Case Type (from Justice Branch web site)

Address of Court Clerk Where Will and Other Papers Shall Be Filed (Number, street, town and zip code) (C.G.S. § 53-36b, § 53-36b) \_\_\_\_\_ Telephone Number of Clerk \_\_\_\_\_

Parties: Name and Complete Address of Each Party (Number, street, town and zip code)  Form JD-CV-2 attached

First Named Plaintiff \_\_\_\_\_

Note: Only the first page of your document is showing in the window. Choose "View All Pages as PDF" to see all the pages of the document.

---

COMPLAINT
View All Pages as PDF

Zoom In 100% Zoom Out

**SUMMARY PROCESS (EVICTON) COMPLAINT NONPAYMENT OF RENT**

JD-HM-3 Rev. 12/11  
C.G.S. § 53-36a  
P.B. § 9-2b

**INSTRUCTIONS TO PLAINTIFF (Landlord)**

1. Attach this complaint to the Summons, form JD-HM-32, and follow the instructions on that form.

2. Attach the original Notice to Quit, form JD-HM-7, to this complaint.

3. If there is a written lease, do not attach a copy of the lease to this complaint.

4. If you want to make the lease a part of your complaint, refer to the lease as an exhibit (for example "Exhibit A") and file it separately with the court no later than the return date. Serve a copy of the exhibit upon each party who appears in this matter at the first court session of the matter or no later than seven days after receipt of notice of the appearance of the party, whichever is earlier. Service must be made as provided in Sections 53-12 through 53-17 of the Practice Book.

**STATE OF CONNECTICUT SUPERIOR COURT**  
[www.jud.ct.gov](http://www.jud.ct.gov)

**Return Date:** \_\_\_\_\_

Judicial District of \_\_\_\_\_  
 Judicial District Housing Session at \_\_\_\_\_  
 Town/City \_\_\_\_\_  
 Geographical Area Number \_\_\_\_\_  
 at \_\_\_\_\_  
 Town/City \_\_\_\_\_

Plaintiff (Landlord): \_\_\_\_\_

VS.

Defendant(s) (tenant): \_\_\_\_\_

**Complaint**

Note: Only the first page of your document is showing in the window. Choose "View All Pages as PDF" to see all the pages of the document.

NOTICE TO QUIT POSSESSION - ORIGINAL SUMMARY PROCESS
View All Pages as PDF

Zoom In 100% Zoom Out

**NOTICE TO QUIT (END) POSSESSION**

JD-HM-7 Rev. 3/12  
C.G.S. § 47a-23

**INSTRUCTIONS TO LANDLORD**

1. Fill out this notice and give it to a state marshal or any proper officer with enough copies for each adult occupant and tenant you want to evict.

2. After service (delivery to the tenant(s) and occupant(s)) is made, the original Notice to Quit will be returned to you. If you do not want to include your address on this form, give this information to the marshal or other proper officer on a separate sheet so that the officer can return the original notice to you promptly after making service.

To: Tenant(s) of (renter/tenant(s) and occupant(s)) \_\_\_\_\_

Address of premises, including apartment number, if any \_\_\_\_\_

**ADA NOTICE**

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## E-FILING A NEW HOUSING CASE (CONTINUED)

**Note:** E-filing does not screen your documents, so you must check them yourself.

The screenshot displays three overlapping windows from the e-filing system. The top window is titled "HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32)" and contains a form for a summons. The middle window is titled "COMPLAINT" and contains a form for a summary process complaint. The bottom window is titled "NOTICE TO QUIT POSSESSION - ORIGINAL SUMMARY PROCESS" and contains a form for a notice to quit. Each window has a "View All Pages as PDF" button in the top right corner. Red callout boxes with arrows point to these buttons and a drop-down arrow on the right side of the middle window. The callout boxes contain the following text: "To view the entire document, choose View All Pages at the top of each window." and "Choose the drop-down arrow to move through the document when there is only a single page."

22. If you find any mistakes in the information you have entered or in the documents you have attached, use the gray buttons at the bottom of the screen to navigate through the e-filing system to correct the mistakes.

A horizontal row of four gray buttons with black text: "Continue", "Change Case Type", "Change Information", and "Cancel". The buttons are enclosed in a blue rectangular border.

**Note:** DO NOT choose the *Back* button on your browser or the *Cancel* button to return to the previous page. Choosing either button will clear the information that you have entered. Use **ONLY** the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first screen in case initiation; **Change Information** will return you to the last screen, where you entered the information from the summons and attached the documents. If you need to change the information that you entered regarding additional parties, you will have to choose the **Change Information** button and then choose **Continue** on the bottom of that page to return to the **Additional Parties** page.

**E-FILING A NEW HOUSING CASE (CONTINUED)**

23. If all information is correct, choose the box under **Certification**.

| Plaintiffs    | Party # |
|---------------|---------|
| HOMER SIMPSON | P-01    |

| Defendants      | Party # |
|-----------------|---------|
| FRED FLINTSTONE | D-01    |

**Certification**

I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes.

\* My Juris # is:

Shopping Cart Note (Optional):

24. Enter the **individual** juris number in the field provided

**Note:** The juris number cannot be a firm number. It must be an **individual** juris number to comply with P.B. Sections 4-2 and 4-4 which require that a filer sign documents with an individual juris number.

25. You may also enter notes that will appear in the shopping cart and can be seen only by the logged-in juris number. For example, you could enter a client file number or indicate that this case should not be filed before a certain date.

26. Choose **Continue** to move to the payment screen

**Process a Payment**

You can look at the documents you are filing by selecting the links. If you find any errors, you will have to remove the item from the shopping cart and begin again. To remove the item, select **Remove Item from Shopping Cart** link beneath the **Payment Amount**. You will be asked to confirm that you want to delete the item and cancel the transaction.

1. Choose the box to the left of the item you are paying for:

**Note:** If you want to process payment on several items simultaneously, you can select each item you want to pay for. If you want to file additional cases or documents, do not select an item. Instead, choose on **Return to Superior Court E-Filing Menu** to return to the menu and file new cases or new documents in other cases. Unpaid Items will remain in the shopping cart for 56 days. These items are not filed until the fee is paid.

2. Select either Pay by Credit Card or Pay by Check at the bottom of the screen
3. To pay by check, fill in the required fields for **Name, Routing/Transit Code, and Bank Account number**. You will enter account and routing code numbers twice.

**Note:** The Judicial Branch does not capture this information in its database. Therefore, you will have to enter this information each time you file an item that requires payment.

## E-FILING A NEW HOUSING CASE (CONTINUED)

**Note:** If you have a debit filter on your account, which means that the account holder has told the bank that only certain people/companies are allowed to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

4. To pay by credit card, fill in the fields for **first name and last name, e-mail address, telephone number (optional), credit card number, and expiration date.** **Note:** The Judicial Branch accepts **Visa, American Express, MasterCard and Discover** credit cards.

**Payment Summary Information**

|                         |                 |
|-------------------------|-----------------|
| Shopping Cart Total:    | \$350.00        |
| LexisNexis Service Fee: | \$7.70          |
| <b>Total Due (USD):</b> | <b>\$357.70</b> |

**Enter Your Payment Information**

|                              |                 |
|------------------------------|-----------------|
| Agency Amount:               | \$350.00        |
| LexisNexis Service Fee:      | \$7.70          |
| <b>Total Payment Amount:</b> | <b>\$357.70</b> |

First Name\*  Last Name\*

Email Address\*

Phone Number

Credit Card Number\*



Card Expiration\*  
1 - January  2013

By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee.

**Pay Now**

Secure payments by  LexisNexis

[Privacy](#) [Terms](#) [Contact Us](#)

5. Choose **Pay Now** after filling in all required information; a confirmation screen will appear with payment information on the total payment and document summary information on each document filed.

State of Connecticut Judicial Branch  
**Civil and Family E-Services**

Attorney/Firm: ALICE HARRINGTON MASTRONY (101751) E-Mail: ALICE.MASTRONY@JUD.CT.GOV Logout

[Show Instructions](#) **You have successfully e-filed!** [Print This Page](#)

**Confirmation of E-filed Transaction (print this page for your records)**  
For questions regarding this payment: [Contact Us](#)

**Payment Information**

Confirmation Number: JUDC10385702  
Total Court Fees: \$175.00  
LexisNexis Service Fee: \$0.00  
Total Transaction Amount: \$175.00  
Payment Method: Check  
Payment Date: 03/29/2016 10:55AM  
Payment By: ALICE HARRINGTON MASTRONY (101751)

**Document Summary**

Confirmation Number: JUDC10385702  
Docket Number: [BPH-CV-16-60010075](#)  
[To receive an email when there is activity on this case, click here.](#) ←

Case Name: SIMPSON, HOMER v. FLINTSTONE, FRED  
Type of Transaction: E-File New Case  
Court Fee: \$175.00  
Date Filed: MAR-29-2016  
Filed By: ALICE HARRINGTON MASTRONY Juris# 101751  
Document Filed: HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32)  
COMPLAINT  
NOTICE TO QUIT POSSESSION - ORIGINAL SUMMARY PROCESS  
RETURN OF SERVICE  
RETURN OF SERVICE

Date and Time of Transaction: Tuesday, March 29, 2016 10:56:01 AM

[Return to Civil / Family Menu](#) [Return to Shopping Cart](#) [File Additional Documents On This Case](#)

## **E-FILING A NEW HOUSING CASE (CONTINUED)**

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**Note:** A service fee is charged on payments made by credit card. The service fee is computed on the amount of the total payment. The service fee is not broken down for each individual item paid for in a single transaction.

6. Print or save this confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Superior Court E-Filing Menu**, choosing a time frame of up to thirty days at a time, and selecting **Details** to the right of the item for which you need the confirmation page. If you select the payment number, you will see the **Payment Information** for the whole payment transaction.

**Note:** You can sign up for e-mail updates by choosing the link on this confirmation page.

## E-FILING A NEW FAMILY CASE

You can file most types of **civil, housing, family and small claims cases** electronically. You can find a complete list of the types of cases that you can and cannot file electronically in the revised [Procedures and Technical Standards for E-Services](#). All filers are strongly encouraged to review these procedures and technical standards, which contain important information and requirements on e-filing and E-Services.

E-filing by attorneys and firms without an exclusion from electronic services requirements is **mandatory** for newly-filed cases and all existing e-filable cases. Self-represented Parties are allowed to enroll in E-Services and request electronic access to their e-filable Superior Court cases in order to file and look at documents and mark short calendar matters in their civil cases electronically.

**Note:** An e-filable case may be identified by its docket number. If the number that follows the year is a 5 or a 6, the case is e-filable (for example, HHD CV 14 5001234 or FBT FA 15 6021015). If the number that follows the year is a 4, the case is not e-filable (for example, HHD CV 09 4000196 or FST FA 13 4001432).

Payment of **all court fees** for filing documents electronically in any e-filable cases must be made electronically through e-filing. Payment can be made by credit card (MasterCard, Visa, American Express or Discover) by attorneys, law firms and self-represented parties. Payment by attorneys and law firms may also be made by electronic check.

**Note:** You cannot file any type of case on-line if you are not paying the entry fee because the court granted your application for a fee waiver. You must return the case on paper to appropriate clerk's office.

### Initiate a New Family Case

*Before you begin electronic filing, prepare the Summons, Complaint, Notice of Automatic Orders or other documents that you will serve on the defendant(s) and have them served. When the documents are returned to you, scan and save the Summons, Complaint, Notice of Automatic Orders, and the return of service as four separate PDF documents. If you have pendente lite motions, they must be scanned and saved as **separate** PDFs, and filed after you initiate your new case.*

*Note: Sec. 52-45a of the Connecticut General Statutes provides: "Civil actions shall be commenced by legal process consisting of a writ of summons or attachment, describing the parties, the court to which it is returnable, the return day, the date and place for the filing of an appearance and information required by the Office of the Chief Court Administrator. The writ shall be accompanied by the plaintiff's complaint. The writ may run into any judicial district and shall be signed by a commissioner of the Superior Court or a judge or clerk of the court to which it is returnable." The provisions in these Procedures and Technical Standards do not permit the use of an electronic signature on legal process as described in this statute.*

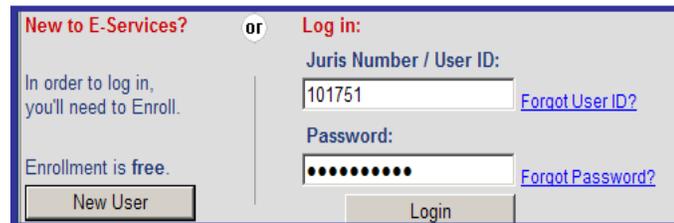
1. In the address bar, type <http://www.jud.ct.gov>
2. Choose **E-Services** in the left menu to go to the E-Services Welcome Page:

The screenshot shows the E-Services Welcome Page. The left sidebar menu includes: Judicial HOME, Americans with Disabilities (ADA), Case Look-up, Court Service Centers, Courts, Directories, Divorce, **E-Services** (highlighted in red), FAQs, Forms, Law Libraries, Limited English Proficiency (LEP), Minimum Continuing Legal Education (MCLE), Opinions, Opportunities, Self-Help, and Statistics / Reports. The main content area features a large 'e services' logo and text: 'The Judicial Branch offers various electronic services, including electronic filing in appellate, civil, family, housing and small claims matters, electronic short calendar markings entry and history, and online attorney registration, to further its mission to serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner.' Below this text are two buttons: 'Enroll' and 'Log-In' under the heading 'Self-Represented Parties and Attorneys'. To the right, the 'News and Announcements' section contains two entries: one dated 02/16/17 about the E-Services Inbox and another dated 02/07/17 about commencing February 28, 2017, regarding electronic notices.

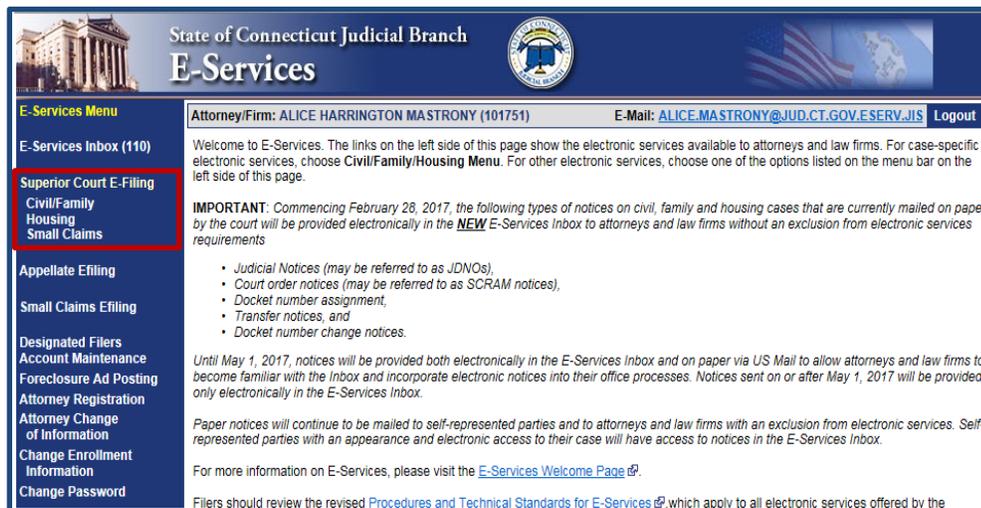
## E-FILING A NEW FAMILY CASE (CONTINUED)

3. Choose **Log-in**; a **Security Alert** may appear
4. Choose **OK**
5. Enter the **juris number** and **password**

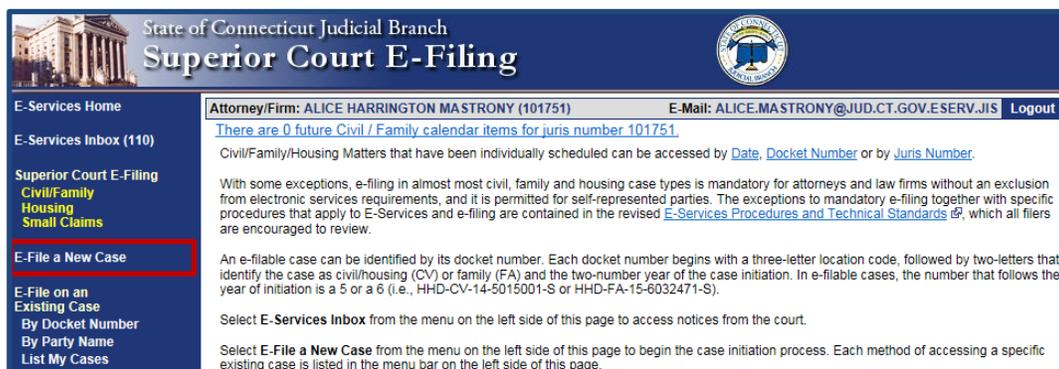
**Note:** All e-filing transactions are attributed to the logged-in juris number. Generally, you will login with the firm juris number for this reason. Use the individual juris number of the attorney to sign documents. If you forget the password, choose **Forgot Password?** for help.



6. Choose **Login**; you will see the **E-Services Home Page**:
7. Choose **Civil/Family** below **Superior Court E-Filing** from the menu



8. Choose **E-File a New Case**



9. From the page that appears, choose the button to the left of **Family** to go to the **E-file a New Case** page:  
*Judicial Branch, State of Connecticut*

## E-FILING A NEW FAMILY CASE (CONTINUED)

[Show Instructions](#) **E-File a New Case**

\* Select Case Category:  Family  Civil / Housing / Small Claims

10. Choose the drop-down arrow to select the case type you wish to file from the list.

**Note:** Be sure that you have selected the correct case type from the list of options on Judicial Branch form [JD-CL-134](#). The case type that you enter impacts the proper processing of the case initiation documents and subsequent filings.

[Show Instructions](#) **E-File a New Case**

\* Select Case Category:  Family  Civil / Housing / Small Claims

**Case Type Information**

\* What is the case type for this case?

\* Is this case being filed on behalf of a state agency?  Yes  No

I certify that no fee is due in connection with this filing under section 52-259a of the Connecticut General Statutes.

- F00 - Dissolution of Marriage - C.G.S. Chapter 815j
- F05 - Nonadversarial Dissolution of Marriage
- F10 - Legal Separation - C.G.S. Chapter 815j
- F20 - Annulment - C.G.S. Chapter 815j
- F30 - Change of Name - C.G.S. 52-111
- F40 - Custody Application - C.G.S. 46b-61
- F45 - Civil Union - Dissolution / Legal Separation / Annulment
- FT1 - Visitation Petition/Application - C.G.S. 46b-59/60/61
- F60 - Paternity Petition - C.G.S. 46b-160
- F65 - Support Petition - C.G.S. 46b-215
- F66 - Agreement to Support - C.G.S. 46b-215
- F67 - Appeal - Uniform Interstate Family Support Act (UIFSA)
- F68 - Challenge to Acknowledgment of Paternity (CGS 46b-172)

11. Choose “Yes” or “No” to indicate whether the case includes more than one plaintiff.

**Note:** Depending upon the case type you select, you may see this question or you may see other questions.

**Case Type Information**

What is the case type for this case?

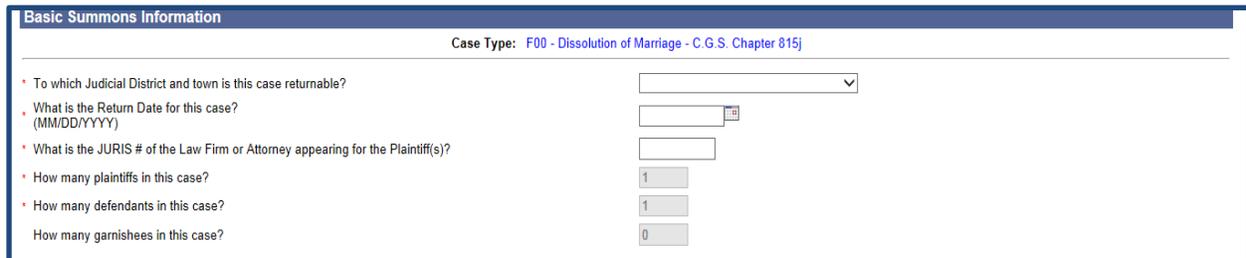
Only case types listed above are currently available for electronic filing.  
All other case types must be filed on paper with the appropriate clerk's office.

