# E-FILING MANUAL FOR CIVIL, FAMILY, HOUSING AND SMALL CLAIMS MATTERS



## A Guide for Self-Represented Parties

Revised 04/30/18

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| Enter Basic Summons Information  |   |
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If you are a Self-represented Party, you can enroll in E-Services to create a User ID and password that you can use to log in to E-Services to look at and file documents in your case and to mark your motions or objections on the short calendar on-line (electronically). There is no charge for enrollment in E-Services.

To find out if your case is electronic (paperless) or electronically filable, please go to the **Procedures and Technical Standards** or the **Frequently Asked Questions**.

**Note:** Once you enroll in E-Services, if you want electronic (on-line) access to your case, you will need to request electronic (on-line) access and file an appearance in your case unless you are the plaintiff filing a new case electronically.

Here is a checklist of what you must do to enroll in E-Services and activate your account.

To enroll in E-Services, you must:

- 1. Go to the E-Services Welcome Page
- 2. Choose Enroll
- 3. Fill out the information in the enrollment application
- 4. Choose a User ID and password. This User ID will appear on all of the documents you file with the court, and it cannot be changed.
- 5. Choose a secret question and answer and enter your year of birth. We can use this information to identify you if you forget your User ID or password.
- 6. Print the page for your records
- 7. Submit your Request for New Account

You will see a message that tells you your enrollment application has been received. It will also tell you to check your e-mail for an e-mail from E-Services.

To activate your account, you must:

- 8. Check your e-mail for an e-mail from E-Services
- 9. Click on the link in the e-mail
- 10. Enter your User ID and password on the next screen
- 11. Look over the information that you gave in your application to be sure it is correct
- 12. Read through the Electronic Services (E-Services) User Agreement
- 13. Check the box next to "I agree."
- 14. Click Activate Account to be taken to the E-Services home page.

### Instructions on how to enroll in E-Services:

 In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers – Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher, or Firefox 45 or higher. The address bar for two of these browsers is shown below:

Microsoft Internet Explorer®:

| 🜈 Judicial Branch I | Intranet - Windows Internet Explorer |                    |       |          | . ₽ ×      |
|---------------------|--------------------------------------|--------------------|-------|----------|------------|
| () <                | www.jud.ct.gov                       |                    | •     | → × Bing | <b>P</b> - |
| File Edit           | Go to 'www.jud.ct.gov'               |                    | Enter |          |            |
| I BE MARKED CO.     |                                      | $\bigtriangledown$ |       |          |            |

### Enrollment for Self-represented Parties (continued)

#### Firefox:



2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page:



**Note**: Before you go to the enrollment page, you can check to be sure your computer browser will work with the E-Services site. You can use Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher, or Firefox 45 or higher. To check your browser:

- Choose the Self-represented Parties tab on the E-Services Welcome Page;
- On the Self-represented Parties page, select Getting Started.
- 3. Click on **Enroll**; the following screen will appear. To read more about the enrollment application process, you can click the **Enrollment Application Process Overview for Self-represented Parties**.



4. Click **Self-represented Enrollment for E-Services** to go to the enrollment page. You will see the following screen. Fill in the four short sections

| f Connecticut Judicial Branch<br>ervices<br>New Account Enrollment<br>Instructions: Answer the questions about yourself below. A question w<br>Account Type:                               | with an ** must be answered.   | Account Type: If you are enrolling in E-<br>Services so that you can file documents and look<br>at documents on-line in your civil and family cases<br>in the Superior Court or in your appellate court<br>matter, you must create an <i>individual</i> account. As<br>a Self-represented Party in a small claims case |
|--|--|--|
| C Business Account   |  | vou can croate an individual account or a business   |
| (The Business option is for  | Small Claims only. You must create   | account for yourself to use in small claims court  |
| an Individual account in ord   | ter to access Civil and Family cases.)   |  |
| Account Information:   |  |  |
| -Fest Name.  |  | 2  |
| Z Middle Initial   |  | <i>Account Information</i> : Click in each field and fill in the necessary information. If the information   |
| 4Last Name:  |  | is required, you will see a red asterisk * at the  |
| Suffice  |  | beginning of the line.   |
| Address1   |  | Note: Be sure you enter your e-mail address  |
| Address2:  | A  | correctly. The link you will need to click on to   |
| -Town State Zp: CT   |  | complete your enrollment and activate your E-  |
| -Country: USA (F<br>Other C  |  | e-mail address you enter here.   |
| +Telephone Na Phone  | Extension  |  |
| Email Address  |  | 3  |
| Confirm Email Address     Note: An email will be sent to the address you type in here. You must     complete your enrollment and activate your E-Sensces account     User ID and Password: | click on a link in that email in order to  | that you will use to log in to E-Services and to sign<br>documents you file electronically. This User ID<br>cannot be changed, and it will appear on all   |
|  | The line of cannot contain any system of   | documents that you flie with the court.  |
| 3<br>-Uper ID<br>Once enrolled, this User D cannot be changed<br>and will be deplayed an all court documents.<br>Check # Available   | special characters, such as Q, #, 4, or 1<br>and 8 cannot be your email address. | <u>User ID</u> - You cannot use symbols, punctuation marks or any other special characters, such as @.   |
|  | The survey of the state of the survey of   | #, & or * in your User ID. You also cannot use   |
| +Password  | including at least one number (S-B). It cannot                                   | your e-mail address as your User ID. The system  |
| -Confirm Password  | use special characters, such as Q, #, & or 1                                     | will tell you if your User ID is available.  |
| Security Question (in case you forget your password):  |  |  |
| Secret Question  |  | Password - You must create a password that has   |
| 4 Answer   |  | no fewer than 8 characters and no more than 10   |
|  |  |  |
| -Year of Birth:  |  | 4 Secret Question: Enter a question and an   |
| Part this Page<br>Please print this screen for your records before continuing  |  | answer that only you will know, and enter your<br>year of birth. We use this information to make<br>sure that you are the one asking for your User ID<br>and password if you call or e-mail us because you<br>forgot your ID or password.  |
| Submit Request for New Account   | nt   |  |

### Enrollment for Self-represented Parties (continued)

- 5. Be sure to print the page for your records by clicking **Print this Page**.
- 6. Click Submit Request for New Account at the bottom of the page; you will see the following screen:

| State o<br>E-S  | of Connecticut Judicial Branch<br>ervices  |
|---|--|
| E-Services Login  | Your Enrollment Application has been received.   |
| E-Services Requirements   | Your User ID: CuttingEdge2   |
| FAQs on e-filing  | E-mail Address: esh@gmail.com<br>Date Submitted: 4/17/2013 at 9:57:44 AM   |
| User Guides   | Thank you for submitting your oppollment application for E Services, E Services will cond you op   |
| Supreme Court Brief Guidelines  | email within thirty (30) minutes.  |
| Procedures and Technical<br>Standards                                 | Please check your email for this message from E-Services and follow the directions in the<br>email to complete your enrollment and activate your account.  |
| eCitations Procedures and<br>Technical Standards                      | If you do not receive an email from E-Services, check your email account to make sure that it allows<br>emails from <u>Eservices@jud.ct.gov</u> . Then go to the log-in page and enter the User ID and password to<br>be taken to a page that will let you ask to have the email resent. |
| Law Enforcement Agency<br>Application To Participate in<br>eCitations |  |
| Designated Filer Login  | I have not received an email Judicial Branch Home  |
| Designated Filer Overview   | (You will need to login with the UserID and password<br>you have used to enroll)   |
|   | If you do not activate this account within 30 days, the account will expire and the process must be<br>repeated.<br>Print this Page  |

- 7. Print this page for your records by clicking **Print this Page**.
- 8. Within 30 minutes, you will receive an e-mail from E-Services. You must click on the link in that e-mail to complete your enrollment and activate your account.

1. You will receive an e-mail from E-Services with the link to activate your account.

**Note:** The link in this e-mail will be active for only 30 days. If you do not click on the link and complete the enrollment process within thirty days, your information will be removed from the system and you will have to enroll again.



- 2. Click the link in the e-mail to go to the New Account Activation page
- 3. On the New Account Activation page, enter your User ID and password.

| State E-S   | of Connecticut Judicial Branch<br>ervices   |
|---|---|
| E-Services Login  | New Account Activation  |
| E-Services Requirements   | Instructions: To activate your account, enter your User ID and password and click Continue.<br>Validate Account:  |
| FAQs on e-filing  | «User ID:   |
| User Guides   | •Password:  |
| Supreme Court Brief Guidelines  | Continue  |
| Procedures and Technical<br>Standards                                 | Topic Search Site Map Contact Us  |
| eCitations Procedures and<br>Technical Standards                      | Attorneys   Case Look-up   Courts   Directories   Educational Resources   E-Services   Juror Information   News & Updates  <br>Opinions   Opportunities   Self-Help   Search   Home |
| Law Enforcement Agency<br>Application To Participate in<br>eCitations | Common Legal Terms   Contact Us   Website Policies<br>Copyright © 2013, State of Connecticut Judicial Branch  |
| Designated Filer Login<br>Designated Filer Overview                   |   |

4. Click **Continue**; you will see the screen where you will check your account information and read over the Electronic Services User Agreement.

5. Check your account information and read the Electronic Services User Agreement



- 6. Click in the box next to I Agree
- 7. Click Activate Account; you will be taken to the E-Services home page where you can select **Superior** Court E-Filing to go to your case or to file a new case electronically.

#### What if I don't get an e-mail from E-Services?

If you do not receive an e-mail from E-Services with the link to activate your account, you should:

- 1. Check your e-mail account to make sure that it will allow you to receive e-mails from E-Services
- 2. Go to the Judicial Branch website at www.jud.ct.gov
- 3. Choose **E-Services** from the menu on the left side of the page to go to the E-Services Welcome Page
- 4. Click Log-in
- 5. Enter your User ID and password.

6. You will see the following screen:

|                               | State of Connecticut Judicial Branch<br>E-Services  |
|-------------------------------|---|
| E-Sevices Home                | Logged-In User: Edward Scissorhands (Cuttingedge2) E-Mail: esh@gmail.com Logo   |
|                               | Resend Activation Email   |
|                               | Instructions: You should receive an email with instructions on how to complete your enrollment. If you did not receive an email, you may<br>request another email by clicking the "Resend Activation Email" button below. If the email address is not correct, you should click on the<br>"Change Email Address" link below to update the email address before requesting to resend the activation email. |
| Change Account<br>Information | Your UserID has not been activated!   |
|                               | Resend activation email:  |
|                               |   |
|                               | Your email address on record is esh@gmail.com Change Email Address  |
|                               | Resend Activation Email   |
|                               |   |
|                               |   |
|                               | Note: You will be able to access Eservices functionality only after activating your account and confirming your email address. Please activation account using the link in the activation email sent to your email address.   |

- 7. Check your e-mail address on this page to be sure it is correct.
- 8. Choose Change Email Address if you need to make any change to your address
- 9. Choose Resend Activation Email
- 10. You will receive an e-mail from E-Services with the link to activate your account.

**Need Help?** If you do not receive the e-mail or you have any other questions about enrollment or account activation, call the E-Services Support Line at (866) 765-4452 or e-mail <u>SelfRepEnroll@jud.ct.gov.</u>

### Request Electronic Access to Superior Court E-Filable Cases

If you are the person who is filing a new civil, family, housing or small claims case electronically through Superior Court E-Filing (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. Once you have electronic access to the case, you can look at and file documents on-line and you can mark short calendar matters on-line.

**Note:** You can find a list of the types of cases on which you can and cannot file on-line in the revised <u>Procedures and Technical Standards for E-Services</u>. If the case is an existing case, you can also check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 17 **6**051245 or HHD FA 16 **5**061789 are paperless.

Here is a checklist of what you must do to be approved for electronic access to your civil or family case.

To request electronic access to an e-filable civil, family or housing case, you must:

- 1. Enroll in E-Services to set up a User ID and password
- 2. Log in to E-Services with your User ID and password
- 3. Go to the Superior Court E-Filing page
- 4. Go to the case that you are a party in and want to have access to
- 5. Choose Request Electronic Access on the case detail page for the case
- 6. Fill out the request form
- 7. Print the request form
- Bring the form that you print out and photo identification, like a driver's license, a
  passport or another government ID, to the Clerk's Office of the court where the case is
  located; or
  Mail the form and a notarized copy of the photo identification to the Clerk's Office of the

Mail the form and a notarized copy of the photo identification to the Clerk's Office of the court where the case is located. *The notary language and signature must be on the copy of the photo identification.* 

- 9. The clerk will make sure that you are the person who is the party in the case. If you are, the clerk will give you electronic access to the file. If the identification you give the clerk is not enough to show that you are the person in the case, the clerk cannot give you electronic access to the file.
- 10. The clerk will send you an e-mail about your access request once it is acted on.

### Instructions and Pictures telling you how to Request Electronic Access to your case:

 In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers: Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher or Firefox 45 or higher. Address bars for two of these browsers are below:

Microsoft Internet Explorer®:

| 🖉 Judicial Branch Intranet - Windows Internet Explorer |              | _ & ×      |
|--|--------------|------------|
| S vwww.jud.ct.gov                                      | 🗾 🏓 🗙 🔁 Bing | <b>₽</b> • |
| File Edit Go to 'www.jud.ct.gov '                      | Enter        |            |

Firefox:



2. Choose **E-Services** from the menu on the left side of the Judicial Branch homepage to go to the E-Services Welcome Page:



3. Click LOG-IN on the E-Services Welcome Page:



4. Enter your User ID and password; then click Login to log in to E-Services.





If you have not enrolled in E-Services yet, stop here. Before you can ask for electronic access to a case, you must fill out and submit the enrollment application to set up your User ID and password, and make your account active. Then you can log in to E-Services.

### Request Electronic Access (continued)

### 5. Choose Superior Court E-Filing

| State<br>E-                             | e of Connecticut Judicial Branch Services   |
|---|---|
| E-Services Home                         | Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout   |
| E-Services Inbox                        | Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do  |
| Appellate E-File                        | electronically through E-Services, <u>click here.</u><br>You should review the <u>Procedures and Technical Standards for E-Services</u> (P which apply to all Judicial Branch electronic services. The Procedures and Technical Standards |
| Superior Court E-Filing                 | have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings.   |
| Civil/Family<br>Housing<br>Small Claims | Specinic procedures that apply to Appendix Ex-Hung are contained in the Appendix Procedures and Technical Statistics, by:<br>For questions, comments or suggestions CONTACT US #2.  |
| Centralized Small Claims                |   |
| CIB                                     |   |
| Change Account Informatio               | Copyright 6 2017, State of Connecticut Judicial Branch  |

6. Find your case by clicking on **By Docket Number** or **By Party Name** under "E-File on an Existing Case" on the menu. This page appears when you click on **By Party Name**:

| State<br>Suj                                      | of Connecticut Judicial<br>Derior Court | <sup>Branch</sup><br>E-Filing    |                     |                         |                 |
|---|---|----------------------------------|---------------------|-------------------------|-----------------|
| E-Services Home                                   | Logged-In User: Anna Karen              | ina (annakarenina)               |                     | E-Mail: alice.mastrony@ | jud.ct.gov Logo |
| E-Services Inbox                                  | Show Instructions                       | Party Name Search for Civ        | il/Housing & Family | Cases                   |                 |
| Civil/Family<br>Housing<br>Small Claims           | -                                       | *Party Last Name :               |                     | Self-rep Help Manual    |                 |
| E-File a New Case                                 |   | Party First Name :<br>Location : | All                 | V                       |                 |
| E-File on an<br>Existing Case<br>By Docket Number |   | Case Category :<br>Case Type :   | All V<br>All        |                         | ~               |
| By Party Name                                     |   | Sort Order :                     | Location V          |                         |                 |
| LISE MY Cases                                     |   | Search Archive :                 |                     |                         |                 |
| Court Events<br>By Date<br>By Docket Number       |   | Name Search Type:                | Starts With 🗸       |                         |                 |

**Note**: If you search **By Party Name**, you sometimes see a list of cases (search results) to choose from. If you search by a docket number, you will go directly to the main page (case detail page) for the case.

7. Click on the docket number (Docket No.) for your case to go to the case detail page.



8. You will see a message in red under the name of the case that tells you that you do not currently have electronic access to the case. You can only choose "Request Electronic Access" as your case activity.

| E-Services Home  | Logged-In User: Anna K  | arenina (annakarenina   | i)  | E-Mail: alice.mastrony@jud.ct.gov                        |
|--|---|---|---|--|
| E-Services Inbox   | C FBT-CV17-6052069-S<br>Prefix: SMC                           | PAINT PRODUCTS,<br>Case Type: S25   | , INC. v. KARENINA, ANNA<br>File Date: 08/04/2017   | Answer Date: 08/25/2017                                  |
| Superior Court E-Filing  | Case Detail Not   | tices History   | Scheduled Court Dates   | Self-rep Help Manual                                     |
| Civil/Family<br>Housing<br>Small Claims  |   |   | <u>To receive an e</u>  | email when there is activity on this case, click here, d |
| E-File a New Case  | You annakarenina do n   | ot currently have elec  | tronic access to this case. If you are  | a party to this case, and want to electronically         |
| E-File on an<br>Existing Case<br>By Docket Number<br>By Party Name<br>List My Cases                  | (by computer) file or   | look at documents or<br>"Rec<br>Select Case<br>of: 08/04/2017   | mark your short calendar matters, j<br>uest Electronic Access" and select<br>e Activity: Request Electronic Acces | you must request electronic access. Choose               |
| List my Cases  |   |   | Case Information  |  |
| Court Events<br>By Date<br>By Docket Number<br>Short Calendars<br>Markings Entry<br>Markings History | Cas<br>Court Lo<br>Lis<br>Trial Lis<br>Last Actio<br>Amount C | e Type: S25 - Small C<br>boation: Bridgeport JD<br>st Type: No List Type<br>t Claim:<br>on Date: 08/04/2017 (<br>laimed: \$3,600.00 | Xaims - Small Claims - Contract - Othe<br>)<br>The "last action date" is the date the in                          | r<br>formation was entered in the system)                |

- 9. Choose Go.
- 10. Check the box next to the name of the party you are requesting electronic access for. You can only request electronic access for yourself if you are the party in the case.

| <ul> <li>S PAINT PRODUCTS, INC. v</li> </ul> | r. KARENINA, ANNA   |   |   |   |
|--|---|---|---|---|
| Case Type: S25                               | File Date: 08/04/2017   | Answer Date: 08/25/20   | 017   |   |
|  |   |   |   |   |
|  | Request Access  |   |   |   |
| he box next to the name of the party that ;  | you are requesting electronic access for. Yo  | u can only get electronic access to a c   | ase if you are a  | party in that   |
| he clerk photo identification showing that   | our name matches the name of the party ye   | ou are requesting access for. You can   | get step-by-ste   | o information   |
| ess in the E-Filing Manual for Civil, Fam    | nily and Housing Matters: A Guide for Sel   | f-Represented Parties.  |   |   |
|  | Party & Appearance Information  |   |   |   |
|  |   |   | Party   | Party   |
|  |   |   | Category  | Type  |
| F PRODUCTS, INC.                             |   |   | Plaintiff   | Firm or   |
| orney: @ ALICE HARRINGTON MASTR              | ONY (101751)  | File Date: 08/04/2017   |   | Corporatio  |
| NEW ST OF CT JUDICIAL BRANCH                 |   |   |   |   |
| 90 WASHINGTON STREET                         |   |   |   |   |
|  |   |   |   |   |
| KARENINA                                     |   |   | Defendant   | Person  |
| f-Rep: 90 MAIN ST.                           |   | File Date: 08/04/2017   |   |   |
| NEW TRUMBULL, CT 06611                       |   |   |   |   |
|  |   |   |   |   |
|  | Submit Cancel   |   |   |   |
|  | S PAINT PRODUCTS, INC. X Case Type: S25 he box next to the name of the party that: he clerk photo identification showing that; ess in the E-Filing Manual for Civil, Fan T PRODUCTS, INC. T PRODUCTS, INC. Gromes: e ALICE HARTROTON STREET HARTROPD, CT 06106 A KARENINA If Rep: 90 MAIN ST. If WMBULL, CT 06611 | S PAINT PRODUCTS, INC. V. KARLENINA, ANNA Case Type: S25 File Date: 08/04/2017 Request Access he box next to the name of the party that you are matches the name of the party version in the E-Filing Manual for Civil, Family and Housing Matters: A Guide for Sel Party & Appearance Information T PRODUCTS, INC. T PRODUCTS, INC. T PRODUCTS, INC. Commy: e ALICE HARRINGTON MASTRONY (101751) We ST of CI-JUDICIAL BRANCH WO WASHINGTON STREET HARTFORD, CT 0610 KKARENINA If App: 90 MAIN ST. If WI TRUMBULL, CT 06611 | Case Type: S25     File Date: 08/04/2017     Answer Date: 08/25/24      Request Access he box next to the name of the party that you are requesting decision access for. You can only get electronic access for you can only get electronic acces for y | PAINT PRODUCTS, INC. V. KARENINA, ANNA     Case Type: S25 File Date: 08/04/2017 Answer Date: 08/25/2017      Request Access he box next to the name of the party Had you are requesting electronic access for. You can only get electronic access for a case if you are a he claric horbot identification showing that you are requesting electronic access for. You can only get electronic access for a case if you are a he claric horbot identification showing that you are requesting electronic access for. You can only get electronic access for. You can get step-by-step ess in the E-Filing Manual for Civil, Family and Housing Matters: A Guide for Self-Represented Parties.      Party     Party     Party     Party     Propucts, INC.     Plantiff     regulation of the party BAARCH     go WASHINGTON MASTRONY (101751)     File Date: 08/04/2017     go WASHINGTON STREET     HARTFORD, CT 06106      KKARENINA     Defendant     HAP: 00 MAIN ST.     If I'L Date: 08/04/2017     If I'L Date: 08/04/2017 |

