

Create a Foreclosure Advertisement Posting

A Quick Card for Committees appointed for Foreclosure Sales

Last Updated: 12/29/2025

Need Help?

For all issues concerning posting of foreclosure advertisements on the Judicial Branch website, call or email:

foreclosures@jud.ct.gov

(860) 263-2734

Overview

Only an attorney who has been appointed as a committee upon the entry of a judgment of foreclosure by sale can access the **Foreclosure Ad Posting** function through E-Services. The *individual* attorney is appointed as a committee and must file an appearance using his or her *individual* juris number, not the firm number, to access the Foreclosure Ad Posting function.

*** Committees are expected to (1) comply with the Foreclosure by Sale Standing Orders (JD-CV-79) and Uniform Procedures/ Instructions to Committee (JD-CV-81) and (2) properly post, edit and cancel ads in accordance with the court's order.***

Post an Ad

1. Log into **E-Services** using your individual (Type A) juris number and password. From the E-Services menu, select **Foreclosure Ad Posting**.

Note: If you are posting a picture in the ad, be sure you have saved the picture on your computer as a **JPEG file** before going to **Foreclosure Ad Posting**.

2. On the **Foreclosure By Sale – Docket Number Search** page, enter the location, year and docket number for the case for which the ad is to be posted, click **GO**

Foreclosure By Sale - Docket Number Search

Location	Category	Year	Number	Suffix	Task
Ansonia/Milford	CV			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.

3. Verify that the case name and docket number displayed are correct, then click the **Add a New Foreclosure Sale** link to the right of the screen

[Add a New Foreclosure Sale](#)

4. Select the **town** where the property is located from the dropdown. If the town is not listed in the dropdown, select **Other** and enter the name of the town in the box below provided.

Use the **calendar** button to select the sale date and the dates for the notice to run as ordered by the court. The time of sale and inspection time default to 12:00 pm and 10:00 am, respectively. If the court ordered different times, use the dropdowns to make the changes.

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

Town:	<input type="text"/>
If "Other", enter town name:	
Sale Date:	<input type="text"/>
Sale Time:	12 <input type="text"/> 00 <input type="text"/> PM <input type="text"/>
Inspection Commencing:	10 <input type="text"/> 00 <input type="text"/> AM <input type="text"/>
Notice Runs From (Start Date):	<input type="text"/>
Notice Runs Through (End Date):	<input type="text"/>

****Unless otherwise ordered by the court, the run date of the ad on the Judicial Branch website shall be in compliance with the Uniform Standing Orders (JD-CV-79).****

5. In the **Notice Heading** box, enter the type of property and the property address (See **Sample Format**). Verify the information in the **Committee Information** box for accuracy. If it is incorrect, you must change your information through E-Services.

Notice PUBLIC AUCTION FORECLOSURE SALE: Residential ADDRESS: 565 North Clinton Drive Black Rock, CT 06604	Sample Format: PUBLIC AUCTION FORECLOSURE SALE: [Residential or Commercial or Vacant lot] ADDRESS: [# Street Town State]
Heading: ALICE HARRINGTON.MASTRONY Committee ST OF CT JUDICIAL BRANCH 90 WASHINGTON STREET HARTFORD CT 06106 PHONE: 8607065321 FAX: EMAIL:ALICE.MASTRONY@JUD.CT.GOV	Sample Format: First Name Last Name, Committee Law Offices of Law Firm # Street Town, State Zip Code PHONE: Phone Number FAX: Fax Number EMAIL: name@address

6. In the **Notice Body**, use the drop-downs available to enter the **sale date** and **time**

Notice Body:
Pursuant to a judgment of the Superior Court for the Judicial District of Fairfield at Bridgeport in UNION TRUST BANK OF CT v. CUNNINGHAM, HOWARD Docket No. FBT-CV17-6055284-S, the property named above will be sold, subject to court approval, at public auction on

07/08/2017
at 12 : 00 : PM

7. Enter the **location** of the sale in the field provided (shown above)

Note: The default location is "on the premises," but it can be changed to a different location.

8. Enter the **amount of the deposit** (shown below)

Anyone who wants to participate in the bidding, except the foreclosing plaintiff, must register with the Committee prior to the auction and present for the Committee's examination a certified or bank check made payable to the bidder in the amount of \$
25,000.00

Qualified bidders will be issued numbers, and bidding will be conducted and recorded by those numbers. The Committee must collect all deposit checks from bidders when bidders register to bid. The successful bidder will be required to endorse the check to the Clerk of the Superior Court at the conclusion of the auction.

Further description of the property and further terms of the sale may be obtained from the Committee or from the court file.

Additional Information about the property (optional):

9. Add **specific information** about the property in the *Additional Information About the Property* box, if any (shown above).

*Note: If a picture of the property is available, the picture can be upload as a JPEG (not a PDF) as part of the ad. Select **Browse** to locate and open the picture. Then click **Upload Image**.*

10. Choose **Continue** once the picture is uploaded or if you are not uploading a picture.

Do you have an image to upload? If so please browse and click Upload Image Button

11. The **Foreclosure By Sale – Validation** page is displayed, verify the information for accuracy, then click **Submit** to post the ad.

*Note: To change any information entered, choose **Modify** at the bottom of the page.*

12. Print the **Foreclosure By Sale Confirmation** page for filing with the Court as part of the Committee Report.

Foreclosure By Sale -Confirmation

Instructions:
The posting has been completed.
Please print a copy of this page for submission to the court.
Current Date: 6/13/2017 1:36:21 PM

13. Choose **Select New Case** to post an ad for a foreclosure sale on another case or **Return to Current Case** to view or edit the current ad or to post another ad for the same case. You can also choose **Back to E-Services Homepage** at top of screen to logout.