Is there more than one plaintiff on the case?  Yes  No

12. Select **Continue** to go to the screen where you will enter the information from your summons.

**Enter Basic Summons Information**

The information that you enter must match the information in the summons that was served on the *defendant*. You cannot correct any errors in your summons as served while you are entering your information here. **Note:** If you incorrectly enter information into the e-filing system from your summons, you can file a **Request to Conform Case Initiation Data Entry to Summons** form ([JD-CL-96](#)) to ask the clerk to make the corrections. This form may be used only to request that data incorrectly entered electronically be conformed to the information on the summons that was served.



1. Under Basic Summons Information, choose the drop-down arrow to select the **Judicial District and Town**
2. Choose the **Calendar** icon to the right of the field to select the return date

**Note:** Choose the *month* in the upper-right or left corners of the calendar to view other months

3. Choose the **Date** that is on your summons as a return date
4. Enter the appropriate **JURIS #** in the field

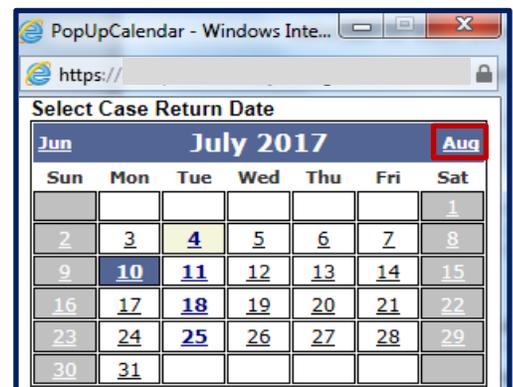
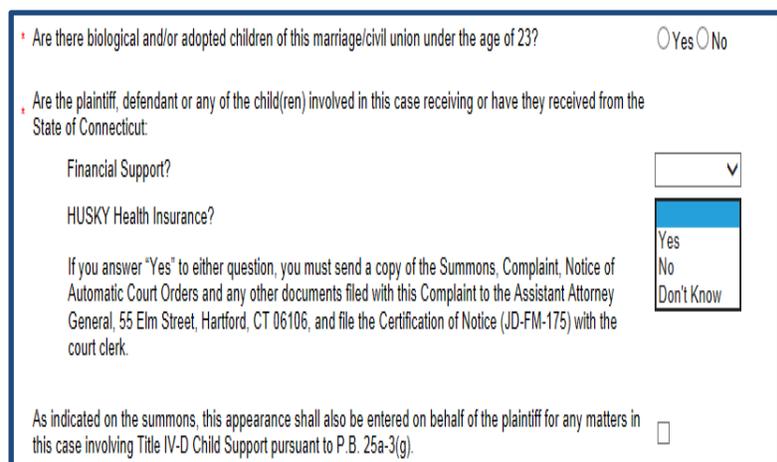
**Note:** This JURIS # must be the same as the login JURIS # in order to successfully complete the filing process.

5. The **number of plaintiffs** defaults to 1 for these case types
6. The **number of defendants** defaults to 1 for these case types
7. The **number of garnishees** defaults to 0.

8. Choose “Yes” or “No” to indicate whether there are biological and/or adopted children of the marriage or civil union under the age of 23.

9. Choose the drop-down arrow to respond to each question regarding plaintiff, defendant or child(ren) receiving financial support or HUSKY Health Insurance from the State of Connecticut.

**Note:** If you respond “Yes” to either question, you must send a copy of the Summons, Complaint, Notice of Automatic Court Orders and any other documents filed with the Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file the Certification of Notice (JD-FM-175) with the court clerk.

10. Check the box to indicate that, as indicated on the summons, the appearance shall also be entered on behalf of the plaintiff for any matters in this case involving Title IV-D Child Support pursuant to P.B. 25a-3(g).
11. As you scroll down, you will see the area where you will enter basic information about the parties.

## E-FILING A NEW FAMILY CASE (CONTINUED)

### Enter First Plaintiff and Defendant

1. Choose the drop-down arrow to identify the **status of the First Named Plaintiff** (i.e., Person or Person PPA). Depending upon your selection, you will be asked to provide different information. For example, the following screen shows what information is required when you select **Person**:
2. Enter a **Prefix**, if applicable
3. If the First Named Plaintiff is a Person, enter the **Last Name** in the Last Name field
4. Enter the **First Name** in the First Name field
5. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
6. Enter a **Suffix** by choosing the drop-down arrow.
7. Enter an **Inmate Number**, if applicable.
8. Enter a **Prefix**, if applicable
9. The **status of the First Named Defendant** defaults to **Person**.
10. Enter the **Last Name** in the Last Name field
11. Enter the **First Name** in the First Name field
12. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
13. Enter a **Suffix**, if applicable, by choosing the drop-down arrow.
14. Enter an **Inmate Number**, if applicable.

The screenshot shows a form titled "First Plaintiff". At the top, there is a dropdown menu labeled "Choose Party Type:" with "Person" selected. Below this, a header reads "First Plaintiff's Name as indicated on the Summons or other documents". The form contains the following fields: "Prefix:" (text input), "\* Last Name:" (text input with "Addams" entered), "First Name:" (text input with "Gomez" entered), "Middle Name:" (text input), "Suffix:" (dropdown menu), and "Inmate Number:" (text input).

### Attach Supporting Documents

You must attach the documents for the case that you are returning. You could have five separate documents: the summons, the complaint, the notice of automatic court orders, the return of service and the certification of notice. All documents must be in PDF format, a file format that retains the way a document appears regardless of the software that was used to create the file. **Note:** In certain family case types, you will be able to separately upload a motion, such as a motion for genetic testing, as part of the case initiation process. If the option to upload a specific motion is **not** provided as part of the case initiation process, then you must complete the case initiation before returning to the case detail page to upload the motion.

The Judicial Branch provides some information on creating a PDF document. Please choose [creating a PDF document](#) for more information.

1. Choose the box next to the certification regarding the redaction of personal identifying information.
2. Choose **Browse** to locate the **Summons** file.

**Note:** The Judicial Branch does not require any particular format when you name the PDF documents. However, avoid using special characters and do not include spaces in the name of your document.

#### Supporting Documents

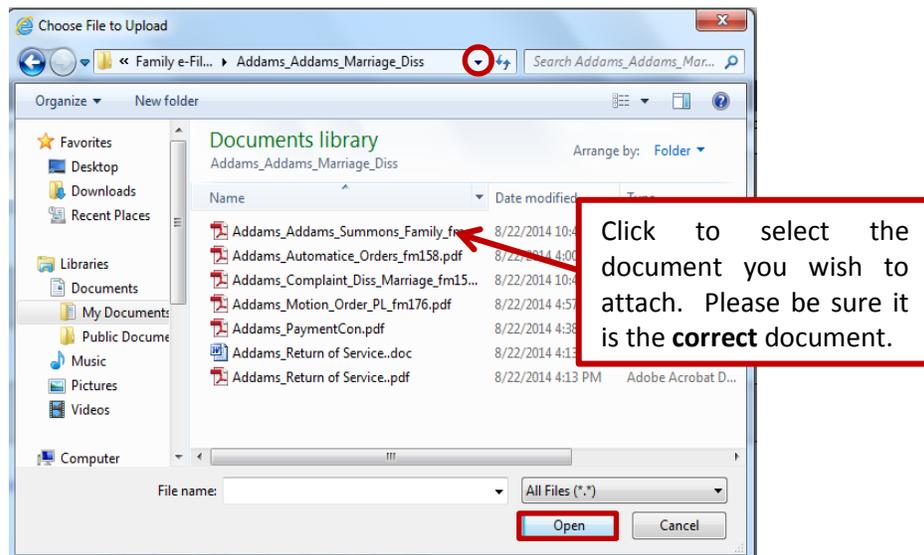
I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

Please attach the SUMMONS PDF

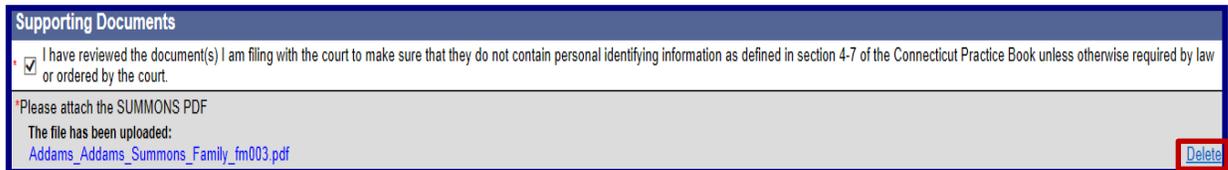
**Browse...**

## E-FILING A NEW FAMILY CASE (CONTINUED)

3. Choose the drop-down arrow to choose the location in which the Summons file is stored.
4. You will see the following screen appear:



5. Select the file and choose **Open**; the file will appear in the box under Summons for this case



6. Choose **Browse** to the right of the field to locate the **Complaint** file
7. Choose the drop-down arrow to choose the location in which the Complaint file is stored
8. Select the file and choose **Open**; the file will appear in the box under Complaint for this case. You can also click twice on the file name, and the document will upload.
9. Choose **Browse** to the right of the field to locate the **Notice of Automatic Court Orders** file
10. Choose the drop-down arrow to choose the location in which the Notice of Automatic Court Orders file is stored
11. Select the file and choose **Open**; the file will appear in the box under Notice of Automatic Court Orders
12. Choose **Browse** to the right of the field to locate the **Return of Service** file
13. Choose the drop-down arrow to choose the location in which the Return of Service file is stored
14. Select the file and choose **Open**; the file will appear in the box under Return
15. If you have a **Certification – Public Assistance**, you would browse and attach that document in the same way that you have browsed and attached the prior three documents.  
**Note:** If you have selected the incorrect file, you can delete the file you have attached by choosing **Delete** which is found all the way to the right
16. Choose **Continue** at the bottom of the page; allow the system time to upload your documents.

## E-FILE A NEW FAMILY CASE (CONTINUED)

17. Review the summary information and the documents that you have attached. Be sure to review all the information that you have entered regarding this case.

| Show Instructions         |                                                     | Review Data and Documents |  |
|---------------------------|-----------------------------------------------------|---------------------------|--|
| <b>Summary Data</b>       |                                                     |                           |  |
| Case Caption:             | ADDAMS, GOMEZ v. GOMEZ, MORTICIA FRUMP              |                           |  |
| Judicial District:        | AAN - Ansonia-Milford at Milford                    |                           |  |
| Return Date:              | SEP-30-2014                                         |                           |  |
| Appearing Juris # & Name: | 423079 - Law Offices of Atticus Finch               |                           |  |
| Case Type:                | F00 - Dissolution of Marriage - C.G.S. Chapter 815j |                           |  |

18. The documents will display separately in the windows.

**SUMMONS** Zoom In 100% Zoom Out View All Pages as PDF

**SUMMONS FAMILY ACTIONS**  
JD-RM-3 Rev. 9-12  
C.G.S. § 52-45a, P.S. §§ 1-1

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov

Case Type Minor Codes  
00 Dissolution of Marriage  
10 Legal Separation  
20 Annulment  
30 Civil Union - Dissolution, Legal Separation, Annulment  
90 All Other

Instructions  
1. Type or print legibly; sign summons.  
2. Attach the original summons to the original complaint, and Notice of Automatic Court Orders (JD-FM-138) and attach a copy of the summons and a copy of the Notice of Automatic Court Orders to each copy of the complaint.  
3. After service has been made by proper officer, file original papers and officer's return with the clerk of the court at least six days before the return date.  
4. Do not use this form for actions in which an attachment or appointment is being sought or for petitions for paternity or for support orders, or for actions in which an application for relief from abuse is being sought.

To: Any proper officer  
By Authority of the State of Connecticut, you are hereby commanded to make due and legal service of this Summons and attached Complaint and Notice of Automatic Orders.

|                                         |                       |                                  |
|-----------------------------------------|-----------------------|----------------------------------|
| Judicial district of                    | At (Town)             | Return date (Month, day, year)   |
| Ansonia/Milford                         | Milford               | 09/30/2014                       |
| Address of Court (Number, street, city) | Case management date* | Case type (From code list above) |
| 14 West River Street, Milford, CT 06460 | 01/07/2015            | Major F, Minor 00                |

PTV No.

To scroll through a single-page document, use the bar on the right of the window.

**SUMMONS** Zoom In 100% Zoom Out View All Pages as PDF

**SUMMONS FAMILY ACTIONS**  
JD-RM-3 Rev. 9-12  
C.G.S. § 52-45a, P.S. §§ 1-1

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov

Case Type Minor Codes  
00 Dissolution of Marriage  
10 Legal Separation  
20 Annulment  
30 Civil Union - Dissolution, Legal Separation, Annulment  
90 All Other

Instructions  
1. Type or print legibly; sign summons.  
2. Attach the original summons to the original complaint, and Notice of Automatic Court Orders (JD-FM-138) and attach a copy of the summons and a copy of the Notice of Automatic Court Orders to each copy of the complaint.  
3. After service has been made by proper officer, file original papers and officer's return with the clerk of the court at least six days before the return date.  
4. Do not use this form for actions in which an attachment or appointment is being sought or for petitions for paternity or for support orders, or for actions in which an application for relief from abuse is being sought.

To: Any proper officer  
By Authority of the State of Connecticut, you are hereby commanded to make due and legal service of this Summons and attached Complaint and Notice of Automatic Orders.

|                                         |                       |                                  |
|-----------------------------------------|-----------------------|----------------------------------|
| Judicial district of                    | At (Town)             | Return date (Month, day, year)   |
| Ansonia/Milford                         | Milford               | 09/30/2014                       |
| Address of Court (Number, street, city) | Case management date* | Case type (From code list above) |
| 14 West River Street, Milford, CT 06460 | 01/07/2015            | Major F, Minor 00                |

PTV No.

To view a multi-page document, choose **View All Pages as PDF** at the top of each window.

19. If you find any mistakes in the information that you have entered or in the documents you have attached, use the gray buttons at the bottom of the screen to navigate through the e-filing system to return to the screen where you can correct the mistakes.

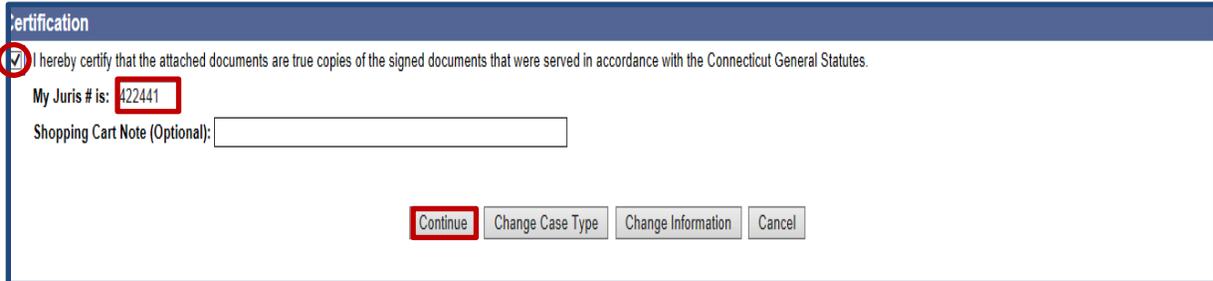
|          |                  |                    |        |
|----------|------------------|--------------------|--------|
| Continue | Change Case Type | Change Information | Cancel |
|----------|------------------|--------------------|--------|

**Note:** DO NOT use the *Back* button on your browser or the *Cancel* button to return to the previous page. Choosing either button will clear the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first screen in case initiation. **Change Information** will return you to the last screen, where you entered the information from the summons and attached the documents.

## E-FILING A NEW FAMILY CASE (CONTINUED)

20. If the information that you have entered and the documents that you have attached are correct, select the box to certify that the documents attached are true copies of what was served on the defendant.
21. Enter the **individual** juris number in the field provided.

**Note:** The juris number cannot be a firm juris number. It must be an **individual** juris number to comply with the Practice Book sections 4-2 and 4-4 which require that a filer sign documents in e-filing with an individual juris number.



The screenshot shows a certification window with a blue header. The text inside reads: "I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes." A red circle highlights a checked checkbox to the left of this text. Below this, the text "My Juris # is:" is followed by a text input field containing the number "422441", which is also highlighted with a red box. Underneath is the label "Shopping Cart Note (Optional):" followed by an empty text input field. At the bottom of the window, there are four buttons: "Continue" (highlighted with a red box), "Change Case Type", "Change Information", and "Cancel".

22. You may also enter notes that will appear in the shopping cart and can be seen only by the logged-in juris number. For example, you could enter a client file number or indicate that this case should not be filed before a certain date.
23. Choose **Continue** to move to the payment screen.

**Process a Payment**

You can look at the documents you are filing by choosing the links. If you find any errors, you will have to remove the item from the shopping cart and begin again. To remove the item, choose **Remove Item from Shopping Cart** link beneath **Payment Amount**. You will be asked to confirm that you want to delete the item and cancel the transaction.

1. Choose the box to the left of the item you are paying for.

| Select Item                         | Documents Summary                                                                                                                                                                                                                                                                                     | Will Remain in Shopping Cart Until | Payment Amount                                                                  |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | ADDAMS, GOMEZ v. GOMEZ, MORTICIA FRUMP<br>AAN-FA14-Case # Not Yet Assigned<br>Electronic Documents:<br><a href="#">See SUMMONS</a><br><a href="#">See COMPLAINT</a><br><a href="#">See NOTICE OF AUTOMATIC COURT ORDERS</a><br><a href="#">See RETURN</a><br>Attorney/Firm: Individual Juris # 422441 | Case Type: F00<br>10/24/2014       | Filing Fee<br>\$350.00<br><a href="#">Remove Item from Shopping Cart</a>        |
| <input type="checkbox"/>            | MAYBERRY SAVINGS BANK v. TAYLOR, ANDY<br>FBT-CV14-Case # Not Yet Assigned<br>Electronic Documents:<br><a href="#">See SUMMONS</a><br><a href="#">See COMPLAINT</a><br>Attorney/Firm: Individual Juris # 101751<br>Shopping Cart Notes: Client #145672                                                 | Case Type: C40<br>10/22/2014       | Filing Fee<br>\$350.00<br><b><a href="#">Remove Item from Shopping Cart</a></b> |

Total Amount: \$0.00

Pay by Credit Card    Pay by Check    Return to Civil / Family Menu

[Refund Policy](#)

**Note:** If you want to process payment on several items at the same time, you can select each item you want to pay for. If you are paying by credit card, the service fee will not be shown for each individual item in a multi-item payment transaction. You will only see the total service fee for the transaction. If you need to have the service fee for each item you are filing, then file each item separately.

If you want to file additional cases or documents, do not select any item. Instead, choose **Return to Superior Court E-Filing Menu** to return to the menu and file new cases or documents in other cases. Unpaid items will remain in the shopping cart for 56 days. These items in the shopping cart are *not* filed until the filing fee is paid.

2. Select **Pay by Credit Card** or **Pay by Check** at the bottom of the shopping cart.
3. To pay by check, fill in the required fields for **Name, Routing/Transit Code, and Bank Account Number**. You will be asked to enter the routing code and account number twice for verification purposes.

**Note:** The Judicial Branch does not capture any payment information in its database. Therefore, you will have to enter this information each time you file an item that requires payment.