- 11. Click **Submit** at the bottom of the page.
- 12. Print the request by clicking **Print this Page**. It shows information about the case, the request, and the date of the request. You will have to bring or mail this page to the clerk of the court where your case is located. (see screenshot on the next page)

| Pending F   | Request  |
|---|--|
| nstructions: Print a copy of this request by choosing Print This Page.<br>Irrections on this page to complete the process of requesting electronic  | Once you have printed this request form, you must follow the<br>access either in person or by mail.  |
| o complete this process in person (you will need to go to the cour.<br>. Bring a copy of this page with you to the court clerk's office.  | rthouse)   |
| Bring an original valid photo ID from this list:  |  |
| US Passport     Connecticut Driver's License     Out of State Driver's License with photo     Current Government ID (Town/City/State/Federal)     Current Miltary ID     US Passport Card (with photo)     Certificate of Naturalization (with photo)     Certificate of Citizenship (with photo)     Permanent Resident Card (with photo)  |  |
| . The name on the photo ID must match the name of the party on the o  | case file.   |
| If the names are different, you must also provide the proof of name of  | hange to the court.  |
| o complete this process by mail (you do not need to go to the con<br>Make a copy of your original valid photo ID. Do not mail an original pl  | urthouse)<br>hoto ID to the court.   |
| . Use any valid photo ID from the list shown above on this page.  |  |
| . The name on the photo ID must match the name of the party on the o  | case file.   |
| . If the names are different, make a copy of your proof of name change<br>a the court.  | e to mail to the court. Do not mail the original proof of name change  |
| . You must include the following sworn statement on the copy of your p  | photo ID.  |
|   |  |
| The second |  |
| Subscribed and sworn to before me thisday of  | 20   |
| Subscribed and sworn to before me thisday of<br>Signature of Notary Public<br>My Commission Expires:  | 20   |
| Subscribed and sworn to before me thisday of<br>Signature of Notary Public<br>My Commission Expires:<br>6. You must show your original photo ID to the notary and sign  | 20<br>n the statement in front of a notary before you mail the papers to the court.  |
| Subscribed and sworn to before me thisday of<br>Signature of Notary Public<br>My Commission Expires:<br>6. You must show your original photo ID to the notary and sign<br>7. If the copy of you photo ID is not notarized, your request wi  | 20<br>n the statement in front of a notary before you mail the papers to the court.<br>III be denied.  |
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| Subscribed and sworn to before me thisday of<br>Signature of Notary Public<br>My Commission Expires:<br>6. You must show your original photo ID to the notary and sign<br>7. If the copy of you photo ID is not notarized, your request with<br>8. Mail this printed request with the notarized copy of a valid p<br>the address below.<br>Docket Number:<br>Case Name:<br>Requested Dy:<br>Requested On:<br>For Party Number:<br>Party Name:   | 20<br>n the statement in front of a notary before you mail the papers to the court.<br>III be denied.<br>photo ID and a copy of any proof of name change to the court clerk's office a<br>FBT-CV-17-6052069-S<br>PAINT PRODUCTS, INC. v. KARENINA, ANNA<br>ani<br>8/4/2017 11:36:22 AM<br>D-01<br>ANNA KARENINA  |
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| Subscribed and sworn to before me thisday of<br>Signature of Notary Public<br>My Commission Expires:<br>6. You must show your original photo ID to the notary and sig<br>7. If the copy of you photo ID is not notarized, your request with<br>8. Mail this printed request with the notarized copy of a valid p<br>the address below.<br>Docket Number:<br>Case Name:<br>Requested By:<br>Requested On:<br>For Party Number:<br>Party Name:<br>Party Name:<br>Party Category:<br>Party Type:<br>Enrollment Email Address:<br>Request ID:<br>To complete this process:<br>• Print a copy of this request by selecting the Print This<br>• Bring or mail the printed page with valid forms of persi-<br>at   | 20<br>n the statement in front of a notary before you mail the papers to the court.<br>III be denied.<br>ohoto ID and a copy of any proof of name change to the court clerk's office a<br>FBT-CV-17-6052069-S<br>PAINT PRODUCTS, INC. v. KARENINA, ANNA<br>anı<br>   |
| Subscribed and sworn to before me thisday of<br>Signature of Notary Public<br>My Commission Expires:<br>6. You must show your original photo ID to the notary and sig<br>7. If the copy of you photo ID is not notarized, your request wi<br>8. Mail this printed request with the notarized copy of a valid p<br>the address below.<br>Docket Number:<br>Case Name:<br>Requested By:<br>Requested On:<br>For Party Number:<br>Party Name:<br>Party Name:<br>Party Type:<br>Enrollment Email Address:<br>Request ID:<br>To complete this process:<br>• Print a copy of this request by selecting the Print This<br>• Bring or mail the printed page with valid forms of pers<br>at<br>1061 MAIN STREET<br>BRIDGEPORT, CT 06604  |  |

- 13. To finish requesting access, you must bring or mail a copy of the page you printed and a photo ID or a notarized copy of your photo ID to the clerk's office.
  - Be sure the name on the photo ID matches the name of the party in the case. If names do not match, you will have to give the clerk proof of your name change.
  - If you are mailing the page and your photo ID to the clerk, you must send a notarized *copy* of one of the acceptable kinds of photo ID. Do *not* send your original photo ID in the mail. To get a notarized copy of your photo ID, take the original ID *and* the copy to a Notary Public or attorney. *The notary language and signature must be on the copy of the photo identification.*

Note: The forms of photo identification that are accepted are:

- A U.S. passport or a U.S. Passport Card (with photo)
- A Connecticut Driver's license or a driver's license that contains your photo from another state
- A current government ID or Military ID
- A Certificate of Naturalization (with photo)
- A Certificate of Citizenship (with photo)
- A Permanent Residence Card (with photo)
- A copy of the valid form of photo ID from this list, including a sworn document that is notarized that you are the person in the copy of the photo ID
- 14. You can check on your access request by clicking on **My Access Requests** on the request page, or by clicking on **My Access Requests** on the Superior Court E-Filing page. If you forgot to print a copy of your request or lost your copy, you can print the request by clicking **Print Request** on this page.

| E-Services Home  | Logged-In User: Ann  | ia Karenina (annakarenina)  |   |   | E-Mail: alice.mastr   | wygpud.cl.gov 1 poort  |
|--|--|---|---|---|---|--|
| E-Services Inbox   |  |   | My  | Access Requests   |   |  |
| Superior Court E-Filling<br>Civitif amily<br>Honosing<br>Small Claims  | Instructions. To compresent page. You must page. You must of photo identification office. The notary state | plete the process for any requ<br>at bring or mail the printed co<br>shown on the request. You m<br>ement and signature must be | ests tailed as<br>by of the reg<br>ust send a no<br>on the copy ( | PENDING on this page, cho<br>well to the clerk's office show<br>tartzed copy of your photo it<br>if the photo identification. | ose Print Request for the pen-<br>n on the request. You must also<br>entification if you are mailing th | ing request. Print the<br>bring one of the kinds<br>e request to the clerk's |
| E File a New Case  | Do not send your ang   | inal photo identification by ma   | il to the clerk   | to office.  |   |  |
| E File on an<br>Existing Case<br>By Docket Number  | Dockst No.   | Case Name/Party   | Status  | Date  | Reason  |  |
| List My Cases  | FBT-CV12-6052069   | PAINT PRODUCTS, INC.  | Pending Sil   | 42017 11:36:22 AM   |   | Print Request  |
| Court Events<br>By Date<br>By Docket Number  |  | 0-01 ANNA KARENINA  |   |   |   | and the composition  |
| Short Calendars<br>Markings Entry<br>Markings History<br>My Short Calendars<br>By Coast Location &<br>Calendar Notices # |  |   | Casyright # 351   | 17, State of Connection Judiciel B  | and.  |  |
| Wy Shopping Carl (8)<br>We E. Filed Brown<br>Wy Access Reports   |  |   |   |   |   |  |

- 15. The clerk will send you an e-mail once your access request is acted on telling you that your access has been approved or denied.
- 16. If the clerk has approved your request for electronic access, the case will appear in your list of cases on the Superior Court E-Filing page.

| E-Services Inbox<br>Superior Court E-Filing<br>Civil/Family<br>Housing<br>Small Claims<br>E-File a New Case | As of tod | <b>ay (8</b> ։<br>This search or | Self-represented Parties Case L<br>4 KARENINA (annakarenina) has been ap<br>cases shown below.<br>nly displays cases for which the logged-in user<br>Records: 1-1 of 1 | <b>.ist</b><br>proved for electro | nic access to tl<br>e-file. | <u>New Search</u><br>ne case or |
|---|-----------|----------------------------------|--|-----------------------------------|-----------------------------|---------------------------------|
| E-File on an  | Category  | Docket No.                       | Case Name  | Location                          | CaseType                    | Activity                        |
| Existing Case   | Civil     | C FBT-CV-17-6052069-5            | PAINT PRODUCTS, INC. v. KARENINA, ANNA   | Bridgeport JD                     | <u>525</u>                  | I NEW                           |
| By Party Name<br>List My Cases  |           |                                  |  |                                   |                             |                                 |

17. If you have not filed an appearance in the case, you must file your appearance before you can look at or file documents or mark short calendar matters in your case on-line.

**Need help?** If you have any questions about requesting electronic access to your case, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov.</u> If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <u>http://www.jud.ct.gov/directory/directory/location/Default.htm</u>.

You can file most types of **civil**, **housing**, **small claims and family cases** electronically (on-line). You can find a list of the types of cases that you can and cannot file on-line in the revised <u>Procedures and Technical</u> <u>Standards for E-Services</u>. You cannot file any type of case on-line if you are not paying the entry fee because the court granted your application for a fee waiver.



If you have not enrolled in E-Services yet, stop here. Before you can file a new case on-line, you must fill out and submit the enrollment application to set up your User ID and password, and make your account active. Then you can log in to E-Services.

Every case is different and the information in this manual is general. You should use the information as a guide only; if you think you need more help with your case, you may want to get an attorney. You can also go to a <u>Court Service Center</u> or contact the <u>Connecticut Network for Legal Aid</u> or find additional information at the <u>Law Libraries</u>.

To file a new case on-line, you must:

- 1. Enroll in E-Services to set up a User ID and password
- 2. Prepare the summons and complaint that you will have served on the defendant
- 3. Personally go to the clerk's office to have the summons signed by the clerk
- 4. Give the paperwork to a state marshal to have it served
- 5. Scan the original papers that have been served and returned to you by the state marshal into three separate PDF documents
- 6. Save the PDF documents on your computer
- 7. Log in to E-Services with your User ID and password
- 8. Choose Superior Court E-Filing
- 9. Choose E-file a New Case
- 10. Enter the information on the case type into the system
- 11. Enter the information from your summons about the case, the court, and the parties in the case into the system
- 12. Browse and attach the PDF documents of the summons, the complaint and the marshal's return of service
- 13. Review the information that you have entered and the documents that you have attached
- 14. Enter your User ID to certify that the documents that you have attached are true copies of what the marshal served on the defendant
- 15. Pay the entry fee using a **Discover**, **Visa**, **MasterCard or American Express** credit card
- 16. Print the confirmation page that gives you the information on what you filed with the court

### Instructions and pictures to tell you how to file a new case on-line

You must fill out your summons and complaint and any other documents that you will have the marshal serve on the defendants. Once you have filled out this paperwork, you must personally take it to the Superior Court Clerk's Office. The Clerk will sign the summons, and return the signed original summons and complaint to you. You then give the original summons and complaint to a state marshal, who serves the papers and gives the original documents back to you along with a return of service. When the marshal returns the documents to you, you can scan them to convert the summons, the complaint and the marshal's return into three separate PDF documents. If you are suing more than four defendants, you will also have an "Additional Parties Page" to file. You must scan and convert the "additional parties page" as a **separate** PDF document. You can electronically file PDF documents only.

**Note:** Some case types may require you to include other types of documents such as an application or an order for hearing and notice, or you may need to file documents before they are served on the defendant. This manual does not talk about how to file these case types.

 In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers: Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher or Firefox 45 or higher. Address bars for two of these browsers are below:

Microsoft Internet Explorer®:



Firefox:



2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page



- 3. Click LOG-IN
- 4. The Login page will appear.

5. Enter your User ID and your password



6. Click Login to go to the E-Services home page.

| State o                    | f Connecticut Judicial Branch   |      |
|----------------------------|---|------|
| E Sanvicas Homa            |   |      |
|                            | Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov  | jout |
| E-Services Inbox           | Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do<br>electronically thrumin E-Services, click here |      |
| Appellate E-File           | You should review the <u>Procedures and Technical Standards for E-Services</u> @ which apply to all Judicial Branch electronic services. The Procedures and Technical Standards   | s    |
| Superior Court E-Filing    | have rules that apply to E-Services, filing by fax (fassimile), e-filing and short calendar markings.   |      |
| Housing<br>Small Claims    | opeune procedures ana appy to oppenare Lin mitg are contained in the <u>oppenare incedures and reclinical contratus</u> , c.  |      |
|                            | For questions, comments or suggestions <u>CONTACT US</u> @.   |      |
| Centralized Small Claims   |   |      |
| CIB                        | Convicted # 2017 State of Convecting Audicial Rearch  |      |
| Change Account Information |   |      |
|                            |   |      |

- 7. Choose **Superior Court E-Filing** from the menu options on the E-Services home page
- 8. You will see the Superior Court E-Filing Menu
- 9. Choose E-file a New Case

| E-Services Home                         | Logged-In User: Anna Karenina (annakarenina)   | E-Mail: alice.mastrony@jud.ct.gov Logout  |
|---|--|---|
| E-Services Inbox                        | You can ask for electronic access to your e-filable civil/housing and family case so<br>case, and mark your short calendar matters electronically. Almost all civil, housing | you can file documents, look at documents filed in your<br>and family case types are e-filable.                         |
| Superior Court E-Filing<br>Civil/Family | You can see a list of cases you have requested electronic access to and cases you  | u have been given electronic access to on this page.  |
| Housing<br>Small Claims                 | You can find out more about the links on the left side of the page by <u>clicking here.</u>  |   |
| E-File a New Case                       | Log out of E-Services when you have finished what you are doing to protect your p<br>minutes, the system will show a message asking you if you want to log off or stay lo    | rivacy. If you don't use the mouse or the keyboard for 30<br>ogged in. If you don't pick either choice, the system logs |
| E-File on an                            | you out after 60 seconds. If you are in the middle of filing something and the syster<br>entered, and you will have to start your filing from the beginning.                 | m logs you out, you will lose any information you have  |
| Existing Case<br>By Docket Number       | Disclaimer   |   |
| By Party Name<br>List My Cases          |  |   |

### Enter Case Type Information

1. You will see the following screen. Choose **Civil/Housing/Small Claims** to indicate that you are filing a civil case.



2. Click the down arrow to show the list and click on the correct case type

| State of Connecticut Judicial Branch<br>Civil and Family E-Services   | <u>^</u>   |
|---|--|
| Logged-In User:   | E-Mail: Logout   |
| Hide Instructions E-File  | a New Case   |
| Instructions: Choose the type of case that you are filing. The case type is on the summons form (JD   | )-CV 1).   |
| You must also say whether the case you are filing includes prejudgment remedy papers. Choose "<br>application for a prejudgment remedy. Choose "no" if your case only includes a prejudgment remedy | yes" if the case includes an application for a Prejudgment Remedy or "no" if the papers do not include an<br>dy that is based upon a commercial waiver.  |
| You must also say if the summons in this case has been signed by a clerk or a commissioner of the<br>plaintiff in this case by choosing "yes" or "no."  | he Superior Court, lif the Court has ordered that the fee be waived for this case, and if there is more than one<br>P20 - Quiet Title/Discharge of Mortgage or Lien<br>P9n - PROPERTY, all other |
| Some cases cannot be filed on-line, and the answers to these questions will let the system tell you   | if you can T02 - Defective Premises - Private - Snow or Ice<br>T03 - Defective Premises - Private - Other  |
| * Is this a Family or Civil case  | e? OF T11 - Defective Premises - Public - Snow or Ice<br>T12 - Defective Premises - Public - Other   |
| Case Type Information   | 120 - Products Liability - Other than Vehicular<br>T28 - Malpractice - Medical   |
| * What is the case type for this case?  | 1729 - Malgractice - Legal<br>1730 - Malgractice - All other<br>1740 - Assault and Battery   |
| * Does this case include Prejudgment Remedy documents?  | 150 - Detantation<br>1761 - Animals - Obg<br>1769 - Animals - Other<br>1770 - False Arrest   |
| * Has the Summons been signed by a Clerk or Commissioner of the Superior Court?   | T71 - Fire Damage  |
| * Is there a court order waiving the entry fee for the case you are filing?   | V01 - Motor Vehicles - Driver and/or Passengerist vs. Univerist<br>V04 - Motor Vehicles - Pedestrian vs. Driver  |
| * Is there more than one plaintiff on the case?   | V05 - Motor Vehicles - Property Damage only<br>V06 - Motor Vehicle - Products Liability Including Warranty<br>V09 - Motor Vehicle - All other  |
|   | V10 - Boats  |
| Contin  | ue Ci Vao - Rainads<br>V40 - Snowmobiles   |

Note: The case type should be on your summons. The summons for this example is shown below:

| SUMMONS - CIVIL<br>ID-CV-1 Rev. 2-13<br>C.G.S. §§ 51-346, 51-347, 51-349, 51-350.<br>52-48, 62-259, P.B. Secs. 3-1 through 3-2  | 52-45a,<br>1, 8-1     | STATE OF CONNEC<br>SUPERIOR COU<br>www.jud.ct.gov        | TICUT<br>JRT S                             | ee page 2 for instructions                                |  |  |  |
|---|-----------------------|--|--|---|--|--|--|
| <ul> <li>"X" if amount, legal interest or property in demand, not including interest and costs is less than \$2,500.</li> <li>"X" if amount, legal interest or property in demand, not including interest and costs is \$2,500 or more.</li> <li>"X" if claiming other relief in addition to or in lieu of money or damages.</li> </ul> |                       |  |  |   |  |  |  |
| Address of court clerk where writ and other<br>(C.G.S. §§ 51-346, 51-350)   | papers shall be       | filed (Number, street, town and zip code)                | Telephone number of clerk (with area code) | Return Date (Must be a Tuesday)                           |  |  |  |
| 1061 Main Street, Bridgeport, C   | T 06604               |  | (203)579-6527                              | <u>September</u> <u>30, 2 014</u>                         |  |  |  |
| X Judicial District G.<br>Housing Session Nu  | A.<br>mber:           | At (Town in which writ is returnable) (C.C<br>Bridgeport | S.S. §§ 51-346, 51-349)                    | Case type code (See list on page 2)<br>Major: V Minor: 01 |  |  |  |
| For the Plaintiff(s) please en  | ter the app           | earance of:  |  |   |  |  |  |
|   | plaintiff if self-rep | resented (Number, street, town and zip o                 | ode)                                       | Juris number (to be entered by attorney only)             |  |  |  |
| Name and address of attorney, law firm or<br>Homer Simpson, 100 Marge Wa  | y, Anytown,           | CT 06000   |  |   |  |  |  |
| Name and address of attorney, law firm or<br>Homer Simpson, 100 Marge Wa<br>Telephone number ( <i>with area code</i> )<br>(860) 555-5555  | y, Anytown,           | CT 06000<br>Signature of Plaintiff (If self-represented) | Nor  |   |  |  |  |

### File a New Civil Case Electronically in the Superior Court (continued)

 Click next to No if your case does not include prejudgment remedy documents, such as an application for prejudgment remedy or an order for hearing and notice. Click next to Yes if your case does include prejudgment remedy documents and



You must file the case *on* paper with includes prejudgment remedy documents.

the clerk of the court at the appropriate location if your case

4. Click next to **Yes** to confirm that the summons was signed by a Clerk or a Commissioner of the Superior Court

| State of Connecticut Judicial Branch<br>Civil and Family E-Services   | $\bigcirc$   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| Logged-In User:   | E-Mail: / Logout   |  |  |  |  |  |  |  |
| Hide Instructions E-File a New  | Case   |  |  |  |  |  |  |  |
| Instructions: Choose the type of case that you are filing. The case type is on the summons form (JD-CV 1).  |  |  |  |  |  |  |  |  |
| You must also say whether the case you are filing includes prejudgment remedy papers. Choose "yes" if the<br>application for a prejudgment remedy. Choose "no" if your case only includes a prejudgment remedy that is                | e case includes an application for a Prejudgment Remedy or "no" if the papers do not include an<br>based upon a commercial waiver. |  |  |  |  |  |  |  |
| You must also say if the summons in this case has been signed by a clerk or a commissic fithe Court has ordered that the fee be waived for this case, and if there is more than one plaintiff in this case by choosing "yes" or "no." |  |  |  |  |  |  |  |  |
| Some cases cannot be filed on-line, and the answers to these questions will let the system tell you if you ca   | n file your case on-line or if you must file your case on paper with the appropriate clerk's office.                               |  |  |  |  |  |  |  |
| * Is this a Family or Civil case? OF  | Family  © Civil  |  |  |  |  |  |  |  |
| Case Type Information   |  |  |  |  |  |  |  |  |
| * What is the case type for this case?  | V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)  |  |  |  |  |  |  |  |
| * Does this case include Prejudgment Remedy documents?  | ○ Yes      No<br>*(If the prejudgment remedy is based<br>on a commercial waiver, select "No")                                      |  |  |  |  |  |  |  |
| * Has the Summons been signed by a Clerk or Commissioner of the Superior Court?   | ⊖ Yes ⊖ No   |  |  |  |  |  |  |  |
| * Is there a court order waiving the entry fee for the case you are filing?   | ⊖Yes⊖No  |  |  |  |  |  |  |  |
| * Is there more than one plaintiff on the case?   | ○ Yes ○ No   |  |  |  |  |  |  |  |

*Note*: If your summons was not signed by a Clerk or Commissioner of the Superior Court, your paperwork may not have been served properly, and you may not be able to obtain a judgment.

STOP

5. Click **No** if you do not have a court order waiving the entry fee for this case. If you have an order waiving the entry fee for this case, click **Yes** and

You must file the case *on* paper with the clerk of the court at the appropriate location if you have an order waiving the entry fee.

6. Click next to **No** if there is only one plaintiff in the case you are filing. If there is more than one plaintiff, click next to **Yes**, and



You must file the case *on* paper with the clerk of the court at the appropriate location if there is more than one plaintiff.

