

How do I sign up for e-mail notifications on Civil, Family or Housing cases?

Overview of Email Updates:

E-mail Updates allow anyone to sign up (subscribe) to receive e-mail updates from the Judicial Branch on civil, housing*, family and small claims* cases. You do not have to be a party or have an appearance in a case in order to subscribe to e-mail updates on a case. **E-mail updates are not official notice from the court.**

- E-mail updates are available for housing cases filed **on or after 1/1/17**. Prior to that date, housing cases were not all electronic.
- E-mail updates are also available for new small claims matters filed **on and after 9/1/17** and for small claims matters existing on 9/1/17 that have been transferred to the small claims docket at the appropriate judicial district or housing session location and assigned a new docket number.

Note: You cannot subscribe for e-mail updates or receive e-mail updates for any case that:

- is sealed;
- is not viewable on the internet because of ongoing jury selection and trial;
- falls under certain restrictions imposed by the Violence Against Women Act; or
- is no longer available on the Judicial Branch's website in accordance with the Judicial Branch's web retention policy, which can be viewed on the Case Look-up pages.

Access the Request E-Mail Updates Link

The link: ***To receive an email when there is activity on this case***, can be accessed from:

- The Case Detail Screen when you are logged into E-Services
- The Case Detail Screen from the Public Case Look-up Page
- The *Confirmation* page for any e-filing

Step 1: Subscribe to E-Mail Updates

The following steps will need to be completed for each case you would like to receive e-mail for when activity occurs on the case

1. Navigate to the Case Detail screen for the case in which you would like to receive an e-mail when activity occurs on a specific case.

DBD-CV22-6040014-S		TEST v. TEST	
Prefix/Suffix: [none]	Case Type: A90	File Date: 05/16/2022	Return Date: 04/27/2022
Case Detail	Notices	History	Scheduled Court Dates
		E-Services Login	Screen Section Help
		Exhibits	
To receive an email when there is activity on this case, click here.			
Information Updated as of: 11/01/2022			
Case Information			
Case Type: A90 - Appeals - All other			
Court Location: DANBURY JD			
List Type: No List Type			

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2. Click on the hyperlink located in the upper right corner of the Case Detail screen titled: ***To receive an e-mail when there is activity on this case, click here;***
3. The *Request for E-Mail Updates Subscription* page is opened in a new window

Subscription Request Information:	
Subscription Type:	Civil / Family
Docket Number:	FBT-CV13-6031981-S
Case Caption:	FORD, HARRISON v. CONNERY, SEAN
File Date:	07/10/2013
Return Date:	08/20/2013
Case Type:	C30 - SPECIFIC PERFORMANCE
E-mail Address Information:	
* E-mail Address:	<input type="text"/>
* Confirm E-mail Address:	<input type="text"/>
Note: You will receive an e-mail at the address that you enter on this page. You must click on a link in that e-mail to activate your subscription to e-mail updates for this case.	

4. Enter your **E-mail Address** in the *E-mail Address* box (shown above)
5. Re-enter your **E-mail Address** in the *Confirm E-mail Address* box (shown above)
6. Answer the question asked under the *User Verification* section of the screen by selecting the number in the drop down (shown below)

User Verification:	
* Select the number eleven from the drop down:	<input type="text" value="11"/>
<input type="button" value="Submit Subscription Request"/>	<input type="button" value="Close This Window"/>

7. Click on the **Submit Subscription Request** button; an *E-Mail Subscription Confirmation* page will display
8. Print the *E-Mail Subscription Confirmation* page for your records by clicking the **Print This Page** button

Step 2: Activate the Subscription

1. Go to your e-mail box to find the message with the subject of "Civil/Family Case Update [Docket Number]"
2. Open the e-mail and click on the **activation link** located below the sentence: To activate this subscription,
Note: If you cannot click the activation link, you can copy and paste the link into the address bar of your browser.

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3. The *E-Mail Subscription Activation* screen is displayed

E-Mail Subscription Activation

Instructions: To activate your e-mail subscription, select the Activate Subscription option.

Subscription Request Information:

Subscription Type: Civil / Family
Docket Number: FBT-CV13-6031981-S
Case Caption: FORD, HARRISON v. CONNERY, SEAN
File Date: 07/10/2013
Return Date: 08/20/2013
Case Type: C30 - SPECIFIC PERFORMANCE

E-mail Address Information:

4. Click the **Activate Subscription** button

Note: To delete this request, click the **Delete Request** button.

Unsubscribe from E-Mail Updates or Change Your E-Mail Address

If you would like to *stop* receiving e-mail updates or if you would like to receive the updates at a *different e-mail address*:

1. Select the **Unsubscribe** link contained in any electronic update e-mail on the case that you have received from the Judicial Branch; the *Unsubscribe from E-Mail Updates* page is displayed

To UnSubscribe, select the link below:

<http://www.jud.ct.gov/judmessaging/Request.aspx?ReqID=e505596100398814947513>

(If it does not appear as a clickable link, you can copy and paste it into a web browser manually.)

2. Click the **Unsubscribe** button; and click **Yes** on the confirmation screen that appears.

Unsubscribe from E-Mail Updates

Instructions: Click "Unsubscribe" to stop receiving e-mail updates on this case at the current e-mail address.

To receive e-mail updates on this case at a different e-mail address, go back to the case detail page for this case and follow the subscription link to subscribe to e-mail updates for that address.

Subscription Request Information:

Subscription Type: Civil / Family
Docket Number: FBT-CV13-6031981-S
Case Caption: FORD, HARRISON v. CONNERY, SEAN
File Date: 07/10/2013
Return Date: 08/20/2013
Case Type: C30 - SPECIFIC PERFORMANCE

E-mail Address Information:

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3. Repeat the steps to **Subscribe To E-Mail Updates** if you want to change the e-mail address for an existing subscription

Need help? If you have any other questions about filing a document on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. If you have questions about your *court file*, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.