[Show Instructions](#)    **Payment by Check**

Warning: If you have a debit filter on your account which means that you (the account holder) have told the bank that only certain people/companies are allowed to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

\*Name as it appears on your check: \_\_\_\_\_

Pay To The Order Of: State of Connecticut Judicial Branch    \$ 350.00  
US Dollars

~~~~ Three Hundred Fifty and No/100 ~~~~

*Routing/Transit Code: 123123123 *Bank Account Number: _____

Re-type your Routing/Transit Code for verification: _____
Re-type your Bank Account Number for verification: _____

Total Fee Amount: \$350.00 Select the button below to submit your court filing(s) and pay by check. By providing this account number and routing number and submitting this payment, I am certifying that I am authorized to permit the Connecticut Judicial Branch to debit this account in the amount indicated and I am authorizing it to do so.

Process Payment

E-FILING A NEW FAMILY CASE (CONTINUED)

Note: If you have a debit filter on your account, which means that the account holder has told the bank that only certain people/companies are allowed to debit the account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

- To pay by credit card, fill in the fields for **First and Last Name, Email Address, Phone Number (optional), Credit Card Number, and Expiration Date.**

Note: The Judicial Branch accepts **Visa, American Express, MasterCard and Discover** credit cards.

Payment by Credit Card

Payment Summary Information

| | |
|-------------------------|-----------------|
| Shopping Cart Total: | \$350.00 |
| LexisNexis Service Fee: | \$7.70 |
| Total Due (USD): | \$357.70 |

Enter Your Payment Information

| | |
|-----------------------------|-----------------|
| Agency Amount | \$350.00 |
| LexisNexis Service Fee | \$7.70 |
| Total Payment Amount | \$357.70 |

First Name* Last Name*

Email Address*

Phone Number

Credit Card Number*

Card Expiration*
1 - January ▼ 2014 ▼

By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee

Pay Now

Secure payments by LexisNexis
[Privacy](#) [Terms](#) [Contact Us](#)

- Choose **Pay Now** after filling in all the required information; a confirmation screen will appear with payment information on the total payment and document summary information on each document filed.

You have successfully e-filed!

[Print This Page](#)

Confirmation of E-filed Transaction (print this page for your records)

For questions regarding this payment: [Contact Us](#) ☎

Payment Information

| |
|---|
| Confirmation Number: JUDCT0265169 |
| Total Court Fees: \$350.00 |
| LexisNexis Service Fee: \$0.00 |
| Total Transaction Amount: \$350.00 |
| Payment Method: Check |
| Payment Date: 08/29/2014 4:08PM |
| Payment By: LAW OFFICES OF ATTICUS FINCH (423079) |

Document Summary

| |
|--|
| Confirmation Number: JUDCT0265169 |
| Docket Number: AAN-FA-14-6015221S |
| To receive an email when there is activity on this case, click here. ☎ |
| Case Name: ADDAMS, GOMEZ v. GOMEZ, MORTICIA FRUMP |
| Type of Transaction: E-File New Case |
| Court Fee: \$350.00 |
| Date Filed: AUG-29-2014 |
| Filed By: Law Offices of Atticus Finch Juris# 423079 |
| Document Filed: SUMMONS
COMPLAINT
NOTICE OF AUTOMATIC COURT ORDERS
RETURN |
| Date and Time of Transaction: Friday, August 29, 2014 4:08:48 PM |

[Return to Civil / Family Menu](#)[Return to Shopping Cart](#)[File Additional Documents On This Case](#)

Judicial Branch, State of Connecticut

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E-FILING A NEW FAMILY CASE (CONTINUED)

Note: A service fee is charged on payments made by credit card. The service fee is computed on the amount of the total payment. The service fee is not broken down individually for each item paid for in a single transaction.

6. Print or save the confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Superior Court E-Filing** menu, choosing a time frame between one and thirty days, and searching for items filed during that time by the logged-in juris number. When you locate the item for which you need the confirmation page, select **Details** to the right of the item. If you select the payment confirmation number, you will see the **Payment Information** for the whole payment transaction.
7. If you have a pendente lite motion that was served together with your complaint, you should select **File Additional Document On This Case** to return to the case and file your motion.

E-FILING A NEW SMALL CLAIMS CASE

Beginning October 16, 2017, attorneys and law firms without an exclusion from electronic services requirements must file all **small claims cases** electronically in E-Services through **Superior Court E-Filing**. You can find a complete list of what you can and cannot file electronically in the revised [Procedures and Technical Standards for E-Services](#). All filers are strongly encouraged to review these procedures and technical standards, which contain important information and requirements on e-filing and E-Services.

Note: If you are filing an Application for Execution (Wage, Property and Financial Institution), Execution Refiled as Corrected-No Fee, Return of Execution (satisfied, partially satisfied, unsatisfied), Affidavit of Lost Execution and Execution Returned Unserved in a pending or post-judgment case initiated prior to October 16, 2017, and that case has not been transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number, you must file it through **Centralized Small Claims E-Filing**. Once an execution (or any other document) has been filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number. Thereafter, all subsequent must be filed electronically through **Superior Court E-Filing**, using the new docket number.

E-filing by attorneys and firms without an exclusion from electronic services requirements is **mandatory** for newly-filed cases and all existing e-filable cases and documents. Self-represented Parties are allowed to enroll in E-Services and request electronic access to their e-filable cases in order to file and look at documents in their small claims cases electronically.

Note: An e-filable case may be identified by its docket number. If the number that follows the year is a 5 or a 6, the case is e-filable (for example, HHD CV 17 5301234 or FBT FA 15 6021015). If the number that follows the year is a 4, the case is not e-filable (for example, HHD CV 09 4000196 or FST FA 13-4001432). If the number is a centralized small claims docket number, please see the note above.

Payment of **all court fees** for filing documents electronically must be made electronically through e-filing. Payment can be made by credit card (MasterCard, Visa, American Express or Discover) by attorneys, law firms and self-represented parties. Payment by attorneys and law firms may also be made by electronic check.

Note: You cannot file any type of case on-line if you are not paying the entry fee because the court granted your application for a fee waiver.

Initiate a New Small Claims Case

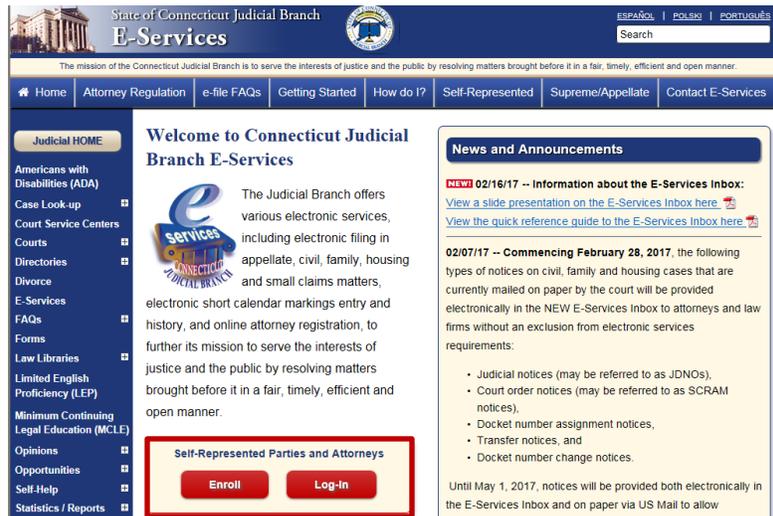
Before you begin electronic filing, prepare the Small Claims Writ and Notice of Suit and any other documents that will be served on the defendant or defendants. You must then serve (deliver to each defendant) a copy of the original signed Small Claims Writ and Notice of Suit, Instructions to Defendant and any other documents by one of the methods described in the How To Serve A Small Claims Writ and Notice of Suit (JD-CV-122).

*When you have the delivery confirmation, return receipts, or return of service, you can scan the documents to convert the Small Claims Writ and Notice of Suit and the Instructions to Defendant into a single PDF, the Statement of Service (JD-CV-123) and the delivery confirmation or signed, return receipts as another PDF, and any other documents, such as an affidavit of debt, a contract or a lease as separate PDF documents. If you are suing more than two defendants, you will also have **Continuation of Parties** form (JD-CV-67) to file. You must scan and convert that completed form as a **separate** PDF document. You can electronically file PDF documents only.*

1. In the address bar, type <http://www.jud.ct.gov>
2. Choose **E-Services** in the left menu to go to the E-Services Welcome Page

E-FILING A NEW SMALL CLAIMS CASE (CONTINUED)

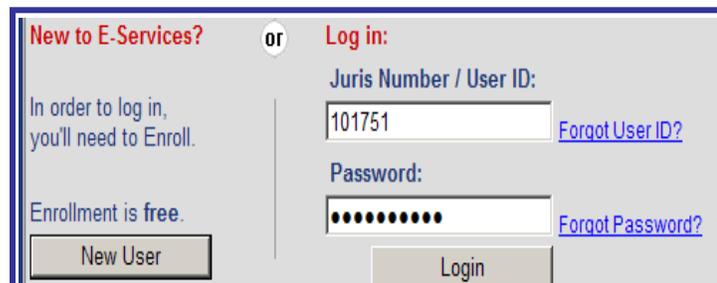
3. Choose **Log-in**; a **Security Alert** may appear



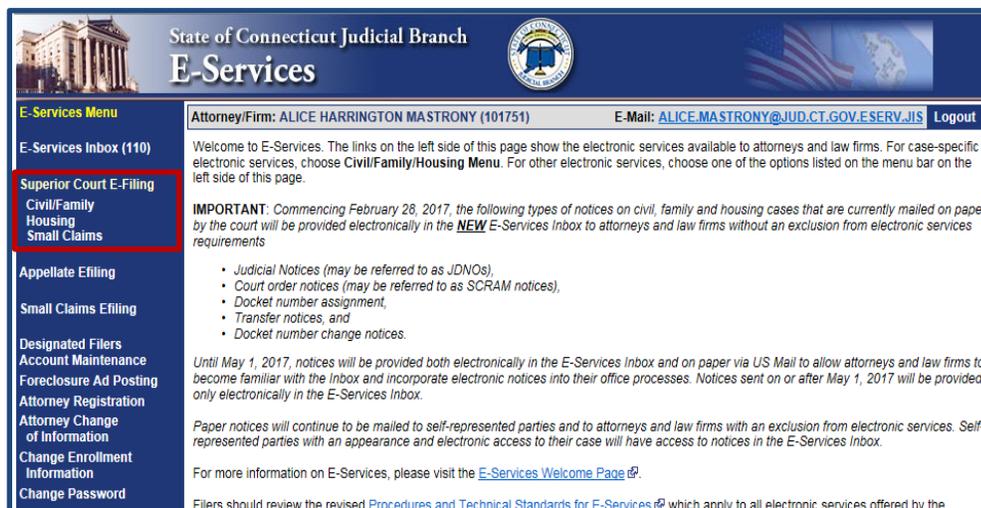
4. Choose **OK**

5. Enter the **juris number** and **password**

Note: All e-filing transactions are attributed to the logged-in juris number. Generally, you will login with the firm juris number for this reason. Use the individual juris number of the attorney to sign documents. If you forget the password, choose **Forgot Password?** for help.



6. Choose **Login**; you will see the **E-Services Menu** page:



E-FILING A NEW SMALL CLAIMS CASE (CONTINUED)

7. Choose **Small Claims** below **Superior Court E-Filing** from the menu to go to the following page:

State of Connecticut Judicial Branch
Superior Court E-Filing

E-File a New Case

Attorney/Firm: ALICE HARRINGTON MASTRONY (101751) E-Mail: ALICE.MASTRONY@JUD.CT.GOV.E.SERV.JIS Logout

There are 0 future Civil / Family calendar items for juris number 101751.

Civil/Family/Housing Matters that have been individually scheduled can be accessed by [Date](#), [Docket Number](#) or by [Juris Number](#).

With some exceptions, e-filing in almost most civil, family and housing case types is mandatory for attorneys and law firms without an exclusion from electronic services requirements, and it is permitted for self-represented parties. The exceptions to mandatory e-filing together with specific procedures that apply to E-Services and e-filing are contained in the revised [E-Services Procedures and Technical Standards](#) , which all filers are encouraged to review.

An e-filing case can be identified by its docket number. Each docket number begins with a three-letter location code, followed by two-letters that identify the case as civil/housing (CV) or family (FA) and the two-number year of the case initiation. In e-filing cases, the number that follows the year of initiation is a 5 or a 6 (i.e., HHD-CV-14-5015001-S or HHD-FA-15-6032471-S).

Select **E-Services Inbox** from the menu on the left side of this page to access notices from the court.

Select **E-File a New Case** from the menu on the left side of this page to begin the case initiation process. Each method of accessing a specific existing case is listed in the menu bar on the left side of this page.

8. Choose **E-file A New Case** from the **Superior Court E-Filing** menu go to the following page:

[Show Instructions](#) **E-File a New Case**

* Select Case Category: Family Civil / Housing / Small Claims

9. Choose the button to the left of **Civil/Housing/Small Claims**
10. Choose the drop-down arrow to select the case type you wish to file from the list

Note: Be sure that you have selected the correct case type from the list of options on Judicial Branch form [JD-CL-134](#). The case type that you enter impacts the proper processing of the case initiation documents and subsequent filings.

Case Type Information

* What is the case type for this case? S00 - Small Claims - Collection - Credit Card (Original Owner) 

* Is this case being filed on behalf of a state agency? Yes No

I certify that no fee is due in connection with this filing under section 52-259a of the Connecticut General Statutes.

11. Choose “Yes” or “No” to indicate whether the case is being filed on behalf of a state agency.
12. Choose **Continue** to go to the **Basic Summons Information** page, where you will enter information from your Small Claims Writ and Notice of Suit.

Enter Basic Summons Information

The information that you enter must match the information in the summons that was served on the *defendant(s)*. You cannot correct any errors in your summons as served while you are entering your information here.

Note: If you incorrectly enter information into the e-filing system from your summons, you can file a **Request to Conform Case Initiation Data Entry to Information to Small Claims Writ and Notice of Suit** form ([JD-CL-116](#)) to ask the clerk to make the corrections. This form may be used only to request that data incorrectly entered electronically be conformed to the information on the summons that was served.

1. Under Basic Summons Information, choose the drop-down arrow to select the **court location**

Note: You may use the **Tab** button on your keyboard to move from one field to the next one.

2. Enter the amount claimed in the case

Note: Do not include the filing fee, amount of pre-judgment interest or double damages.

3. Enter the appropriate **JURIS #** in the field

Note: This JURIS # must be the same as the login JURIS # in order to successfully complete the filing process.

4. Enter the **number of plaintiffs**

5. Enter the **number of defendants**

6. Enter the **number of garnishees**, if appropriate.

7. As you scroll down, you will see the area where you will enter basic information about the first named plaintiff and first named defendant.

[Show Instructions](#) **E-File a New Case**

Basic Summons Information

Case Type: S00 - Small Claims - Collection - Credit Card (Original Owner)

To which Court location is this case returnable?

What is the Amount Claimed? Do not include the filing fee, amount of pre-judgment interest or double damages.

What is the JURIS # of the Law Firm or Attorney appearing for the Plaintiff(s)?

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

First Plaintiff

*Choose Party Type:

First Defendant

*Choose Party Type:

Enter First Plaintiff and First Defendant

1. Choose the drop-down arrow to identify the **status of the First Named Plaintiff** (i.e., Person, Person PPA, Firm/Corporation, Government Entity or Executor/Administrator). Depending upon your selection, you will be asked to provide different information. For example, the screen below shows what information is required when you select **Person**:
2. If the First Named Plaintiff is a Person, enter the **Last Name** in the Last Name field
3. Enter the **First Name** in the First Name field
4. Enter the **Middle Initial** (if any) in the Middle Initial field
5. In the area marked "Name Info Continued," you could enter any additional information.
6. If the First Named Plaintiff is a *Person, Firm/Corporation, Government Entity or Executor/Administrator*, enter the name of the **corporation, firm, or government entity** in the field provided.

The screenshot shows a form with two main sections. The first section is titled "First Defendant's Name as indicated on the Summons or other documents" and includes fields for Prefix, Last Name (Hamilton), First Name (Alexander), Middle Name, Suffix (a dropdown menu), and Name Info Continued (with examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons). The second section is titled "First Defendant's Address Information as indicated on the Summons or other documents" and includes fields for Business/Care Of/Institution, Street Address (110 Broadway), Post Office Box, Suite/Apt/Unit/Floor, City/Town (Bridgport), State or State Equivalent (CT - CONNECTICUT), Zip (06604), Zip Plus 4, Full Name of Country (if not US), Email Address, Phone Number, Ext., and Fax Number.

7. Choose the drop-down arrow to identify the **status of the First Named Defendant**
8. If the First Named Defendant is a *person*, enter the **Last Name** in the Last Name field (required)
9. Enter the **First Name** in the First Name field
10. Enter the **Middle Initial** (if any) in the Middle Initial field
11. Enter the address information (required), and the email address and phone number, if available.

Attach Supporting Documents

You must attach the documents for the case that you are returning. You will have the Small Claims Writ and Notice of Suit together with the Instructions to Defendant, copies of your supporting documents, and a Statement of Service. You may have additional documents to attach, such as an affidavit of debt or a copy of a contract, depending upon the case type you are filing. All documents must be in PDF format, a file format that retains the way a document appears regardless of the software that was used to create the file.

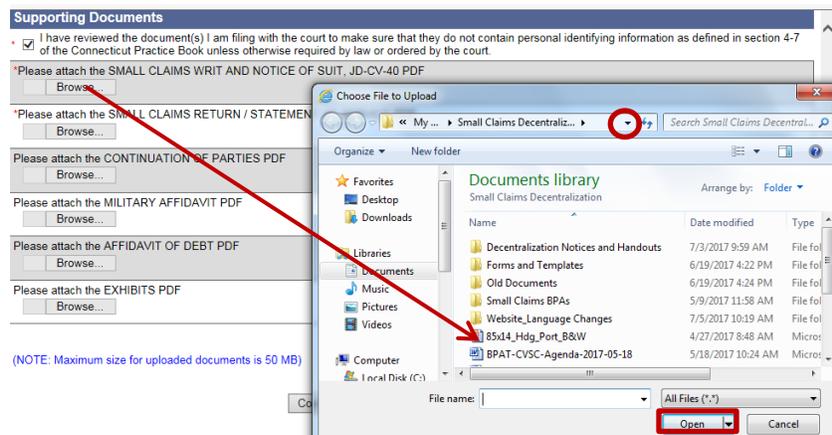
The Judicial Branch provides some information on creating a PDF document. Please go to [creating a PDF document](#) for more information.

E-FILING A NEW SMALL CLAIMS CASE (CONTINUED)

1. Choose the box next to the certification regarding the redaction of personal identifying information.
2. Choose the **Browse** button to locate the **Small Claims Writ and Notice of Suit**.

Note: The Judicial Branch does not require any particular format when you name the PDF documents. However, avoid using special characters and do not include spaces in the name of your document.

3. Choose the drop-down arrow to choose the location in which the Complaint file is stored



4. Select the file and choose **Open**; the file will appear in the box under Small Claims Writ and Notice of Suit. You can also double click on the file name, and the document will upload.
5. Repeat this process for each PDF document you have to upload.
6. Choose **Continue** at the bottom of the page. Give the system time to upload your documents.

Note: If you realize that you have not attached the correct documents, you can choose **Delete**, which will appear to the right of an uploaded document, to remove the uploaded document. Then choose **Browse** to select and upload the correct one.

7. If you listed more than one plaintiff or defendant, you will see a screen that asks you to fill in fields with additional information about these parties.

Note: Remember to always use the gray buttons at the bottom of the page to navigate around the e-filing system. Do not use the **Back** button on your browser.

8. Review the summary information on the page that appears. Be sure to review all information that you have entered regarding the case at this screen.

| Summary Data | |
|-------------------------------------|--|
| Case Caption: | BANK OF NEW YORK v. HAMILTON, ALEXANDER |
| Judicial District: | FBT - Fairfield at Bridgeport |
| Appearing Juris # & Name: | 101751 - ALICE HARRINGTON MASTRONY |
| Case Type: | S00 - Small Claims - Collection - Credit Card (Original Owner) |
| Case contains PJR Documents: | Yes |
| Filing on behalf of a State Agency: | No |
| Amount Claimed: | \$4,228.23 |
| # of Plaintiffs: | 1 |
| # of Defendants: | 1 |

E-FILING A NEW SMALL CLAIMS CASE (CONTINUED)

- Review each document that you have uploaded to be sure that the document is (1) correct; (2) complete; and (3) legible.

Note: Each document appears in a separate window. Choose **View All Pages** to review the whole document.

Warning

Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing.

SMALL CLAIMS WRIT AND NOTICE OF SUIT, JD-CV-40 Zoom In 100% Zoom Out View All Pages as PDF

SMALL CLAIMS WRIT AND NOTICE OF SUIT
CONNECTICUT SUPERIOR COURT
SMALL CLAIMS SESSION

For Court Use Only
Do Not Write in This Space
Service Label Only

Size of paragraphs: The Writ and Notice of Suit must be served on defendant by an authorized filer (not by the court) and returned to the court by the filer.

1.1. Indicate the total amount shown on the writ and fee. Yes No

1.2. Has a claim between a plaintiff and a defendant? (CV case) Yes No

1.3. If you answered "no" to question #1.2 above, check the box which best describes the nature of the claim.

| Parties | Name (Last, First, Middle Initial) and Address of Each party (Number, Street, P.O. Box, Town, State, Zip, Country, if not USA) | FX (Fee) | SD (Fee) | PS (Fee) | CP (Fee) |
|---|--|-------------------------------------|---|---------------------------------------|--------------------------------------|
| A. First Plaintiff | Name: Bank of New York
Address: 42 Main St., Fairfield, CT
Telephone: | <input type="checkbox"/> Individual | <input type="checkbox"/> Small Business | <input type="checkbox"/> Professional | <input type="checkbox"/> Corporation |
| Additional Plaintiff | Name:
Address:
Telephone: | <input type="checkbox"/> Individual | <input type="checkbox"/> Small Business | <input type="checkbox"/> Professional | <input type="checkbox"/> Corporation |
| 1. Name, address and zip code of attorney for Plaintiff: | Alex H. Mackrovy
90 Washington St., Hartford, CT | 101751 | | (800) 555-5555 | |
| B. First Defendant | Name: Alexander Hamilton | <input type="checkbox"/> Individual | <input type="checkbox"/> Small Business | <input type="checkbox"/> Professional | <input type="checkbox"/> Corporation |

Note: Only the first page of your document is showing in the window. Choose "View All Pages as PDF" to see all the pages of the document.

SMALL CLAIMS RETURN / STATEMENT OF SERVICE OF SERVICE Zoom In 100% Zoom Out View All Pages as PDF

STATEMENT OF SERVICE -- (DELIVERY)
SMALL CLAIMS
JD-CV-103 Rev. 1-11

Instructions

Fill out 1 form for each defendant. Attach all documents that show how the Small Claims Writ and Notice of Suit and related documents were served on (delivered to) the defendant, and check the box below that applies. Keep all receipts that show how much you paid to have the Small Claims Writ and Notice of Suit and related documents served on (delivered to) the defendant.

For service on (delivery to) the Defendant:
Alexander Hamilton
(Write name of Defendant)

The attached Small Claims Writ and Notice of Suit with related documents, if any, were served on (delivered to) the defendant named above by:

Check the box that applies:

| Plaintiffs | Party # |
|------------------|---------|
| BANK OF NEW YORK | P-01 |

| Defendants | Party # |
|---|---------|
| ALEXANDER HAMILTON
110 BROADWAY
BRIDGPORT, CT 06604 | D-01 |