7. Click **Continue** to go to the next page to enter *Basic Summons Information* 

#### **Enter Basic Summons Information**

8. You must use the information on the summons for the case you are filing to answer the questions on this page. You can see the information in the summons in the case that is being filed on the next page. The information you need to file your case on-line is numbered on this summons. The numbers on this summons match the numbers next to the questions on the page in e-filing

|   | SUMMONS<br>JD-CV-1 Rev. 2-1<br>C.G.S. §§ 51-346, 1<br>52-48, 52-259, P.E  | <b>5 - CIVIL</b><br>13<br>51-347, 51-349, 51-350<br>3. Secs. 3-1 through 3-2 | , 52-45a,<br>1, 8-1  | STATE OF C                      | CONNEC<br>OR COL      | ICUT<br>JRT                | See                           | e page 2 for inst                    | ructions                            |    |
|---|---|--|----------------------|---------------------------------|-----------------------|----------------------------|-------------------------------|--------------------------------------|-------------------------------------|----|
|   | "X" if amou   | nt, legal interest o<br>s than \$2,500.                                      | r property in        | demand, not including           | interest and          | d                          | TO: Any proper<br>STATE OF CO | r officer; BY AUTI<br>NNECTICUT, you | HORITY OF TH<br>u are hereby        | E  |
| 3 | costs is \$2  | 500 or more.   | r property in        | demand, not including           | interest and          | 1                          | this Summons                  | and attached Cor                     | mplaint.                            |    |
| _ | "X" if claim  | ing other relief in a  | addition to or       | in lieu of money or dan         | nages.                |                            |                               |                                      |                                     |    |
|   | Address of court cle<br>(C.G.S. §§ 51-346,  | erk where writ and othe<br>51-350)   | r papers shall be    | filed (Number, street, town a   | and zip code)         | Telephone nu<br>area code) | mber of clerk (with           | Return Date (Must                    | be a Tuesday)                       | 2  |
| 1 | 1061 Main Stre  | eet, Bridgeport, C   | T 06604              |                                 |                       | (203)57                    | 9-6527                        | September                            | <u>30_,2014</u><br>Day, <u>2014</u> |    |
| 1 | X Judicial Distric  | t o  | A                    | At {Town in which writ is re    | eturnable) (C.G       | .S. §§ 51-346,             | 51-349)                       | Case type code (Se                   | e list on page 2)                   |    |
|   | Housing Sessi   | on 🗌 Nu  | .nber:               | Bridgeport                      |                       |                            |                               | Major: V                             | Minor: 01                           |    |
|   | For the Plain   | tiff(s) please er  | nter the app         | bearance of:                    |                       |                            |                               |                                      |                                     |    |
|   | Name and address  | of attorney, law firm or   | plaintiff if self-re | presented (Number, street, t    | town and zip c        | ode)                       |                               | Juris number (to be e                | ntered by attorney only,            | )  |
|   | Homer Simps   | on, 100 Marge Wa   | ay, Anytown          | , CT 06000                      |                       |                            |                               |                                      |                                     |    |
|   | Telephone number<br>(860) 555-55  | (with area code)<br>555  |                      | Signature of Plaintiff (If self | t-represented)<br>XMA | Yon                        |                               |                                      |                                     |    |
|   | Number of Plaint  | iffs: 1  | Number of D          | efendants: 2                    | For                   | m JD-CV-2                  | attached for add              | litional parties                     |                                     |    |
|   | Parties   | Name (Last, F  | irst, Middle In      | itial) and Address of Ead       | ch party (Nu          | mber; Stree                | t; P.O. Box; Town             | ; State; Zip; Coun                   | try, if not USA)                    |    |
| 4 | First         Name:         P-01           Plaintiff         Address: Simpson, Homer, 100 Marge Way, Anytown, CT 06000         P-01 |  |                      |                                 |                       |                            |                               |                                      | 01                                  |    |
|   | Additional<br>Plaintiff   | Name:<br>Address:  |                      |                                 |                       |                            |                               |                                      | P-0                                 | )2 |
| _ | First<br>Defendant  | Name:<br>Address: Flintstor  | ne, Fred, 101        | Bedrock Place, Any              | town, CT(             | 6000                       |                               |                                      | D-0                                 | 01 |
| 5 | Additional<br>Defendant   | al Address: Flintstone, Wilma, 101 Bedrock Place, Anytown, CT 06000          |                      |                                 |                       |                            |                               |                                      |                                     |    |

9. Click the down arrow next to the Judicial District field to show a list of the Judicial Districts

|   | Basic Summons Information  |   |
|---|--|---|
|   | Case Type: V01 - Motor Vehicles - D  | river and/or Passenger(s) vs. Driver(s) |
|   | To which Judicial District and town is this case returnable?                   |   |
|   | What is the Return Date for this case?<br>(MM/DD/YYYY)                         |   |
| 3 | What is the monetary demand for this case?                                     |   |
|   | * Are you claiming other relief in addition to or in lieu of money or damages? | ● No ○ Yes                              |
|   | <ul> <li>How many plaintiffs in this case?</li> </ul>                          |   |
| 5 | <ul> <li>How many defendants in this case?</li> </ul>                          | 1                                       |
|   | How many garnishees in this case?  | 0                                       |

10. Click on the location that you have on your summons. In this example, the location is Bridgeport



### File a New Civil Case Electronically in the Superior Court (continued)

11. Click on the calendar next to the Return Date field to see a calendar and click on the correct date. You can move the calendar to the next month or the month before by clicking on the name of the month in the blue bar. In this example, the return date is September 30, 2014.

**Note:** The return date for most civil actions must be a Tuesday. That is why the Tuesdays appear **blue** on the calendar. You must enter the date that you have on your summons.

| Logged-In User:  |           |            |           |           |           |           |            | E-Mail: Logout  |
|--|-----------|------------|-----------|-----------|-----------|-----------|------------|---|
| Ilida Instructions   | 🩋 Popl    | pCalen     | dar - Wi  | indows    | Interne   | et Exp    | >          | u Cooo  |
| <u>mae instructions</u>  | ahttp:    | //efile.sy | stestser  | vices.itd | .ct.gov/  | CaseInit  | iation/pop | u Case  |
| Instructions: Use the information from the sum   | Selec     | t Case     | Return    | Date      |           |           |            | In this page. If an "*" (asterisk) appears before a question, you must answer it. You must also attach  |
| the summons and the complaint for this case.<br>type information page. Your information will rem | Aug       | S          | ente      | mbe       | r 201     | 4         | Oct        | hant to change the case type you have selected, choose. Change Case Type to go back to the case<br>se type, you can return to this hage to enter more information. Choose "Cancel" to return to the |
| Civil/Family Menu page. If you choose "Cancel",  | Sun       | Mon        | Tue       | Wed       | Thu       | Fri       | Sat        | the system. Choose "Continue" to go to the next page.   |
| Please do not use pipe characters ( ) or double  |           | 1          | 2         | 3         | 4         | <u>5</u>  | <u>6</u>   | stem. The system cannot save those characters and will automatically remove them.   |
| Basic Summons Information  | Z         | <u>8</u>   | <u>9</u>  | <u>10</u> | 11        | <u>12</u> | 13         |   |
|  | 14        | <u>15</u>  | <u>16</u> | <u>17</u> | <u>18</u> | <u>19</u> | <u>20</u>  | ver and/or Passenger(s) vs. Driver(s)   |
|  | <u>21</u> | 22         | <u>23</u> | <u>24</u> | <u>25</u> | <u>26</u> | 27         |   |
| * To which Judicial District and town is this c  | <u>28</u> | <u>29</u>  | <u>30</u> |           |           |           |            | FBT - Fairfield at Bridgeport   |
| * What is the Return Date for this case? (MM/DD/YYYY)  |           |            |           |           |           |           |            |   |
| * What is the monetary demand for this case  |           |            |           |           |           |           |            |   |

- 12. Click the down arrow next to the monetary demand field
- 13. Click on the correct amount in demand. You can choose *no monetary demand*, *less than \$2,500* or *\$2,500 or more*. In this example, the amount in demand is more than \$2,500.00

| Basic Summons Information  |                                      |  |  |  |  |  |  |  |  |
|--|--------------------------------------|--|--|--|--|--|--|--|--|
| Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)     |                                      |  |  |  |  |  |  |  |  |
| * To which Judicial District and town is this case returnable?                 | FBT - Fairfield at Bridgeport        |  |  |  |  |  |  |  |  |
| What is the Return Date for this case?<br>(MM/DD/YYYY)                         | 09/30/2014                           |  |  |  |  |  |  |  |  |
| * What is the monetary demand for this case?                                   | No Monster - Demond                  |  |  |  |  |  |  |  |  |
| * Are you claiming other relief in addition to or in lieu of money or damages? | Less than \$2,500<br>\$2,500 or more |  |  |  |  |  |  |  |  |
| * How many plaintiffs in this case?  | 1                                    |  |  |  |  |  |  |  |  |
| * How many defendants in this case?  | 1                                    |  |  |  |  |  |  |  |  |
| How many garnishees in this case?  | 0                                    |  |  |  |  |  |  |  |  |

14. Enter the number of plaintiffs, the number of defendants and the number of garnishees (if your case has any garnishees) in each field. In this example, there is one plaintiff and two defendants.

| Case Type: VUT - Motor Venicles  | - Driver and/or Passenger(s) vs. Driver(s) |
|--|--|
| • To which Judicial District and town is this case returnable?                 | FBT - Fairfield at Bridgeport              |
| What is the Return Date for this case?<br>(MM/DD/YYYY)                         | 09/30/2014                                 |
| * What is the monetary demand for this case?                                   | \$2,500 or more                            |
| * Are you claiming other relief in addition to or in lieu of money or damages? | ●No⊖Yes                                    |
| <ul> <li>How many plaintiffs in this case?</li> </ul>                          | 1  |
| * How many defendants in this case?  | 2  |
| How many garnishees in this case?  | 0  |

#### Enter First Plaintiff and First Defendant Information

You must now enter the information about the first plaintiff and the first defendant in your case. Choose the type of party for the plaintiff and the defendant. Party type choices for a plaintiff are person, person PPA, or executor or administrator. For a defendant, party type choices are person, firm or corporation, government entity or executor or administrator.

15. Click the down arrow to choose the party type for the First Plaintiff:

| First Plaintiff     |                        |  |  |  |
|---------------------|------------------------|--|--|--|
| *Choose Party Type: | -Select One-           |  |  |  |
|                     | Select One-            |  |  |  |
| First Defendant     | Person                 |  |  |  |
|                     | Person PPA             |  |  |  |
| *Choose Party Type: | Executor/Administrator |  |  |  |

16. Choose Person from the list of options.

| First Plaintiff                  |   |
|----------------------------------|---|
| *Choose Party Type: Per          | son   |
|                                  | First Plaintiff's Name as indicated on the Summons or other documents                   |
| Prefix                           |   |
| * Last Name                      | Simpson   |
| First Name                       | Homer   |
| Middle Name                      |   |
| Suffix                           |   |
| Name Info Continued              |   |
|                                  | Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons |
| Inmate Number                    |   |
| Business/Care Of/Institution     |   |
| * Street Address                 | : 100 Marge Way Post Office Box:  |
| Suite/Apt/Unit/Floor             |   |
| * City/Town                      | Anytown   |
| * State or State Equivalent      | CT - CONNECTICUT Foreign/US Military/US Territory                                       |
| * Zip                            | 06000 IN No Zip Code Available  |
| Zip Plus 4                       |   |
| Full Name of Country (if not US) |   |
| Email Address                    |   |
| * Phone Number                   | 8605555555 ×  |
| Ext                              |   |
| Fax Number                       |   |
|                                  |   |

**Note:** The e-filing system will automatically enter the information that you gave in your enrollment application, including your name, address, e-mail address and telephone number. You can make any changes to the information that is shown here if you need to. You should also update your E-Services account with changes.

17. Review your information and make any changes you need to make.

18. Click the down arrow to choose the party type for the First Defendant:

| First Defendant      |   |  |
|----------------------|---|--|
| *Choose Party Type:  | -Select One-                                |  |
|                      | Person<br>Firm/Corporation                  |  |
| Supporting Documents | Government Entity<br>Executor/Administrator |  |

19. Choose whether the first defendant is a Person, Firm/Corporation, Government Entity or Executor/Administrator. In this example, the defendant is a Person.

20. Enter the name of the defendant as it is shown on the summons

| First Defendant      |   |
|----------------------|---|
| ∗Choose Party        | Type: Person  |
|                      | First Defendant's Name as indicated on the Summons or other documents                   |
| Prefix:              |   |
| *Last Name:          | Flintstone  |
| First Name:          | Fred  |
| Middle Name:         |   |
| Suffix:              |   |
| Name Info Continued: |   |
|                      | Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons |
| Inmate Number:       |   |
|                      |   |

#### Attach your Documents

You must attach the documents for the case that you are filing. You will usually have two documents; one is the summons, and the other is the complaint. You must be sure that each document is in PDF format. For information on PDF creation, click <u>here</u>. You can also attach the return of service from the marshal.

21. Check the box to indicate that the documents that you are filing do not contain personal identifying information



22. Click Browse next to the SUMMONS PDF field to find your document on your computer

| Supporting Documents   |
|--|
| * 🗹 I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court. |
| *Please attach the SUMMONS PDF   |

23. Click the down arrow to find your document in the files on your computer

| Choose File to Upload   | 🗙 🔽 🐓 🗙 🔁 Bing            | 8 |
|---|---------------------------|---|
| Look in: 🗀 PDF Documents 💽 🔇 🌶 📂 🖽 -  |                           |   |
| My Recent<br>Documents<br>Desktop<br>My Documents   | ummons or other documents |   |
| My Computer           My Kelwork         File name:         Image: Canolic constraints         Image: Canolic constraints         Image: Canolic constraints           Harris Constraints         Files of type:         All Files (".")         Image: Canolic constraints |                           |   |

24. Click once to select the PDF document and click **Open**; the information about the document will appear in the area under **Summons** for this case (shown below)



### File a New Civil Case Electronically in the Superior Court (continued)

- 25. Click **Browse** next to the **Complaint** field and select the file and click **Open**; the information about the document will appear.
- 26. Click **Browse** next to the **Return of Service** field and select the file and click **Open**; the information about the document will appear.

**Note:** If you have an "additional parties page," you would browse and attach that document in the same way that you have browsed and attached the other documents.

- 27. Click **Continue** at the bottom of the page
- 28. If you are suing more than one defendant, you will see a screen that asks you to fill in information about the other defendant or other defendants.

**Note**: If you are suing more than one defendant and the system does not take you to this page, click **Change Information** at the bottom of the page to go back and make sure that you entered the correct number of parties on the page before this one. You can change the number of defendants and come right back to this page.

| Hide Instructions Additional Parties Enter Information for additional plaintiff(s) and/or defendant(s) in the fields below. Questions preceded by an ** must be answered. Important Note: If there are more than 999 total parties, the case must be brought to the appropriate Clerk's Office for processing. Cases with more than 999 total parties cannot be initiated electronically. |  |  |  |  |  |
|---|--|--|--|--|--|
| ease do not use pipe characters ()) or double dashes () when you are entering information into the system. The system cannot save those characters and will automatically remove them.  |  |  |  |  |  |
| Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)  |  |  |  |  |  |
| Iditional Defendants  |  |  |  |  |  |
| urty #  |  |  |  |  |  |
| +02 *Choose Party Type Select One-  |  |  |  |  |  |
|   |  |  |  |  |  |
|   |  |  |  |  |  |
| Continue Change Case Type Change Information Cancel   |  |  |  |  |  |

29. Choose the Party Type and enter the name:

| Hide Ins   | structions  | Additional Parties   |  |  |
|--|---|--|--|--|
| Enter information for additional plaintiff(s) and/or defendant(s) in the fields below. Questions preceded by an *** must be answered.<br>Important Note: If there are more than 999 total parties, the case must be brought to the appropriate Clerk's Office for processing. Cases with more than 999 total parties cannot be initiated electronically. |   |  |  |  |
| Please o   | do not use pipe characters ( ) or double dashes ( | ) when you are entering information into the system. The system cannot save those characters and will automatically remove them. |  |  |
|  |   | Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)   |  |  |
| Additio  | nal Defendante                                    |  |  |  |
| Party #  |   |  |  |  |
| D-02   | *Choose Party Type Person                         | ✓  |  |  |
|  | Prefix:   |  |  |  |
|  | *Last Name:                                       | Flintstone   |  |  |
|  | First Name:                                       | Wilma  |  |  |
|  | Middle Name:                                      |  |  |  |
|  | Suffix:   |  |  |  |
|  | Name Info Continued:                              |  |  |  |
|  |   | Examples: DBA, AKA, FKA, Executor/Administrator or other info as<br>appears on the Summons                                       |  |  |
|  | Inmate Number:                                    |  |  |  |
|  | 1   |  |  |  |
|  |   |  |  |  |
|  |   | Casting Change Case Ture Change Information Canael   |  |  |
|  |   | Continue Change Lase Type Change Information Cancel  |  |  |

30. Click **Continue** to go to the page where you can look at the information you have given and the documents that you have attached

#### **Review Information (Data) and Documents**

31. You must check the summary of the information that you entered in the system to be sure you entered the information from your summons about the court, the parties, the case type, the amount you are asking for and the return date correctly.

| Hide Instructions         Review Data and Documents           Instructions: A summary of the information that you have entered about your case is shown on this page. The page also shows the documents that you are filing. Only the first page of your documents will show in the window. To look at all of the pages, choose "View All Pages as PDF." Look over the information and read through the documents to make sure that all the information and the documents are correct. Once you have looked over the information and the documents, you must sign the certification by entering your juicy user an atomey, or your Jest of 10, if you are a self-represented party. You can also add a note to yourself in the "Shopping Cart Note" area. Anything you enter in this area will only appear in your shopping cart. Then choose "Continue" at the bottom of the page. You will go back to the page where you can change the information or documents that you are filing with the court! you want to change the cancel may the you are filing will be taken back to the case by the information or gave. When you go back to other page, say information that you have entered will say in the system so that when you have made your changes, you can return to this page to continue e-filing. To return to the E-Services menu without filing anything, choose "Cancel." If you canse (-chancel." If you choose "Cancel, all the information you entered will be removed from the system.           Please do not use pipe characters (0) double dashes (-) when you are entering information into the system.         The system canced save those characters and will automatically remove them. |  |  |  |  |  |
|---|--|--|--|--|--|
| Thease do not use pipe characters () of double  | uasies (*) when you are entering information into the system. The system cannot save those characters and win automatically remove them. |  |  |  |  |
| Summary Data  |  |  |  |  |  |
| Case Caption:   | SIMPSON, HOMER v. FLINTSTONE, FRED ET AL   |  |  |  |  |
| Judicial District:  | FBT - Fairfield at Bridgeport  |  |  |  |  |
| Return Date:  | SEP-30-2014  |  |  |  |  |
| Case Type:  | V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)  |  |  |  |  |
| Case contains PJR Documents:  | No   |  |  |  |  |
| Monetary Demand: \$2,500 or more  |  |  |  |  |  |
| Claiming Other Relief:  | No   |  |  |  |  |
| # of Plaintiffs:  | 1  |  |  |  |  |
| # of Defendants:  | 2  |  |  |  |  |
| # of Garnishees:  | 0  |  |  |  |  |

32. You must also look at each of the documents that you attached to make sure that it is the right document. The first page appears in the window. Click **View All Pages as PDF** to see all the pages in a separate window.

**Note**: The system takes several seconds to show the document so wait to see the whole document before you try to continue with the filing.

| COMPLAINT | Zoom In 1                       | 100% Z | Coom Out        | View All Pages as PDF |
|-----------|---------------------------------|--------|-----------------|-----------------------|
|           |                                 |        |                 | ^                     |
|           |                                 |        |                 |                       |
|           | RETURN DATE: September 30, 2014 | :      | SUPERIOR COURT  |                       |
|           | SIMPSON, HOMER                  | c.     | J.D. FAIRFIELD  |                       |
|           | VS.                             | 3      | AT BRIDGEPORT   |                       |
|           | FLINTSTONE, FRED ET AL          | :      | August 25, 2014 |                       |
|           | COMP                            | PLAINT |                 |                       |

33. You can use the bar on the side of the window to move through all pages of the document

| COMPLAINT | Zoom In   | 100%               | Zoom Out           |                   | View All Pages as PDF |
|-----------|---|--------------------|--------------------|-------------------|-----------------------|
| 4.        | at the time or  |                    |                    |                   |                       |
|           | the accident, the defendant of  | perator was his d  | aughter, and the o | defendant's       | ^                     |
|           | vehicle was being operated b  |                    |                    |                   |                       |
|           | authority to do so.   |                    |                    |                   |                       |
| 5.        | The collision was due to the r  | egligence and ca   | relessness of the  | defendant         |                       |
|           | operator in one or more of the  | following ways:    |                    |                   |                       |
|           | (a) The defendant failed to bring her vehicle to a halt for a red stop and go traffic |                    |                    |                   |                       |
|           | signal controlling traffic entering the intersection in violation of Section 14-299   |                    |                    |                   |                       |
|           | of the Connecticut General Statutes.  |                    |                    |                   |                       |
|           | (b) The defendant was operating her motor vehicle at an unreasonable rate of          |                    |                    |                   |                       |
|           | speed having due regard for the traffic, weather, width and use of the                |                    |                    |                   |                       |
|           | highway and the intersection of the streets.  |                    |                    |                   |                       |
|           | (c) The defendant failed to ke  | ep her vehicle ur  | nder proper and re | easonable         |                       |
|           | control.  |                    |                    |                   | ~                     |
|           | (d) The defendant failed to an  | nolv her brakes in | time to avoid a co | ollision although |                       |

34. If you need to change the document that you attached, click **Change Information** to go to the page where you can browse and attach a different document.

**Note:** DO NOT click the *Back* button on your browser to return to the previous page. Clicking that browser button clears the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first page in case initiation; **Change Information** will return you to the page where you entered the information from the summons and attached the documents. If you need to change the information that you entered about additional defendants, you must click the **Change Information** button and then click the **Continue** button on the bottom of that page to return to the **Additional Parties** page.



- 35. Click in the box to certify that the documents that you are attaching are true copies of the signed documents that were served under the Connecticut General Statutes.
- 36. Enter your *User ID*, which is your signature
- 37. You can enter a shopping cart note that will appear in the shopping cart with your case. The note is only for you. It is not part of what you are filing with the Superior Court.

| Plaintiff  | Party # |
|--|---------|
| HOMER SIMPSON  | P-01    |
|  |         |
| Defendants   | Party # |
| FRED FLINTSTONE  | D-01    |
| WILMA FLINTSTONE   | D-02    |
|  |         |
| Certification  |         |
| R hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes. |         |
| My Signature (Enter User ID): [JeanValJean   |         |
| Shopping Cart Note (Optional): car accident - starting case  |         |
|  |         |
| Continue Change Case Type Change Information Cancel  |         |

38. Click **Continue** to go to the Shopping Cart and pay the entry fee for this case

#### Make a Payment from the Shopping Cart

Before paying for items, you can check your documents by clicking on the links. If you see that you have attached a document that is not correct, you must delete the item and start again. Click the link to **Remove Item from Shopping Cart** to the right of the case name and case type to delete it. This link is outlined in red in the picture below. You will be asked to confirm that you want to delete the item and cancel the transaction.

