

Editing a Posted Foreclosure Advertisement

Correcting, Deleting, or Cancelling

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Need Help?

foreclosures@jud.ct.gov

(860) 263-2734

Editing an Ad

As a Committee, you can use the **Foreclosure Ad Posting** function to make corrections to the information you have entered or to delete an ad for a sale that will not take place before the ad has been displayed on the public website. If the ad has already been displayed, you can cancel a sale that will not take place using the same function. **Note:** *If the sale date is extended by the court after the ad has been displayed on the public website, you must cancel the posted ad and repost a new ad on the terms ordered by the court.*

❖ Correcting Information Entered

1. Log into **E-Services** using your individual (Type A) juris number and password. From the menu, select **Foreclosure Ad Posting**, and on the **Foreclosure By Sale – Docket Number Search** page, enter the location and docket number for the appropriate case. Then select **GO**.

Foreclosure By Sale - Docket Number Search

Location	Category	Year	Number	Suffix	Task
Bridgeport	CV	17	6055284	S	GO

For use by foreclosure committees only.
Instruction: To view, add or edit a Foreclosure By Sale advertisement for a case enter the docket number in the fields above and click GO.

2. On the **Foreclosure By Sale by Docket Number** page, choose **Edit** next to the appropriate property address.

Foreclosure By Sale by Docket Number

Case Caption: UNION TRUST BANK OF CT v. CUNNINGHAM, HOWARD File Date: 06/13/2017
Docket Number: FBT-CV17-6055284-S Return Date: 06/06/2017
Disposition: Disposition Date:

Pending Foreclosure Sales for FBT-CV17-6055284-S [Add a New Foreclosure Sale](#)

#	Sale Date	Town	Type of Sale & Property Address	Action	Action
1	07/15/2017 12:00PM	Bridgeport	PUBLIC AUCTION FORECLOSURE SALE: Residential ADDRESS: 565 North Clinton Drive Black Rock, CT 06604	View Notice of Public Auction	Edit

3. On the **Foreclosure By Sale – Add/Edit Data Entry** page that displays, you can correct any information regarding the foreclosure sale (including a picture) if it is before the **Start Date**. The information entered must be accurate before the ad is published on the website to comply with the court's order on posting the ad. Print an updated **Foreclosure By Sale – Confirmation** page to include with the Committee Report. That confirmation page will appear after you validate and submit the changes.

Foreclosure By Sale - Add/Edit Data Entry

Case Caption: UNION TRUST BANK OF CT v. CUNNINGHAM, HOWARD File Date: 06/13/2017
Docket Number: FBT-CV17-6055284-S Return Date: 06/06/2017
Disposition: Disposition Date:

Enter the information for the foreclosure sale notice in the fields below

Town: Bridgeport

If "Other", enter town name:

Sale Date: 07/15/2017

Sale Time: 12:00 PM

Inspection Commencing: 10:00 AM

Notice Runs From (Start Date): 06/26/2017

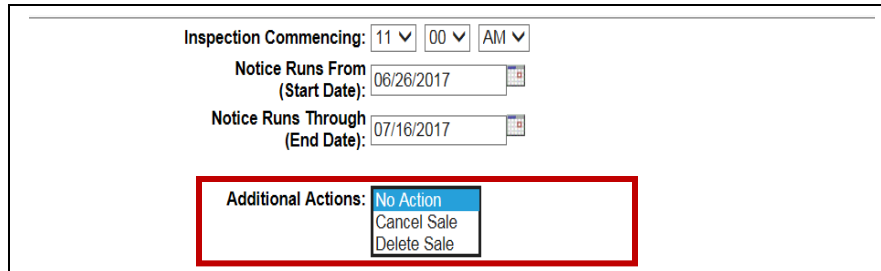
Notice Runs Through (End Date): 07/16/2017

❖ Deleting a Posted Ad:

If it is *prior* to the start date for the ad, you can *delete* a foreclosure ad since it has not yet been displayed on the public website.