Note: Only the first page of your document is showing in the window. Choose "View All Pages as PDF" to see all the pages of the document.

- If you find any mistakes in the information you have entered or in the documents you have attached, use the gray buttons at the bottom of the screen to navigate through the e-filing system to correct the mistakes.

Continue Change Case Type Change Information Cancel

Note: DO NOT choose the *Back* button on your browser or the *Cancel* button to return to the previous page. Choosing either button will clear the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first screen in case initiation; **Change Information** will return you to the last screen, where you entered the information from the summons and attached the documents. If you need to change the information that you entered regarding additional parties, you will have to choose **Change Information** and then choose **Continue** on the bottom of that page to return to the **Additional Parties** page.

- Choose the box to certify that the attached documents are true copies of the signed documents that were served on the defendant.
- Enter the **individual** juris number in the field provided

Note: The juris number cannot be a firm number. It must be an **individual** juris number to comply with P.B. Sections 4-2 and 4-4 which require that a filer sign documents with an individual juris number.

Judicial Branch, State of Connecticut

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E-FILING A NEW SMALL CLAIMS CASE (CONTINUED)

13. You may also enter notes that will appear in the shopping cart and can be seen only by the logged-in jurisd number. For example, you could enter a client file number or indicate that this case should not be filed before a certain date.
14. Choose **Continue** to move to the payment screen

Certification

* I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes.

* My Juris # is:

Shopping Cart Note (Optional):

Process a Payment

You can look at the documents you are filing by selecting the links. If you find any errors, you will have to remove the item from the shopping cart and begin again. To remove the item, choose **Remove Item from Shopping Cart** link beneath the **Payment Amount**. You will be asked to confirm that you want to delete the item and cancel the transaction.

1. Choose the box to the left of the item you are paying for:

[Hide Instructions](#) **My Shopping Cart**

Instructions: Once you put a case or a document in the shopping cart, it will stay in the shopping cart for 56 days. You can see a summary of the information about any item in the shopping cart, including the name of the case and the links to the documents that are waiting to be filed. You can also select and look at any document shown in the shopping cart. **Note:** If you do not pay the fee for the filing of the case or document and complete the filing, it will be removed from the shopping cart completely on the date that is shown to the left of the filing fee. You can select one item or several items for payment by checking the box under **Select Item** to the left of the item you are filing. Choose **Pay by Credit Card** or **Pay by Check** to make a payment.

Your total single payment by electronic check or by credit card cannot be more than **\$30,000**.

If you do not want to pay for and file an item, you can delete it from the shopping cart by selecting **Remove Item from Shopping Cart**. To leave the items in the Shopping Cart and return to the Civil/Family/Housing Menu, you can select **Return to Civil/Family/Housing Menu** at the bottom of the page. To leave E-Services, you can select **Logout** from the top of the page.

| Select Item | Documents Summary | Will Remain in Shopping Cart Until | Payment Amount |
|--------------------------|---|------------------------------------|---|
| <input type="checkbox"/> | BANK OF NEW YORK v. HAMILTON, ALEXANDER
FBT CV-Case YY and Case # Not Yet Assigned Case Type: S00
Electronic Documents:
See SMALL CLAIMS WRIT AND NOTICE OF SUIT, JD-CV-40
See SMALL CLAIMS RETURN / STATEMENT OF SERVICE
Attorney/Firm: Individual Juris # 101751
Shopping Cart Notes: Only your office can view what is in this field. | 9/4/2017 | Filing Fee
\$95.00
Remove Item from Shopping Cart |

Total Amount: \$ 0

Pay by Credit Card Pay by Check Return to Superior Court E-Filing Menu

Note: If you want to process payment on several items simultaneously, you can select each item you want to pay for. If you want to file additional cases or documents, do not select an item. Instead, choose **Return to Superior Court E-Filing Menu** to return to the menu and file new cases or new documents in other cases. Unpaid Items will remain in the shopping cart for 56 days. These items are not filed until the fee is paid.

2. Select either **Pay by Credit Card** or **Pay by Check** at the bottom of the page
3. To pay by check, fill in the required fields for **Name, Routing/Transit Code, and Bank Account number**. You will enter account and routing code numbers twice.

Note: The Judicial Branch does not capture this information in its database. Therefore, you will have to enter this information each time you file an item that requires payment.

Please be advised your filing is not processed until payment is made.

Name as it appears on your check
Pay To The Order Of State of Connecticut Judicial Branch \$ 300.00
Three Hundred and No/100 US Dollars

Routing/Transit Code 123123123 Bank Account Number
Re-type your Routing/Transit Code for verification Re-type your Bank Account Number for verification

Total Fee Amount: \$300.00

Select the button below to submit your court filing(s) and pay by check.
Process Payment Refund Policy

E-FILING A NEW SMALL CLAIMS CASE (CONTINUED)

Note: If you have a debit filter on your account, which means that the account holder has told the bank that only certain people/companies are allowed to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

- To pay by credit card, fill in the fields for **first name and last name, e-mail address, telephone number (optional), credit card number, and expiration date.** **Note:** The Judicial Branch accepts **Visa, American Express, MasterCard and Discover** credit cards.

The screenshot shows a payment summary and entry form. At the top, a blue header reads "Payment Summary Information". Below it, a table lists: Shopping Cart Total: \$350.00, LexisNexis Service Fee: \$7.70, and Total Due (USD): \$357.70. A second blue header reads "Enter Your Payment Information". The form contains the following fields: Agency Amount (\$350.00), LexisNexis Service Fee (\$7.70), and Total Payment Amount (\$357.70). There are input fields for First Name*, Last Name*, Email Address*, Phone Number, and Credit Card Number*. Below these are logos for Discover, VISA, MasterCard, and American Express. A Card Expiration* dropdown is set to 1 - January 2013. A checkbox is present with the text: "By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee". A "Pay Now" button is at the bottom. At the very bottom, it says "Secure payments by LexisNexis" with links for Privacy, Terms, and Contact Us.

- Choose **Pay Now** after filling in all required information; a confirmation screen will appear with payment information on the total payment and document summary information on each document filed.

Note: A service fee is charged on payments made by credit card. The service fee is computed on the amount of the total payment. The service fee is not broken down for each individual item paid for in a single transaction.

- Print or save this confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Superior Court E-Filing Menu**, choosing a time frame of up to thirty days at a time, and selecting **Details** to the right of the item for which you need the confirmation page. If you select the payment number, you will see the **Payment Information** for the whole payment transaction.

Note: You can sign up for e-mail updates by choosing on the link on this confirmation page.

E-FILING AN APPEARANCE IN AN EXISTING CASE

Whether you are filing an appearance in a civil, family, housing or small claims case, the process is basically the same. An appearance is a system-populated form. A system-populated form is a form that the e-filing system will fill in based upon the information already in the system and a small amount of information that you will be asked to provide. The other system populated forms are: motions for continuance, reclaims, withdrawals of all kinds except withdrawals of appearance, certificates of closed pleadings, and jury claims.

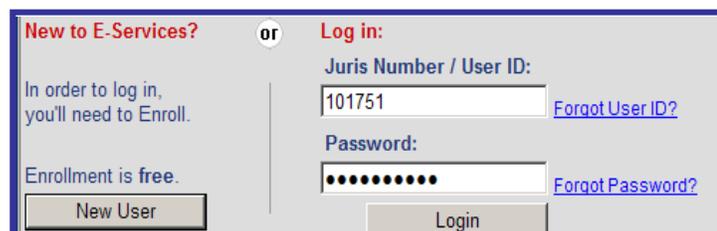
Note: At this time, a limited appearance cannot be filed electronically. The limited appearance ([JD CL 121](#)) and the Certificate of Completion of Limited Appearance ([JD CL 122](#)) must be filed on paper with the clerk of the appropriate court.

1. In the address bar, type <http://www.jud.ct.gov>
2. Choose **E-Services** in the left menu to go to the E-Services Welcome Page:



3. Choose **Log-in** at the bottom of the page; a **Security Alert** may appear;
4. Choose **OK**
5. Enter the **juris number** and **password**

Note: All e-filing transactions will be attributed to the logged-in juris number. Generally, the log-in juris number is the firm juris number for this reason. The individual juris number of the attorney is used to sign documents. If you forget the password, choose **Forgot Password?** for help.



6. Choose **Login**
7. Choose **Superior Court E-Filing – Civil/Family, Housing or Small Claims** in the menu bar on the left of the screen
8. Under **E-File on an Existing Case** on the e-filing menu, choose **By Party Name**

Note: If you know the docket number of your case including the location code, you may use the **By Docket Number** option.

E-FILING AN APPEARANCE (CONTINUED)

9. Type the **Party Name** in the Party Name box

Note: The name of either the Plaintiff or the Defendant or the first three letters of either name will be enough to generate an alphabetical list of cases. You may also filter and sort the cases by choosing a location, a case category, or an order for the display of the cases.

10. Choose the **Docket Number** of the case that you wish to select

Party Name Search Results [New Search](#)

as of 8/25/2014
Records: 1-64 of 64

| Party Name | Case Name | Docket No. | Court Location | Pty No. | SRP |
|------------------------------------|--------------------------------|-------------------------------------|----------------|---------|-----|
| NELSON WILLIE | NELSON, WILLIE v. MARS, BRUNO | FBT-FA-14-6040508-S | Bridgeport | P-01 | |
| NELSON WILLIE | NELSON, WILLIE v. WAYNE, JOHN | FBT-FA-14-6040509-S | Bridgeport | P-01 | |
| NELSON WILLIE | NELSON, WILLIE v. CYRUS, MILEY | FBT-FA-14-6040506-S | Bridgeport | P-01 | |
| NELSON PPA WILLIE NELSON JR WILLIE | NELSON, WILLIE v. GAGA, LADY | FBT-FA-14-6040507-S | Bridgeport | P-01 | |
| NELSON WILLIE | NELSON, WILLIE v. GAGA, LADY | DBD-FA-14-6014481-S | Danbury | P-01 | |

11. Choose **E-File an Appearance** from the drop-down arrow and choose **Go** to get to the appearance screen

Note: Until you have filed an appearance, **E-file an Appearance** will be the only option that is available to you in this drop-down box. A message will appear on the screen stating that the logged in juris number has not filed an appearance in the file.

E-FILING AN APPEARANCE (CONTINUED)

12. Choose the box next to the name of the specific party for whom you are appearing or select **All Plaintiffs** or **Defendants**. You cannot select **Other** to file an appearance for a non-party, such as a non-party witness or a person seeking to intervene. You must file an appearance for any non-party on paper.

Note: If you are filing an appearance on behalf of a guardian ad litem (GAL) or an attorney for the minor child (AMC) in a family matter, or on behalf of a committee in a foreclosure action, the Clerk must enter “GAL”, “AMC”, or “Committee” as a party before you will be able to file your appearance. If you do not see the option to choose one of those options, please call the court where the action is pending and ask that the appropriate entity be added as a party.

The screenshot shows the 'E-File an Appearance' form. At the top, it says 'You are entering the appearance of: Perry Mason & Associates, P.C., 225 Spring Street, Wethersfield, CT 06109' and 'Juris #422729'. The 'Party Information' section has checkboxes for 'Select All Plaintiffs' and 'Select All Defendants'. Under 'Plaintiff Parties', there is a checkbox for 'P-01 WILLIE NELSON'. Under 'Defendant Parties', there is a checked checkbox for 'D-01 MILEY CYRUS' and the text 'No Appearance'. There is an 'Other (Specify)' text box. The 'Details' section has a warning box: 'Warning: If you are filing a LIMITED appearance (PB § 3-3(b) and PB § 3-8(a)(b)), you must file it on paper with the appropriate Judicial District Clerk's office at this time.' Below this, it asks 'This is a Family Matters case and my appearance is for:' with radio buttons for 'Matters in the Family Division of the Superior Court only', 'Title IV-D Child Support Matters only', and 'Both Family Division Superior Court and Title IV-D Child Support Matters'. There are also checkboxes for 'Are you filing your appearance in place of the appearance that is already in the file?' and 'Are you filing your appearance in addition to the appearance that is already in the file?'. A section for 'I agree to accept papers (service) from other parties in this case electronically under Practice Book section 10-13' has radio buttons for 'Yes' and 'No'. At the bottom, there are fields for 'Telephone', 'Fax', and 'E-Mail Address' for the contact person. The 'Continue' button is highlighted with a red box. Red arrows point to the 'Warning' box, the 'Both Family Division Superior Court and Title IV-D Child Support Matters' radio button, the 'Are you filing your appearance in addition to the appearance that is already in the file?' checkbox, and the 'I agree to accept papers...' radio buttons.

13. If you are attempting to file a limited appearance under P.B. section 3-3 (b) or 3-8 (b), you must file it on paper with the appropriate clerk's office.

14. If you are filing an appearance in a family case, you must select whether the appearance is for matters in the Family Division Superior Court only, in the Title IV-D Child Support Matters, or in Family Division Superior Court and Title IV-D Child Support Matters.

Note: These questions will not appear if you are filing your appearance in a civil, housing or small claims matter.

15. If you are filing an appearance **in place of an appearance** that is already on file or if you are filing an appearance **in addition to an existing appearance**, select the appropriate boxes.

Note: If you want to fill in the area next to **Other**, you *must first select a party* for whom you are filing an appearance.

E-FILING AN APPEARANCE (CONTINUED)

16. Choose **Yes** or **No** to indicate whether you agree to accept certification by email for documents filed by other parties in the case under Practice Book Section 10-13. If you agree to accept service electronically, other parties are *required* by Section 10-13 to send copies of what they file to you by e-mail. *The Court does not send notice by email.*
17. Enter the information in the **Telephone Number** field and in the **E-Mail Address** field
Note: If you agree to accept certification by email, be sure to fill in your email address.
18. Confirm your **individual JURIS #** which is your electronic signature on this appearance.
19. Choose **Continue** to go to the certification of service page
Note: The information that you enter on this page will be printed on the form that the system creates for you to file. Practice Book Section 3-4 requires that whenever an appearance is filed in any civil or family action, a copy of that appearance must be mailed or delivered to all counsel and self-represented parties of record.
20. Review and provide the appropriate information about addresses of service;

[Show Instructions](#) Certification of Service

You are entering the appearance of:

Party # P-01 PERRY MASON & ASSOCIATES, P.C. Juris # 422729
25 Spring Street
Wethersfield, CT 06109

VINCENT TURLEY JURIS # 306178
Party # P-01 WILLIE NELSON

Address of Attorney:
100 BABCOCK STREET
HARTFORD, CT 06106

Address of Service (if different from attorney address above):

Parties With No Appearance

Party # D-01 MILEY CYRUS
Address of Service:

Other Service Information

If you have served anyone else, provide the name and address for each person in the box below.

21. Sign your appearance by entering your individual juris number:
22. Enter the telephone number and the date of mailing or delivery

Certification of Service

I certify that a copy of the above was mailed or electronically delivered on the date entered below to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were electronically served.

* Electronic Signature - Enter your individual juris number:

* Telephone: (xxx-xxx-xxxx)

* Enter Date Mailed/Delivered: (mm/dd/yyyy)

23. Choose **Continue**

Note: DO NOT choose the *Back* button on your browser or the *Cancel* button to return to the previous page. Choosing either button will clear the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of the screen to move back and forth in e-filing.

E-FILING AN APPEARANCE (CONTINUED)

24. Review your appearance when the form appears

[Show Instructions](#) **Display of Appearance Form**

Warning: Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing.

Check the information in the Appearance form shown in the window below before you file it:

Review Document Zoom In 100% Zoom Out [View All Pages as PDF](#)

| | | |
|---|---|---|
| APPEARANCE
JD-CL-12 Rev. 1-12
P.B. §§ 3-11 and 3-6, 3-8, 10-13, 25A-2 | STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov | Instructions — See Back/Page 2 |
| Notice To Self-Represented Parties
A self-represented party is a person who represents himself or herself. If you are a self-represented party and you filed an appearance before and you have since changed your address, you must let the court and all attorneys and self-represented parties of record know that you have changed your address by checking the box below:
<input type="checkbox"/> I am filing this appearance to let the court and all attorneys and self-represented parties of record know that I have changed my address. My new address is below. | Return date
Aug-26-2014 | Docket number
FBT-FA-14-6040506-S |
| Name of case (Full name of Plaintiff vs. Full name of Defendant)
NELSON, WILLIE v. CYRUS, MILEY | Address of Court (Number, street, town and zip code) | |
| <input checked="" type="checkbox"/> Judicial District <input type="checkbox"/> Hearing Session <input type="checkbox"/> Small Claims <input type="checkbox"/> Geographic Area number
1061 MAIN STREET BRIDGEPORT, CT 06604 | Scheduled Court date (Criminal/Motor Vehicle Matters) | |
| Please Enter the Appearance of
Name of self-represented party (See "Notice to Self-Represented Parties" at top), or name of official, firm, professional corporation, or individual attorney
Perry Mason & Associates, P.C. | Attorney or firm number
422729 | |

25. Choose **E-File this Appearance** after you have reviewed the appearance

| | | |
|-------------------------------|------------------------------------|--------|
| E-File this Appearance | Change this Appearance Information | Cancel |
|-------------------------------|------------------------------------|--------|

26. The confirmation page will display

| | | | |
|---|---------------------------------------|-----------------------|-------------------------|
| © FBT-FA14-6040506-S | NELSON, WILLIE v. CYRUS, MILEY | File Date: 07/07/2014 | Return Date: 08/26/2014 |
| Prefix/Suffix: [none] | Case Type: F00 | | |
| Hide Instructions | You have successfully e-filed! | | |
| Additional information about this transaction is provided below. Please select the "Print" button to print a copy of this Confirmation. Then, select the "Back to E-Filing Menu" button if you wish to do additional e-filing or "Logout" if you are done e-filing. | | | |
| Print | | | |
| Confirmation of E-filed Transaction (print this page for your records) | | | |
| Docket Number: FBT-FA-14-6040506-S | | | |
| Case Name: NELSON, WILLIE v. CYRUS, MILEY | | | |
| Type of Transaction: Appearance | | | |
| Date Filed: Aug 26 2014 | | | |
| Appearance by: 422729 Perry Mason & Associates, P.C. | | | |
| Appearance for this Party(ies) | | | |
| Party # | Party Name | | |
| D-01 | MILEY CYRUS | | |
| Document Filed: JD-CL-12 Appearance | | | |
| Date and Time of Transaction: Aug 26 2014 1:40:50 PM | | | |
| Return to Civil / Family Menu | | | |

Note: You are required to print this screen or save it electronically for your file. If you do not print or save a copy of this screen, you can select **My E-Filed Items** from the **Superior Court E-Filing Menu** to view a list of your e-filings for a particular date or a particular period of time, up to thirty days. Choose **Details** next to the filing in the list that is displayed to obtain the confirmation page for the item.

27. Choose the Docket Number in order to return to the case detail page. You can now view all electronically viewable documents and file documents electronically in this matter. To return to the **Menu**, choose **Return to Superior Court E-Filing Menu**.

E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT

Certain documents cannot be filed electronically, including a pre-service application for order of notice, a motion to quash or for protective order filed on behalf of non-parties, a motion to be made a party or to intervene, applications for ex parte orders in family matters, and sealed or lodged documents. For a complete listing, please look at the revised [Procedures and Technical Standards of E-Services](#).