39. To continue the payment process, choose the item you want to pay for by checking the box to the left of the case name in the Shopping Cart

| Hide Instructions  | My  | Shopping Cart                         |  |  |
|--|---|---------------------------------------|--|--|
| Instructions: Once you put a case or a document in the shopping cart, it will stay in the shopping cart for 56 days. You can see a summary of the information about any item in the shopping cart, including the name of the case and the title of the documents that are waiting to be filed. You can also select and look at any document shown in the shopping cart. If you do not pay the fee for the filing of the case or document and complete the filing, it will be removed from the shopping cart completely on the date that is shown to the left of the file. You can select one item or several items for payment by checking the box under "Process Payment" to the right of the item you are filing. Choose "Pay by Credit Card" to make a payment. |   |                                       |  |  |
| Your total payment by credit card cannot be m  | nore than \$30,000.                           |                                       |  |  |
| If you do not want to pay for and file the item :  | you can delete the item from the shor         | ping cart by selecting "Remove Item f | rom Shopping Cart " To leave                       | e the items in the Shopping  |
| Cart and return to the Civil/Family Menu, choo   | ose "Return to Civil/Family Menu" at th       | e bottom of the page. To leave E-Serv | ices, select "Logout" from the                     | e top of the page.   |
|  |   |                                       |  |  |
|  |   |                                       |  |  |
| Select<br>Item Documents Summary   |   |                                       | Will Remain in<br>Shopping Cart Until              | Payment Amount   |
| Select<br>Item Documents Summary<br>SIMPSON, HOMER v. FLINTSTO   | DNE, FRED ET AL                               |                                       | Will Remain in<br>Shopping Cart Until<br>11/4/2014 | Payment Amount<br>Filing Fee   |
| Select<br>Item Documents Summary<br>SIMPSON, HOMER v. FLINTSTC<br>FBT-CV14-Case # Not Yet Assign   | DNE, FRED ET AL<br>ned                        | Case Type: V01                        | Will Remain in<br>Shopping Cart Until<br>11/4/2014 | Payment Amount<br>Filing Fee<br>\$350.00   |
| Select<br>Item Documents Summary<br>SIMPSON, HOMER v. FLINTSTC<br>FBT-CV14-Case # Not Yet Assign<br>Electronic Documents:<br>See SUMMONS   | DNE, FRED ET AL<br>ned                        | Case Type: V01                        | Will Remain in<br>Shopping Cart Until<br>11/4/2014 | Payment Amount<br>Filing Fee<br>\$350.00   |
| Select<br>Item Documents Summary<br>SIMPSON, HOMER v. FLINTSTC<br>FBT-CV14-Case # Not Yet Assign<br>Electronic Documents:<br>See SUMMONS<br>See COMPLAINT  | DNE, FRED ET AL<br>ned                        | Case Type: V01                        | Will Remain in<br>Shopping Cart Until<br>11/4/2014 | Payment Amount<br>Filing Fee<br>\$350.00<br>Remove Item<br>from Shopping         |
| Select<br>Item Documents Summary<br>SIMPSON, HOMER v. FLINTSTC<br>FBT-CV14-Case # Not Yet Assign<br>Electronic Documents:<br>See SUMMONS<br>See COMPLAINT<br>See RETURN OF SERVICE   | DNE, FRED ET AL<br>ned                        | Case Type: V01                        | Will Remain in<br>Shopping Cart Until<br>11/4/2014 | Payment Amount<br>Filing Fee<br>\$350.00<br>Remove Item<br>from Shopping<br>Cart |
| Select<br>Item Documents Summary<br>SIMPSON, HOMER v. FLINTSTC<br>FBT-CV14-Case # Not Yet Assign<br>Electronic Documents:<br>See SUMMONS<br>See COMPLAINT<br>See RETURN OF SERVICE<br>Shopping Cart Notes: car accide  | DNE, FRED ET AL<br>ned<br>ent - starting case | Case Type: V01                        | Will Remain in<br>Shopping Cart Until<br>11/4/2014 | Payment Amount<br>Filing Fee<br>\$350.00<br>Remove Item<br>from Shopping<br>Cart |
| Select Item Documents Summary SIMPSON, HOMER v. FLINTSTC FBT-CV14-Case # Not Yet Assig<br>Electronic Documents:<br>See SUMMONS<br>See COMPLAINT<br>See RETURN OF SERVICE<br>Shopping Cart Notes: car accide  | DNE, FRED ET AL<br>ned<br>ent - starting case | Case Type: V01                        | Will Remain in<br>Shopping Cart Until<br>11/4/2014 | Payment Amount<br>Filing Fee<br>\$350.00<br>Remove Item<br>from Shopping<br>Cart |

**Note:** If you want to process payment on several items in a single payment, you can check the box next to more than one item. The example shows only one item in the shopping cart. If you want to file additional items, click on **Return to Superior Court E-Filing Menu**. If you do not pay for an item, it remains in the shopping cart for 56 days. An item *is not filed* until you pay the fee.

40. Click Pay by Credit Card – Discover, Visa, MasterCard or American Express are accepted.

| Hide Instructions My Sh  | opping Cart   |   |  |  |
|--|---|---|--|--|
| Instructions: Once you put a case or a document in the shopping cart, it will stay in the shopping cart for 56 days. You can see a summary of the information about any item in the shopping cart, including the name of the case and the title of the documents that are waiting to be filed. You can also select and look at any document shown in the shopping cart. If you do not pay the fee for the filing of the case or document and complete the filing, it will be removed from the shopping cart completely on the date that is shown to the left of the filing fee. You can select one item or several items for payment by checking the box under "Process Payment" to the right of the item you are filing. Choose "Pay by Credit Card" to make a payment. |   |   |  |  |
| Your total payment by credit card cannot be more than \$30,000.  |   |   |  |  |
| If you do not want to pay for and file the item, you can delete the item from the shoppir<br>Cart and return to the Civil/Family Menu, choose "Return to Civil/Family Menu" at the b   | g cart by selecting "Remove Item from Shopping Cart." To<br>ottom of the page. To leave E-Services, select "Logout" fro | o leave the items in the Shopping<br>om the top of the page.          |  |  |
| Select<br>Item Documents Summary   | Will Remain in<br>Shopping Cart Un  | til Payment Amount  |  |  |
| SIMP SON, HOMER v. FLINT STONE, FRED ET AL<br>FBT-CV14-Case # Not Yet Assigned<br>Electronic Documents:<br>See SUMMONS<br>See COMPLAINT<br>See RETURN OF SERVICE   | 11/4/2014<br>Case Type: V01   | Filing Fee<br>\$350.00<br><u>Remove Item</u><br>from Shopping<br>Cart |  |  |
| Shopping Cart Notes: car accident - starting case  |   |   |  |  |
| Pay by Credit Card   | Poturo to Civil / Formity Manu  | Total Amount: \$350.00  |  |  |

41. Enter your payment information in the required fields, and check the box authorizing payment. Then click **Pay Now** to pay the entry fee and file your new case.

| Enter Your Payment Information |   |  |  |
|--------------------------------|---|--|--|
|                                |   |  |  |
|                                | Agency Amount \$350.00  |  |  |
|                                | LexisNexis Service Fee \$7.70   |  |  |
|                                | Total Payment Amount \$357.70   |  |  |
|                                | First Name* Last Name* Email Address*   |  |  |
| •                              | Phone Number  |  |  |
|                                |   |  |  |
|                                | Card Expiration*<br>1 - January 2014  |  |  |
|                                | By checking the box, you are authorizing the<br>payment of the agency amount plus the<br>LexisNexis service fee |  |  |
|                                | Pay Now Secure payments by C LexisNexis*  |  |  |
|                                |   |  |  |

**Note:** The Judicial Branch does not keep your credit card information so you must enter the credit card number and the expiration date for the card any time you are paying a fee.

- 42. You will see the confirmation page, which includes the docket number for your new case.
- 43. Print this page by clicking Print This Page

| Print Th  | is Page   |
|---|---|
| Confirmation of E-filed Transaction   | n (print this page for your records)  |
| For questions regarding the   | is payment: Contact Us &  |
|   |   |
| Payment Ir  | Iformation  |
| Confirmation Number:  | 50020238  |
| I otal Court Fees:  | \$350.00  |
| Lexisivexis Service Fee:  | \$1.10<br>\$257.70  |
| Payment Method:   | poor.ru<br>Credit Card  |
| Payment Method:<br>Payment Date:  | 09/09/2014 11:24AM  |
| · · · · · · · · · · · · · · · · · · ·   |   |
| Document  | Summary   |
| Confirmation Number:  | 50020238  |
| Docket Number:  | FBT-CV-14-6040517S  |
|   | To receive an email when there is activity on this case, click here. 🖗  |
| Case Name:  | SIMPSON, HOMER v. FLINTSTONE, FRED ET AL  |
| Type of Transaction:  |   |
|   | E-File New Case   |
| Court Fee:  | 5350.00   |
| Court Fee:<br>Date Filed:   | E-File New Case<br>\$350.00<br>SEP-9-2014   |
| Court Fee:<br>Date Filed:<br>Filed By:  | E-File New Case<br>\$350.00<br>SEP-9-2014<br>(JeanValJean)  |
| Court Fee:<br>Date Filed:<br>Filed By:<br>Document Filed:   | E-Hie New Case<br>\$350.00<br>SEP-9-2014<br>(JeanValJean)<br>SUMMONS  |
| Court Fee:<br>Date Filed:<br>Filed By:<br>Document Filed:   | E-Hie New Case<br>\$350.00<br>SEP-9-2014<br>(JeanValJean)<br>SUMMONS<br>COMPLAINT<br>RETURN OF SERVICE  |
| Court Fee:<br>Date Filed:<br>Filed By:<br>Document Filed:<br>Date and Time of Transaction:                                  | E-Hie New Case<br>\$350.00<br>SEP-9-2014<br>(JeanValJean)<br>SUMMONS<br>COMPLAINT<br>RETURN OF SERVICE<br>Tuesday, September 09, 2014 11:24:59 AM   |
| Court Fee:<br>Date Filed:<br>Filed By:<br>Document Filed:<br>Date and Time of Transaction:<br>Return to Civil / Family Manu | E-Hie New Case<br>\$550.00<br>SEP-9.2014<br>(JeanValJean)<br>SUMMONS<br>COMPLAINT<br>RETURN OF SERVICE<br>Tuesday, September 09, 2014 11:24:59 AM<br>att Eile Additional Documents On This Case |

- 44. Keep a copy of the confirmation page for your records.
- 45. Click **Return to Superior Court E-Filing Menu** and you can see the case you just filed in your list of cases on the **Superior Court E-Filing** page.

| E-File on an<br>Existing Case<br>By Docket Number<br>By Party Name<br>List My Cases<br>Court Events<br>By Date<br>By Docket Number | You can ask for ele<br>cases. You cannot<br>You can look at a li<br>You can find out m<br>Log out of E-Servic<br>message asking y<br>the system logs yo<br><u>Disclaimer</u> | cdronic access to your files so you<br>file or look at documents or mark<br>ist on this page of (1) cases you h<br>iore about the links on the left side<br>ces when you have finished what y<br>you if you want to log off or stay log<br>ou out, you will lose any informatio | u can file documents, look at documents filed in your case, an<br>short calendar matters on-line in divorce, child support and<br>lave requested electronic access to and (2) cases you have b<br>e of the page by <u>clicking here</u> ,<br>you are doing to protect your privacy. If you don't use the mous<br>ged in. If you don't pick either choice, the system logs you ou<br>n you have entered, and you will have to start your filing from i | d mark your civil short calendar matters on<br>child custody cases yet<br>een given electronic access to.<br>se or the keyboard for 30 minutes, the syste<br>t after 60 seconds. If you are in the middle o<br>the beginning. | -line in almost all <u>civil</u><br>m will show a<br>f filing something and |
|--|--|---|---|---|---|
| Short Calendars<br>Markings Entry<br>Markings History<br>My Short Calendars<br>By Court Location &<br>Calendar Notices &           | Cases with pend<br>for<br>Category   | ing electronic access reques<br>I (JeanValJean)<br>Docket No.   | ts or approval for electronic access<br>Case Name   | Location  | Total: 5  |

- 46. Click the docket number to go to the case detail page for your new case. You have electronic access to your case as soon as you file it electronically. You do not need to request electronic access to your case.
- 47. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:



**Need help?** If you have any questions about filing your new case on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov</u>. If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <u>http://www.jud.ct.gov/directory/location/Default.htm</u>.

### File a New Housing Case Electronically

You can now file **housing cases** electronically (on-line) in the Judicial Districts of Ansonia/Milford, Danbury, Litchfield, Meriden, Middlesex, New London, Norwich, Tolland and Windham, and in the Housing Sessions in Bridgeport, Hartford, New Britain, New Haven, Norwalk and Waterbury. You can find a list of the types of cases that you can and cannot file on-line in the revised <u>Procedures and Technical Standards for E-Services</u>. You cannot file any type of housing case on-line if you are *not* paying the entry fee because the court granted your application for a fee waiver. You can also file most family cases and most civil cases electronically (on-line).



If you have not enrolled in E-Services yet, stop here. Before you can file a new case on-line, you must fill out and submit the enrollment application to set up your User ID and password, and make your account active. Then you can log in to E-Services.

Every case is different and the manual provides general information only. Use the information as a guide only; if you think you need more help, you may want to get an attorney. You can also go to a <u>Court Service Center</u> or contact the <u>Connecticut Network for Legal Aid</u> or find additional information at the <u>Law Libraries</u>.

To file a new case on-line, you must:

- 1. Enroll in E-Services to set up a User ID and password
- 2. Prepare the summons and complaint that you will have served on the defendant
- 3. Personally go to the clerk's office to have the summons signed by the clerk
- 4. Give the paperwork to a state marshal to have it served
- 5. Scan the original papers that have been served and returned to you by the state marshal into three separate PDF documents
- 6. Save the PDF documents on your computer
- 7. Log in to E-Services with your User ID and password
- 8. Choose Superior Court E-Filing Menu
- 9. Choose E-file a New Case
- 10. Enter the information on the case type into the system
- 11. Enter the information from your summons about the case, the court, and the parties in the case into the system
- 12. Browse and attach the PDF documents of the summons, the complaint and the marshal's return of service
- 13. Review the information that you have entered and the documents that you have attached
- 14. Enter your User ID to certify that the documents that you have attached are true copies of what the marshal served on the defendant
- 15. Pay the entry fee using a **Discover**, **Visa**, **MasterCard or American Express** credit card
- 16. Print the confirmation page that gives you the information on what you filed with the court

### Instructions and pictures to tell you how to file a new case on-line

You must fill out your summons and complaint and any other documents that you will have the marshal serve on the defendants. Once you have filled out this paperwork, you must personally take it to the Superior Court Clerk's Office. The Clerk will sign the summons, and return the signed original summons and complaint to you. You then give the original summons and complaint and any other documents to a state marshal, who serves the papers and gives the original documents back to you along with a return of service. When the marshal returns the documents to you, you can scan them to convert the summons, the complaint and the marshal's

### File a New Housing Case Electronically (continued)

return into three separate PDF documents. If you are suing more than four defendants, you will also have an "Additional Parties Page" to file. You must scan and convert the "additional parties page" as a **separate** PDF document. You can electronically file PDF documents only. You may also have a notice to quit, which can be filed as a separate PDF document.

**Note:** Some case types may require you to include other types of documents such as an application or an order for hearing and notice, or you may need to file documents before they are served on the defendant. This manual does not talk about how to file these case types.

10. In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers: Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher or Firefox 45 or higher. Address bars for two of these browsers are below:

Microsoft Internet Explorer®:

| 🖉 Judicial Branch Intranet - Windows Internet Explorer |              | _ 8 × |
|--|--------------|-------|
| SS vww.jud.ct.gov                                      | 💌 🔿 🗙 🔽 Bing | P -   |
| File Edit Go to 'www.jud.ct.gov'                       | Enter        |       |
| M McAfee Site  |              |       |

### Firefox:



11. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page



#### 12. Click LOG-IN

13. The Login page will appear.

### 14. Enter your User ID and your password



#### 15. Click Login to go to the E-Services home page.

| State of E-Sei   | Connecticut Judicial Branch of the second seco |
|--|--|
| E-Services Home  | Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout  |
| E-Services Inbox   | Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do   |
| Appellate E-File   | electronically through E-Services, click here.<br>You should review the Procedures and Technical Standards for E-Services in which apply to all Judicial Branch electronic services. The Procedures and Technical Standards  |
| Superior Court E-Filing<br>Civil/Family<br>Housing<br>Small Claims | have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings.<br>Specific procedures that apply to Appellate E-Filing are contained in the <u>Appellate Procedures and Technical Standards</u> , Ø.<br>For questions, comments or suggestions <u>CONTACT US</u> Ø.   |
| Centralized Small Claims   |  |
| СІВ  |  |
| Change Account Information   | Copyright @ 2017. State of Connectious Judicial Branch   |

- 16. Choose **Superior Court E-Filing** from the options on the E-Services home page
- 17. You will see the menu displayed
- 18. Choose E-file a New Case

| E-Services Home                         | Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.  | .gov Logou          |
|---|--|---------------------|
| E-Services Inbox                        | You can ask for electronic access to your e-filable civil/housing and family case so you can file documents, look at documents file<br>case, and mark your short calendar matters electronically. Almost all civil, housing and family case types are e-filable.           | d in your           |
| Superior Court E-Filing<br>Civil/Family | You can see a list of cases you have requested electronic access to and cases you have been given electronic access to on this p   | page.               |
| Housing<br>Small Claims                 | You can find out more about the links on the left side of the page by <u>clicking here.</u>  |                     |
|   | Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keybo   | ard for 30          |
| E-File a New Case                       | minutes, the system will show a message asking you if you want to log off or stay logged in. If you don't pick either choice, the system out after 60 seconds. If you are in the middle of filing something and the system logs you out, you will lose any information you | stem logs<br>u have |
| E-File on an                            | entered, and you will have to start your filing from the beginning.  | 411410              |
| Existing Case                           | Disclaimer   |                     |
| By Docket Number<br>By Party Name       |  |                     |
| List My Cases                           |  |                     |
| Court Events                            | Anna Karenina (annakarenina) currently does not have electronic access to any cases.   |                     |
| By Date                                 |  |                     |
| By Docket Number                        |  |                     |

### Enter Case Type Information

48. You will see the following screen. Choose **Civil/Housing/Small Claims** to indicate that you are filing a housing case, and **Continue**.

| State of C.<br>Super              | onnecticut Judicial Branch<br>ior Court E-Filing | Ô                                 |
|-----------------------------------|--|-----------------------------------|
| Logged-In User: Anna Karenina (an | nakarenina)                                      | E-Mail: alice.mastrony@jud.ct.gov |
| Show Instructions                 | E-File a New Case                                |                                   |
|                                   | * Select Case Category: OFamily                  | ivil / Housing / Small Claims     |
|                                   | Continue Cancel                                  |                                   |
|                                   |  |                                   |
|                                   | Return to Superior Court E-Filina Me             | nu                                |

49. Click the down arrow to show the list and click on the correct case type

| Show Instructions   | E-File a New Case  |  |
|---|--|--|
|   | * Is this a Family or Civil case? OFamily  © Civil   |  |
| Case Type Information   |  | H00 - Summary Process<br>H10 - Housing - Return of Security Deposit  |
| * What is the case type for this case?  |  | <ul> <li>H12 - Housing - Kent and/or Damages</li> <li>H20 - Housing - Housing Code Enforcement</li> <li>H30 - Housing - Entry and Detainer</li> <li>H40 - Housing - Audita Querela / Injunction</li> </ul> |
| * Does this case include Prejudgment Remedy documents?                          | ○ Yes ○ No<br>"(If the prejudgment remedy is based<br>on a commercial waiver, select "No") | H50 - Housing - Administrative Appeal<br>H60 - Housing - Municipality Enforcement  |
| * Has the Summons been signed by a Clerk or Commissioner of the Superior Court? | ○Yes○No  |  |
| * Is there a court order waiving the entry fee for the case you are filing?     | ○ Yes ○ No   |  |
| * Is there more than one plaintiff on the case?                                 | ○ Yes ○ No   |  |
|   |  |  |
|   | Continue Cancel  |  |

Note: The case type should be on your summons. The summons for this example is shown below:

| SUMMONS<br>SUMMARY PROCESS (Eviction<br>D-HM-32, Rev. 10-15<br>CG S, §51-348;<br>P.A. 15-65 §57 84 14; P.B. § 8-1<br>Intruction<br>2. If there is more than one defendant, make an exact<br>must show who signed the original summons and w<br>3. Attach the original summons to the original complain<br>there are more than 2 plantifts or 4 defendants 110<br>4. After service has been made by a proper officer, life | STATE OF CONNECTICUT<br>SUPERIOR COURT<br>WWW.JUd.ct.gov<br>The Judicial Branch of the State of Connecticut complies<br>Americans with Disabilities Act (ADA). If you need a reaso<br>accommodation in accordance with the ADA, contact a co<br>or an ADA contact person listed at www.jud.ct.gov/ADA/<br>and at a copy of the summons to each copy of the complaint. A<br>t form JD-CV-2 and attach it to the original and all copies of the<br>courts of the original pages and the Officer's return with the Celek of court. | with the<br>inable<br>urt clerk<br>summons<br>Iso, if<br>plaint. | NOTICE TO OCCUU<br>NAMED ON THE<br>If you claim to have a<br>to occupy the premi<br>complete and file w<br>Office a Claim of Exe<br>HM-3 as soon as po<br>get the Claim of Exe<br>Clerk at the address<br>on-line at www.jud.ct. | PANT(S) NOT<br>SUMMONS<br>right to continue<br>ses you should<br>vith the Clerk's<br>mption, form JD-<br>sisible. You can<br>mption from the<br>listed below or<br>gov. |
|---|---|--|--|---|
| TO: Any proper officer; By Authority of the<br>to make due and legal service of this Sumr   | State of Connecticut, you are hereby commanded nons and attached Complaint.   | Return Date<br>and legal hol                                     | (Month, day, year) (Any<br>lidays)   | day but Sundays   |
| Judicial District Geographical  | Bridgeport  |  | Case Type (From Judicial<br>Maior <b>H</b> M   | Branch code list)<br>Minor 00   |
| Address of Court Clerk Where Writ and Other Papers S  | hall Be Filed (Number, street, town and zip code) (C.G.S. 51-346, 5   | 1-350)   | Telephone Numb   | er of Clerk   |
| 1061 Main Street, Bridgeport, CT 06694  |   |  | (203)579-693   | 6   |
| Number of Plaintiffs: 1 Number of   | of Defendants: 1 Form JD-CV-2 attac   | hed for addit  | tional parties   |   |
| Parties Name (Last, First, Midd   | le Initial) and Address of Each party (Number; Street; P.C  | . Box; Town  | ; State; Zip; Country,   | if not USA)   |
| First Name: Simpson, Homer<br>Plaintiff Address: 15 Marge Way, T  | umbull, CT  |  |  | P-01  |
| Additional Name:<br>Plaintiff Address:  |   |  |  | P-02  |
| First Name: Flintstone, Fred<br>Defendant Address: 22 Bedrock Drive   | , Monroe, CT  |  |  | D-01  |
| Additional Name:<br>Defendant Address:  |   |  |  | D-02  |
## File a New Housing Case Electronically (continued)

50. Click next to **No** if your case does not include prejudgment remedy documents, such as an application for prejudgment remedy or an order for hearing and notice. Click next to **Yes** if your case does include prejudgment remedy documents and



You must file the case *on* paper with includes prejudgment remedy documents.

the clerk of the court at the appropriate location if your case

51. Click next to **Yes** to confirm that the summons was signed by a Clerk or a Commissioner of the Superior Court

| State of Connecticut Jud<br>Superior Cou   | icial Branch<br>rt E-Filing   | $\widehat{\boldsymbol{\mathfrak{D}}}$   |
|--|---|---|
| Logged-In User: Anna Karenina (annakarenina)                                       |   | E-Mail: alice.mastrony@jud.ct.gov   |
| Show Instructions  | E-File a New Cas  | ee  |
|  | * Select Case Category: OFam  | ● Civil / Housing / Small Claims  |
| Case Type Information  |   |   |
| * What is the case type for this case?   | H00 - Summary Process   | ✓   |
|  | Be sure that you have selected the correc<br>The case type that you enter impacts the<br>filings. | It case type from the list of options on Judicial Branch form <u>JD-CL-134</u> .<br>proper processing of the case initiation documents and subsequent |
| * Does this case include Prejudgment Remedy<br>documents?                          | ○Yes ONo<br>*(If the prejudgment remedy is based<br>on a commercial waiver, select "No")          |   |
| * Has the Summons been signed by a Clerk or<br>Commissioner of the Superior Court? | ⊖Yes ⊖No  |   |
| * Is there a court order waiving the entry fee for the<br>case you are filing?     | ⊖Yes ⊖No  |   |
| * Is there more than one plaintiff on the case?                                    | ⊖Yes ⊖No  |   |

*Note:* If your summons was not signed by a Clerk or Commissioner of the Superior Court, your paperwork may not have been served properly, and you may not be able to obtain a judgment.