1. Log in and go to the **Foreclosure by Sale – Add/Edit Data Entry** page. (See steps 1 and 2 above)

- Below the **End Date** field, you will see **Additional Actions**. Click on the dropdown and select **Delete Sale**.



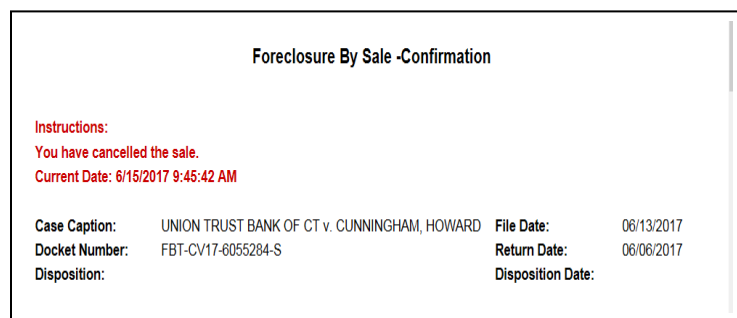
The screenshot shows a form with the following fields: "Inspection Commencing:" with a dropdown set to "11", another dropdown set to "00", and a text field set to "AM"; "Notice Runs From (Start Date):" with a date field set to "06/26/2017"; and "Notice Runs Through (End Date):" with a date field set to "07/16/2017". Below these fields is a red-bordered box containing the "Additional Actions:" label and a dropdown menu with three options: "No Action", "Cancel Sale", and "Delete Sale". The "Delete Sale" option is highlighted.

- Go to the bottom of the page and choose **Continue** to display the **Foreclosure By Sale – Validation** page.
- After confirming that you are deleting the correct ad, choose **Submit** to delete the ad. A confirmation page will appear. You can print this confirmation page to include with the Committee Report.
- If you have selected the incorrect ad or have chosen **Delete Sale** in error, choose **Cancel** on the validation page to return to the **Foreclosure By Sale by Docket Number** screen, or choose **Modify** to return to the posted ad.

❖ Placing Cancellation Notice on Posted Ad

If a sale is cancelled after the ad has been posted on the public website because of redemption, bankruptcy, or a court order extending the sale date, you must place a notice of the cancellation on the posted ad.

- Log in and go to the **Foreclosure by Sale – Add/Edit Data Entry** page.
- Below the “notice runs through (end date)” field, you will see **Additional Actions**. Click on the dropdown and select **Cancel Sale**.
- Go to the bottom of the page and choose **Continue** to display the **Foreclosure By Sale – Validation** page.
- After confirming that you are placing the notice of cancellation on the correct ad, choose **Submit** to place the cancellation notice. A confirmation page will appear. You can print this confirmation page to include with the Committee Report.



The screenshot shows a confirmation page titled "Foreclosure By Sale -Confirmation". It includes the following text: "Instructions: You have cancelled the sale." and "Current Date: 6/15/2017 9:45:42 AM". Below this is a table with case details:

Case Caption:	UNION TRUST BANK OF CT v. CUNNINGHAM, HOWARD	File Date:	06/13/2017
Docket Number:	FBT-CV17-6055284-S	Return Date:	06/06/2017
Disposition:		Disposition Date:	

- Go to the bottom of the page and choose **Return to Current Case**. Choose **View Notice of Public Auction** on the right next to the property address to view the posted ad with the cancellation notice.



The screenshot shows a "Notice of Public Auction" page. It includes the following text: "Case Caption: UNION TRUST BANK OF CT v. CUNNINGHAM, HOWARD", "Docket Number: [FBT-CV17-6055284-S](#)", "File Date:", "Return Date:", and "This Sale is Cancelled." in red. Below this is a section with the following text: "TOWN: [Bridgeport](#)", "SALE DATE: Jul 15, 2017", "SALE TIME: 12:00 PM", "INSPECTION COMMENCING AT: 11:00 AM", and "NOTICE RUNS FROM Jun 26, 2017 THROUGH Jul 16, 2017".

- The notice will display until the **End Date** (the day after the sale would have taken place).