In the address bar, type <http://www.jud.ct.gov>

1. Choose **E-Services** in the left menu to go to the E-Services Welcome Page:
2. Choose **Log-in** at the bottom of the page; a **Security Alert** may appear
3. Choose **OK**
4. Enter the **juris number** and **password**

Note: All e-filing transactions will be attributed to the logged-in juris number. Generally, the log-in juris number is the firm juris number for this reason. The individual juris number of the attorney is used to sign documents. If you forget the password, choose **Forgot Password?** for help.



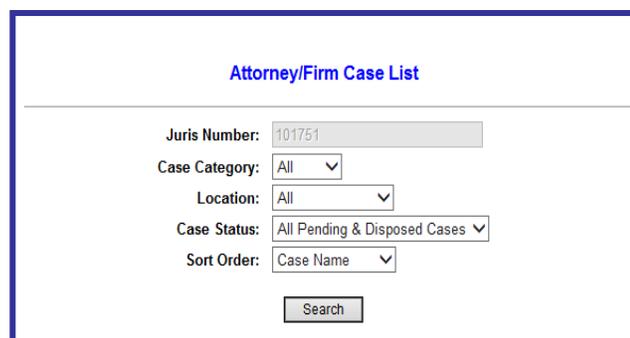
5. Choose **Login**
6. Choose **Superior Court E-Filing – Civil/Family, Housing or Small Claims** in the menu bar on the left of the screen

Note: On this page, you will see a list of your cases in which recent activity has occurred. The red **!New** icon means activity has taken place in the last three days; the green **!New** icon means activity has taken place in the past fourteen days.

7. Under **E-File on an Existing Case** on the e-filing menu, choose **List My Cases** to display a list of all cases in which you have an active appearance.

Note: You may also locate a case by choosing **By Docket Number** and filling in the requested fields with the location, category, year, and docket number or by name, by choosing **By Party Name** and filling in the name of either the plaintiff or defendant. The name of any party or the first three letters of a name will be enough to generate a list of cases.

8. The system will automatically populate the Juris Number field with the logged in juris number; you cannot change this number



E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

Note: Case Status will automatically default to **All Pending & Disposed Cases**. If you are looking for a family case, remember that a case in which a judgment of dissolution has been entered is considered “disposed” by the system. “Disposed” in this context does not mean “not active.”

9. Choose **Search**

10. Choose the **Docket Number** of the case that you wish to select

| Category | Docket No. | Case Name | Location | CaseType | Activity |
|----------|-------------------------------------|--|-------------|----------|----------|
| Family | HHB-FA-14-6023660-5 | BLEND, DAMON v. BLEND, RON | New Britain | F50 | |
| Family | HHB-FA-14-6023657-5 | BLEND, FOSTER v. BLEND, JONATHAN | New Britain | F00 | |
| Family | HHB-FA-14-6023655-5 | BLEND, JUDITH v. BLEND, AQUA | New Britain | F20 | !NEW |
| Family | HHB-FA-14-6023661-5 | BLEND, JUICY COUTURE v. BLEND, MARC JACOBS | New Britain | F20 | !NEW |
| Family | HHB-FA-14-6023659-5 | BLEND, NANCY v. BLEND, NICKY | New Britain | F20 | |
| Family | HHB-FA-14-6023656-5 | BLEND, SPEAKER v. BLEND, REMOTE | New Britain | F50 | |
| Family | HHB-FA-14-6023653-5 | BLEND, SPECIAL v. BLEND, JOSEPH | New Britain | F00 | |
| Family | HHB-FA-14-6023658-5 | BLEND, SPRINT v. BLEND, POSTY | New Britain | F00 | |
| Family | HHB-FA-14-6023654-5 | BLEND, SUMATRA v. BLEND, FIJI | New Britain | F10 | !NEW |
| Family | HHB-FA-14-6023640-5 | BOWER, WESTON v. BOWER, SUZY | New Britain | F00 | |
| Family | HHB-FA-14-5015952-5 | BUDYD, PETE v. BUDYD, PEGGY | New Britain | F00 | |
| Civil | DBD-CV-14-6014490-5 | CASEY, BEN v. EDWARDS, VINCENT | Danbury | T28 | !NEW |

11. The **Case Detail** screen will appear. To view the document list, scroll down the page. To view judicial notices for the file, choose the **Notices** tab that appears on the left of your screen below the case name. (see screen below)

| Entry No | File Date | Filed By | Description | Arguable |
|----------|------------|----------|------------------------|----------|
| | 08/18/2014 | P | SUMMONS !NEW | |
| | 08/18/2014 | P | COMPLAINT !NEW | |
| | 08/18/2014 | P | RETURN OF SERVICE !NEW | |

12. Choose the drop-down arrow to the right of the **Select Case Activity** at the top of the screen (see screen above)

13. E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

Note: If you have not yet filed an appearance in a case, the system will only offer you the option of filing an appearance. Once you have filed your appearance, you will see three options when you choose the drop-down arrow.

14. Select **E-File A Pleading Or Motion**

15. Choose **GO** to get to the **Select Pleading/Motion/Other** screen

16. Select the party for whom you are filing the document if you represent more than one party in this case. If you represent only one party, it will appear automatically without your making any selection.

17. Choose the drop-down arrow to **Choose a Category**

18. Use the drop-down arrow to select a **Category** to view a list of names of pleadings and motions in that category

| Select | Category |
|--------|------------------------------------|
| Select | AMENDED ANSWER |
| Select | AMENDED ANSWER AND COUNTERCLAIM |
| Select | AMENDED ANSWER AND CROSS COMPLAINT |
| Select | AMENDED ANSWER AND SPECIAL DEFENSE |
| Select | AMENDED APPEAL |
| Select | AMENDED COMPLAINT |
| Select | AMENDED COUNTERCLAIM |
| Select | AMENDED CROSS COMPLAINT |
| Select | AMENDED INTERVENING COMPLAINT |
| Select | AMENDED REPLY TO SPECIAL DEFENSE |
| Select | AMENDED RETURN |
| Select | AMENDED RETURN OF RECORD |
| Select | AMENDED SPECIAL DEFENSE |
| Select | AMENDED THIRD PARTY COMPLAINT |
| Select | AMENDED WRIT AND SUMMONS |
| Select | AMENDMENT |

19. You can also enter a word into the **Search Criteria** field and choose **Search** to generate a list of names to choose from. This is the most effective way to find the name.

E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

Search for a Pleading/Motion/Other

Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.

Choose a Category: -- Select an Option --

OR

Search: amend

Search Clear

Select a Pleading/Motion/Other to E-File

| | |
|--------|------------------------------------|
| Select | AMENDED ANSWER |
| Select | AMENDED ANSWER AND COUNTERCLAIM |
| Select | AMENDED ANSWER AND CROSS COMPLAINT |
| Select | AMENDED ANSWER AND SPECIAL DEFENSE |
| Select | AMENDED APPEAL |
| Select | AMENDED COMPLAINT |
| Select | AMENDED COMPLAINT AS SERVED |

Note: If you are having difficulty locating the appropriate name for the pleading or motion that you wish to file, enter the first three or four letters of a main word in the caption of your motion in the **Search Criteria** field and choose **Search** to view a list of all options containing those letters.

When you are selecting the item you wish to file, you are indicating: (a) whether the item is to appear on a calendar (i.e., motions, applications or objections); (b) whether the item requires intervention by the clerk (i.e., requires the insertion of a hearing date and return to the filer); and (c) whether you will be attaching a document or filing a system-populated form. You are also selecting the name for your pleading that will be displayed on the calendar and on the case detail page.

The system-populated forms are: Appearance, Motion for Continuance, Reclaim, Claim to Jury of 6, Certificate of Closed Pleadings and Withdrawals of all kinds except for Withdrawal of Appearance.

In some rare instances, you may not be able to find the exact name of the document that you are filing. The e-filing system also contains “generic options” such as **Request** or **Motion for Order**; however, try to avoid using those options unless it is absolutely necessary.

Note: It is important that you select the name of your document carefully. The selection you make cannot be changed, and it can determine whether or when your pleading is placed on the short calendar, for example.

20. Choose **Select** to the left of the name of the pleading or motion from the list that is displayed by either method

Search for a Pleading/Motion/Other

Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.

Choose a Category: Amendments

OR

Search:

Search Clear

Select a Pleading/Motion/Other to E-File

| | |
|--------|------------------------------------|
| Select | AMENDED ANSWER |
| Select | AMENDED ANSWER AND COUNTERCLAIM |
| Select | AMENDED ANSWER AND CROSS COMPLAINT |
| Select | AMENDED ANSWER AND SPECIAL DEFENSE |
| Select | AMENDED APPEAL |
| Select | AMENDED COMPLAINT |
| Select | AMENDED COUNTERCLAIM |
| Select | AMENDED CROSS COMPLAINT |
| Select | AMENDED INTERVENING COMPLAINT |
| Select | AMENDED REPLY TO SPECIAL DEFENSE |
| Select | AMENDED RETURN |
| Select | AMENDED RETURN OF RECORD |
| Select | AMENDED SPECIAL DEFENSE |
| Select | AMENDED THIRD PARTY COMPLAINT |
| Select | AMENDED WRIT AND SUMMONS |
| Select | AMENDMENT |

E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

21. You will be taken to the next page to upload your document

The screenshot shows a web form for filing a document. At the top, it says "Pleading/Motion/Other documents will be filed on behalf of the following party" with "P-01 BEN CASEY" below it. The next section is "You have selected the following Pleading/Motion/Other:" with "AMENDED RETURN" listed. The "Additional Description" section is highlighted with a red box and contains a text area with a yellow background. Below this is the "Upload the Document you are filing" section, which includes instructions, a checkbox for reviewing documents, a note about the 50 MB limit, and a "Browse..." button. At the bottom are "Continue" and "Cancel" buttons, and two buttons for selecting a different case or pleading.

22. Fill in the additional description of the pleading or motion you are filing

Note: Entering the additional description provides information that helps the Judge on the bench, other counsel and self-represented parties, and the court staff. It is also required by the revised [Procedures and Technical Standards of E-Services](#).

Use the additional description area to:

- identify by name and entry number the motion to which the objection is being filed (#110 – Motion for order of Compliance);
- enter the name of the party or the party number of the party against whom a default or other order is being sought (Defendant James Ford, Party #53);
- reference by name and entry number the pleading in connection with which the supporting or opposing brief or memorandum is being filed (as to #103 – Motion to Dismiss);
- list by entry number any other motions or pleadings that are relevant to the document being filed

Note: The information you enter in the additional description field appears on the case detail screen under the caption of the document you are filing.

23. Choose the box to confirm that you have reviewed the documents you are filing to ensure that they do not contain personal identifying information as defined in section 4-7.

This screenshot is identical to the one above, but with a red circle around the checkbox in the "Upload the Document you are filing" section. The checkbox is currently unchecked. The text next to it reads: "I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court."

E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

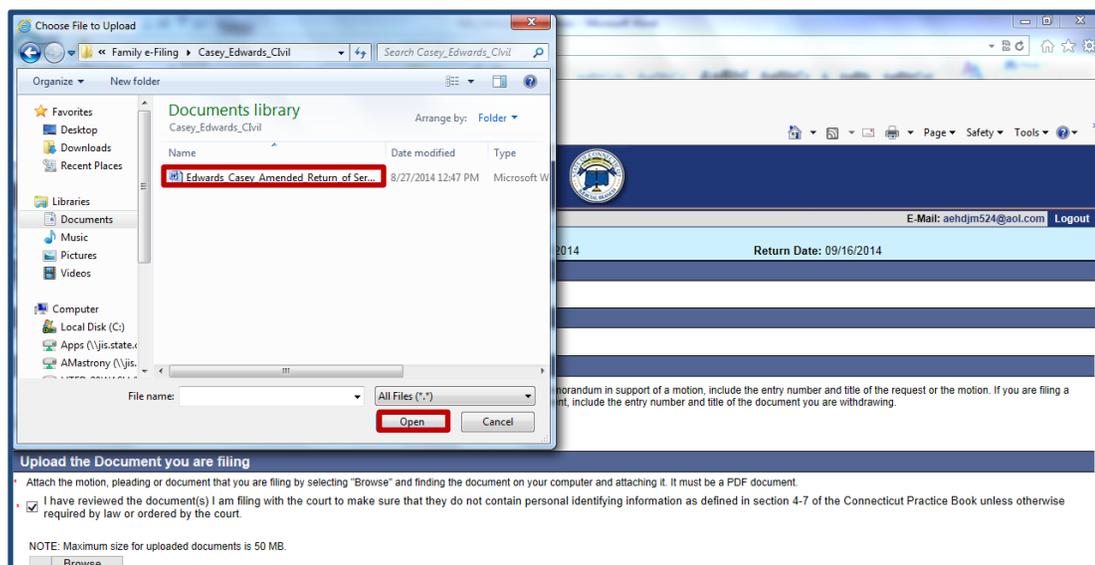
24. Choose **Browse** to locate the PDF document that you wish to file

Note: Certain pleadings/motions are filed by providing information that then populates the fillable form (i.e., Reclaim, Jury Claim, Certificate of Closed Pleadings, Appearances, Motions for Continuance, and Withdrawals of all kinds, except Withdrawals of Appearance). These types of pleadings/motions are referred to as system-populated forms. For these pleadings/motions, you will need to fill in the required fields. You don't have the option to browse and attach a document that you have created if you have selected a system-populated form.

For all other pleadings/motions that you create or other types of fillable forms such as Executions or Exemption claim forms, you prepare the document, then convert it to PDF, and then submit the document in that format.

On the document that you create, you may include on the signature lines one of the following: the individual juris number, a typed name, a facsimile signature, or a pen-to-paper signature. However, regardless of anything that appears on the signature lines of an e-filed document, a document filed through e-filing is signed for the purposes of Section 4-2 and Section 10-14 of the Practice Book because of the entry in the e-filing system of the individual juris number of the attorney who electronically files the document.

25. In the **Choose file to Upload** box, c the down-arrow to choose the location in which the document is stored



26. Select the name of the document you wish to attach.

27. Choose **Open**; the file will appear beneath the **Browse** button

28. Choose **Continue**



E-FILE A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

Note: This next screen allows you to review the pleading/motion that you are filing. Be sure to review the entire document you are filing. E-filing does not screen your document. Choose **View All Pages as PDF** at the top right of the display window to look at all pages of your document.

29. Review your document

Note: If you are having difficulty seeing your document, please be sure that your PDF viewer (for example, Adobe Reader) is up-to-date (for Adobe Acrobat® Reader®, 9.0 or higher), and that you are using a supported browser Microsoft Internet Explorer® 11, Chrome 50.0 or higher, or Firefox 45.0 or higher.

30. Choose the box under **Certification**

31. Fill in your **individual juris number** (not the firm juris number) to sign your pleading

32. Choose **E-File this Pleading/Motion**

The screenshot shows a web interface with a blue header bar containing the word "Certification". Below the header, there is a checkbox with a red asterisk to its left. The text next to the checkbox reads: "I hereby certify that a copy of the attached document was served in accordance with sections 10-12 through 10-17 of the Connecticut Practice Book at the address(es) specified in the document." Below this is a section titled "Signature Required" in a blue bar. Underneath, there is a red asterisk followed by the text: "* To sign the motion, pleading or document, enter your individual juris number:" and a yellow input field. At the bottom of the form, there are four buttons: "E-File this Pleading/Motion", "Cancel", "Change Pleading/Motion/Other Information", and "Select a Different Case".

Note: You may choose **Cancel**, **Change Pleading/Motion/Other Information**, **Select a Different Case** or **Select a Different Pleading/Motion/Other** instead of continuing. Use only the navigation buttons at the bottom of each screen. Do not use the **Back** button on your browser.

33. The confirmation page appears.

The screenshot shows a confirmation page with a blue header bar containing the text "You have successfully e-filed!". Below the header, there is a link "Hide Instructions" and a paragraph of text: "Additional information about this transaction is provided below. Use the browser's print function to print a copy of this Confirmation. Then, select the 'Back to E-Filing Menu' or 'Logout'." Below this is a "Print This Page" button. The main content area has a blue header bar with the text "Confirmation of E-filed Transaction (print this page for your records)". Below this is a table with the following information:

| | |
|-------------------------------|---|
| Docket Number: | DBD-CV-14-6014490-S |
| Case Name: | CASEY, BEN v. EDWARDS, VINCENT |
| Type of Transaction: | Pleading/Motion/Other document |
| Date Filed: | Aug-27-2014 |
| Motion/Pleading by: | ALICE HARRINGTON MASTRONY (101751) |
| Document Filed: | 102.00 AMENDED RETURN
to correct the date of service |
| Date and Time of Transaction: | Wednesday, August 27, 2014 1:12:32 PM |

At the bottom of the page, there are three buttons: "E-File Another Pleading/Motion/Other document on this Case", "Return to Civil / Family Menu", and "Return to Case Detail".

34. Print this **Confirmation page** for your records.

Note: Print or save the confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Superior Court E-Filing** menu, choosing a time frame between one and thirty days, and searching for items filed during that time by the logged-in juris number. When you locate the item for which you need the confirmation page, select **Details** to the right of the item. If you select the payment confirmation number, you will see the **Payment Information** for the whole payment transaction.

Process a Payment for a Pleading/Motion

If you were filing a motion that required a payment, you would be taken to the shopping cart to pay and file it. You can look at the document you are filing by choosing the link in the Shopping Cart. If you find any errors, you will have to remove the item from the shopping cart and begin the filing process again. To remove the item, choose the **Remove Item from Shopping Cart** link to the right of the item beneath the **Payment Amount**. You will be asked to confirm that you want to delete the item and cancel the transaction.

1. Choose the box to the left of the item you are paying for:

| Select Item | Documents Summary | Will Remain in Shopping Cart Until | Payment Amount |
|-------------------------------------|---|------------------------------------|--|
| <input type="checkbox"/> | MAYBERRY SAVINGS BANK v. TAYLOR, ANDY
FBT-CV14-Case # Not Yet Assigned
Electronic Documents:
See SUMMONS
See COMPLAINT
Attorney/Firm: Individual Juris # 101751
Shopping Cart Notes: Client #145672 | Case Type: C40
10/22/2014 | Filing Fee
\$350.00
Remove Item from Shopping Cart |
| <input checked="" type="checkbox"/> | PRIOR, BEATRICE, AKA TRIS PRIOR v. THE DAUNTLESS FACTION
DBD-CV-14-6014491S
Electronic Documents:
See MOTION TO OPEN NONSUIT
Attorney/Firm: Individual Juris # 101751
Shopping Cart Notes: Need to file immediately | Case Type: T02
10/22/2014 | Filing Fee
\$125.00
Remove Item from Shopping Cart |
| | | | Total Amount: \$125.00 |

Pay by Credit Card Pay by Check Return to Civil / Family Menu

Note: If you want to process payment on several items simultaneously, you can select each item you want to pay for. If you want to file additional cases or documents, do not select that box. Instead, choose **Return to Superior Court E-Filing Menu** to return to the menu and file new cases or new documents in other cases. Unpaid Items will remain in the shopping cart for 56 days. These items are not filed until the fee is paid.

2. Select either **Pay by Credit Card** or **Pay by Check** at the bottom of the screen
3. To pay by check, fill in the required fields for **Name, Routing/Transit Code, and Bank Account number**. You will enter account and routing code numbers twice. Choose **Process Payment**

Note: The Judicial Branch does not capture this information in its database. Therefore, you will have to enter this information each time you file an item that requires payment.

Please be advised your filing is not processed until payment is made.

Name as it appears on your check
 Pay To The Order Of State of Connecticut Judicial Branch \$ 300.00
 Three Hundred and No/100 US Dollars

Routing/Transit Code Bank Account Number
 123123123

Re-type your Routing/Transit Code for verification Re-type your Bank Account Number for verification

Total Fee Amount: \$300.00
 Select the button below to submit your court filing(s) and pay by check.
 Process Payment Refund Policy

E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

Note: If you have a debit filter on your account, which means that the account holder has told the bank that only certain people/companies are allowed to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

- To pay by credit card, fill in the fields for **first name and last name, e-mail address, telephone number (optional), credit card number, and expiration date.** The Judicial Branch accepts Visa, American Express, MasterCard and Discover credit cards.

Payment Summary Information

| | |
|-------------------------|-----------------|
| Shopping Cart Total: | \$350.00 |
| LexisNexis Service Fee: | \$7.70 |
| Total Due (USD): | \$357.70 |

Enter Your Payment Information

| | |
|-----------------------------|-----------------|
| Agency Amount | \$350.00 |
| LexisNexis Service Fee | \$7.70 |
| Total Payment Amount | \$357.70 |

First Name* Last Name*

Email Address*

Phone Number

Credit Card Number*



Card Expiration*
1 - January 2013

By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee.

Pay Now

Secure payments by  LexisNexis®

[Privacy](#) [Terms](#) [Contact Us](#)

- Choose **Pay Now** after filling in all required information; a confirmation screen will appear with payment information on the total payment and document summary information on each document filed.

[Show Instructions](#) **You have successfully e-filed!**

[Print This Page](#)

Confirmation of E-filed Transaction (print this page for your records)

For questions regarding this payment: [Contact Us](#)

Payment Information

Confirmation Number: JUDCT0265167
Total Court Fees: \$125.00
LexisNexis Service Fee: \$0.00
Total Transaction Amount: \$125.00
Payment Method: Check
Payment Date: 08/27/2014 1:58PM
Payment By: LAW OFFICES OF ATTICUS FINCH (423079)

Document Summary

Confirmation Number: JUDCT0265167
Docket Number: DBDCV146014491S
[To receive an email when there is activity on this case, click here.](#)
Case Name: PRIOR, BEATRICE, AKA TRIS PRIOR v. THE DAUNTLESS FACTION
Type of Transaction: Pleading/Motion/Other
Court Fee: \$125.00
Date Filed: AUG-27-2014
Filed By: Law Offices of Atticus Finch Juris# 423079
Document Filed: 101.00 MOTION TO OPEN NONSUIT
Date and Time of Transaction: Wednesday, August 27, 2014 1:59:47 PM

[Return to Civil / Family Menu](#) [Return to Shopping Cart](#) [File Additional Documents On This Case](#)

Note: A service fee is charged on payments made by credit card. The service fee is computed on the amount of the total payment. The service fee is not broken down for each individual item paid for in a single transaction.

