

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

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### 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.



The screenshot shows the Case Detail screen for case DBD-CV22-6040014-S, TEST v. TEST. The top header includes the case number, parties, file date (05/16/2022), and return date (04/27/2022). Below the header is a navigation menu with links for Case Detail, Notices, History, Scheduled Court Dates, E-Services Login, Screen Section Help, and Exhibits. A red box highlights the 'To receive an email when there is activity on this case, click here' link, which is located in the 'Exhibits' section. The bottom of the screen displays case information: Case Type (A90 - Appeals - All other), Court Location (DANBURY JD), and List Type (No List Type). The text 'Information Updated as of: 11/01/2022' is also visible.

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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

<b>Subscription Request Information:</b>
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
<b>E-mail Address Information:</b>
* 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)

<b>User Verification:</b>
* Select the number eleven from the drop down: <input type="button" 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](mailto: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>.