52. Click **No** if you do not have a court order waiving the entry fee for this case. If you have an order waiving the entry fee for this case, click **Yes** and



You must file the case *on* paper with the clerk of the court at the appropriate location if you have an order waiving the entry fee.

53. Click next to **No** if there is only one plaintiff in the case you are filing. If there is more than one plaintiff, click next to **Yes**, and



You must file the case *on* paper with the clerk of the court at the appropriate location if there is more than one plaintiff.

54. Click **Continue** to go to the next page to enter *Basic Summons Information* 

#### **Enter Basic Summons Information**

55. You must use the information on the summons for the case you are filing to answer the questions on this page. You can see the information in the summons in the case that is being filed on the next page. The information you need to file your case on-line is numbered on this summons. The numbers on this summons match the numbers next to the questions on the page in e-filing

|   | SUMMONS<br>SUMMARY<br>JD.HM.32 Rev. 11<br>C.G.S.§51.348;<br>P.A. 15.85 §§ 7 & 1<br>Instructions<br>1. Type or print leg:<br>2. If there is more to<br>must show who<br>3. Attach the origin<br>there are more to<br>4. After service has | A process<br>14, P.B. § 8-1<br>bly; sign the summor<br>han one defendant, n<br>signed the original su<br>al summons to the original<br>been made by a pro; | (Eviction)<br>s.<br>ake an exact co<br>mmons and whe<br>ginal complaint,<br>fendants fill out<br>per officer, file th | STATE O<br>SUPER<br>WW<br>The Judicial Branch of th<br>Americans with Disabilit<br>accommodation in acco<br>or an ADA contact perso<br>or an ADA contact perso<br>or an ADA contact perso<br>or an adattach a copy of the sum<br>form JD-CV-2 and attach it the<br>original papers and the offit | F CONNECTICUT<br>RIOR COURT<br>W.jud.ct.gov<br>the State of Connecticut complies<br>les Act (ADA). If you need a reas<br>the ADA, contact a c<br>on listed at www.jud.ct.gov/ADA/<br>additional defendant. Each copy of the<br>mons to each copy of the complaint. I<br>the original and all copies of the con-<br>er's return with the clerk of court. | with the<br>ionable<br>ourt clerk<br>/<br>e summons<br>Also, if<br>nplaint. | NOT<br>N/<br>If you of<br>to occ<br>comple<br>Office<br>HM-3<br>get the<br>Clerk<br>on-line | TICE TO OC<br>AMED ON 1<br>claim to hav<br>upy the pi<br>ete and fil<br>a Claim of<br>as soon as<br>e Claim of<br>at the addi<br>at www.ju | CCUPANT(S<br>THE SUMMC<br>remises you<br>le with the<br>Exemption f<br>Exemption f<br>ress listed b<br>d.ct.gov. | ) NOT<br>DNS<br>continue<br>i should<br>Clerk's<br>form JD-<br>You can<br>from the<br>below or |
|---|--|--|---|--|---|---|---|--|--|--|
| - | TO: Any proper<br>to make due ar<br>Judicial Distric   | r officer; By Auth<br>nd legal service of<br>t Geog  | ority of the S<br>of this Summ<br>raphical  | State of Connecticut, yo<br>ons and attached Com<br>At ( <i>Town in which writ is</i>  | u are hereby commanded<br>plaint.<br>s returnable) (C.G.S. 51-346, 51-349)  | Return Date<br>and legal ho   | e (Monti<br>olidays)<br>Case 1  | h, day, year)<br><mark>4/6/2016</mark><br>Гуре <i>(From Ju</i>   | (Any day but S<br>udicial Branch co  | 3undays<br>•<br>•<br>•<br>•  |
| 4 | Housing Sessi<br>Address of Court C<br>1061 Main Stru<br>Number of Plaint  | on numb<br>lerk Where Writ and 0<br>eet, Bridgeport,   | er<br>Other Papers Sh<br>CT o6694   | Bridgeport all Be Filed (Number, street,   | town and zip code) (C.G.S. 51-346,  | 51-350)   | Majo  | or <u>H</u><br>Telephone N<br>20357969   | Minor<br>lumber of Cler<br>136   | <u>00</u><br>*   |
|   | Parties  | Name (Last   | First, Middle   | Initial) and Address of  | Each party (Number: Street: P.  | O. Box: Towr  | n: State  | : Zip: Cou   | ntry, if not L   | ISA)   |
|   | First<br>Plaintiff   | Name: Simps<br>Address: 15 Mai   | on, Homer<br>ge Way, Tru  | umbull, CT   |   |   | .,  | ,,, ,  | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,   | P-01   |
|   | Additional<br>Plaintiff  | Name:<br>Address:  |   |  |   |   |   |  |  | P-02   |
|   | First<br>Defendant   | Name: Flintst<br>Address: 22 Bec   | one, Fred<br>Irock Drive,   | Monroe, CT   |   |   |   |  |  | D-01   |
|   | Additional<br>Defendant  | Name:<br>Address:  |   |  |   |   |   |  |  | D-02   |
|   | Additional<br>Defendant  | Name:<br>Address:  |   |  |   |   |   |  |  | D-03   |
|   | Additional   | Name:  |   |  |   |   |   |  |  | D-04   |

56. Click the down arrow next to the Judicial District field to show a list of the Judicial Districts

|   | Basic Summons Information  |   |
|---|--|---|
|   | Case Type: V01 - Motor Vehicles - D  | river and/or Passenger(s) vs. Driver(s) |
|   | To which Judicial District and town is this case returnable?                   |   |
|   | What is the Return Date for this case?<br>(MM/DD/YYYY)                         |   |
| 3 | What is the monetary demand for this case?                                     |   |
|   | • Are you claiming other relief in addition to or in lieu of money or damages? | ◎ No ○ Yes                              |
|   | * How many plaintiffs in this case?  |   |
| 5 | * How many defendants in this case?  | 1                                       |
|   | How many garnishees in this case?  | 0                                       |

57. Click on the location that you have on your summons. In this example, the location is Bridgeport



58. Click on the calendar next to the Return Date field to see a calendar and click on the correct date. You can move the calendar to the next month or the month before by clicking on the name of the month in the blue bar. In this example, the return date is April 6, 2016.

**Note:** The return date for most civil actions must be a Tuesday. That is why the Tuesdays appear **blue** on the calendar. You must enter the date that you have on your summons.



- 59. Click the down arrow next to the monetary demand field
- 60. Click on the correct amount in demand. For a summary process case, you must choose *no monetary demand* because what you are asking for is the eviction, not an amount of monay.

| Basic Summons Information  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)   |  |  |  |  |  |  |  |
| To which Judicial District and town is this case returnable?                 | FBT - Fairfield at Bridgeport                              |  |  |  |  |  |  |
| What is the Return Date for this case?<br>(MM/DD/YYYY)                       | 09/30/2014   |  |  |  |  |  |  |
| * What is the monetary demand for this case?                                 |  |  |  |  |  |  |  |
| Are you claiming other relief in addition to or in lieu of money or damages? | No Monetary Demand<br>Less than \$2,500<br>\$2,500 or more |  |  |  |  |  |  |
| * How many plaintiffs in this case?  | 1  |  |  |  |  |  |  |
| * How many defendants in this case?  | 1  |  |  |  |  |  |  |
| How many garnishees in this case?  | 0  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

61. Enter the number of plaintiffs, the number of defendants and the number of garnishees (if your case has any garnishees) in each field. In this example, there is one plaintiff and one defendant.

| Case Type: H00 - Summary Process   |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| * To which Court location is this case returnable?                             | BPH - Housing Session at Bridgeport  C  Only the locations listed are currently available for electronic filing of housing matters. Cases for other locations must be filed on paper with the appropriate Clerks Office |  |  |  |  |  |
| What is the Return Date for this case?<br>(MM/DD/YYYY)                         | 04/06/2016  |  |  |  |  |  |
| ' What is the monetary demand for this case?                                   | v   |  |  |  |  |  |
| * Are you claiming other relief in addition to or in lieu of money or damages? | <sup>®</sup> № OYes   |  |  |  |  |  |
| How many plaintiffs in this case?  | 1   |  |  |  |  |  |
| * How many defendants in this case?  | 1   |  |  |  |  |  |
| How many garnishees in this case?  | 0   |  |  |  |  |  |

# File a New Housing Case Electronically in the Superior Court (continued)

## Enter First Plaintiff and First Defendant Information

You must now enter the information about the first plaintiff and the first defendant in your case. Choose the type of party for the plaintiff and the defendant. Party type choices for a plaintiff are person, person PPA, or executor or administrator. For a defendant, party type choices are person, firm or corporation, government entity or executor or administrator.

62. Click the down arrow to choose the party type for the First Plaintiff:

| First Plaintiff     |                                      |  |
|---------------------|--------------------------------------|--|
| *Choose Party Type: | -Select One-                         |  |
| First Defendant     | -Select One-                         |  |
| *Choose Party Type: | Person PPA<br>Executor/Administrator |  |

### 63. Choose **Person** from the list of options.

| First Plaintiff                   |   |
|-----------------------------------|---|
| Choose Party Type: Pers           | son v   |
|                                   | First Plaintiff's Name as indicated on the Summons or other documents                   |
| Prefix:                           |   |
| * Last Name:                      | Simpson   |
| First Name:                       | Homer   |
| Middle Name:                      |   |
| Suffix:                           |   |
| Name Info Continued:              |   |
|                                   | Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons |
| Inmate Number:                    |   |
| Business/Care Of/Institution:     |   |
| * Street Address:                 | 100 Marge Way Post Office Box:  |
| Suite/Apt/Unit/Floor:             |   |
| * City/Town:                      | Anytown   |
| * State or State Equivalent:      | CT - CONNECTICUT Foreign/US Military/US Territory                                       |
| * Zip:                            | 06000 In No Zip Code Available  |
| Zip Plus 4:                       |   |
| Full Name of Country (if not US): |   |
| Email Address:                    |   |
| * Phone Number:                   | 8605555555 ×  |
| Ext:                              |   |
| Fax Number:                       |   |
|                                   |   |

**Note:** The e-filing system will automatically enter the information that you gave in your enrollment application, including your name, address, e-mail address and telephone number. You can make any changes to the information that is shown here if you need to. You should also update your E-Services account with changes.

64. Review your information and make any changes you need to make.

65. Click the down arrow to choose the party type for the First Defendant:

| First Defendant      |                            |  |
|----------------------|----------------------------|--|
| *Choose Party Type:  | -Select One-               |  |
|                      | Ferson<br>Firm/Corporation |  |
| Supporting Documents | Executor/Administrator     |  |

66. Choose whether the first defendant is a Person, Firm/Corporation, Government Entity or Executor/Administrator. In this example, the defendant is a Person.

67. Enter the name of the defendant as it is shown on the summons

| First Defendant      |   |
|----------------------|---|
| *Choose Party        | Type: Person  |
|                      | First Defendant's Name as indicated on the Summons or other documents                   |
| Prefix:              |   |
| *Last Name:          | Flintstone  |
| First Name:          | Fred  |
| Middle Name:         |   |
| Suffix:              |   |
| Name Info Continued: |   |
|                      | Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons |
| Inmate Number:       |   |
|                      |   |

#### Attach your Documents

You must attach the documents for the case that you are filing. You will usually have two documents; one is the summons, and the other is the complaint. You must be sure that each document is in PDF format. For information on PDF creation, click <u>here</u>. You can also attach the return of service from the marshal.

68. Check the box to indicate that the documents that you are filing do not contain personal identifying information



69. Click Browse next to the SUMMONS PDF field to find your document on your computer

| Supporting Documents   |
|--|
| * 🗹 I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court. |
| *Please attach the SUMMONS PDF   |

70. Click the down arrow to find your document in the files on your computer

| Choose File to Upload   | <u>? X</u> | T 4 X Bing                | ۶ |
|---|------------|---------------------------|---|
| Look in: 🎓 PDF Documents 💽 🔇 🎓 📂 📰 •  |            |                           |   |
| My Documents  |            | ummons or other documents |   |
| My Computer<br>My Network<br>Places File name:<br>Files of type: All Files (".") Car<br>Drows | pen        | <b>←</b>                  |   |

71. Click once to select the PDF document and click **Open**; the information about the document will appear in the area under **Summons** for this case (shown below)



## File a New Housing Case Electronically (continued)

- 72. Click **Browse** next to the **Complaint** field and select the file and click **Open**; the information about the document will appear.
- 73. Click **Browse** next to the **Return of Service** field and select the file and click **Open**; the information about the document will appear.

**Note:** If you have an "additional parties page," or other documents, you would browse and attach those documents in the same way that you have browsed and attached the other documents.

- 74. Click **Continue** at the bottom of the page
- 75. If you were suing more than one defendant, you would see a screen that asks you to fill in information about the other defendant or other defendants.

| Logged-In U | ser: Alice Mastrony (a               | licemastrony) |  |   | E-Mail: alice.mastrony@jud.ct.gov Logout |  |  |
|-------------|--------------------------------------|---------------|--|---|--|--|--|
| Show Inst   | Show Instructions Additional Parties |               |  |   |  |  |  |
|             |                                      |               |  | Case Type: H00 - Summary Process                    |  |  |  |
| Additiona   | I Defendants                         |               |  |   |  |  |  |
| D-02        | *Choose Party Type -Select Or        | ie- V         |  |   |  |  |  |
|             |                                      |               |  | Continue Change Case Type Change Information Cancel |  |  |  |

**Note**: If you are suing more than one defendant and the system does not take you to this page, click **Change Information** at the bottom of the page to go back and make sure that you entered the correct number of parties on the page before this one. You can change the number of defendants and come right back to this page.

76. Choose the Party Type and enter the name:

| Additio | onal Defendants           |  |
|---------|---------------------------|--|
| Party # |                           |  |
| D-02    | *Choose Party Type Person |  |
|         | Prefix:                   |  |
|         | *Last Name:               | Flintstone   |
|         | First Name:               | Wilma  |
|         | Middle Name:              |  |
|         | Suffix:                   | V  |
|         | Name Info Continued:      |  |
|         |                           | Examples: DBA, AKA, FKA, Executor/Administrator or other info as |
|         | Inmate Number:            | appears of the Summons   |
|         |                           |  |
|         |                           |  |
|         | [                         | Continue Change Case Type Change Information Cancel              |

77. Click **Continue** to go to the page where you can look at the information you have given and the documents that you have attached

## **Review Information (Data) and Documents**

78. You must check the summary of the information that you entered in the system to be sure you entered the information from your summons about the court, the parties, the case type, the amount you are asking for and the return date correctly.

| Logged-In User:   | Alice Mastrony (alicemastrony) |  | E-Mail: alice.mastrony@jud.ct.gov Logout |
|-------------------|--------------------------------|--|--|
| Show Instructions |                                | Review Data and Documents  |  |
| Summary Data      |                                |  |  |
| Case Captio       | on:                            | SIMPSON, HOMER V. FLINTSTONE, FRED   |  |
| Judicial Dis      | trict:                         | BPH - Housing Session at Bridgeport  |  |
| Return Date       | :                              | APR-06-2016  |  |
| Case Type:        |                                | H00 - Summary Process  |  |
| Case contai       | ns PJR Documents:              | No   |  |
| Monetary D        | emand:                         | No Monetary Demand   |  |
| Claiming Ot       | her Relief:                    | Yes  |  |
| # of Plaintif     | is:                            | 1  |  |
| # of Defenda      | ants:                          | 1  |  |
| # of Garnish      | iees:                          | 0  |  |
|                   |                                | Warning: Your document may not appear in the window below right away. It can take several seconds.<br>You should wait until you can see your document before going ahead with this filing. |  |

79. You must also look at each of the documents that you attached to make sure that it is the right document. The first page appears in the window. Click **View All Pages as PDF** to see all the pages in a separate window.

**Note**: The system takes several seconds to show the document so wait to see the whole document before you try to continue with the filing.

| HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32)  | Zoom In 100% Zoom O  | ut   | View All Pages as PDF |
|---|--|--|-----------------------|
|   | SUMMONS<br>SUMMARY PROCESS (Eviction)<br>D-M432 Rev 10-5<br>CoS § 151-38:<br>PA 1565 § 17 34: P3 § 6-1<br>Interactions<br>I the american with Datalities Ard (ADA). If or need a reason<br>accommodiation accontainer with PA Ard Contract accoun-<br>er an ABA contract person field with any affect and the account of the state of Connectical complies with<br>Articles and the asymptotic account of the state of Connectical Connectical<br>Articles and the asymptotic account of the asymptotic<br>account of the asymptotic account of the asymptotic<br>account account of the account of the asymptotic<br>account account of the account account of the ac | NOTICE TO OCCUPANT(S) NOT<br>MANED ON THE SUMMONS<br>If you claim to have a right to continue<br>to cocque are a right to continue<br>the Care at the address label below or<br>co-file at www.pubc.right.<br>Return Date (Month day, jest (Ary day tust Sundays<br>and Bay hickings) | (                     |
|   | Judial Datic: Decorptical Al (Tom in which with instantial) (CC 8.51-346, 51-349)<br>(R) Nontron Bridgeport<br>Alterna of Carr Different Mark Mark Mark Mark Mark Mark Mark Mark   | Care Type From Jodio Blanch molecular           Major H         Minnor 00           3010         Transform Number of Cask           2035796936   |                       |
|   | Number of Plantifs:         1         D-CV-2 attach           Parties         Name (Last, First, Middle Inbid) and Address of Each party (Number, Street, P.O.           First,         Name: Simpson, Homer   | ed for additional parties<br>Bar; Town; State; Zp; Country, if not USA)<br>P-01  | ~                     |
| Note: Only the first page of your document is showing in the window. Choose "View | All Pages as PDF" to see all the pages of the document.  |  |                       |

80. You can use the bar on the side of the window to move through all pages of the document

81. If you need to change the document that you attached, click **Change Information** to go to the page where you can browse and attach a different document.

Continue Change Case Type Change Information Cancel

**Note:** DO NOT click the *Back* button on your browser to return to the previous page. Clicking that browser button clears the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first page in case initiation; **Change Information** will return you to the page where you entered the information from the summons and attached the documents. If you need to change the information that you entered about additional defendants, you must click the **Change Information** button and then click the **Continue** button on the bottom of that page to return to the **Additional Parties** page.



- 82. Click in the box to certify that the documents that you are attaching are true copies of the signed documents that were served under the Connecticut General Statutes.
- 83. Enter your *User ID*, which is your signature
- 84. You can enter a shopping cart note that will appear in the shopping cart with your case. The note is only for you. It is not part of what you are filing with the Court.

| Plaintiff   | Party # |
|---|---------|
| HOMER SIMPSON   | P-01    |
|   | -       |
| Defendants  | Party # |
| FRED FLINTSTONE   | D-01    |
|   |         |
| Certification   |         |
| (IV) I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes. |         |
| * My Signature (Enter User ID): alicemastrony ×   |         |
| Shopping Cart Note (Optional):  |         |
|   |         |
| Continue Change Case Type Change Information Cancel   |         |

85. Click **Continue** to go to the Shopping Cart and pay the entry fee for this case

## Make a Payment from the Shopping Cart

Before paying for items, you can check your documents by clicking on the links. If you see that you have attached a document that is not correct, you must delete the item and start again. Click the link to **Remove Item from Shopping Cart** to the right of the case name and case type to delete it. This link is outlined in red in the picture below. You will be asked to confirm that you want to delete the item and cancel the transaction.