6. Print or save the confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Superior Court E-Filing** menu, choosing a time frame between one and thirty days, and searching for items filed during that time by the logged-in juris number. When you locate the item for which you need the confirmation page, select **Details** to the right of the item. If you select the payment confirmation number, you will see the **Payment Information** for the whole payment transaction.

E-FILING AN EXECUTION IN A SMALL CLAIMS CASE

E-filing an execution in a small claims case is mandatory for attorneys and law firms without an exclusion from electronic services. On and after October 16, 2017, executions in some cases will continue to be filed through Centralized Small Claims, using the existing process. General information on filing executions is as follows:

1. For cases initiated prior to October 16, 2017 (pending and post-judgment cases) that have *not* been transferred to the small claims docket in the appropriate judicial district or housing session location, you must file any Application for Execution (Wage, Property and Financial Institution), Execution Refiled as Corrected-No Fee, Return of Execution (satisfied, partially satisfied, unsatisfied), Affidavit of Lost Execution or Execution Returned Unserved through **Centralized Small Claims E-Filing**, using the small claims docket number (SCC 123654 or SCAH 164532). Once an execution (or other document) is filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number. Thereafter, all subsequent documents must be filed electronically through **Superior Court E-Filing**, using the new docket number.
2. If you are filing an execution (or any other document) on paper in a case that has not been transferred and assigned a new docket number, you must file the execution with the clerk of the appropriate judicial district or housing session location. Once the execution (or other document) is filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number, and all subsequent documents must be filed using the new docket number.
3. For cases initiated on and after October 16, 2017 and for pending and post-judgment cases that *have been transferred* to the appropriate judicial district or housing session location and assigned new docket number, executions (and all other documents) must be filed electronically through **Superior Court E-Filing** by attorneys and law firms without an exclusion from electronic services. A self-represented party filing an execution (or any other document) electronically after a case has been transferred, must file it through **Superior Court E-filing**.

Note: For pending and post-judgment cases that have been transferred to the small claims docket in the judicial district or housing session location and assigned a new docket number, the filer must use the newly-assigned Superior Court docket number.

Filing an Execution in Centralized Small Claims E-Filing

If your case was initiated prior to October 16, 2017 and has not been transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number, you will electronically file your execution through **Centralized Small Claims E-Filing**. Once it is filed, the case will be transferred and assigned a new docket number, and all subsequent documents must be filed using the new docket number through **Superior Court E-Filing**.

The process of filing an execution through Centralized Small Claims E-Filing has not changed. For a more help on filing an execution electronically in a small claims case through **Centralized Small Claims E-Filing**, please go to [E-File Executions in Small Claims Matters](#).

Filing an Execution in Superior Court E-Filing

For cases initiated on and after October 16, 2017 and for pending and post-judgment cases that have been transferred to the appropriate judicial district or housing session location and assigned a new docket number, executions of all kinds (and other documents) must be filed electronically through **Superior Court E-Filing**.

Certain documents cannot be filed electronically, including a pre-service application for order of notice, a motion to quash or for protective order filed on behalf of non-parties, a motion to be made a party or to intervene, applications for ex parte orders in family matters, and sealed or lodged documents. For a complete listing, please look at the revised [Procedures and Technical Standards of E-Services](#).

1. In the address bar, type <http://www.jud.ct.gov>
2. Choose **E-Services** in the left menu to go to the E-Services Welcome Page:
3. Choose **Log-in** at the bottom of the page; a **Security Alert** may appear
4. Choose **OK**



5. Enter the **juris number** and **password**

Note: All e-filing transactions will be attributed to the logged-in juris number. Generally, the log-in juris number is the firm juris number for this reason. The individual juris number of the attorney is used to sign documents. If you forget the password, choose **Forgot Password?** for help.

6. Choose **Login**
7. Choose **Superior Court E-Filing – Civil/Family, Housing or Small Claims** in the menu bar on the left of the screen

E-FILING AN EXECUTION IN A SMALL CLAIMS CASE (CONTINUED)

Note: On this page, you will see a list of your cases in which recent activity has occurred. The red **!New** icon means activity has taken place in the last three days; the green **!New** icon means activity has taken place in the past fourteen days.

- Under **E-File on an Existing Case** on the e-filing menu, choose **List My Cases** to display a list of all cases in which you have an active appearance.

Note: You may also locate a case by choosing **By Docket Number** and filling in the requested fields with the location, category, year, and docket number or by name, by choosing **By Party Name** and filling in the name of either the plaintiff or defendant. The name of any party or the first three letters of a name will be enough to generate a list of cases.

- The system will automatically populate the Juris Number field with the logged in juris number; you cannot change this number

Note: **Case Status** will automatically default to **All Pending & Disposed Cases**. If you are looking for a family case, remember that a case in which a judgment of dissolution has been entered is considered “disposed” by the system. “Disposed” in this context does not mean “not active.”

- Choose **Search**
- Choose the **Docket Number** of the case that you wish to select from the alphabetical list that displays

| Category | Docket No. | Case Name | Location | CaseType | Activity |
|----------|-------------------------------------|---|----------------|----------|----------|
| Family | AAN-FA-16-6019185-S | ADDAMS, GOMEZ v. GOMEZ, MORTICIA FRUMPP | Milford JD | F00 | |
| Family | WWW-FA-16-6009724-S | ALBRIGHT, SALLY v. BURNS, HARRY | Putnam JD | F80 | |
| Family | HHD-FA-16-6061985-S | ANDERSON, MARGARET v. ANDERSON, JIM | Hartford JD | F00 | |
| Civil | FBT-CV-17-6052061-S | BANK OF NEW YORK v. HAMILTON, ALEXANDER | Bridgeport JD | S00 | |
| Family | HHD-FA-16-6061983-S | BARONE, RAYMOND v. BARONE, DEBRA | Hartford JD | F00 | |
| Family | FBT-FA-16-6052031-S | BEAR, MAMA v. BEAR, PAPA | Bridgeport JD | F80 | |
| Family | KNL-FA-16-6024845-S | BENNET, ELIZABETH v. DARCY, FITZWILLIAM | New London JD | F80 | |
| Family | HHB-FA-16-6030589-S | BING, CHANDLER v. BING, MONICA GELLER | New Britain JD | F00 | |
| Family | UWY-FA-16-6028292-S | BOYD, DOROTHY v. MAGUIRE, JERRY | Waterbury JD | F80 | |
| Family | DBD-FA-16-6018066-S | BRADY, CAROL v. BRADY, MICHAEL | Danbury JD | F00 | |
| Family | HHD-FA-16-6061984-S | BRENNAN, TEMPERANCE v. BOOTH, SEELEY | Hartford JD | F00 | |
| Family | LLI-FA-16-6012624-S | BRISTOW, SYDNEY v. VAUGHN, MICHAEL | Litchfield JD | F00 | |
| Family | DBD-FA-16-6018069-S | BROWN, MURPHY v. LOWENSTEIN, JAKE | Danbury JD | F80 | |
| Family | FBT-FA-16-6052032-S | BUCHANAN, DAISY v. CARRAWAY, NICK | Bridgeport JD | F80 | |
| Family | FST-FA-16-6026272-S | BUCHMAN, JAMIE v. BUCHMAN, PAUL | Stamford JD | F00 | |

- The **Case Detail** screen will appear. To view the document list, scroll down the page. To view judicial notices for the file, choose the **Notices** tab that appears on the left of your screen below the case name. (see screen below)

E-FILING AN EXECUTION IN A SMALL CLAIMS CASE (CONTINUED)

| | | | |
|-----------------------|----------------|-------------------------------------|-------------------------|
| FBT-CV14-5030205-S | | KARENINA, ANNA v. THORNTON, TROOPER | |
| Prefix/Suffix: [none] | Case Type: M83 | File Date: 07/28/2014 | Return Date: 07/28/2014 |
| Case Detail | Notices | History | Scheduled Court Dates |
| | | | Self-rep Help Manual |

[To receive an email when there is activity on this case, click here](#)

Select Case Activity: E-File a Pleading or Motion

Information updated as of: 08/08/2017

| Case Information | |
|-------------------|---|
| Case Type: | M83 - Misc - Small Claims Transfer to Regular Docket |
| Court Location: | Bridgeport JD |
| List Type: | HEARINGS IN DAMAGES (HD) |
| Trial List Claim: | 08/14/2014 |
| Last Action Date: | 08/08/2017 (The "last action date" is the date the information was entered in the system) |

| Disposition Information | |
|-------------------------|--|
| Disposition Date: | 06/18/2015 |
| Disposition: | JUDGMENT AFTER COMPLETED TRIAL TO THE COURT - HEARING IN DAMAGES |
| Judge or Magistrate: | HON RICHARD GILARDI |

| Party & Appearance Information | |
|--------------------------------|-------|
| No Fee | Party |
| Party | |

13. Select **E-File a Pleading or Motion** and click **Go**

14. You will now see the Select Pleading/Motion/Other page.

Note: This page allows you to choose the name for the pleading, motion or document that you are filing. You must choose the correct name because the name that you choose will make the document you file go to the file only, be placed on a short calendar, or come to the attention of the clerk, such as the application for execution that is being filed in this example. The name also tells other people, including the judge, self-represented parties and other attorneys in your case, what you are filing. It is very important that you name your document correctly when you create it and it is also very important that you choose the correct name for your document on this page.

15. You can use the search field by entering a word or a few letters from a word in the name of your document. Enter "EXEC" to search for execution documents. The document being filed in this example an application for execution – wages.

| Pleading/Motion/Other documents will be filed on behalf of the following party | |
|--|---------------|
| P-01 | ANNA KARENINA |

| Search | |
|--|---|
| Select a category or enter a word or part of a word from the name of the document you are filing into the Search field, and then select Search to see the results displayed in alphabetical order. If you are filing in a family case, you may also select I Need Help . Then choose Select to the left of the name. See the instructions at the top of this page for more help. | |
| Search: | <input type="text" value="exec"/> |
| OR | |
| Choose a Category: | <input type="text" value="-- Select an Option --"/> |
| <input type="button" value="Search"/> | <input type="button" value="Clear"/> |

| Select a Pleading/Motion/Other to E-File | |
|--|--|
| Select | AFFIDAVIT BY DEFENDANT AND OBJECTION TO EXECUTION - SUMMARY PROCESS |
| Select | APPLICATION FOR EXECUTION FINANCIAL INSTITUTION-DEBTOR IS A NATURAL PERSON (JD-CV-24)
<small>Additional Info: Not for use on Summary Process (eviction) cases</small> |
| Select | APPLICATION FOR EXECUTION FINANCIAL INSTITUTION-DEBTOR IS NOT A NATURAL PERSON (JD-CV-24N) |
| Select | APPLICATION FOR EXECUTION-PROPERTY APPLICATION, ORDER, EXECUTION (JD-CV-5) |
| Select | APPLICATION FOR EXECUTION-WAGES (JD-CV-3)
<small>Additional Info: Not for use on Summary Process (eviction) cases</small> |
| Select | EXECUTION REFILED AS CORRECTED - NO FEE |
| Select | EXECUTION RETURNED |
| Select | EXECUTION RETURNED PARTIALLY SATISFIED |
| Select | EXECUTION RETURNED SATISFIED |
| Select | EXECUTION RETURNED UNSATISFIED |

E-FILING AN EXECUTION IN A SMALL CLAIMS CASE (CONTINUED)

16. You can also select a name from a list found in particular category by clicking the down arrow to show the list of categories. Clicking on a category will give you a list of names in alphabetical order to choose from. For example, applications for various types of executions are found in the **General** category.

The screenshot shows the e-filing system interface for case FBT-CV14-5030205-S, KARENINA, ANNA v. THORNTON, TROOPER. The case type is M83, filed on 07/28/2014, with a return date of 07/28/2014. The user is logged in as P-01 ANNA KARENINA. The interface includes a search field and a dropdown menu for selecting a category. The dropdown menu is open, showing a list of categories: Affidavits, Agreements / Stipulations, Amendments, Appeals, Complaints, General, Housing, Motions, Objections, Pleadings, Reports / Memos, Requests, Service / Notice, Small Claims, and Withdrawals. A red arrow points to the 'General' category. The 'General' category is highlighted in blue. The interface also includes a 'Search' button and a 'Select Pleading/Motion/Other' button. The text 'Pleading/Motion/Other documents will be filed on behalf of the following party' is displayed above the search field. The text 'Instructions: Select a category or enter a word or part of a word from the name of the document you are filing into the Search field, and then select Search to see the results displayed in alphabetical order. If you are filing in a family case, you may also select I Need Help. Then choose Select to the left of the name. See the instructions at the top of this page for more help.' is displayed below the search field. The text 'other document, call the E-Services Support line at (866) 765-4452.' is displayed to the right of the search field. The text 'Cancel' and 'Select a Different Case' are displayed below the search field. The text 'State of Connecticut Judicial Branch' is displayed at the bottom of the search field. The text '100%' is displayed at the bottom right of the search field.

17. Choose **Select** next to **Application for Execution-Wages (JD-CV-3)** to go to the next page to upload the document you are filing.

Note: You file some documents by creating them in your word processing system. The document you are creating to e-file could be a fillable form from the Judicial Branch website, or you can create your own document. You must convert any fillable form or any document you create to a PDF document.

On the signature lines of your document, you can put your juris number, your typed name, or a pen-to-paper signature. You sign a document that you file electronically by entering your juris number in the signature field in the e-filing system.

You file other documents by providing information when you are in the e-filing system. The e-filing system will then fill out the form for you. These documents are called system-populated forms. They are: Reclaims, Jury Claims, Certificates of Closed Pleadings, Appearances, Motions for Continuance, and Withdrawals of all kinds, except Withdrawals of Appearance. For these pleadings or motions, you must fill in the required fields. The document will be created for you by the e-filing system.

Note: Certain documents must be signed pen-to-paper before they are scanned and saved as a PDF document for filing. Those documents include an affidavit, a financial affidavit, any agreement signed by more than one party and a return of service.

In this example, a fillable PDF form from the Judicial Branch website, Application for Execution-Wages (JD-CV-3) was filled in and then saved to a folder on the computer.

18. The party you are filing the document for will already be displayed.
19. Check to be sure that you have selected the case you want to file in
20. Check that you have selected the correct name for your document
21. Enter an additional description of your document.

E-FILING AN EXECUTION IN A SMALL CLAIMS CASE (CONTINUED)

State of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

FBT-CV14-5030205-S KARENINA, ANNA v. THORNTON, TROOPER
Prefix/Suffix: [none] Case Type: M83 File Date: 07/28/2014 Return Date: 07/28/2014

Instructions: Enter an additional description of the document you are filing. The information you enter here will appear on the withdrawal form if you are withdrawing an incorrectly-filed document, for example.

You must also check the box to confirm that you have reviewed your document for personal identifying information.

Select **Browse** to upload your document. If you select the incorrect document, you can choose **Delete** to the right of the document name to remove the document and start again.

Select **Continue** to go on to review the document that you have uploaded.

Pleading/Motion/Other documents will be filed on behalf of the following party
P-01 ANNA KARENINA

You have selected the following Pleading/Motion/Other:
APPLICATION FOR EXECUTION-WAGES (JD-CV-3)

Additional Description

Instructions: Add an additional description of the document you are filing here. You should enter the name and entry number of a request that you are objecting to or the motion that you are filing a brief in support of. You must enter the name and date of the event you want to have postponed if you are filing a motion for continuance (postponement). You should enter the name and entry number of the document you want to withdraw if you are filing a withdrawal.

Note: The additional description gives information that helps the Judge on the bench, attorneys and other self-represented parties, and the court staff. It is also required by the revised [Procedures and Technical Standards of E-Services](#). The information you enter in the additional description field will appear on the case detail screen under the name of the motion you are filing.

Use the additional description area to give information that is important and related to what you are filing.

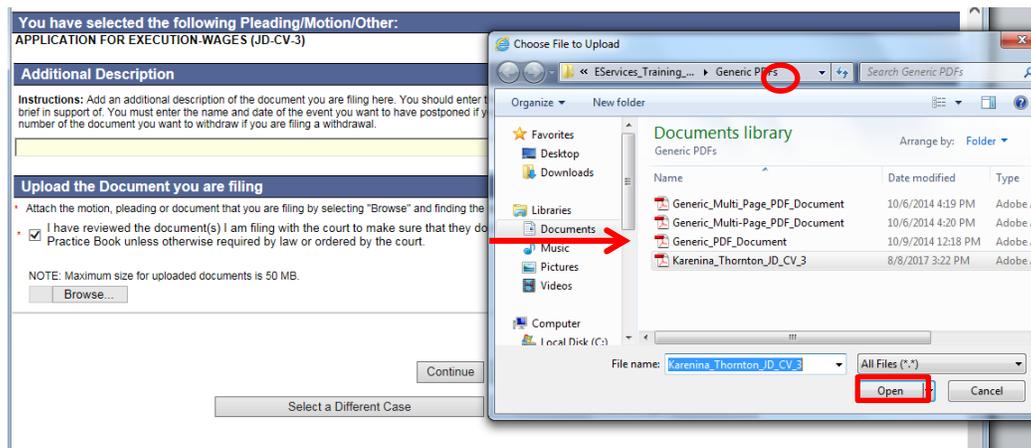
22. Check the box to indicate that the document that you are filing does not contain personal identifying information.

Upload the Document you are filing

* Attach the motion, pleading or document that you are filing by selecting "Browse" and finding the document on your computer and attaching it. It must be a PDF document.

I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

23. Click **Browse** to find the PDF document that you want to file



24. In the **Choose File to Upload** box, click the down arrow to choose the folder where the document is stored

E-FILING AN EXECUTION IN A SMALL CLAIMS CASE (CONTINUED)

- Click once on the document you want to attach. *The document must be a PDF document.*
- Choose **Open**; the file will appear in the area below “Upload the Document you are filing”:

Upload the Document you are filing

* Attach the motion, pleading or document that you are filing by selecting "Browse" and finding the document on your computer and attaching it. It must be a PDF document.

* I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

The file has been uploaded:
Karenina_Thornton_JD_CV_3.pdf Delete

Continue Cancel

Select a Different Case Select a Different Pleading/Motion/Other

Note: If you need to change the document, you can click on **Delete** to the right of the document to remove the document and then browse and attach a different document.

- Choose **Continue** to go to the next page to review your document and file it. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.
- Review your document on the page that appears.

Note: Be sure to look at the whole document. E-filing does not check your document. Click **View All Pages as PDF** at the top right of the display window to see the whole document. You can also print a copy of this document to send to attorneys and other self-represented parties. Court rules require that you send a copy of anything you file with the court to the attorneys and other self-represented parties in your case.

Check the box next to the certification and enter your individual juris number to sign this document. Select E-File this Pleading/Motion to file this document.

Pleading/Motion/Other documents will be filed on behalf of the following party
P-01 ANNA KARENINA

You have selected the following Pleading/Motion/Other:
APPLICATION FOR EXECUTION-WAGES (JD-CV-3)

Warning: Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing.

Review the document shown in the window to make sure it is the document you want to file. If your document has more than one page, choose "View All Pages as PDF" to look over all the pages of your document.

Review Document Zoom In 100% Zoom Out View All Pages as PDF

| | |
|---|--|
| Address of court (Number, street, and town) <input type="checkbox"/> G.A. <input checked="" type="checkbox"/> J.D. Housing Session Date of judgment Docket number | |
| 1061 Main St., Bridgeport, CT 06106 6/18/2015 FBT CV 14 5030205 | |
| Name and address of creditor (if judgment creditor) | Name(s) and address(es) of judgment debtor(s) |
| Anna Karenina
90 Washington St.
Hartford, CT 06106 | Trooper Thornton
98 Kilmarey Drive
Stratford, CT 06109 |
| Name and address of employer of judgment debtor (if known) | Telephone number of employer (if known) |
| State of Connecticut Judicial Branch, 231 Capitol Avenue, Hartford, CT 06106 | 8605555555 |
| 1. Amount of judgment (include where applicable, pre-judgment interest and attorney's fees) | |
| \$2,250.00 | |
| 2. Amount of costs and fees | |
| \$0.00 | |
| 3. Total amount of judgment, costs and fees (Add 1 and 2) | |
| \$2,250.00 | |
| 4. Total amount paid (if any) | |
| \$0.00 | |
