

Foreclosure Advertisement Posting

A Quick Card for Committees appointed for Foreclosure Sales

Rev. August, 2017

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.****

Posting 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**.

E-Services Menu

Attorney/Firm: ALICE HARRINGTON MASTRONY (101751) E-Mail: ALICE.MASTRONY@JUD.CT.GOV Logout

Welcome to E-Services. The links on the left side of this page show the electronic services available to attorneys and law firms. For case-specific electronic services, choose **Civil/Family/Housing Menu**. For other electronic services, choose one of the options listed on the menu bar on the left side of this page.

Reminder: Court notices of the following types generated on and after May 1, 2017 on civil, family and housing cases will be provided only electronically in the E-Services inbox to attorneys and law firms without an exclusion from electronic services requirements:

- Judicial Notices (may be referred to as JONOs).
- Court order notices (may be referred to as SCRAM notices).
- Docket number assignment.
- Transfer notices, and
- Docket number change notices.

Memoranda of decision will continue to be provided on paper via U.S. Mail.

Attorneys and law firms without an exclusion from electronic services requirements will receive these notices only electronically. Paper notices will continue to be mailed to self-represented parties and to attorneys and law firms with an exclusion from electronic services.

Self-represented parties with an appearance and electronic access to their case will have access to notices in the E-Services inbox.

For more information on E-Services, please visit the [E-Services Welcome Page](#).

Filers should review the revised [Procedures and Technical Standards for E-Services](#) which apply to all electronic services offered by the Judicial Branch. Specific procedures that apply to E-Services, Facsimile Filing, e-filing and short

E-Services Menu

- E-Services Inbox
- Civil / Family / Housing Menu
- Appellate Filing
- Small Claims Filing
- Designated Filers
- Account Maintenance
- Foreclosure Ad Posting**
- Attorney Registration
- Attorney Change of Information
- Change Enrollment Information
- Change Password
- Client Security Fund Fee
- Attorney Advertisement
- DMV - Last Known Address
- Juris History

- 3 Verify that the case name and docket number displayed are correct. Then select **Add A New Foreclosure Sale**.

State of Connecticut
Judicial Branch

[Back to E-services Homepage](#) [Contact Us](#)

[Back to Docket Number Search](#)

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](#)

NO PENDING SALES

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

State of Connecticut
Judicial Branch

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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.

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

Use the calendar 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.

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:

If "Other", enter town name:

Sale Date:

Sale Time: 12:00 PM

Inspection Commencing: 10:00 AM

Notice Runs From (Start Date):

Notice Runs Through (End Date):

****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).****

Posting an Ad (continued)

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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. If it is incorrect, you must change your information through E-Services. Go to the E-Services home page for further information on changing your information.

Notice	Sample Format: PUBLIC AUCTION FORECLOSURE SALE: ADDRESS: 565 North Clinton Drive Black Rock, CT 06604
Heading:	Sample Format: PUBLIC AUCTION FORECLOSURE SALE: Residential or Commercial or Vacant lot ADDRESS: [# Street Town State]
Committee Information: 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

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In the **Notice Body**, use the dropdowns to enter the sale date and time, and then enter the location of the sale. The default location is "on the premises," but you can change it to a different location. Enter the amount of the deposit. Add specific information about the property in the **Additional Information About the Property** box, if any.

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 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):

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If a picture of the property is available, you can upload the picture as a **JPEG** (not a **PDF**) as part of the ad. Select **Browse** to locate and open the picture. Then choose **Upload Image**. 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	
<input type="button" value="Browse..."/>	<input type="button" value="Upload Image"/>
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>

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On the **Foreclosure By Sale – Validation** page, verify the information you have entered. Once all information is correct, click **Submit** at the bottom of the page to post the ad. You can change information by choosing **Modify** at the bottom of the page.

Foreclosure By Sale - Validation			
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:	
Instructions: Verify that the following information is correct. To make changes, select the MODIFY button. To post the ad, select the SUBMIT button.			
TOWN: Bridgeport			
SALE DATE: Jul 15, 2017			
SALE TIME: 12:00 PM			
INSPECTION COMMENCING AT: 10:00 AM			
NOTICE RUNS FROM Jun 26, 2017 THROUGH Jul 16, 2017			

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Print the **Foreclosure By Sale Confirmation** page, as instructed, 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			
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:	
TOWN: Bridgeport			
SALE DATE: Jul 15, 2017			
SALE TIME: 12:00 PM			
INSPECTION COMMENCING AT: 10:00 AM			
NOTICE RUNS FROM Jun 26, 2017 THROUGH Jul 16, 2017			

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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.

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

ALICE HARRINGTON.MASTRONY
Committee

ST OF CT JUDICIAL BRANCH 90 WASHINGTON STREET
HARTFORD CT 06106
PHONE: 8607065321
FAX:
EMAIL:ALICE.MASTRONY@JUD.CT.GOV