86. To continue the payment process, choose the item you want to pay for by checking the box to the left of the case name in the Shopping Cart

| T  | State of Com<br>Superio   | necticut Judicial Branch<br>Or Court E-Filing |  |  |
|--|---|---|--|--|
| E-Services Home  | Logged-In User: Alice Mastrony (a   | icemastrony)                                  |  | E-Mail: alice.mastrony@jud.ct.gov Logout |
| Civil / Family Menu<br>E-File a New Case   | Show Instructions My Shopping Cart  |   |  |  |
| E-File on an<br>Existing Case<br>By Docket Number  | Select<br>Item  | Documents Summary                             | Will Remain in Shopping<br>Until       | g Cart<br>Payment Amount                 |
| By Party manne   | SIMPSON, HOMER v. FLINTS<br>BPH-CV16-Case # Not Yet As<br>Electronic Documents: | rONE, FRED<br>signed                          | 5/24/2016<br>Case Type: H00            | Filing Fee<br>\$175.00                   |
| Court Events<br>By Date<br>By Docket Number  | See HOUSING SUMMARY PI<br>See COMPLAINT<br>Shopping Cart Notes: [none]          | OCESS SUMMONS (JD-HM-32)                      |  | Remove Item<br>from Shopping<br>Cart     |
| Short Calendars<br>Markings Entry<br>Markings History<br>My Short Calendars<br>By Court Location &<br>Calendar Notices & |   | Pay by Credit Card                            | Return to Superior Court E-Filing Menu | Total Amount: \$175.00                   |
|  |   |   |  |  |

**Note:** If you want to process payment on several items in a single payment, you can check the box next to more than one item. The example shows only one item in the shopping cart. If you want to file additional items, click on **Return to Superior Court E-Filing Menu**. If you do not pay for an item, it remains in the shopping cart for 56 days. An item *is not filed* until you pay the fee.

87. Click Pay by Credit Card – Discover, Visa, MasterCard or American Express are accepted.

|  | State of Connecticut Judicial Superior Court  | Branch<br>E-Filing  |                                       |   |
|--|---|---|---------------------------------------|---|
| E-Services Home  | Logged-In User: Alice Mastrony (alicemastrony)  |   |                                       | E-Mail: alice.mastrony@jud.ct.gov Logout    |
| Civil / Family Menu<br>E-File a New Case   | Show Instructions   | My Shopping Cart  |                                       |   |
| E-File on an<br>Existing Case<br>By Docket Number  | Select<br>Item Docu   | ments Summary   | Will Remain in Shopping Cart<br>Until | Payment Amount                              |
| By Party Name<br>List My Cases   | SIMPSON, HOMER v. FLINTSTONE, FRED<br>BPH-CV16-Case # Not Yet Assigned<br>Electronic Documents: | Case Type: H0   | 5/24/2016<br>10                       | Filing Fee<br>\$175.00                      |
| Court Events<br>By Date<br>By Docket Number  | See HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32)<br>See COMPLAINT<br>Shopping Cart Notes: [none]  |   |                                       | Remove Item<br>from Shopping<br><u>Cart</u> |
| Short Calendars<br>Markings Entry<br>Markings History<br>My Short Calendars<br>By Court Location &<br>Calendar Notices & |   | Pay by Credit Card Return to Superior Control Refund Policy & | ourt E-Filing Menu                    | Total Amount: \$175.00                      |
| the Channing Cost (4)  |   |   |                                       |   |

88. Enter your payment information in the required fields, and check the box authorizing payment. Then click **Pay Now** to pay the entry fee and file your new case.



**Note:** The Judicial Branch does not keep your credit card information so you must enter the credit card number and the expiration date for the card every time you are paying a fee.

- 89. You will see the confirmation page, which includes the docket number for your new case.
- 90. Print this page by clicking Print This Page

| Print This Page   |  |
|---|--|
| Confirmation of E-filed Transaction (print this page for your records)                                |  |
| For questions regarding this payment: <u>Contact Us</u> @   |  |
|   |  |
| Payment Information   |  |
| Confirmation Number: 50020238   |  |
| Total Cour Fees: \$350.00   |  |
| LexisNexis Service rec: \$7.70  |  |
| Pavent Method: Credit Card  |  |
| Payment Date: 09/09/2014 11:24AM  |  |
|   |  |
| Document Summary  |  |
| Confirmation Number: 50020238   |  |
| Docket Number: FBT-CV-14-6040517S   |  |
| To receive an email when there is activity on this case, click here.                                  |  |
| Case Name: SIMPSON, HOMER v. FLINTSTONE, FRED ET AL   |  |
| Type of Transaction:  |  |
| Court Fee: \$350.00   |  |
| Date Filed: SEP 9-2014  |  |
| Filed by: CHEYY HALFORD (JeanValJean)   |  |
| Document Filed: SUMMONS<br>COMPLAINT  |  |
| RETURN OF SERVICE   |  |
| Date and Time of Transaction: Tuesday, September 09, 2014 11:24:59 AM                                 |  |
| Return to Superior Court E-Filing Menu Return to Shopping Cart File Additional Documents On This Case |  |

- 91. Keep a copy of the confirmation page for your records.
- 92. Click **Return to Superior Court E-Filing Menu** and you can see the case you just filed in your list of cases on the Superior Court E-filing menu page.

| E-File on an<br>Existing Case<br>By Docket Number<br>By Party Name<br>List My Cases | You can ask for electronic access to your files so you can file documents, look at documents filed in your case, and mark your civil short calendar matters on-line in almost all <u>civil cases</u> . You cannot file or look at documents or mark short calendar matters on-line in divorce, child support and child custody cases yet.<br>You can look at a list on this page of (1) cases you have requested electronic access to and (2) cases you have been given electronic access to.<br>You can find out more about the links on the left side of the page by <u>clicking here</u> . |   |   |  |                        |
|---|---|---|---|--|------------------------|
| Court Events<br>By Date<br>By Docket Number   | message asking y<br>the system logs yo<br><u>Disclaimer</u>   | /ou if you want to log off or stay log<br>ou out, you will lose any information | ged in. If you don't pick either choice, it he system logs you out a<br>ged in. If you don't pick either choice, the system logs you out a<br>n you have entered, and you will have to start your filing from the | the 60 seconds. If you are in the middle o<br>beginning. | f filing something and |
| Short Calendars<br>Markings Entry<br>Markings History<br>My Short Calendars         | Cases with pend<br>for  | ling electronic access reques<br>I (JeanValJean)                                | ts or approval for electronic access  |  | Total: 5               |
| By Court Location 🖉<br>Calendar Notices 🖉   | Category  | Docket No.  | Case Name   | Location   | Activity               |
|   | Civil   | EBT-CV-14-6040516-S   | SIMPSON, HOMER v. FLINTSTONE, FRED  | Bridgeport   | I NEW                  |

- 93. Click the docket number to go to the case detail page for your new case. You have electronic access to your case as soon as you file it electronically. You do not need to request electronic access to your case.
- 94. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:



**Need help?** If you have any questions about filing your new case on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov</u>. If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <u>http://www.jud.ct.gov/directory/location/Default.htm</u>.

# File a New Family Case Electronically in the Superior Court

You can file most family case types electronically (on-line), including dissolution of marriage (divorce); legal separation; annulment; and civil union - dissolution, legal separation or annulment, custody application, and visitation petition. You can find a complete list of the types of cases that you can and cannot file on-line in the revised <u>Procedures and Technical Standards for E-Services</u>. You cannot file *any* type of **family** case on-line if you are not paying the entry fee because the court granted your application for a fee waiver.



If you have not enrolled in E-Services yet, stop here. Before you can file a new case on-line, you must fill out and submit the enrollment application to set up your User ID and password, and make your account active. Then you can log in to E-Services.

Every case is different and the information in this manual is general. You should use the information as a guide only; if you think you need more help with your case, you may want to get an attorney. You can also go to a <u>Court Service Center</u> or contact the <u>Connecticut Network for Legal Aid</u> or find additional information at the <u>Law Libraries</u>.

To file a new case on-line, you must:

- 1. Enroll in E-Services to set up a User ID and password
- 2. Prepare the summons, complaint, and notice of automatic court orders that you will have served on the defendant
- 3. Personally go to the clerk's office to have the summons signed by the clerk
- 4. Give the paperwork to a state marshal to have it served
- 5. Scan the original papers that have been served and returned to you by the state marshal into three or more separate PDF documents

**Note:** If you have had a pendente lite motion served on the defendant, you will file the motion separately after you have filed your new case.

- 6. Save the PDF documents on your computer
- 7. Log in to E-Services with your User ID and password
- 8. Choose Superior Court E-Filing
- 9. Choose E-file a New Case
- 10. Enter the information on the case type into the system
- 11. Enter the information from your summons about the case, the court, and the parties in the case into the system
- 12. Browse and attach the PDF documents of the summons, complaint, notice of automatic court orders, and the marshal's return of service
- 13. Review the information that you have entered and the documents that you have attached
- 14. Enter your User ID to certify that the documents that you have attached are true copies of what the marshal served on the defendant
- 15. Pay the entry fee using a Discover, Visa, MasterCard or American Express credit card
- 16. Print the confirmation page that gives you the information on what you filed with the court

#### Instructions and pictures to tell you how to file a new case on-line

You must fill out your summons, complaint, notice of automatic court orders, and any other documents that you will have the marshal serve on the defendant. Once you have filled out this paperwork, you must personally take it to the Superior Court Clerk's Office. The Clerk will sign the summons, and return the signed original summons, complaint, notice of automatic court orders and any other documents to you. You then give the original summons, complaint, notice of automatic court orders and any other applicable documents to a state marshal, who serves the papers and gives the original documents back to you along with a return of service. When the marshal returns the documents to you, you can scan them to convert the summons, complaint, notice of automatic's return into four separate PDF documents. If you have had the marshal serve a pendente lite motion, such as a motion for alimony or support pendente lite (before a judgment), you must scan the motion to convert it into a separate PDF document, which you will file in your new case after you file it. You can electronically file PDF documents only.

 In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers: Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher or Firefox 45 or higher. Address bars for two of these browsers are below:

#### Microsoft Internet Explorer®:

| 🖉 Judicial Branch Intranet - Windows Internet Explor | er       |       |            | _ & × |
|--|----------|-------|------------|-------|
| SS vwww.jud.ct.gov                                   |          | •     | 🔶 🗙 🔁 Bing | • •   |
| File Edit Go to 'www.jud.ct.gov'                     |          | Enter |            |       |
| McAfee Site  | $\nabla$ |       |            |       |

Firefox:

| <u>File E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks | Tools Help                     |     |              |                |
|---|--------------------------------|-----|--------------|----------------|
| Welcome to Firefox  | 🗴 🕴 Mozilla Firefox Start Page | ×.+ |              | A start of the |
| (G) www.jud.ct.gov  |                                |     | → 🛿 → Google | P + A          |

2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page



3. Click LOG-IN; the Login page will appear.

4. Enter your User ID and your password



5. Click Login to go to the E-Services home page.

| State of<br>E-Se  | Connecticut Judicial Branch  |   |
|---|--|---|
| E-Services Home   | Logged-In User: Anna Karenina (annakarenina)                         | E-Mail: alice.mastrony@jud.ct.gov Logour  |
| E-Services Inbox  | Walcome to E Services. The links on the left side of this name shows | the electronic consists available to cell represented partice. For more information on what you can de  |
| Appellate E-File  Velocities to E-Services in the limits on the left side of this page show the electronic services available to servepresented panels. For more electronical through E-Services, click here, electronical through E-Services, filing by fax (facsimile), e-Aling and short calendar markings.  Superior Court E-Filing Civili/E-amily Specific procedures that apply to Appellate E-Filing are contained in the <u>Appellate Procedures and Technical Standards</u> , electronical services are contained in the <u>Appellate Procedures and Technical Standards</u> , electronical services, compensite or support of the service of t |  | are becarding services analogie to serve presented paties, rivinitie information on what you can do   |
|   |  | ennes et which oppy for all outcal branch devolutin services. The Proceeders and reclinical claudads<br>and shot claided and and and a services and reclinical standards.<br>I the <u>Appellate Procedures and Technical Standards</u> . Ø. |
| Centralized Small Claims  |  |   |
| СІВ   |  |   |
| Change Account Information  | c  | xopright @ 2017, State of Connecticut Judicial Branch   |

- 6. Choose Superior Court E-Filing from the menu options on the E-Services home page
- 7. You will see the Superior Court E-Filing Menu

#### 8. Choose E-File a New Case

| Services Home  | Logged-In User: Anna Karenina (annakarenina)  | E-Mail: alice.mastrony@jud.ct.gov                          |  |  |
|--|---|--|--|--|
| Services Inbox   | You can ask for electronic access to your e-filable civil/housing and family case so you can file documents, look at documents filed in yo<br>case, and mark your short calendar matters electronically. Almost all civil, housing and family case types are e-filable.   |  |  |  |
| perior Court E-Filing<br>ivil/Family   | You can see a list of cases you have requested electronic access to and case  | ses you have been given electronic access to on this page. |  |  |
| ousing<br>mall Claims  | You can find out more about the links on the left side of the page by clicking  | here.  |  |  |
| ile a New Case   | Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keybox<br>minutes, the system will show a message asking you if you want to log off or stay logged in. If you don't pick either choice, the sys<br>you cut after 60 seconds. If you are in the middle of filing something and the system logs you out, you will lose any information you |  |  |  |
| File on an<br>isting Case<br>y Docket Number<br>y Party Name<br>ist My Cases | you due are do securids, in you are in the induce of lining sometining and the system logs you due, you will use any information you have<br>entered, and you will have to start your filing from the beginning.<br>Disclaimer  |  |  |  |
| urt Events<br>y Date<br>y Docket Number                                      | Anna Karenina (annakarenina) currently does not have electron   | ic access to any cases.                                    |  |  |

# File a New Family Case Electronically in the Superior Court (continued)

## Enter Case Type Information

9. You will see the following screen. Choose Family to indicate that you are filing a family case.

| State of Co<br>Super              | onnecticut Judicial Branch<br>ior Court E-Filing |                                   |
|-----------------------------------|--|-----------------------------------|
| Logged-In User: Anna Karenina (an | nakarenina)                                      | E-Mail: alice.mastrony@jud.ct.gov |
| Show Instructions                 | E-File a Mey Case                                |                                   |
|                                   | * Select Case Category: OFamily                  | O Civil / Housing / Small Claims  |
|                                   | Continue Cancel                                  |                                   |
|                                   |  |                                   |
|                                   |  |                                   |

10. Click the down arrow to show the list of case types and make a selection. In this example, "F00 – Dissolution of Marriage – C.G.S. Chapter 815j" will be selected.

Return to Superior Court E-Filing Menu

| þff |
|-----|

11. Click next to **No** if there is only one plaintiff in the case you are filing. If there is more than one plaintiff, click next to **Yes**, and



You must file the case *on* paper with the clerk of the court at the appropriate location if there is more than one plaintiff.

12. Click **Continue** to go to the next page to enter *Basic Summons Information* 

#### **Enter Basic Summons Information**

Petrie, Robert S.

13. You must use the information on the summons for the case you are filing to answer the questions on this page. You can see the information in the summons in the case that is being filed on the next page. The information you need to file your case on-line is numbered on this summons. The numbers on this summons match the numbers next to the questions on the page in e-filing



2 Brady Circle, Wethersfield, CT 06109

14. Click the down arrow next to the Judicial District field to show a list of the Judicial Districts

| Case Type: F00 - Dissolution of Marriage - C.G.S. Chapter 815j   |              |  |  |  |  |  |  |
|--|--------------|--|--|--|--|--|--|
| To which Judicial District and town is this case returnable?   |              |  |  |  |  |  |  |
| What is the Return Date for this case?<br>(MM/DD/YYYY)   |              |  |  |  |  |  |  |
| * How many plaintiffs in this case?  | 1            |  |  |  |  |  |  |
| * How many defendants in this case?  | 1            |  |  |  |  |  |  |
| How many garnishees in this case?  | 0            |  |  |  |  |  |  |
| Are there biological and/or adopted children of this marriage/civil union under the age of 23?   | ⊖Yes⊖No      |  |  |  |  |  |  |
| Are the plaintiff, defendant or any of the child(ren) involved in this case receiving or have they received from the State of Connecticut:   |              |  |  |  |  |  |  |
| Financial Support?   | V            |  |  |  |  |  |  |
| HUSKY Health Insurance?  | $\checkmark$ |  |  |  |  |  |  |
| If you answer "Yes" to either question, you must send a copy of the Summons,<br>Complaint, Notice of Automatic Court Orders and any other documents filed with this<br>Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file<br>the Certification of Notice (JD-FM-175) with the court clerk. |              |  |  |  |  |  |  |

15. Click on the location that you have on your summons. In this example, the location is New Britain



16. Click on the calendar next to the Return Date field to see a calendar and click on the correct date. You can move the calendar to the next month or the month before by clicking on the name of the month in the blue bar. In this example, the return date is September 16, 2014.

**Note:** The return date for family actions must be a Tuesday. That is why the Tuesdays appear **blue** on the calendar. You must enter the date that you have on your summons.

| Logged-In User:   |                                      |                  |           |                |                |             |                                  |                | E-Mail Logout   |
|---|--------------------------------------|------------------|-----------|----------------|----------------|-------------|----------------------------------|----------------|---|
| Hide Instructions   | PopUpCalendar - Windows Internet Exp |                  |           |                |                |             | e <mark>t Exp</mark><br>CaseInit | iation/popu    | w Case  |
| Instructions: Use the information from the sum<br>the summons and the complaint for this case. T    | Select Case Return Date              |                  |           |                |                | 014         | _                                |                | n this page. If an "*" (asterisk) appears before a question, you must answer it. You must also attac<br>ant to change the case type you have selected, choose "Change Case Type" to go back to the case |
| type information page. Your information will rem<br>Civil/Family Menu page. If you choose "Cancel", | Ju<br>S                              | <u>Il</u><br>Sun | Mon       | Aug<br>Tue     | Wed            | 2014<br>Thu | Fri                              | Sep<br>Sat     | se type, you can return to this page to enter more information. Choose "Cancel" to return to the<br>the system. Choose "Continue" to go to the next page.   |
| Please do not use pipe characters () or double  |                                      |                  |           |                |                | <b>1</b> –  | 1                                | 2              | stem. The system cannot save those characters and will automatically remove them.   |
| Basic Summons Information   |                                      | <u> 3</u><br>10  | 4<br>11   | <u>5</u><br>12 | <u>b</u><br>13 | 14          | <u>8</u><br>15                   | <u>9</u><br>16 |   |
|   |                                      | 17               | 18        | <u>19</u>      | 20             | 21          | 22                               | 23             | Marriage - C.G.S. Chapter 815j  |
| * To which Judicial District and town is this c   |                                      | 2 <u>4</u><br>31 | <u>25</u> | <u>26</u>      | <u>27</u>      | <u>28</u>   | <u>29</u>                        | <u>30</u>      | HHB - New Britain at New Britain  |
| What is the Return Date for this case?<br>(MM/DD/YYYY)  |                                      |                  |           |                |                |             |                                  |                |   |
| * How many plaintiffs in this case?   |                                      |                  |           |                |                |             |                                  |                |   |
| * How many defendants in this case?   |                                      |                  |           |                |                |             |                                  |                | 1   |
| How many garnishees in this case?   |                                      |                  |           |                |                |             |                                  |                | 0   |
| Are there biological and/or adopted children of this marriage/civil union under the age of 23?      |                                      |                  |           |                |                | der the     | ⊖Yes⊖No                          |                |   |

- 17. Click **Yes** if there are biological and/or adopted children of the marriage/civil union under the age of 23.
- 18. Click the down arrow to choose the appropriate response to the questions about financial support and HUSKY health insurance.

|   | Are the plaintiff, defendant or any of the child(ren) involved in this case receiving or have they received from the State of Connecticut: |  |                         |  |  |  |  |  |
|---|--|--|-------------------------|--|--|--|--|--|
| _ | $\rightarrow$  | Financial Support?   |                         |  |  |  |  |  |
| _ | ÷  | HUSKY Health Insurance?  | Yes<br>No<br>Don't Know |  |  |  |  |  |
|   |  | If you answer "Yes" to either question, you must send a copy of the Summons,   | DUITERIIUW              |  |  |  |  |  |
|   |  | Complaint, Notice of Automatic Court Orders and any other documents filed with this<br>Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file<br>the Certification of Notice (JD-FM-175) with the court clerk. |                         |  |  |  |  |  |

**Note:** If any party or any of the children involved in this case is receiving or has received financial support or Husky Health Insurance from the state of Connecticut, you must send a copy of the papers to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and the Certification of Notice (JD-FM-175) with the clerk.

#### Enter Plaintiff and Defendant Information

You must now enter the information about the plaintiff and the defendant in your case. Choose the type of party for the plaintiff and the defendant. You must choose person as the plaintiff because you are filing as a self-represented party. For a defendant, the party type choice is person.

19. Click the down arrow to choose the party type for the Plaintiff:

| First Plaintiff   |                                     |  |  |  |  |
|---|-------------------------------------|--|--|--|--|
| *Choose Party Type:   | Select One-<br>Person<br>Person PPA |  |  |  |  |
| First Plaintiff's Name as indicated on the Summons or other documents |                                     |  |  |  |  |

20. Choose **Person** from the list of options.

| First Plaintiff                   |   |
|-----------------------------------|---|
| *Choose Party Type: Pers          | son 🔽   |
|                                   | First Plaintiff's Name as indicated on the Summons or other documents |
| Prefix:                           |   |
| * Last Name:                      | Petrie  |
| First Name:                       | Laura   |
| Middle Name:                      | M.  |
| Suffix:                           | $\checkmark$  |
| Inmate Number:                    |   |
| Business/Care Of/Institution:     |   |
| * Street Address:                 | 148 Bonnie Meadow Road Post Office Box:                               |
| Suite/Apt/Unit/Floor:             |   |
| * City/Town:                      | Rocky Hill  |
| * State or State Equivalent:      | CT - CONNECTICUT Foreign/US Military/US Territory                     |
| * Zip:                            | 06067 Dip Code Available  |
| Zip Plus 4:                       |   |
| Full Name of Country (if not US): |   |
| Email Address:                    |   |
| * Phone Number:                   | 860555555   |
| Ext:                              |   |
| Fax Number:                       |   |

**Note:** The e-filing system will automatically display the information that you gave in your enrollment application, including your name, address, e-mail address and telephone number. You can make any changes to the information that is shown here if you need to.

- 21. Review your information and make any changes you need to make.
- 22. Click the down arrow to choose **Person** as the party type for the Defendant

| First Defendant            |   |  |  |  |  |
|----------------------------|---|--|--|--|--|
| *Choose Party Type: Person |   |  |  |  |  |
|                            | First Defendant's Name as indicated on the Summons or other documents |  |  |  |  |
|                            |   |  |  |  |  |

23. Enter the name of the defendant as it is shown on the summons

| First Defendant |   |
|-----------------|---|
| *Choose Pa      | arty Type: Person   |
|                 | First Defendant's Name as indicated on the Summons or other documents |
| P               | refix:  |
| *Last N         | ame: Petrie   |
| First N         | ame: Robert   |
| Middle N        | ame: S.   |
| S               | uffix:  |
| Inmate Nur      | nber:   |

#### Attach your Documents

You must attach the documents for the case that you are filing. You will usually have at least three documents: the summons, complaint, and notice of automatic court orders. You must be sure that each document is in PDF format. For information on PDF creation, click <u>here</u>. You can also attach the return of service from the marshal.

