



# Designated Filer Quick Card for Attorneys

Revised 06/01/18

## Designated Filers And Case Initiation

Attorneys registered with the Statewide Grievance Committee and law firms which have obtained a law firm juris number may designate authorized individuals to file case initiation documents on their behalf. A designated filer will have a UserID and a password for use in accessing E-Services to maintain the designated filer's account and to file case initiation documents electronically in the Superior Court on behalf of the attorney or law firm.

**Any electronic transactions conducted by a designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used by the designated filer to conduct the electronic transaction.**

## Designated Filer Application Process

A new designated filer may be authorized by the creation of a new designated filer account or a designated filer may be authorized from the list of existing designated filers whose accounts have already been created by other attorneys or law firms. If the designated filer already exists in the system, the attorney/law firm can add the designated filer as an authorized designee.

## Creating a New Designated Filer Account

- Select **Designated Filers Account Maintenance** from the menu on the left.

**E-Services Menu**  
E-Services Inbox (114)  
Superior Court E-Filing  
Civil/Family  
Housing  
Small Claims  
Appellate Filing  
Small Claims Filing  
CIB ePay  
**Designated Filers Account Maintenance**  
Foreclosure Auction Posting  
Attorney Registration

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

Welcome to E-Services. The links on the left side of this page show the electronic services available to attorneys and law firms. For case-specific electronic services, choose Civil/Family/Housing Menu. For other electronic services, choose one of the options listed on the menu bar on the left side of this page.

**IMPORTANT:** 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.
- 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 attorneys and law firms to become familiar with the Inbox and incorporate electronic notices into their office processes. Notices sent on or after May 1, 2017 will be provided only electronically in the E-Services Inbox.

Paper notices will continue to be mailed to self-represented parties and to attorneys and law firms with an exclusion

- Any designated filers that you have already authorized will be displayed.
- Choose **Add a Designated Filer** on the left

101751 ALICE E HARRINGTON  
aehdm524@aol.com

**Designated Filers Account Maintenance**

- Select 'Add a Designated Filer' to authorize existing designated filers or to create a new designated filer account.
- Select 'Remove Designated Filer' to remove authorization for an existing designated filer.
- Select 'Replace Initial Password' to:
  - generate a new password for a 'Pending' designated filer account and
  - unlock a designated filer account that has been locked because of multiple unsuccessful login attempts.

**Authorized Designated Filers**  
Records: 2

Name	User ID	E-Mail	Address	Phone	Status	
AGOSTA, JENNIFER	JENNIFERAGOSTA	JENNIFERAGOSTA@JUD.CT.GOV	225 SPRING STREET WETHERFIELD, CT 06109	860-555-5555	Active	<a href="#">Remove Designated Filer</a>
CASAGNA, J.P.	J.P.CASAGNA	JPC.NCS@AOL.COM	122 NIAHTIC BLVD. NIAHTIC, CT 06051	203-555-5555	Active	<a href="#">Remove Designated Filer</a>

[Add a Designated Filer](#) [Return to E-Services](#)

## Questions?

E-Services Support Line (866) 765-4452

[EServices@jud.ct.gov](mailto:EServices@jud.ct.gov)

- Choose **Create New Designated Filer** on the right

**Designated Filers Account Maintenance**

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aehdm524@aol.com

Select the box to the right of an existing Designated Filer(s) to authorize that filer or select 'Create New Designated Filer' to create new designated filer account.

First Name: Starts With

\*Last Name: Starts With

- To create an account for someone who has not been previously designated, you must enter information, including the name, address and phone number of the person to be designated.

Enter data for new designated filer account. Fields with an asterisk (\*) must be filled in.

\*First Name:

MI:

\*Last Name:

Suffix:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip:

Zip Plus Four:

\*Phone Number (999-999-9999):

Ext:

- Review, confirm and certify the information about the designated filer and sign with your **individual** juris number.

Last Name: Connors  
Suffix:  
Address Line 1: 271 Post Rd.  
Address Line 2:  
City: Fairfield State: CT  
Zip: 06824 Zip Plus Four: 3812  
Phone Number: 203-555-5555 Ext:

**Certification:**  
☒ I certify that the information I have provided regarding the designated filer is true and accurate. By submitting this form, I am identifying and obtaining a password for the individual named above for his or her use on behalf of the logged-in juris number in filing case initiation documents with the court. I understand that any case initiation documents submitted by the designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used together with the password of the designated filer.

