

Subscribe To E-Mail Updates

For Questions or Help:

E-Services Help Line: (866) 765- 4452 <u>Eservices@jud.ct.gov</u>

06/01/2018

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.

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

There are many ways to access the request link:

To receive an email when there is activity on this case, click here.

- 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

SUBSCRIBE TO E-MAIL UPDATES

 Click on the <u>To receive an e-mail when there is activity on this case, click here</u> link; 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:	
* Confirm E-mail Address:	
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.	

- Enter your E-mail Address in the E-mail Address box (shown above)
- 3. Re-enter your **E-mail Address** in the *Confirm E-mail Address* box (shown above)
- 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:		
	Submit Subscription Request Close This Window	

5. Click on the Submit Subscription Request button; an E-Mail Subscription Request Confirmation page will display

- 6. Print the E-Mail Subscription Confirmation page for your records by clicking the Print This Page button on the page
- 7. Go to your e-mail box to find the message with the subject of "Civil/Family Case Update [Docket Number]"
- 8. Open the e-mail and click on the activation link; the E-Mail Subscription Activation screen is displayed

Note: If you cannot click the activation link, you can copy and paste the link into the address bar of your browser.



9. 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



- Click the Unsubscribe button; and click Yes on the confirmation screen that appears.
- 3. To change an e-mail address for an existing subscription, you must unsubscribe the e-mail address you no longer want updates to be sent to (#1 and #2). Then go back to the case detail page for the case and subscribe using the new e-mail address.

^{*} 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. 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.