

Designated Filer Quick Reference Guide

Updated 06/01/18

Questions?

E-Services Support Line (866) 765-4452

E-Services@jud.ct.gov

WHAT IS A DESIGNATED FILER?

Designated filers are individuals authorized by attorneys and law firms to file case initiation documents on their behalf.

Attorneys registered with the Statewide Grievance Committee, and law firms that have obtained a law firm juris number, may designate filers. Designated filers may either pay for cases for which they have entered information into the e-filing system or leave the cases in the shopping cart to be paid for by the attorney or firm.

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 with 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.

ACTIVATE A DESIGNATED FILER ACCOUNT

After submitting the application, the attorney or firm will receive a system-generated password and UserID for you, the designated filer. The attorney or firm will provide that password and UserID to you. When you first log in, you will be required to change the system-generated password to a password of your choosing. The password you create must contain 8-10 characters, including at least one number (0-9), but it cannot contain special characters, such as #, @ or %.

Note: If the initial system-generated password is lost or misplaced before you activate the account, the attorney or firm will be able to replace it. Please contact the attorney or firm who originally set up your Designated Filer account.

ACTIVATE A DESIGNATED FILER ACCOUNT

1. Go to <http://jud.ct.gov>
2. Click on **E-Services**, the *E-Services Welcome* page displays
3. Click **Log-In**
4. Select **Designated Filer Login** from the left menu
5. Type the **User ID** in the *User ID* box (shown below)




6. Type the system-generated **Password** in the *Password* box (shown above)
7. Complete or update the information on the *Designated Filer Account Activation* screen

Note: A red asterisk marks **all** required fields.




8. Review the User Agreement and, if you agree to the terms, select the *I Agree* check box
9. Choose **Submit** to activate the Designated Filer Account

THE DESIGNATED FILER OPTIONS



State of Connecticut Judicial Branch

Superior Court E-Filing



Superior Court E-Filing

Civil/Family
Housing
Small Claims

Case Filing Options

E-File a New Case
Shopping Cart
E-Filed Items

Search Options

By Docket Number
By Party Name
By Property Address
Attorney/Firm Look-up
Authorized juris
number(s) Case List

Designated Filer Option

Maintain Account

Designated Filer: JOHN M HARRINGTON
E-Mail: JHM@YAHOO.COM [Logout](#)

Designated filers are individuals authorized by attorneys and law firms to file case initiation documents on their behalf. A designated filer may file documents to initiate cases for e-filable case types.

Select **E-File a New Case** from the menu on the left side of this page to begin the case initiation process. To look up a case, select one of the Search Options from the menu on the left side of the page. To review and update your account information, select **Maintain Account** from the Designated Filer Option.

For questions, comments or suggestions [CONTACT US](#).

[Disclaimer](#)

My Authorized Juris Numbers:

Currently no authorized juris numbers

My Status: Active

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Several options are available on the Designated Filer home page (above): *Superior Court E-Filing*, *Case Filing Options*, *Search Options* and *Designated Filer Option*. Information on each option is shown in the chart below.

MENU ITEM	USE
Superior Court E-Filing	Allows you to return to the Designated Filer home page from any screen.
CASE FILING OPTIONS	
E-File a New Case	Allows you to initiate a new case on behalf of an attorney or firm. Most civil, family, housing and small claims case types are e-filable. Specific information on what cases can or cannot be filed electronically is found in the Procedures and Technical Standards for E-Services , located under the Getting Started tab on the E-Services Welcome Page . A tutorial for designated filers on e-filing a new case is available under the How Do I? tab on the E-Services Welcome Page .
Shopping Cart	<p>Allows you, or the attorney or firm for whom you are filing, to pay for and file selected new cases. You can also leave items in the shopping cart and add additional items by clicking Return to Superior Court E-Filing Menu.</p> <p>If you or the attorney or law firm for whom you are filing the cases does not pay for the items in the <i>Shopping Cart</i>, they will remain in the shopping cart for 56 calendar days. You, or the attorney or law firm for whom you are filing, may delete them, or pay for and file them, at any time during that period. After 56 days, the items will be removed automatically.</p>
E-Filed Items	Allows you to view a list of cases that you have e-filed on behalf of the authorized juris number and to view and print the confirmation page for the case. To display the list of cases filed during a specific period, enter the beginning and ending dates and choose Submit . The date range cannot exceed thirty days.
SEARCH OPTIONS	
By Docket Number	Allows you to look up a case by docket number
By Party Name	Allows you to look up a case by party name
Attorney/Firm Look-up	Allows you to search for firms or attorneys by juris number or by the attorney's last name or the firm name.
Authorized juris number(s) Case List	Allows you to search for a case(s) from a list of cases for an authorized juris number, which is the juris number of an attorney or firm for which you are an authorized Designated Filer.
DESIGNATED FILER OPTION	
Maintain Account	Allows you to review and update your account information, including your phone number, email address, password, and Secret Question and Answer.
LOG OUT	Allows you to log out of the Designated Filer site.