| 5. Total amount unpaid (Subtract 4 from 3) | |
| \$2,250.00 | |
| 6. Application fee for wage execution (if not waived by the court) | |
| \$28.00 | |
| 7. Application fees paid for prior executions on the judgment | |
| | |
| 8. Check if applicable | |
| | |

- After you review it, sign the application by entering your individual juris number.

Note: You can enter your juris number or your name on the signature lines in the application and then convert the document to PDF on your computer. You can also print the application and sign it with a pen-to-paper signature before you scan it and save it as a PDF document. The signature that is required by the court is the one you create when you enter your juris number in the e-filing system, not what you put on the document.

Signature Required

* To sign the motion, pleading or document, enter your individual juris number:

Shopping Cart Note: (optional)

E-File this Pleading/Motion Cancel

Change Pleading/Motion/Other Information Select a Different Case Select a Different Pleading/Motion/Other

E-FILING AN EXECUTION IN A SMALL CLAIMS CASE (CONTINUED)

Note: You can add a note to your shopping cart, which is only viewable by you, if you want to do so. It is an optional field.

30. Choose **E-File this Pleading/Motion** at the bottom of this page.

Note: You can choose **Cancel** or any of the other options at the bottom of this page instead of continuing. Do not use the **Back** button on your browser to navigate through the e-filing system. Use the navigation buttons at the bottom of each screen in the e-filing system. **Do not use the arrows in your browser to move through the e-filing system.**



Make a Payment from the Shopping Cart

Before paying for items, you can check your document by clicking on the link. If you see that you have attached a document that is not correct, you must delete the item and start again. Click the link to **Remove Item from Shopping Cart** to the right of the case name and case type to delete it. This link is outlined in red in the picture below. You will be asked to confirm that you want to delete the item and cancel the transaction.

1. To continue the payment process, choose the item you want to pay for by checking the box to the left of the case name in the Shopping Cart

Attorney/Firm: ALICE HARRINGTON MASTRONY (101751) E-Mail: ALICE.MASTRONY@JUD.CT.GOV.ESERV.JIS Logout

[Show Instructions](#) **My Shopping Cart**

| Select Item | Documents Summary | Will Remain in Shopping Cart Until | Payment Amount |
|--------------------------|--|------------------------------------|------------------------|
| <input type="checkbox"/> | KARENINA, ANNA v. THORNTON, TROOPER
FBT-CV-14-5030205S
Case Type: M83
Electronic Documents:
See APPLICATION FOR EXECUTION-WAGES (JD-CV-3)
Attorney/Firm: Individual Juris # 101751 | 10/5/2017 | Filing Fee
\$105.00 |

[Remove Item from Shopping Cart](#)

Total Amount: \$0.00

1. Click **Pay by Credit Card** – Discover, Visa, MasterCard or American Express are accepted.

[Show Instructions](#) **Payment by Credit Card**

Payment Summary Information

Shopping Cart Total: \$95.00
 LexisNexis Service Fee: \$2.09
 Total Due (USD): \$97.09

Enter Your Payment Information

Agency Amount: \$95.00
 LexisNexis Service Fee: \$2.09
Total Payment Amount: \$97.09

First Name* Last Name*

Email Address*

Phone Number

Credit Card Number*

Card Expiration* |

By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee

[Privacy](#) [Terms](#) [Contact Us](#)

[Refund Policy](#) #

2. Enter your payment information in the required fields, and check the box authorizing payment. Then click **Pay Now** to pay the fee and file your application for an execution.

Note: The Judicial Branch does not keep your credit card information so you must enter the credit card number and the expiration date for the card any time you are paying a fee.

E-FILING AN EXECUTION IN A SMALL CLAIMS CASE (CONTINUED)

3. You will see the confirmation page, which includes the date and time of the transaction, the file date, and what you filed.

[Show Instructions](#) **You have successfully e-filed!**

[Print This Page](#)

Confirmation of E-filed Transaction (print this page for your records)
For questions regarding this payment: [Contact Us](#)

Payment Information

Confirmation Number: 20010812
Total Court Fees: \$105.00
LexisNexis Service Fee: \$2.31
Total Transaction Amount: \$107.31
Payment Method: Credit Card
Payment Date: 08/10/2017 1:28PM
Payment By: ALICE HARRINGTON MASTRONY (101751)

Document Summary

[To receive an email when there is activity on this case, click here.](#)

Confirmation Number: 20010812
Docket Number: [FBTCV145030205S](#)
Case Name: KARENINA, ANNA v. THORNTON, TROOPER
Type of Transaction: Pleading/Motion/Other
Court Fee: \$105.00
Date Filed: AUG-10-2017
Filed By: ALICE HARRINGTON MASTRONY Juris# 101751
Document Filed: 122.00 APPLICATION FOR EXECUTION-WAGES (JD-CV-3)
Date and Time of Transaction: Thursday, August 10, 2017 1:28:43 PM

[Return to Superior Court E-Filing Menu](#) [Return to Shopping Cart](#) [File Additional Documents On This Case](#)

4. Print this page by choosing **Print This Page**

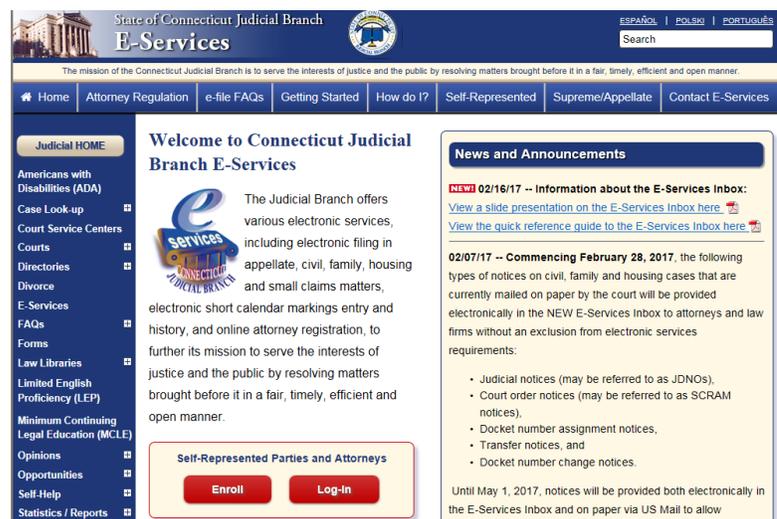
Note: The revised [Procedures and Technical Standards of E-Services](#) require you to keep a copy of this confirmation page. If you forget to print it, you can get a copy of the page by going to **My E-Filed Items**, entering the dates you filed documents, and then choosing **Details** on the right side of the list of the items you have filed.

E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM

System-populated forms are created within the e-filing system. The system takes the 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 for withdrawals of appearance), certificates of closed pleadings, and jury claims. In family cases, only four system-populated forms are available: appearances, reclaims, motions for continuances and withdrawals (except for withdrawals of appearance). The process of filing a system-populated form is the same for either a family case or a civil case.

Note: Many other fillable forms are available on the website. To use those forms, choose [Forms](#) from the links on the Judicial Branch homepage. Fill in the form you wish to file and save it as a PDF document. You would then follow the steps for filing a Pleading/Motion with a **Prepared PDF Document**.

1. In the address bar, type <http://www.jud.ct.gov>
2. Choose **E-Services** in the left menu to go to the E-Services Welcome Page:



3. Choose **Log-in** at the bottom of the page; a **Security Alert** may appear
4. Choose **OK**
5. Enter the **juris number** and **password**

Note: All e-filing transactions will be attributed to the logged-in juris number. Generally, the log-in juris number is the firm juris number for this reason. The individual juris number of the attorney is used to sign documents. If you forget the password, choose **Forgot Password?** for help.

The screenshot shows the login form for E-Services. It is divided into two sections: 'New to E-Services?' and 'Log in:'. The 'New to E-Services?' section includes the text 'In order to log in, you'll need to Enroll.' and 'Enrollment is free.' with a 'New User' button. The 'Log in:' section has a 'Juris Number / User ID:' field with the value '101751' and a 'Forgot User ID?' link. Below that is a 'Password:' field with masked characters and a 'Forgot Password?' link. At the bottom of the 'Log in:' section is a 'Login' button.

6. Choose **Login**
7. Choose **Superior Court E-Filing – Civil/Family, Housing and Small Claims** in the menu bar on the left of the screen

E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

In addition to searching for a case **By Docket Number**, where you enter the docket number for the case, you can use two other options to search for the case on which you want to file:

Search **By Party Name**

- To search by party name, choose **By Party Name**, then type the name in the Party Name box
- Choose **Search** to display a list of all cases that have parties with the name provided.

Note: The name of any party or the first three letters of any name will generate an alphabetical list of cases. You may also filter and sort the cases by choosing a location, a case category, or an order for the display of the cases.

- Choose the **Docket Number** of the case that you wish to select from the list of cases displayed.

Party Name Search for Civil & Family Cases

Party Last Name: [Attorney Help Manual](#)

Party First Name:

Location: All

Case Category: All

Case Type: All

Sort Order: Location

Search Archive:

Search by **List My Cases**

- To search for a case from a list of the cases in which the logged-in juris number has an appearance, Choose **List My Cases**.
- The system will automatically populate the Juris Number field with the logged-in juris number, and the number cannot be changed.

Note: If you would like to narrow your search further, you may also fill in the **Category, Location, Case Status, or Sort Order** fields. A case in which a judgment has been entered is a **disposed** case.

- Choose **Search**
- Choose the **Docket Number** of the case that you wish to select from the list displayed

Attorney/Firm Case List

Juris Number: 423079

Case Category: All

Location: All

Case Status: All Pending & Disposed Cases

Sort Order: Case Name

Display Case Type Descriptions:

Attorney/Firm Case List [New Search](#)

Case List for LAW OFFICES OF ATTICUS FINCH as of 8/29/2014

Records: 1-5 of 5

| Category | Docket No. | Case Name | Location | CaseType | Activity |
|----------|---------------------------------------|--|-------------|----------|--------------------------------------|
| Family | e AAN-FA-14-6015221-S | ADDAMS, GOMEZ v. GOMEZ, MORTICIA FRUMP | Milford | F00 | NEW |
| Family | e AAN-FA-14-6015220-S | ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ | Milford | F00 | NEW |
| Family | e HHB-FA-14-6023671-S | PETRIE, LAURA M. v. PETRIE, ROBERT S. | New Britain | F00 | NEW |
| Family | e AAN-FA-14-6015214-S | PHOENIX, HOWARD v. PHOENIX, COLLEEN | Milford | F00 | |
| Civil | e DBD-CV-14-6014491-S | PRIOR, BEATRICE, AKA TRIS PRIOR v. THE DAUNTLESS FACTION | Danbury | T02 | NEW |

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E-FILE A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

15. The **Case Detail** screen will appear. To view the document list, scroll down the page. To view judicial notices for the file, choose the **Notices** tab that appears on the left of your screen below the case name.

AAN-FA14-6015220-S ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ
Prefix/Suffix: [none] Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014
Case Detail Notices History Processing Scheduled Court Dates Self-rep Help Manual
To receive an email when there is activity on this case, click here
Select Case Activity: E-File an Appearance E-File a Pleading or Motion E-File a Reclaim Go
Information updated as of: 08/27/2014
Case Information
Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815j
Court Location: MILFORD
Financial Disputes: No
Parenting Disputes: No
RFTD Referrat: No
RFTD Accepted: No

16. Choose the drop-down arrow to the right of the **Select Case Activity** at the top of the screen to display the options
17. Choose **E-File a Pleading or Motion**
18. Choose **GO** to view the **Select Pleading/Motion/Other** options
19. Choose the gray box to the left labeled **Withdrawals**
20. Choose in the circle next to the item you wish to file
21. Select a category by choosing the drop-down arrow to show the list of categories. The document being filed in this example is a motion for continuance.

Hide Instructions Select Pleading/Motion/Other
Instructions: You are filing a pleading, motion or document in the case shown below. If this case is not the right one, choose "Select a Different Case" from the bottom of the page to go back to the Civil/Family Menu. To find the title of the pleading, motion or document you are filing, you can select a category from the choices shown on the left side of the screen to see a list of titles in alphabetical order. You can also enter the first four letters of a main word in the title of the pleading, motion or other document you are filing and select "Search" to see a list of choices in alphabetical order that contain the letters or word you entered.
After selecting the pleading, motion or document you are filing, click "Continue" to proceed with the filing, "Select a Different Case" to return to the Civil/Family Menu or "Cancel" to return to the case detail page for the case you are in.
Pleading/Motion/Other documents will be filed on behalf of the following party
D-01 GOMEZ ADDAMS
Search for a Pleading/Motion/Other
Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.
Choose a Category: -- Select an Option --
OR
Search: OR I need help
Search Clear

22. Choose the **General** category to view a list of names in alphabetical order to choose from.

Pleading/Motion/Other documents will be filed on behalf of the following party
D-01 GOMEZ ADDAMS
Search for a Pleading/Motion/Other
Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.
Choose a Category: -- Select an Option --
Search: OR I need help
Cancel
Select a Different Case

E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

23. Scroll down the page to see **Motion for Continuance**:

| | |
|--------|--|
| Select | MOTION FOR CONTEMPT OF EMPLOYER FOR FAILURE TO HONOR WITHHOLDING ORDER CGS SEC 52-362(G) |
| Select | MOTION FOR CONTEMPT PENDENTE LITE |
| Select | MOTION FOR CONTINUANCE |
| Select | MOTION FOR COUNSEL FEES |
| Select | MOTION FOR CUSTODY OF MINOR CHILDREN |
| Select | MOTION FOR CUSTODY OF MINOR CHILDREN PENDENTE LITE |

Note: A Motion for Continuance is a system-populated form. The e-filing system creates the document for you by completing sections on the form with information that is already in the system. You will then provide some additional information to complete the form.

Please note that a withdrawal is another type of system-populated form. If you are filing a withdrawal, it is extremely important that you select the correct option. For example, if you are electronically withdrawing an action as to all defendants without costs, be sure to select **Withdrawal of Action** from the list of options available in e-filing. If you are withdrawing a motion, select that option from the list displayed. If you are withdrawing another type of document, you can select **Withdrawal** from the list of options. Once you make that selection, include the entry number and name of the document that you are withdrawing in the further description area. This information will appear on the form under the box marked **Other**.

The only time that you can fill in, save as a PDF and attach a withdrawal form is when you are filing a **Withdrawal in Part**.

24. Choose **Select** next to **Motion for Continuance** to go to the next page

25. To use the search option instead of the categories, enter the first three or four letters of a word in the name of your document and choose **Search**. In this example, conti was entered in the search area:

26. You will see a list of names that you can pick from. Choose **Select** next to the one you want to use.

Search for a Pleading/Motion/Other

Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.

Choose a Category: -- Select an Option --

OR

Search: conti OR I need help

Search Clear

Select a Pleading/Motion/Other to E-File

| | |
|--------|----------------------------------|
| Select | MOTION FOR CONTINUANCE |
| Select | MOTION FOR STATUTORY CONTINUANCE |

27. In family cases, a third search option is available. Choose **I need help** for assistance in finding the name of the document you are filing.

Search for a Pleading/Motion/Other

Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.

Choose a Category: -- Select an Option --

OR

Search: OR I need help

Search Clear

NOTE: The "I need help" box does not appear for *civil* cases.

28. Choose the drop-down arrow to display a list of options for relief you are requesting or documents you might need to file. Choose any option to see a list of the names of the documents filed most frequently in response to the option you selected. (screenshot on the next page)

E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

Search for a Pleading/Motion/Other

Select a category or enter Search Criteria in alphabetical order. Select the title from the list. The results of your search will be displayed.

What would you like to do?

--- Select an Option ---

- File a Financial Affidavit (JD-FM-6 Short or Long)
- File an Affidavit Concerning Children (JD-FM-164)
- File another type of Affidavit
- Ask the court to CHANGE AN EXISTING ORDER on my case (Motion For Modification)
- Ask the court to ENFORCE AN ORDER that is not being followed by the other party on my case (Motion For Contempt)
- Ask the court to ESTABLISH AN ORDER on my case (Motion For Order)
- Tell the court that I OBJECT to a motion or request filed by another party on my case
- File a Pleading -- Such as an ANSWER or CROSS COMPLAINT
- File a Case Management Agreement Form (JD-FM-163)
- File a Return Of Service --Official proof from a marshal that the papers were delivered to another party
- File a Withdrawal
- File an Agreement or Stipulation
- Request to have my COURT DATE CHANGED (continuance - JD-CV-21)**
- See a list of things frequently filed on SHORT CALENDAR DAY

29. When you find the name on the list that displays, choose **Select** to go to the next page and add additional information. You can choose one of the other buttons to go to a different case or cancel this filing.
30. Check to be sure that the case you have selected is the case you want to file in
31. Check that you have selected the correct name for your document
32. Enter an additional description of your document.

AAN-FA14-6015220-S ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ

Prefix/Suffix: [none] Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014

Pleading/Motion/Other documents will be filed on behalf of the following party

D-01 GOMEZ ADDAMS

You have selected the following Pleading/Motion/Other:

MOTION FOR CONTINUANCE

Additional Description

Instructions: Add an additional description of the document you are filing here. You should enter the title and entry number of a request that you are objecting to or the motion that you are filing a brief in support of. You must enter the title and date of the event you want to have postponed if you are filing a motion for continuance (postponement). You should enter the title and entry number of the document you want to withdraw if you are filing a withdrawal.

Status Conference - October 21, 2014

Continue Cancel

Select a Different Case Select a Different Pleading/Motion/Other

Note: Entering an additional description provides information that helps the Judge on the bench, attorneys and other self-represented parties, and the court staff. It is also required by the revised [Procedures and Technical Standards of E-Services](#).

Use the additional description area to enter the date and type of event that you are asking the Court to postpone when you are filing a Motion for Continuance.

The information you enter in the additional description field will appear on the case detail page under the name of the motion you are filing.

33. Choose **Continue** to go to the next page to give the information required in the form. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.

Note: Use the gray buttons that appear at the bottom of each page to move around the e-filing system. Do not use the back or forward buttons on your browser to go to another page. If you use the back button or the forward button on your browser, you may lose the information that you have entered in the e-filing system and have to start your filing again.

E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

34. The following page displays:

AAN-FA14-6015220-S ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ
Prefix/Suffix: [none] Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014

E-File a Motion for Continuance

Hide Instructions

Instructions: The information about the case you are filing this motion in is shown above. The Judicial Branch form for a Motion for Continuance (JD-CV-21) will be filled in by the e-filing system with the information that you give. You must fill in any items with an ***.

You can choose "Select a Different Pleading/Motion/Other" to go back to the Select a Motion to file page. You can choose "Select a Different Case" to go back to the Civil/Family Menu page. You can choose "Change Pleading/Motion/Other Information" to go back to the page before this one.

Pleading/Motion/Other documents will be filed on behalf of the following party

D-01 GOMEZ ADDAMS

You have selected the following Pleading/Motion/Other:

MOTION FOR CONTINUANCE

Information for Continuance

Enter any available information:

* Date of Motion (MM/DD/YYYY) []

* Date of Scheduled Event (MM/DD/YYYY) []

Sequence Number on Short Calendar (if applicable) []

Name of Judge Who Scheduled the Event this Continuance is Requested for (if applicable) []

Event For Which Continuance Is Requested

35. Enter any required information that is marked with a red asterisk "*" .

36. Indicate whether other self-represented parties and attorneys in the case have agreed to the continuance

For the above reason(s) I hereby request this case be continued to (date MM/DD/YYYY): 11/21/2014 or at the court's discretion.

You may enter a description for the request here (Max 250 character):
[]

Consent

I have contacted all counsel and self-represented parties of record about my intention to seek a continuance. All of the counsel and self-represented parties:

CONSENT DO NOT CONSENT HAVE NOT RESPONDED TO THE ABOVE MOTION FOR CONTINUANCE AND REQUESTED CONTINUANCE DATE