Electronic Signature - Your individual JURIS # here:

- Submit the designated filer application and a confirmation will be displayed on the screen.
- The confirmation will also have a system-generated password and UserID for the designated filer. This password and UserID should be given to the designated filer.

**The following Designated Filer has been created**

First Name: Joseph  
MI:  
Last Name: Connors  
Suffix:  
Address Line 1: 271 Post Rd.  
Address Line 2:  
City: Fairfield State: CT  
Zip: 06824 Zip Plus Four: 3812  
Phone Number: 203-555-5555 Ext:

User ID: JOSEPHCONNORS  
Initial Password: 59472BE7

Remember to print this screen or note the user ID and password for delivery to the designated filer.

- The new designated filer must log in with the UserID and the password that you receive and complete/update the information in the account in order to activate the designated filer's account.
- At the first login, the new designated filer will be required to change the system-generated password to one that has 8-10 characters, including at least one number (0-9) but containing no special characters (i.e., #, @ or %).

**Note:** If you or your newly designated filer misplaces the UserID and password, you may log back in to E-Services, select **Designated Filers Account Maintenance**, and click on **Replace Initial Password**. The UserID and a password will be displayed.

**Designated Filers Account Maintenance**

101751 ALICE E HARRINGTON  
aehjnm524@aol.com

- Select 'Add a Designated Filer' to authorize existing designated filers or to create a new designated filer account.
- Select 'Remove Designated Filer' to remove authorization for an existing designated filer.
- Select 'Replace Initial Password' to:
  - generate a new password for a 'Pending' designated filer account and
  - unlock a designated filer account that has been locked **because of** multiple unsuccessful login attempts.

#### Authorized Designated Filers

Records: 1

Name	User ID	E-Mail	Address	Phone	Status	
HASKELL, EDWARD	EDWARDHASKELL		211 PINE STREET MAYFIELD, CT 06850	203-555-5555	Pending	Remove Designated Filer Replace Initial Password

Add a Designated Filer Return to E-Services

- Until the new designated filer has logged in, he or she will appear as **Pending** in the system:

#### Authorized Designated Filers

Records: 1

Name	User ID	E-Mail	Address	Phone	Status
HASKELL, EDWARD	EDWARDHASKELL		211 PINE STREET MAYFIELD, CT 06850	203-555-5555	Pending

Add a Designated Filer Return to E-Services

### Authorizing an Existing Designated Filer

- To authorize as a designated filer someone whose account has already been created by another attorney or law firm, you must add a designated filer from a list of existing designated filers.
- Select **Designated Filers Account Maintenance** from the menu on the left.
- Choose **Add a Designated Filer** on the left of the screen
- Locate the designated filer you wish to authorize from the list of active designated filers by filling in the search fields and clicking the **Search** button.

Select the box to the right of an existing Designated Filer(s) to authorize that filer or select 'Create New Designated Filer' to create a new designated filer account.

First Name: Starts With

Last Name: Starts With

Search

Records: 25

Name	User ID	E-Mail	Address	Phone	Status	Select
AGOSTA, J	JAGOSTA		2 TWO STREET HARTFORD, CT 06103	222-222-2222	Pending	
AGOSTA, JEN	JENAGOSTA		225 SPRING STREET WETHERSFIELD, CT 06109	860-555-6666	Pending	
AGOSTA, JENNIFER	JENNIFERAGOSTA	JENNIFERAGOSTA@JUD.CT.GOV	225 SPRING STREET WETHERSFIELD, CT 06109	860-555-5555	Active	<input checked="" type="checkbox"/>
CAMILLERI, AMY	AMYCAMILLERI	AMY.CAMILLERI@JUD.CT.GOV	225 SPRING STREET WETHERSFIELD, CT 06109	860-555-5555	Active	<input type="checkbox"/>

- Select the existing designated filer from the list of active designated filers by clicking in the box to the right

- Certify the authorization of the selected designated filer by clicking in the certification box and signing with your individual juris number

The following Designated Filer(s) will be Authorized:

Name	User ID	E-Mail	Address	Phone	Status
ANDERSON, FAITH	FAITHANDERSON2	FAITH@FAITH.COM	332 BROAD ST BERLIN, CT 06055	555-444-2222	Active

Certification:

☒ I designate the selected individual(s) to file case initiation documents with the court on behalf of the logged-in juris number. I understand that any case initiation documents submitted by the designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used together with the password of the designated filer.

