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.

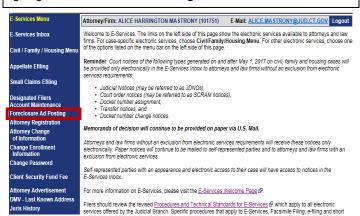
** Committees are expected to (1) comply with the Foreclosure by Sale Standing Orders (JD-CV-79) and Uniform Procedures/ Instructions to Committee (JD-CV-81) and (2) properly post, edit and cancel ads in accordance with the court's order.**

Posting an Ad



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**.





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





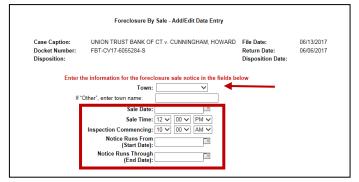
On the **Foreclosure By Sale – Docket Number Search** page, enter the location and docket number for the case for which the ad is to be posted. Then select **GO**.





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.

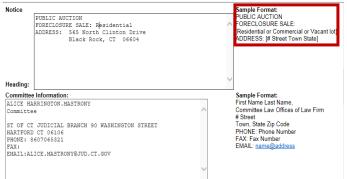


Unless otherwise ordered by the court, the run date of the ad on the Judicial Branch website shall be in compliance with the Uniform Standing Orders (JD-CV-79).

Posting an Ad (continued)

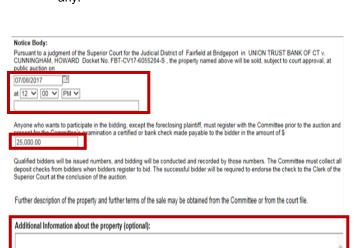


In the **Notice Heading** box, enter the type of property and the property address (See **Sample Format**). Verify the information in the **Committee Information** box. If it is incorrect, you must change your information through E-Services. Go to the E-Services home page for further information on changing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



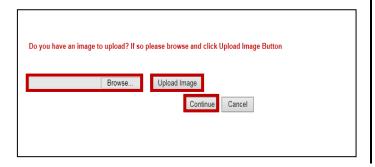
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In the **Notice Body**, use the dropdowns to enter the sale date and time, and then enter the location of the sale. The default location is "on the premises," but you can change it to a different location. Enter the amount of the deposit. Add specific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





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.





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.





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





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