I agree to be responsible for notifying my client, if applicable, and all counsel of record and self-represented parties whether the continuance is granted or denied, and if granted, the new date of the scheduled event.

PLEASE NOTE: Agreement to continue a matter does not assure that the motion for continuance will be granted by the court.

Continue Cancel

Change Pleading/Motion/Other Information Select a Different Case Select a Different Pleading/Motion/Other

37. Choose **Continue** to go to the next page.

38. Review the information on the *Certification of Service* screen

39. If necessary, add or change the Address of Service in the fields provided

40. Complete **Other Service Information** if necessary

41. Sign the Certification of Service by entering in your **individual juris number**, and enter your telephone number, and the date

Certification of Service

certify that a copy was mailed or delivered electronically or non-electronically to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties receiving electronic delivery.

* Electronic Signature - Enter your individual juris number: []

* Telephone: (xxx-xxx-xxxx) []

* Enter Date Mailed/Delivered: (mm/dd/yyyy) []

Continue Cancel

42. Choose **Continue** at the bottom of the page

E-FILING A RECLAIM

System-populated forms are created within the e-filing system. The system takes the 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 for withdrawals of appearance), certificates of closed pleadings, and jury claims. Check the docket number to be sure the case is e-filable. The number that follows the year is a **5** or a **6** in an e-filable case. If it is any other number, the case is not e-filable and you will not be able to file a reclaim of any motions electronically.

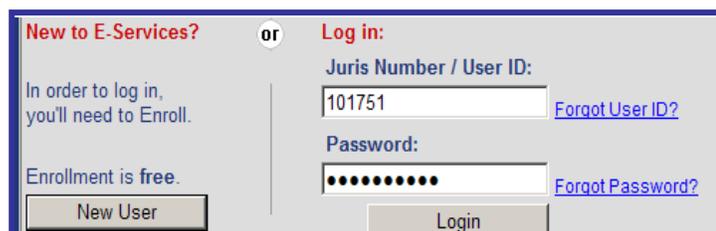
Note: Many other fillable forms are available on the website. To use those forms, choose [Forms](#) from the menu on the Judicial Branch homepage. Fill in the form you wish to file and save it as a PDF document. You would then follow the steps for filing a Pleading/Motion with a Prepared PDF Document.

1. In the address bar, type <http://www.jud.ct.gov>
2. Choose **E-Services** in the left menu to go to the E-Services Welcome Page:



3. Choose **Log-In**; a **Security Alert** may appear
4. Choose **OK**
5. Enter the **juris number** and **password**

Note: All e-filing transactions will be attributed to the logged-in juris number. Generally, the log-in juris number is the firm juris number for this reason. The individual juris number of the attorney is used to sign documents. If you forget the password, choose **Forgot Password?** for help.



6. Choose **Superior Court E-Filing – Civil/Family, Housing or Small Claims** in the menu bar on the left of the screen

Note: On this page, you will see a list of your cases in which recent activity has occurred. The red **!New** icon means activity has taken place in the last three days; the green **!New** icon means activity has taken place in the past fourteen days.

E-FILING A RECLAIM (CONTINUED)

- Under **E-File on an Existing Case** on the e-filing menu, choose **List My Cases** to display a list of all cases in which you have an active appearance.

Note: You may also locate a case by choosing **By Docket Number** and filling in the requested fields with the location, category, year, and docket number or by name by choosing **By Party Name** and filling in the name of either the plaintiff or defendant. The name of any party or the first three letters of either name will be enough to generate a list of cases from which you can select your case.

- Choose the docket number of the case you will be filing on
- The **Case Detail** screen will appear; to view the document list or the complete appearances for your file, scroll down the page. To view judicial notices, choose the **Notices** tab just below the case name and docket number.

HHB-FA14-6023671-S PETRIE, LAURA M. v. PETRIE, ROBERT S.
 Prefix/Suffix: [none] Case Type: F00 File Date: 08/27/2014 Return Date: 09/16/2014

Case Detail Notices History Processing Scheduled Court Dates Self-rep Help Manual

To receive an email when there is activity on this case, click here.

Select Case Activity:

Information updated as of: 08/28/2014

Case Information

Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815j
 Court Location: NEW BRITAIN
 Financial Disputes: No
 Parenting Disputes: No
 RFTD Referral: No
 RFTD Accepted: No

- Choose the drop-down arrow to the right of the **Select Case Activity** at the top of the screen to display all of your options

Note: If you have not yet filed an appearance in a case, the system will only offer you the option of filing an appearance when you choose the drop-down arrow, but once you have filed your appearance it will show several options.

- Select **E-File a Reclaim**; then choose **Go**. The following screen will appear:

HHB-FA14-6023671-S PETRIE, LAURA M. v. PETRIE, ROBERT S.
 Prefix/Suffix: [none] Case Type: F00 File Date: 08/27/2014 Return Date: 09/16/2014

E-File a Reclaim

Hide Instructions

Instructions: Check the box next to the motion or objection that you want to reclaim for the short calendar. You can reclaim a maximum of eight (8) motions or objection at one time. You cannot reclaim a document that shows "not claimable" instead of a checkbox. You cannot reclaim a motion or objection that shows "Claimed to Calendar" instead of a checkbox because it has already been scheduled on a future short calendar.

After you select the motion or objection, check one or more of the boxes below the list of documents to tell the court whether the motion or objection is

- a Superior Court matter;
- a family support magistrate matter; and
- if it is assigned for trial.

You must then select "Continue" to complete the reclaim. If you do not want to file the reclaim, select "Cancel" to return to the case detail page for the case.

If this is the correct case, select motion(s) to claim/reclaim below.
 If this is incorrect, select "Cancel" to return to the Case Detail page.

| Select Motion(s) to (Re)claim | Entry No | Entry Date | Description | Document Description | Initiated By | Arguable | Result | Result Date | Ordered By |
|--|----------|-------------|---|---|--------------|----------|--------|-------------|------------|
| <input type="checkbox"/> Not Claimable | 100.30 | AUG 27 2014 | RETURN | | Court | No | | | |
| <input type="checkbox"/> Not Claimable | 100.31 | AUG 27 2014 | CERTIFICATION - PUBLIC ASSISTANCE | | Court | No | | | |
| <input type="checkbox"/> | 101.00 | AUG 28 2014 | MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE | Motion for alimony, custody of minor children and child support pendente lite | P | No | | | |

Superior Court (Other than Family Support Magistrate Matters)
 Family Support Magistrate Matters
 Assigned for Trial

12. Select the motion that you are reclaiming by choosing the box below **Select Motion(s) to (Re)claim**

Note: You can't reclaim some documents that you file with the court. If the Judge does not need to take any action on the document, it does not go on a short calendar, and you can't reclaim it. For example, an answer, memorandum of law or a brief does not go on the short calendar so you will see "Not Claimable" next to them instead of a checkbox. If a motion or objection is already on a short calendar for a future date, you will see "Claimed to Calendar" next to it. You cannot reclaim something that is already on the short calendar.

13. Choose the appropriate option to indicate whether the case is a Superior Court matter, assigned for trial or a Family Support Magistrate Matter at the bottom of the page.

Note: For *civil* cases, the circle next to "Family Support Magistrate Matters" will be shaded in and unavailable as an option.

14. Check the box if the case is assigned for trial.

15. Choose **Continue** to go to the *Certification of Service* screen

16. Add or change the Address of Service in the fields provided, If necessary

17. Complete **Other Service Information** if necessary

18. Complete Certification of Service by filling in your **individual juris number**, telephone number, and the date

19. Choose **Continue** at the bottom of the page

E-FILING A RECLAIM (CONTINUED)

20. Review the pleading/motion that you are filing to be sure the information is correct
21. Choose **E-File this Reclaim** at the bottom of the page; a confirmation page will appear

| | | | |
|---|---|-----------------------|-------------------------|
| HHB-FA14-6023671-S | PETRIE, LAURA M. v. PETRIE, ROBERT S. | File Date: 08/27/2014 | Return Date: 09/16/2014 |
| Prefix/Suffix: [none] | Case Type: F00 | | |
| You have successfully e-filed! | | | |
| Hide Instructions | | | |
| This page is a confirmation of your e-filing. It shows the motions or objections that you have claimed or reclaimed, the date and time of the filing, the logged-in juris number or User ID, and the name and docket number of the case. Print or save a copy of this page for your records. To print a copy, choose the "Print" button. Once you have printed the copy, you can choose "Return to Case Detail" to go back to the case detail page or choose "E-file Reclaims on this case" to return to the page for selecting other motions or objections to reclaim, or choose "Back to E-Filing Menu" to return to the Civil/Family E-filing Menu, or "Logout" if you do not need to file any other papers. | | | |
| Print This Page | | | |
| Confirmation of E-filed Transaction (print this page for your records) | | | |
| Docket Number: | HHB-FA14-6023671-S | | |
| Case Name: | PETRIE, LAURA M. v. PETRIE, ROBERT S. | | |
| Type of Transaction: | Short Calendar Reclaim | | |
| Date Filed: | 8/28/2014 | | |
| Short Calendar Reclaim By: | CHERYL HALFORD (JeanVaJean) | | |
| Motion(s) Reclaimed: | | | |
| Entry No | Description | Initiated By | |
| 101.00 | MOT ALIMNY-CUSTDY-SUPPRT | P | |
| | Superior Court (Other than Family Support Magistrate Matters) | | |
| Document Filed: | JD-CL-006 Short Calendar Reclaim | | |
| Date and Time of Transaction: | 8/28/2014 1:04:49 PM | | |

22. Print or save the confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Superior Court E-Filing** menu, choosing a time frame between one and thirty days, and searching for items filed during that time by the logged-in juris number. When you locate the item for which you need the confirmation page, select **Details** to the right of the item.

Locate a Case

There are three ways to locate a case in the e-filing system:

1. Choose **List My Cases** to show all of the cases in which you have an appearance

Note: If a judgment has entered in a case, such as a judgment of dissolution or a judgment in a condemnation case, choose **All Pending and Disposed Cases**. A judgment is a disposition so that the case would appear as a disposed case, even though it is still active.

2. Choose **By Party Name** to show cases involving a particular party, either a plaintiff or a defendant
 - Type only the first letter or the first few letters of the last name to see a list of cases beginning with the letter(s) you have entered.
 - Do not type the entire name if you are uncertain about the spelling of the name, though, because the system may return no options on a misspelled name.
3. Choose **By Docket Number** if you know the docket number of the particular case you wish to locate

Find the Name of a Motion, Pleading, or Document to File

By means of the search mechanism

- Use as few words as possible to describe the pleading you wish to find. (i.e., for a Motion to Set Aside a Verdict, simply type “set” or “aside.”)
- Also type only the first letters of the word to find a document.
- If you type key words in one order and get no hits, reverse the order and try again. For example, “jury claim” yields no results, but “claim jury” gives you the form.

By means of the categories

- Choose the drop-down arrow to view a list of categories and select the category of the pleading that you wish to file
- Most categories are self-explanatory and include documents that contain the main word listed. For example, an Objection to a Request to Revise is found in the **Objections** category, but the Request to Revise is found in the **Requests** category. The **Affidavits** category contains affidavits of all kinds.
- The **General** category includes most motions, demand for disclosure of defense, compliance, brief, acceptance of offer of judgment, application for capias, discovery responses, satisfaction of judgment, offer of proof, and return of record.
- The **Pleadings** category contains answers of all kinds, special defense, counterclaim, certificate of closed pleadings and replies of all kinds.

By means of the I NEED HELP mechanism (Family cases only)

- Choose **I Need Help** to display a list of options
- Select the option that applies to what you want to do or the document you want to file.
- Select the appropriate filing from the list of names of the most commonly filed documents displayed.
- If no option is appropriate, you can return to the search options to find another name.

If you cannot find the specific caption for the pleading, motion or document you wish to file, the e-filing system provides certain generic options, including **Motion for Order, Request, Notice, and Objection**. Do not use these options unless absolutely necessary.

Note: Add a further description of any document that you are filing. The revised [Procedures and Technical Standards of E-Services](#) requires you to include, in the additional description field, the entry number or numbers of any other documents that are relevant to the document being filed.

CORRECTION OF ERRORS IN E-FILING

The revised [Procedures and Technical Standards of E-Services](#) contains a section on corrective measures in e-filing. The most common options are listed here.

Correct an illegible or unreadable document

When a technical problem (readability or legibility errors) exists with a document e-filed by an attorney, the attorney may seek the substitution of the document by filing a **Motion to Substitute**. The “Proposed Document for Substitution” must be attached to the motion.

1. Choose **Motion to Substitute Electronic Document** from the options displayed under the **General** Category
2. Choose **Continue**
3. Add an additional description (“Proposed document for substitution for summons and complaint”) in the area provided;
4. Select party for whom the motion is being filed, if necessary;
5. Browse and attach the Motion and Proposed documents for Substitution that you have created and converted to PDF
6. Choose **Continue** to go to the *Review and Certify Pleading/Motion/Other screen*
7. Complete the certification
8. Enter your **individual juris number** to sign your pleading and choose **Continue**
9. Print or save a copy of the confirmation screen

Correct an incorrectly filed motion

1. Choose **Withdrawal of Motion** from the options in the **Withdrawal Category**; choose **Continue**
Note: If you are withdrawing a filing that is not a motion, you will have the option of selecting **Withdrawal** from the list of options in the category.
2. Add a further description of the document that you are filing and select the parties for whom you are filing the withdrawal of motion.
3. Choose **Continue**
4. Enter the caption and entry number of the document you wish to withdraw in the space provided; you may also enter the reason for filing the withdrawal.
5. Enter your individual juris number and address and choose **Continue**
6. Review the certification of service information and add additional information, if necessary
7. Enter your individual juris number (your signature), your telephone number and the date that you are mailing or delivering the pleading to counsel and appearing parties; choose **Continue**
8. Review the withdrawal form
9. Choose **E-file this pleading**

Note: The document that was incorrectly filed will remain viewable in the file even after you have filed your withdrawal, but no action will be taken on it. The document may be sealed if it contains personal identifying information in violation of P. B. Section 4-7 and the court or a party seeks relief under P.B. Section 11-20B, or upon motion, the Court grants such relief for other reasons. You must file a motion to seal personal identifying information if you are asking the court to seal personal identifying information under Section 11-20B.

10. Be sure to print or save a copy of the confirmation page that appears once you have successfully e-filed.

Correct an incorrectly filed pleading or other document

1. Choose **Withdrawal** from the options in the **Withdrawal Category**
2. Choose **Continue**
3. Enter the name and entry number of the pleading or document you wish to withdraw in the further description field;
4. Select the parties for whom you are filing the withdrawal, and choose **Continue**
5. You may enter a reason for the withdrawal on this page
6. Enter your **individual juris number** and address, and choose **Continue**
7. Review the certification of service information and add additional information, if necessary
8. Enter your individual juris number (your signature), your telephone number and the date that you are mailing or delivering the pleading to counsel and appearing parties
9. Choose **Continue**
10. Review the withdrawal form

Section I (check only one box) This Withdrawal is being filed because the dispute has been resolved by:

| | |
|--|--|
| I. Court-Annexed ADR | II. Court Intervention |
| 411088 <input type="checkbox"/> Early Intervention | 411098 <input type="checkbox"/> Pretrial Conference |
| 411089 <input type="checkbox"/> Early Neutral Evaluation | 411099 <input type="checkbox"/> Trial Management Conference |
| 411090 <input type="checkbox"/> Attorney Trial Referee | 411100 <input type="checkbox"/> Commencement of Trial (court trial - first witness sworn; jury trial - trial jurors sworn) |
| 411091 <input type="checkbox"/> Fact-Finding | III. Private ADR |
| 411093 <input type="checkbox"/> Arbitration | 411102 <input type="checkbox"/> Provider Name: _____ |
| 411094 <input type="checkbox"/> Mediation | IV. Other |
| 411095 <input type="checkbox"/> Special Masters | 411103 <input type="checkbox"/> Discussion of Parties on Their Own |
| 411096 <input type="checkbox"/> Summary Jury Trial | 415002 <input type="checkbox"/> Unilateral Action of Party(ies) |

Section II Withdrawal
(Do not check the following two boxes if any intervening complaints, cross complaints, counterclaims, or third party complaints remain pending in this case. See below for partial withdrawal of action.)

(WDACT) The Plaintiff's action is WITHDRAWN AS TO ALL DEFENDANTS without costs to any party.
(WOARD) A judgment has been rendered against the following Defendant(s): _____
and the Plaintiff's action is WITHDRAWN AS TO ALL REMAINING DEFENDANTS without costs.

Partial
The following pleading(s), motion(s) or other paper(s) in the case named above is or are withdrawn:

| | |
|---|---|
| (WDCOMP) <input type="checkbox"/> Complaint | (WOAAP) <input type="checkbox"/> Plaintiff(s): _____ |
| (WDCOUNT) <input type="checkbox"/> Counts of the complaint: _____ | (WOAAD) <input type="checkbox"/> Complaint against defendant(s): _____ |
| (WDINTCO) <input type="checkbox"/> Intervening Complaint | (WOM) <input type="checkbox"/> Motion: _____ only without costs |
| (WDTHPC) <input type="checkbox"/> Third Party Complaint | <input checked="" type="checkbox"/> Other: #108 - Notice of Request for Admissions |
| (WAPPCOM) <input type="checkbox"/> Apportionment Complaint | |
| (WDCC) <input type="checkbox"/> Cross Complaint (cross claim) | |
| (WOC) <input type="checkbox"/> Counterclaim | |

Signature Required

11. Choose **E-file this pleading**

Note: The document that was incorrectly filed will remain viewable in the file even after you have filed your withdrawal, but no action will be taken it. The document may be sealed if the it contains personal identifying information in violation of P. B. Section 4-7 and the court or a party seeks relief under P.B. Section 11-20B, or upon motion, the Court grants such relief for other reasons.

12. Be sure to print or save a copy of the confirmation page that appears once you have successfully e-filed.

Correct data entered incorrectly at the time of case initiation

To request that data incorrectly entered electronically at the time of case initiation be conformed to the correct information (case type, return date or party names) on the summons that was served, you may use *Request to Conform Case Initiation Data Entry to Summons, New 1/09* ([JD-CL-96](#)). This form is available from the Judicial Branch website at: <http://www.jud.ct.gov>

To request that date incorrectly entered electronically at the time of case initiation be conformed to the correct information contained in the Small Claims Writ and Notice of Suit that was served, you may use the *Request to Conform Case Initiation Data Entry Information to Small Claims Writ and Notice of Suit* ([JD-CL-116](#)). This form is also available from the Judicial Branch website at: <http://www.jud.ct.gov>

These requests are both fillable forms that can be filled in and saved as PDF documents, and then filed electronically.

When you file the completed form electronically, be sure to select **REQUEST TO CONFORM CASE INITIATION DATA ENTRY TO SUMMONS (JD-CL-96)** or **Request to Conform Case Initiation Data Entry Information to Small Claims Writ and Notice of Suit (JD-CL-116)** from the options available to ensure that the request comes to the attention of the clerk of the court.

CONTACTS AND SUPPORT

For further information or support on e-filing, please contact:

For questions pertaining to e-filing please contact:

E-Support Helpline

eservices@jud.ct.gov

Phone: 866-765-4452

alice.mastrony@jud.ct.gov

Phone: (860) 706-5321