24. Check the box to say that the documents you are filing do not contain personal identifying information



25. Click Browse next to the SUMMONS PDF field to find your document on your computer

| Supporting Documents   |
|--|
| * 🗹 I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court. |
| *Please attach the SUMMONS PDF   |
| Browse   |

26. Click the down arrow to find your document in the files on your computer

|   | Choose File to U       | pload   |         | <u>? x</u> | 💌 😽 🗙 💽 Bing              | 5 |
|---|------------------------|---|---------|------------|---------------------------|---|
|   | Look in:               | : 🎦 PDF Documents 💽 🔇 💋   | D 📂 🖽 • |            |                           |   |
|   | My Recent<br>Documents | GenericPDFDocument.doc<br>GenericPDFDocument.pdf<br>multipage_test_document.pdf |         |            |                           |   |
|   | Desktop                |   |         |            |                           |   |
|   | My Documents           |   |         |            | ummons or other documents |   |
|   |                        |   |         |            |                           |   |
|   | My Computer            |   |         |            |                           |   |
|   |                        | -   |         | _          |                           |   |
|   | My Network<br>Places   | File name:  |         | en         |                           |   |
|   |                        | Files of type: All Files (*.*)  | ▼ Can   | icel //    |                           |   |
| ľ |                        |   | DIOWS   | e          | 1                         |   |

27. Click once to select the PDF document and click **Open**; the information about the document will appear in the area under **Summons** for this case (shown below)



- 28. Click **Browse** next to the **Complaint** field and select the file and click **Open**; the information about the document will appear
- 29. Click **Browse** next to the **Notice of Automatic Orders** field and select the file and click **Open**; the information about the document will appear
- 30. Click **Browse** next to the **Return of Service** field and select the file and click **Open**; the information about the document will appear
- 31. Click **Browse** next to the fields for a Certification Public Assistance, (if one is being filed) and select the file and click **Open**; the information about the document will appear
- 32. Click **Continue** to go to the page where you can look at the information you have given and the documents that you have attached

<u>Delete</u>

## **Review Information (Data) and Documents**

33. You must check the summary of the information that you entered in the system to be sure you entered the information from your summons about the court, the parties, the case type, and the return date correctly.

| Hide Instructions   | Review Data and Documents                           |  |  |  |  |  |
|---|---|--|--|--|--|--|
| Instructions: A summary of the information that you have entered about your case is shown on this page. The page also shows the documents that you are filing. Only the first page of yo show in the window. To look at all of the pages, choose "View All Pages as PDF." Look over the information and fread through the documents to make sure that all the information and the correct. Once you have looked over the information and the documents, you must sign the certification by entering your jurins number, if you are an attempt, or your User 10, if you are a steel "You can also add a note to yourself in the "Shopping Cart Note" area. Anything you enter in this area will only appear in your shopping cart. Then choose "Continue" at the bottom of the page, show the documents, choose "Change Information" from the bottom of the page. You will go back to the page where you can change the information or documents the the court. If you want to change the case type you entered, choose "Change Case Type" from the bottom of the page. You will be taken back to the case type information page. When you gapes, any information that you have entered will stay in the system so that when you have made your changes, you can return to this page to continue e-filing. To return to the E-Services anything, choose "Cancel, all the information you entered will be removed from the system. The system cannot save those characters and will automatically remove to the system. |   |  |  |  |  |  |
| Summary Data  |   |  |  |  |  |  |
| Case Caption:   | PETRIE, LAURA M. v. PETRIE, ROBERT S.               |  |  |  |  |  |
| Judicial District: HHB - New Britain at New Britain   |   |  |  |  |  |  |
| Return Date:  | SEP-16-2014   |  |  |  |  |  |
| Case Type:  | F00 - Dissolution of Marriage - C.G.S. Chapter 815j |  |  |  |  |  |

34. You must also look at each of the documents that you attached to make sure that it is the right document. The first page appears in the window. Click **View All Pages as PDF** to see all the pages in a separate window.

**Note**: The system takes several seconds to show the document so wait to see the whole document before you try to continue with the filing.

| COMPLAINT  |   | Zoom In  | 100% Zoom Ou  | ıt   | View All Pages as PDF |
|--|---|--|---|--|-----------------------|
|  | DIVORCE COMPLAINT<br>(DISOLUTION OF MARRI<br>DOTA 15 Jon 41 5<br>C 5 5 55 454-4, 465-56, 455-54,<br>P 8 5 37-2, et seq.<br>Corders (JD-FH-<br>amended Complaint.<br>Crossiant: Complete<br>Complaint. | AGE) STATE Of<br>SUPE<br>ww<br>m. Attach a completed Summons (JD<br>59).   | CONNECTICUT<br>RICR COURT<br><i>Multid at gov</i><br>FM-3) and Notice of Automatic Court<br>FM-180) unless it is already filed. | CROSS COMPLAINT CODE ONLY<br>CRSCMP<br>The Judicial Tranch of the State of<br>Connecticut complies with the<br>Americans with Ibsalities Ak (JAA). If<br>you need a reasonable scharmodation<br>pourt diek or an ADA contact person<br>listed at inverview of the American State<br>Distribution of the American State State<br>International Contact Person<br>listed at inverview of the American State<br>International Contact Person<br>listed at inverview of the American State<br>International Contact Person | ^                     |
|  | New Britain   | New Britain  | 09/16/2014  | an) Docket number  |                       |
| Plantiff's name (Last, First, Middle )<br>Petrie, Laura M. |   | 0  | Defendent's name (Last, First, Middle<br>Petrie, Robert S.  | (nitial)   |                       |
|  | 1. Plaintiffs birth name (if different from<br>Meehan, Laura  | 1. Plaintiffs birth name (if different from above)<br>Meehan, Laura  |   | 2. Defendant's birth name (II different from above)  |                       |
|  | 3. a. Date of marriage 3. b. Date of ci   | 3. a. Date of marriage     3. b. Date of civil union that merged into marriage by     subsequent ceremony or     by cereation of law |   | 4. Town and Slate, or Country where marriage took place<br>Joplin, Nissouri  |                       |

35. You can use the bar on the side of the window to move through all pages of the document

| Child's name   | Name of person or agency awarded custody                        | Name of person ordered to pay support   |     |
|--|---|---|-----|
| Child's name   | Name of person or agency awarded custody                        | Name of person ordered to pay support   |     |
| Child's name   | Name of person or agency awarded custody                        | Name of person ordered to pay support   |     |
| The ("X" all that apply) p<br>State of Connecticut:<br>financial support ("X" one)<br>HUSKY Health Insurance | vlaintiff ☐ defendant or any of the child(ren                   | <ul> <li>isted above have received from the<br/>lot know</li> <li>know</li> </ul> |     |
|  | of the Summone Complaint Notice of Automatic                    | c Court Orders and any other documents  |     |
| If yes, you must send a copy of<br>filed with this Complaint to the<br>of Notice (JD-FM-175) with the        | Assistant Attorney General, 55 Elm Street, Hart<br>court clerk. | ford, CT 06106, and file the Certification  | - ( |

36. If you need to change the document that you attached, click **Change Information** to go to the page where you can browse and attach a different document.

**Note:** DO NOT click the *Back* button on your browser to return to the previous page. Clicking that browser button clears the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first page in case initiation; **Change Information** will return you to the page where you entered the information from the summons and attached the documents.

| 😿 • 🔊 https://effe.plotservices.jud.ct.gov/CaseInitiation/CaseDocuments.aspx/DisableAutoLogoff |   | e 🔄 🔒 🍕 🗙 📴 Bing                  |
|--|---|-----------------------------------|
| Edt View Fa  | vorites Tools Help<br>│× @Convert - ゐSelect                 |                                   |
|  | te of Connecticut Judicial Branch<br>uperior Court E-Filing | <b>@</b>                          |
| E-Services Home  | Logged-In User: Anna Karenina (annakarenina)                | E-Mail: alice.mastrony@jud.ct.gov |

- 37. Click in the box to certify that the documents that you are attaching are true copies of the signed documents that were served under the Connecticut General Statutes.
- 38. Enter your User ID, which is your signature
- 39. You can enter a shopping cart note that will appear in the shopping cart with your case. The note is only for you. It is not part of what you are filing with the Superior Court.

| Plaintiff  | Party # |
|--|---------|
| LAURA M. PETRIE  | P-01    |
|  |         |
| Defendants   | Party # |
| ROBERT S. PETRIE   | D-01    |
|  |         |
| Certification  |         |
| Develop codify that the attached documents are true copies of the signed documents that were considing accordance with the Connecticut Coperal Statutes  |         |
| Interest centry that the attached documents are the copies of the signed documents that were served in accordance with the connecticut General Statutes. |         |
| My Signature (Enter User ID):  |         |
| Shopping Cart Note (Optional): divorce - stating case  |         |
| enobling our nore (obtionally laster and a set   |         |
|  |         |
| Casting Charge Case Type Charge Information Cases  |         |
| Continue Change case Type Change information Cancel  |         |

40. Click **Continue** to go to the Shopping Cart and pay the entry fee for this case

## Make a Payment from the Shopping Cart

Before paying for items, you can check your documents by clicking on the links. If you see that you have attached a document that is not correct, you must delete the item and start again. Click the link to **Remove Item from Shopping Cart** to the right of the case name and case type to delete it. This link is outlined in red in the picture below. You will be asked to confirm that you want to delete the item and cancel the transaction.

41. To continue the payment process, choose the item you want to pay for by checking the box to the left of the case name in the Shopping Cart

| Instructions: Once you put a case or a document in the shopping cart, it will stay in the shopping cart for 56 days. You can see a summary of the information about any item in shopping cart, including the name of the case and the title of the documents that are waiting to be filed. You can also select and look at any document shown in the shopping Note: if you do not pay the fee for the filing of the case or document and complete the filing, it will be removed from the shopping cart completely on the date that is shown to the of the filing fee. You can select one item or several items for payment by checking the box under "Process Payment" to the right of the item you are filing. Choose "Pay by Cred Card" to make a payment. Your total payment by credit card cannot be more than \$30,000. If you do not want to pay for and file the item, you can delete the item from the shopping cart by selecting "Remove Item from Shopping Cart." To leave the items in the Shopping Cart and return to the Civil/Family Menu, choose "Return to Civil/Family Menu" at the bottom of the page. To leave E-Services, select "Logout" from the top of the page.  Select Will Remain in Shopping Cart Until PETRIE, LAURA M. v. PETRIE, ROBERT S. HIB-FA14-Case # Not Yet Assigned Electronic Documents: See NOTICE OF AUTOMATIC COURT ORDERS See CETTFICATION - PUBLIC ASSISTANCE See SUMMONS See COMPLAINT Shopping Cart Notes: divorce - starting case | Hide Instructions  | My Shopping Cart   |  |  |
|---|--|--|--|--|
| Your total payment by credit card cannot be more than \$30,000. If you do not want to pay for and file the item, you can delete the item from the shopping cart by selecting "Remove Item from Shopping Cart." To leave the items in the Shoppin Cart and return to the Civil/Family Menu, choose "Return to Civil/Family Menu" at the bottom of the page. To leave E-Services, select "Logout" from the top of the page.  Select Item Documents Summary PETRIE, LAURA M. v. PETRIE, ROBERT S. HHB-FA14-Case # Not Yet Assigned Electronic Documents: See NOTICE OF AUTOMATIC COURT ORDERS See NETURN See NETURN See CERTIFICATION - PUBLIC ASSISTANCE See SUMMONS See COMPLAINT Shopping Cart Notes: divorce - starting case   | Instructions: Once you put a case or a doct<br>shopping cart, including the name of the ca<br>Note: If you do not pay the fee for the filing or<br>of the filing fee. You can select one item or<br>Card" to make a payment. | ument in the shopping cart, it will stay in the shopping cart for 56 days. You<br>se and the title of the documents that are waiting to be filed. You can also s<br>if the case or document and complete the filing, it will be removed from the<br>several items for payment by checking the box under "Process Payment" to | can see a summary of the info<br>elect and look at any documer<br>shopping cart completely on th<br>the right of the item you are fili | rmation about any item in<br>nt shown in the shopping o<br>le date that is shown to the<br>ng. Choose "Pay by Credit |
| If you do not want to pay for and file the item, you can delete the item from the shopping cart by selecting "Remove Item from Shopping Cart." To leave the items in the Shopping Cart and return to the Civil/Family Menu, choose "Return to Civil/Family Menu" at the bottom of the page. To leave E-Services, select "Logout" from the top of the page.         Select<br>Item       Will Remain in<br>Documents Summary       Payment Amount         PETRIE, LAURA M. v. PETRIE, ROBERT S.<br>HHB-FA14-Case # Not Yet Assigned       10/21/2014       Filing Fee<br>\$350.00         See NOTICE OF AUTOMATIC COURT ORDERS<br>See NETURN<br>See CERTIFICATION - PUBLIC ASSISTANCE<br>See SUMMONS<br>See COMPLAINT       Shopping Cart Notes: divorce - starting case   | Your total payment by credit card cannot be  | more than <b>\$30,000</b> .  |  |  |
| Select<br>Item         Will Remain in<br>Shopping Cart Until         Payment Amount           PETRIE, LAURA M. v. PETRIE, ROBERT S.<br>HHB-FA14-Case # Not Yet Assigned         10/21/2014         Filing Fee<br>\$350.00           See NOTICE OF AUTOMATIC COURT ORDERS<br>See RETURN<br>See CERTIFICATION - PUBLIC ASSISTANCE<br>See COMPLAINT<br>Shopping Cart Notes: divorce - starting case         Remove item<br>from Shopping   | If you do not want to pay for and file the item<br>Cart and return to the Civil/Family Menu, chr   | , you can delete the item from the shopping cart by selecting "Remove Item<br>osse "Return to Civil/Family Menu" at the bottom of the page. To leave E-Ser   | from Shopping Cart." To leave<br>vices, select "Logout" from the   | e the items in the Shoppin<br>e top of the page.   |
| Item     Documents     Shopping     Cart Until     Payment Amount       PETRIE, LAURA M. v. PETRIE, ROBERT S.<br>HHB-FA14-Case # Not Yet Assigned     10/21/2014     Filing Fee<br>\$350.00       Electronic Documents:<br>See NOTICE OF AUTOMATIC COURT ORDERS<br>See CERTIFICATION - PUBLIC ASSISTANCE<br>See SUMMONS<br>See COMPLAINT     Remove Item<br>from Shopping<br>Cart       Shopping Cart Notes: divorce - starting case     Starting case  | Salact   |  | Will Pomain in   |  |
| PETRIE, LAURA M. v. PETRIE, ROBERT S.       10/21/2014       Filing Fee         HHB-FA14-Case # Not Yet Assigned       Case Type: F00       \$350.00         Electronic Documents:       See NOTICE OF AUTOMATIC COURT ORDERS       Remove Item         See RETURN       See CETIFICATION - PUBLIC ASSISTANCE       Case SUMMONS         See COMPLAINT       Shopping Cart Notes: divorce - starting case       See   | Item Documents Summary   |  | Shopping Cart Until  | Payment Amount   |
|   | PETRIE, LAURA M. v. PETRIE,<br>HHB-FA14.Case # Not Yet Assi<br>Electronic Documents:<br>See NOTICE OF AUTOMATIC<br>See RETURN<br>See CERTIFICATION - PUBLIC<br>See SI IMMONS   | ROBERT S.<br>gned Case Type: F00<br>COURT ORDERS<br>ASSISTANCE   | 10/21/2014   | Filing Fee<br>\$350.00<br><u>Remove Item</u><br><u>from Shopping</u><br>Cart   |
|   | See COMPLAINT<br>Shopping Cart Notes: divorce -  | starting case  |  | Total Amount:  |

**Note:** If you want to process payment on several items in a single payment, you can check the box next to more than one item. The example shows only one item in the shopping cart. If you want to file additional items, click on **Return to Superior Court E-Filing Menu**. If you do not pay for an item, it remains in the shopping cart for 56 days. An item *is not filed* until you pay the fee.

### 42. Click Pay by Credit Card - Discover, Visa, MasterCard or American Express are accepted.

| Hide Instructions   | My S  | hopping Cart  |  |   |
|---|---|---|--|---|
| Instructions: Once you put a case or a document in the shopping cart, it will stay in the shopping cart for 56 days. You can see a summary of the information about any item in the shopping cart, including the name of the case and the title of the documents that are waiting to be filed. You can also select and look at any document shown in the shopping cart. If you do not pay the fee for the filing of the case or document and complete the filing, it will be removed from the shopping cart completely on the date that is shown to the left of the filed. You can select one item or several items for payment by checking the box under "Process Payment" to the right of the item you are filing. Choose "Pay by Credit Card" to make a payment. |   |   |  |   |
| Your total payment by cred  | it card cannot be more than \$30,000.   |   |  |   |
| If you do not want to pay fo<br>Cart and return to the Civil  | r and file the item, you can delete the item from the shopp<br>Family Menu, choose "Return to Civil/Family Menu" at the | bing cart by selecting "Remove Item from Shop<br>bottom of the page. To leave E-Services, selection | ping Cart." To leave<br>ct "Logout" from the | e the items in the Shopping<br>e top of the page.                                   |
| Select<br>Item Documents Su   | nmary   | Will<br>Shoppi  | Remain in<br>ing Cart Until                  | Payment Amount  |
| PETRIE, LAURA<br>HHB-FA14-Cass<br>Electronic Doc<br>See NOTICE C<br>See RETURN<br>See CERTIFIC<br>See SUMMON<br>See COMPLA  | N. V. PETRIE, ROBERT S.<br># Not Yet Assigned<br>iments:<br>F AUTOMATIC COURT ORDERS<br>ATION - PUBLIC ASSISTANCE<br>S  | 10<br>Case Type: F00  | /21/2014                                     | Filing Fee<br>\$350.00<br><u>Remove Item</u><br><u>from Shopping</u><br><u>Cart</u> |
| Shopping Cart   | Notes: divorce - starting case  |   |  | Total Amount: \$350.00  |
|   |   |   | _ '  | Total Amount. \$350.00  |
|   | Pay by Credit Card  | Return to Superior Court E-Filing Menu  | I  |   |

- 43. Enter your payment information in the required fields, and check the box authorizing payment.
- 44. Click **Pay Now** to pay the entry fee and file your new case.

| Enter Your Payment Information |   |  |  |
|--------------------------------|---|--|--|
|                                |   |  |  |
|                                | Agency Amount \$350.00  |  |  |
|                                | LexisNexis Service Fee \$7.70   |  |  |
|                                | Total Payment Amount \$357.70   |  |  |
| —                              | First Name* Last Name*  |  |  |
| <del>;</del>                   | Email Address*  |  |  |
|                                | Phone Number  |  |  |
|                                | Credit Card Number*   |  |  |
|                                |   |  |  |
|                                | Card Expiration*  |  |  |
|                                | By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee |  |  |
|                                | Pay Now   |  |  |
|                                | Secure payments by Or LexisNexis* Privacy Terms Contact Us  |  |  |
|                                |   |  |  |

**Note:** The Judicial Branch does not keep your credit card information so you must enter the credit card number and the expiration date for the card each time you are paying a fee.

45. You will see the confirmation page, which includes the docket number for your new case.

95. Print this page by clicking **Print This Page** 

| Print This Page   |  |  |  |  |
|---|--|--|--|--|
| Confirmation of E-filed Transaction (print this page for your records)                                |  |  |  |  |
| For questions regarding this payment: Contact Us @  |  |  |  |  |
| Payment Information   |  |  |  |  |
| Confirmation Number: 50019832   |  |  |  |  |
| Total Court Fees: \$350.00  |  |  |  |  |
| Lexistrexis demotice ree. 31.70<br>Total Transaction Amount \$\$77.70                                 |  |  |  |  |
| Payment Method: Credit Card   |  |  |  |  |
| Payment Date: 08/27/2014 9:43AM   |  |  |  |  |
|   |  |  |  |  |
| Document Summary  |  |  |  |  |
| Confirmation Number: 50019832   |  |  |  |  |
| Docket Number: HHB-FA-14-6023671S   |  |  |  |  |
| <u>Io receive an email when there is activity on this case, click here, &amp;</u>                     |  |  |  |  |
| Gase Name: PETRE, LAUKA M. V. PETRE, RODERT S.  |  |  |  |  |
| i ype of i ransaction: E-Hie New Case   |  |  |  |  |
| Date File 433000  |  |  |  |  |
| Filed By: Libert Libert Libert  |  |  |  |  |
| Document Filed: SUMMONS   |  |  |  |  |
| COMPLAINT   |  |  |  |  |
| NOTICE OF AUTOMATIC COURT ORDERS  |  |  |  |  |
| CERTIFICATION - PUBLIC ASSISTANCE   |  |  |  |  |
| Date and Time of Transaction: Wednesday, August 27, 2014 9:45:48 AM                                   |  |  |  |  |
| Return to Superior Court E-Filing Menu Return to Shopping Cart File Additional Documents On This Case |  |  |  |  |

## File a New Family Case Electronically in the Superior Court (continued)

96. Keep a copy of the confirmation page for your records.

97. Click **Return to Superior Court E-Filing Menu** and you can see the case you just filed in your list of cases on the Superior Court E-Filing menu page.

| E-File on an                                | You can ask for el<br><u>cases</u> . You canno                                 | lectronic access to your files so yo<br>ot file or look at documents or mark  | u can file documents, look at documents filed in your case, and r<br>k short calendar matters on-line in divorce, child support and chil | nark your civil short calendar matters on<br>d custody cases yet. | -line in almost all <u>civil</u> |
|---|--|---|--|---|----------------------------------|
| By Docket Number                            | You can look at a  | list on this page of (1) cases you h  | nave requested electronic access to and (2) cases you have been  | n given electronic access to.                                     |                                  |
| By Party Name<br>List My Cases              | You can find out n   | nore about the links on the left side   | e of the page by <u>clicking here.</u>   |   |                                  |
| Court Events<br>By Date<br>By Docket Number | Log out of E-Servi<br>message asking<br>the system logs y<br><u>Disclaimer</u> | og out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keyboard for 30 minutes, the system will show a<br>nessage asking you if you want to log off or stay logged in. If you don't pick either choice, the system logs you out after 60 seconds. If you are in the middle of filing something and<br>ne system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.<br>hisclaimer |  |   |                                  |
| Short Calendars<br>Markings Entry           |  |   |  |   |                                  |
| Markings History<br>My Short Calendars      | Cases with pene  | ding electronic access reques<br>(JeanValJean)  | sts or approval for electronic access  |   | Total: 3                         |
| Calendar Notices                            | Category   | Docket No.  | Case Name  | Location  | Activity                         |
|   | Family   | C HHB-FA-14-6023671-S   | PETRIE, LAURA M. v. PETRIE, ROBERT S.  | New Britain   | I NEW                            |

- 98. Click the docket number to go to the case detail page for your new case. You have electronic access to your case as soon as you file it electronically. You do not need to request electronic access to your case.
- 99. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:



**Need help?** If you have any questions about filing your new case on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov.</u> If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <u>http://www.jud.ct.gov/directory/location/Default.htm</u>.