Electronic Signature - Your individual JURIS # here:

Submit Modify

- Click **Submit** and you will see the confirmation screen below:

You have successfully added the designated filer shown below.

- Select 'Add a Designated Filer' to authorize existing designated filers or to create a new designated filer account.
- Select 'Remove Designated Filer' to remove authorization for an existing designated filer.
- Select 'Replace Initial Password' to:
  - generate a new password for a 'Pending' designated filer account and
  - unlock a designated filer account that has been locked **because of** multiple unsuccessful login attempts.

#### Authorized Designated Filers

Records: 3

Name	User ID	E-Mail	Address	Phone	Status	
ANDERSON, FAITH	FAITHANDERSON2	FAITH@FAITH.COM	332 BROAD ST BERLIN, CT 06055	555-444-2222	Active	Remove Designated Filer
CONNORS, JOSEPH	JOSEPHCONNORS		271 POST RD. FAIRFIELD, CT 06824-3812	203-555-5555	Pending	Remove Designated Filer Replace Initial Password
DONUT, JOE, B	JOEDONUT		ST HTFD, CT 06+10	860-25-5-12	Pending	Remove Designated Filer Replace Initial Password

Add a Designated Filer Return to E-Services

**Note:** To remove a designated filer from your list of authorized designated filer, select **Remove Designated Filer** to the right of the person's name and then click **Confirm**.

### Expanded Shopping Cart and My e-Filed Items

- Items in your **Shopping Cart** will remain in the cart for 56 calendar days. You may delete them or pay for and file them at any time during that period. Payment may be made by electronic check or credit card: Visa, MasterCard, Discover or American Express.

Show Instructions

My Shopping Cart

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input type="checkbox"/>	MAYBERRY BANK AND TRUST v. GRIFFITH, ANDY FBI CV-13 Case # Not Yet Assigned Electronic Documents See COMPLAINT See RETURN OF SERVICE Shopping Cart Notes: Designated Filer JOHN HARRINGTON Data Entry Notes: first one	Case Type: CIB 11/19/2013	Filing Fee \$350.00 Remove Item from Shopping Cart
<input type="checkbox"/>	MITTY, WALTER v. PHANTOM OFFICE LLC FBI CV-13 Case # Not Yet Assigned Electronic Documents See COMPLAINT See RETURN OF SERVICE Shopping Cart Notes: Designated Filer JOHN HARRINGTON Data Entry Notes: second one	Case Type: AIB 11/19/2013	Filing Fee \$350.00 Remove Item from Shopping Cart
			Total Amount: \$0.00

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

- **My E-Filed Items** displays all documents filed by the logged in juris number or by a designated filer on behalf of the logged in juris number for a selected period of up to 30 days.
- Each item will include information on who performed the data entry and who made the payment.

From: 09/23/2013 To: 09/24/2013 Submit

E-Filed Items for Designated Filer JOHN HARRINGTON  
on behalf of  
ALICE HARRINGTON MASTRONI (101751)

Case Information	Form	File Date	Total Items: 2
MITTY, WALTER v. PHANTOM OFFICE, LLC FBI CV-13-0330625 Data Entry By: Designated Filer JOHN HARRINGTON (JOHNHARRINGTON) Payment By: Designated Filer JOHN HARRINGTON (JOHNHARRINGTON)	Case Initiation	Sep 24 2013	Details Confirmation #: JUDCT02241500
MAYBERRY BANK AND TRUST v. GRIFFITH, ANDY FBI CV-13-0330615 Data Entry By: Designated Filer JOHN HARRINGTON (JOHNHARRINGTON) Payment By: Designated Filer JOHN HARRINGTON (JOHNHARRINGTON)	Case Initiation	Sep 24 2013	Details Confirmation #: JUDCT02241500

- To get a copy of the filing and payment information for a specific e-filed item, choose **Details** to the right of the case. This will display the information for the single item.
- To get a copy of the filing and payment details for all items in the payment transaction, choose the confirmation number.