You can file a new small claims case electronically (on-line). You can find a list of the types of cases that you can and cannot file on-line in the revised <u>Procedures and Technical Standards for E-Services</u>. You cannot file any type of case on-line if you are not paying the entry fee because the court granted your application for a fee waiver. The case must be filed on paper with the appropriate clerk's office.



If you are a self-represented party and have not enrolled in E-Services yet, stop now. Before you can file a new case on-line, you must fill out and submit the enrollment application to set up your User ID and password, and make your account active. Then you can log in to E-Services.

Every case is different and the information in this manual is general. You should use the information as a guide only; if you think you need more help with your case, you may want to get an attorney. You can also go to a <u>Court Service Center</u> or contact the <u>Connecticut Network for Legal Aid</u> or find additional information at the <u>Law Libraries</u>.

To file a new small claims case on-line, you must:

- 1. Enroll in E-Services to set up a User ID and password
- 2. Prepare the Small Claims Writ and Notice of Suit (JD-CV-40) that you will have served on the defendant(s)

**Note:** Your oath must be taken by the Clerk, a Notary, or a Commissioner of the Superior Court at the time you sign the Small Claims Writ and Notice of Suit before you serve it.

- 3. Have the completed and signed form, the Instructions to the Defendant (JD-CV-122) and any related documents you want to file with the court delivered to the defendant(s) (served).
- 4. Scan the original papers that have been served, the Statement of Service (JD-CV-123) and the delivery confirmation, signed return receipt or return of service.
- 5. Save the PDF documents on your computer
- 6. Log in to E-Services with your User ID and password
- 7. Choose Superior Court E-Filing Small Claims
- 8. Choose E-file a New Case
- 9. Select the type of case you are filing from the **Case Type** dropdown
- 10. Enter the information from your Small Claims Writ about the case, the court, and the parties in the case into the system
- 11. Browse and attach the PDF documents.
- 12. Review the information that you have entered and the documents that you have attached
- 13. Enter your User ID to certify that the documents that you have attached are true copies of what was delivered to the defendant (served)
- 14. Pay the entry fee using a Discover, Visa, MasterCard or American Express credit card
- 15. Print the confirmation page that gives you the information on what you filed with the court

## Instructions and pictures to tell you how to file a new case on-line

You must fill out the Small Claims Writ and Notice of Suit (JD-CV-40) and any other documents that you will serve or have served on the defendants. Once you have filled out this paperwork, you must sign it in front of the Clerk, a Notary, or a Commissioner of the Superior Court, who will take your oath at the time you sign the Small Claims Writ and Notice of Suit. You must then serve (deliver to each defendant) a copy of the original signed Small Claims Writ and Notice of Suit, Instructions to Defendant and any other documents by one of the methods described in the How To Serve A Small Claims Writ and Notice of Suit (JD-CV-122).

## File a New Small Claims Case Electronically (continued)

When you have the delivery confirmation, return receipts, or return of service, you can scan the documents to convert the Small Claims Writ and Notice of Suit and the Instructions to Defendant into a single PDF, the Statement of Service (JD-CV-123) and the delivery confirmation or signed, return receipts as another PDF, and any other documents, such as an affidavit of debt, a contract or a lease as separate PDF documents. If you are suing more than two defendants, you will also have **Continuation of Parties** form (JD-CV-67) to file. You must scan and convert that completed form as a **separate** PDF document. You can electronically file PDF documents only.

 In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers: Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher or Firefox 45 or higher. Address bars for two of these browsers are below:

Microsoft Internet Explorer®:



## Firefox:



2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page



- 3. Choose LOG-IN
- 4. The Login page will appear.

# File a New Small Claims Case Electronically (continued)

5. Enter your User ID and your password



6. Choose Login to go to the E-Services home page.

| State of C<br>E-Ser  | onnecticut Judicial Branch<br>vices  |  |  |  |
|--|--|--|--|--|
| E-Services Home  | Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov   |  |  |  |
| E-Services Inbox   | Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do   |  |  |  |
| Appellate E-File   | electronically intrough E-Services, click nete,  |  |  |  |
| Superior Court E-Filing<br>Civil/Family<br>Housing<br>Small Claims | Too should reveal the <u>Discourse and Detimals addoubles to Control</u> so which addy by addouble to addouble reveal the <u>Discourse and Detimals</u> addoubles and Detimals databate<br>have rules that apply to E Services. Buy for (discourse), e-filing and shot candou markings.<br>Specific procedures that apply to Appellate E-Filing are contained in the <u>Appellate Procedures and Technical Standards</u> , <i>B</i> .<br>For questions, comments or suggestions <u>CONTACT US</u> <i>B</i> . |  |  |  |
| Centralized Small Claims   |  |  |  |  |
| CIB<br>Change Account Information                                  | Copyright @ 2017, State of Connecticul Judicial Branch   |  |  |  |

7. Choose Small Claims under Superior Court E-Filing from the menu options on the E-Services home page

**Note:** Centralized Small Claims E-filing can only be used to file documents on a small claims case that was started before October 16, 2017, and has not yet been transferred to the small claims docket in the appropriate judicial district or housing session and assigned a new docket number.

- 8. You will see the Superior Court E-Filing Menu
- 9. Choose E-file a New Case

| E-Services Home   | Logged-In User: Anna Karenina (annakarenina)  | E-Mail: alice.mastrony@jud.ct.gov Logout   |
|---|---|--|
| E-Services Inbox  | You can ask for electronic access to your e-filable civil/housing and family case so you can<br>case, and mark your short calendar matters electronically. Almost all civil, housing and fami                           | file documents, look at documents filed in your<br>ily case types are e-filable.   |
| Superior Court E-Filing<br>Civil/Family<br>Housing<br>Small Claims                  | You can see a list of cases you have requested electronic access to and cases you have be<br>You can find out more about the links on the left side of the page by <u>clicking here.</u>                                | een given electronic access to on this page.   |
| E-File a New Case   | Log out of E-Services when you have finished what you are doing to protect your privacy. If<br>minutes, the system will show a message asking you if you want to log off or stay logged in<br>you out after 60 seconds. | you don't use the mouse or the keyboard for 30<br>. If you don't pick either choice, the system logs<br>ou out, you will lose any information you have |
| E-File on an<br>Existing Case<br>By Docket Number<br>By Party Name<br>List My Cases | entered, and you will have to start your filing from the beginning.   | e e e je ministre anj mannadan je nave   |
| Court Events<br>By Date<br>By Docket Number   | Anna Karenina (annakarenina) currently does not have electronic access to a   | iny cases.   |

## Enter Case Type Information

10. You will see the following screen. Choose **Civil/Housing/Small Claims** to indicate that you are filing a small claims case, and **Continue**.

| State of Constants | onnecticut Judicial Branch<br>ior Court E-Filing | <u> </u>                                  |
|--------------------|--|---|
| Show Instructions  | E-File a N                                       | e-mail: ance.mastrony@jou.cl.gov<br>legot |
|                    | * Select Case Category:                          | ○Family Vivil / Housing / Small Claims    |
|                    | Continue   | Cancel                                    |
|                    |  |   |

11. Click the drop-down arrow to show the list and click on the correct case type

| Case Type Information * What is the case type for this case?  | S25 - Sm<br>Be sure ti<br>JD-CL-134<br>documen | all Claims - Co<br>nat you have s<br>Į. The case tyj<br>ts and subseq | stract - Other<br>elected the correct case type from the list of oppons on Judi<br>e that you enter impacts the proper processing of the case in<br>uent filings. | H13 - Small Claims Housing - Rent and/or Damages<br>H20 - Housing - Housing Code Enforcement<br>H30 - Housing - Entry and Detainer<br>H40 - Housing - Administrative Appeal<br>H60 - Housing - Administrative Appeal<br>H60 - Housing - Ball Big Infestation<br>H70 - Housing - Ball Big Infestation<br>H60 - Housing - All Other<br>M00 - Injunction<br>M10 - Receivership   |
|---|--|---|---|---|
| * Has the Writ and Notice of Suit been signed<br>by a Clerk or Commissioner of the Superior<br>Court? | ⊖Yes   | ⊖ No  |   | M20 - Mandamus<br>M40 - Arbitration<br>M50 - Declaratory Judgment   |
| * Is there a court order waiving the entry fee<br>for the case you are filing?                        | ⊖Yes   | ○ No  |   | M/66 - Department of Labor Unemployment Compensation E<br>M/68 - Bar Discipline - Inactive Status   |
| * Is there more than one plaintiff on the case?   | OYes   | ○ No  |   | M90 - Misc - All other<br>P00 - Foreclosure<br>P10 - Partition<br>P20 - Dissolution of Lien Upon Substitution of Bond<br>P30 - Dissolution of Lien Upon Substitution of Bond<br>P30 - Dissolution of Lien Upon Substitution of Bond<br>P30 - Small Claims - Collection - Credit Card (Original Owne<br>S10 - Small Claims - Collection - Hospital<br>S10 - Small Claims - Collection - Medical Non-Hospital<br>S15 - Small Claims - Collection - Hurchase Debt<br>S20 - Small Claims - Collection - Hurchase Debt<br>S20 - Small Claims - Contract - Home Improvement<br>S25 - Small Claims - Contract - Home Improvement |

- 12. Choose **Yes** to confirm that the Small Claims Writ and Notice of Suit has been signed by you and the Clerk, Notary or Commissioner of the Superior Court who took your oath.
- 13. Choose **No** if you do not have a court order waiving the entry fee for this case. If you have an order waiving the entry fee for this case, click **Yes** and

You must file the case *on* paper with the clerk of the court at the appropriate location if you have an order waiving the entry fee.

14. Choose **No** if there is only one plaintiff in the case you are filing. If there is more than one plaintiff, click next to **Yes**, and



You must file the case *on* paper with the clerk of the court at the appropriate location if there is more than one plaintiff.

15. Click **Continue** to go to the next page to enter *Basic Summons Information* 

H11 - Small Claims Housing - Return of Security Deposit

## Enter Basic Summons Information

You will use the information on the Small Claims Writ and Notice of Suit for the case you are filing to answer the questions on this page.

| State of Connecticut Judicial Bra<br>Superior Court E- | -Filing  |
|--|--|
| Logged-In User: Anna Karenina (annakarenina)           | E-Mail: alice.mastrony@jud.ct.gov Logout   |
| Show Instructions E-                                   | File a New Case  |
| Basic Summons Information                              |  |
| Case Type: H13 - Sma                                   | all Claims Housing - Rent and/or Damages   |
| * To which Court location is this case returnable?     |  |
| * What is the Amount Claimed?                          | Do not include the filing fee, amount of pre-judgment<br>interest or double damages. |
| How many plaintiffs in this case?                      | 1  |
| * How many defendants in this case?                    | 1  |
| How many garnishees in this case?                      | 0  |

16. Choose the down arrow next to the Court location field to select the court location where you are filing your small claims case.

**Note:** View more information on where to file your small claims case on the Small Claims Session Home Page.

17. Enter the Amount Claimed in the field.

**Note:** When you enter the amount, do not include the filing fee, any pre-judgment interest or double damages.

- 18. The number of plaintiffs defaults to 1 because as a self-represented party, you can only electronically file a small claims case with one plaintiff.
- 19. Enter the number of defendants and the number of garnishees (if your case has any garnishees) in each field. In this example, there is one plaintiff and two defendants.

### Enter First Plaintiff and First Defendant Information

You must now enter the information about the first plaintiff and the first defendant in your case. Choose the type of party for the plaintiff and the defendant. Party type choices for a plaintiff are person, person PPA, or executor or administrator. For a defendant, party type choices are person, firm or corporation, government entity or executor or administrator.

 Click the down arrow to choose the party type for the First Plaintiff. If you created a business account when you enrolled in E-Services, you will also have the option of selecting Firm/Corporation as the party type. In this example, the logged-in User ID belongs to an individual account.

| First Plaintiff         |                                  |
|-------------------------|----------------------------------|
| *Choose Party Type: -Se | elect One-                       |
| -Se                     | elect One-                       |
| First Defendant Per     | rson                             |
| *Choose Party Type: Exe | rson PPA<br>ecutor/Administrator |

2. Choose **Person** from the list of options.

|                                   | First Plaintiff's Name as indicated on the Summons or other documents                   |
|-----------------------------------|---|
| Prefix:                           |   |
| * Last Name:                      | Karenina  |
| First Name:                       | Anna  |
| Middle Name:                      |   |
| Suffix:                           | $\checkmark$  |
| Name Info Continued:              |   |
|                                   | Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons |
| Inmate Number:                    |   |
| Business/Care Of/Institution:     |   |
| * Street Address:                 | 90 Washington St. Post Office Box:  |
| Suite/Apt/Unit/Floor:             |   |
| * City/Town:                      | Hartford  |
| * State or State Equivalent:      | CT - CONNECTICUT   Foreign/US Military/US Territory                                     |
| * Zip:                            | 06106 Oko Zip Code Available  |
| Zip Plus 4:                       |   |
| Full Name of Country (if not US): |   |
| Email Address:                    | alice.mastrony@jud.ct.gov   |
| * Phone Number:                   | 8605555555  |
| Ext:                              |   |
| Fax Number:                       |   |

**Note:** The e-filing system will automatically enter the information that you gave in your enrollment application, including your name, address, e-mail address and telephone number. You can make any changes to the information that is shown here if you need to. You should also update your E-Services account with changes.

- 3. Review your information and make any changes you need to make.
- 4. Click the down arrow to choose the party type for the First Defendant:

| First Defendan | t                   |   |  |
|----------------|---------------------|---|--|
|                | *Choose Party Type: | -Select One-<br>Person<br>Firm/Corporation  |  |
| Supporting Do  | uments              | Government Entity<br>Executor/Administrator |  |

- 5. Choose whether the first defendant is a Person, Firm/Corporation, Government Entity or Executor/Administrator. In this example, the defendant is a Person.
- 6. Enter the name of the defendant and the other information on the Small Claims Writ and Notice of Suit that is asked for in the system, including the defendant's address.

**Note:** If there is a red asterisk (\*) before the information asked for, you must enter the information. For example, the address is required, but the telephone number and email address are not required.

#### Attach your Documents

You must attach the documents for the case that you are filing. You will usually have two documents; one is the Small Claims Writ and Notice of Suit, the second is the Statement of Service. You must be sure that each document is in PDF format. For information on PDF creation, go to the **Getting Started** tab on the <u>E-Services Welcome</u> page.

1. Check the box to indicate that the documents that you are filing do not contain personal identifying information



- 2. Click Browse under the Small Claims Writ and Notice of Suit, JD-CV-40 PDF field to find your document on your computer
- 3. Choose the down arrow to find your document in the files on your computer
- 4. Click once on the document name and then click **Open.** The information about the document will appear in the area under **Small Claims Writ and Notice of Suit** for this case.

| Please attach the SMALL CLAIMS RETURN / STATE<br>Browse | Choose File to Upload            | es_Training 🕨 Generic PDFs 🛛 🕞 🎸                                | Search Generic PDFs | <mark>ک</mark><br>۹ |  |
|---|----------------------------------|---|---------------------|---------------------|--|
| Please attach the CONTINUATION OF PARTIES PDF           | Organize 🔻 New fo                | der   | 8≡ ▼ [              | 1 0                 |  |
| Please attach the MILITARY AFFIDAVIT PDF                | Favorites                        | Documents library<br>Generic PDFs                               | Arrange by: Fold    | er 🕶                |  |
| Drowse  | \rm Downloads                    | Name  | Date modified       | Туре                |  |
| Browse  | 📜 Libraries                      | Generic_Multi_Page_PDF_Document Generic_Multi_Page_PDF_Document | 10/6/2014 4:19 PM   | Adobe Ac            |  |
| Please attach the EXHIBITS PDF<br>Browse                | Documents     Music     Dictures | Generic_PDF_Document  | 10/9/2014 12:18 PM  | Adobe Ac            |  |
|   | Videos                           |   |                     |                     |  |
| NOTE: Maximum size for uploaded documents is 50 N       | Computer                         |   |                     |                     |  |

- 5. Choose **Browse** next to the **Small Claims Return/Statement of Service** field and select the file and click **Open**; the information about the document will appear.
- 6. Choose **Browse** under the name of any other document that you have served on the defendant and select the file and click **Open**; the information about the document will appear.
- 7. If you have a "continuation of parties PDF," you would browse and attach that document in the same way.

**Note:** If you make a mistake and attach the wrong document, you can choose **Delete** to the right of any document you want to remove. Confirm that you want to remove it, and you can choose a different document in its place.

8. Choose **Continue** at the bottom of the page.

**Note:** You should always use the gray buttons at the bottom of each page to move from page to page in efiling. Do not use the forward and back buttons in your browser or you will lose the information you have entered into the system. 9. If you are suing more than one defendant, you will see a page that asks you to fill in information about the other defendant or other defendants.

**Note**: If you are suing more than one defendant and the system does not take you to this page, click **Change Information** at the bottom of the page to go back and make sure that you entered the correct number of parties on the page before this one. You can change the number of defendants and come right back to this page.

10. Choose the Party Type by clicking the down arrow;

| TRUCK Sales                               |  |                                       |
|---|--|---------------------------------------|
| ogged-In User: Anna Karenina (annakarenin | ia)  | E-Mail: alice.mastrony@jud.ct.gov Log |
| Show Instructions                         | Additional Parties                               |                                       |
|   | Case Type: S25 - Small Claims - Contract - Other |                                       |
| dditional Defendants                      |  |                                       |
|   |  |                                       |

11. Enter the name and address of the second defendant

**Note:** If a **red** asterisk (<sup>\*</sup>) comes before the information asked for on this page, you must enter the information before you can continue.

| 02   | at a state of the |  |
|------|---|--|
| . 02 | Choose Party Type Person  |  |
|      | Pretix  |  |
|      | Last Name   |  |
|      | First Name  |  |
|      | Middle Name   |  |
|      | Name Info Continued   |  |
|      | Name into Continued   | Examples: DBA_AKA_EKA_Executor/Administrator or other info as                  |
|      |   | appears on the Summons   |
|      | Inmate Number   |  |
|      |   |  |
|      | Business/Care Of/Institution  | Jefendant's Address Information as indicated on the Summons or other documents |
|      | * Street Address  | Poet Office Box:   |
|      | Suite/Ant/Unit/Floor  |  |
|      | * City/Town   |  |
|      | * State or State Equivalent   | Select.  |
|      | * Zin   | No Zin Code Available  |
|      | Zin Plue 4  |  |
|      | Eull Name of Country (if not US)  |  |
|      | Email Address   |  |
|      | Phone Number  |  |
|      | Fridite Humber  |  |
|      | Eax Number  |  |
|      |   |  |

12. Click **Continue** to go to the page where you can look at the information you have given and the documents that you have attached

**Note:** You will be able to change information that you have entered after you look at it on the next page in the e-filing system.

## **Review Information (Data) and Documents**

1. You must check the summary of the information that you entered in the system to be sure you entered the information from your Small Claims Writ and Notice of Suit about the court, the parties, the case type, and the amount you are asking for correctly.

| State of Connecticut Judicial Branch<br>Superior Court E-Filing |   |                                   |  |  |  |
|---|---|-----------------------------------|--|--|--|
| Logged-In User: Anna Karenina (annakarenin                      | a)  | E-Mail: alice.mastrony@jud.ct.gov |  |  |  |
| Show Instructions   | <b>Review Data and Documents</b>          |                                   |  |  |  |
| Summary Data  |   |                                   |  |  |  |
| Case Caption:   | KARENINA, ANNA v. THORNTON, TROOPER Et Al |                                   |  |  |  |
| Judicial District:  | HHD - Hartford at Hartford                |                                   |  |  |  |
| Case Type:  | S25 - Small Claims - Contract - Other     |                                   |  |  |  |
| Case contains PJR Documents:                                    | Yes                                       |                                   |  |  |  |
| Filing on behalf of a State Agency                              | : No                                      |                                   |  |  |  |
| Amount Claimed:   | \$4,250.00                                |                                   |  |  |  |
| # of Plaintiffs:  | 1   |                                   |  |  |  |
| # of Defendants:  | 2   |                                   |  |  |  |

 You must also look at each of the documents that you attached to make sure that it is the right document. The first page appears in the window. Click View All Pages as PDF to see all the pages in a separate window.

**Note**: The system takes several seconds to show the document so wait to see the whole document before you try to continue with the filing.

3. You can use the bar on the side of the window to move through all pages of the document



4. You must review the name and address information for each of the parties that appears on the page below the documents.

| Plaintiff   | Party #     |
|---|-------------|
| ANNA KARENINA<br>90 WASHINGTON ST<br>HARTFORD, CT 06106<br>ALICE MASTRONY@JUD.CT.GOV<br>8065555555  | P-01        |
| Defendants  | Party #     |
| TROOPER THORNTON<br>98 KILLARVEY DRIVE<br>WETHERSFIELD, CT 06109<br>ALICE:MASTRONY@JUD CT.GOV<br>805555555  | D-01        |
| MAUREEN O'HARA THORNTON<br>98 KILLARNEY DRIVE<br>WETHERSFIELD, CT 06109<br>MAUREEN THORNTON@THEQUIETMAN.COM<br>805555555  | D-02        |
| Certification   |             |
| I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the     General Statutes.     My Signature (Enter User ID):     Shopping Cart Note (Optional): | Connecticut |
|   |             |
| Continue Change Case Type Change Information Cancel   |             |

5. If you need to change the document that you attached, click **Change Information** to go to the page where you can browse and attach a different document.

**Note:** DO NOT click the *Back* button on your browser to return to the previous page. Clicking that browser button clears the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first page in case initiation; **Change Information** will return you to the page where you entered the information from the summons and attached the documents. If you need to change the information that you entered about additional defendants, you must click the **Change Information** button and then click the **Continue** button on the bottom of that page to return to the **Additional Parties** page.

| 💽 = 🔊 https:/   | (effle.pliotservices.jud. <b>dt.gov</b> )CaseInitiation/CaseDocuments.aspx1DisableAutoLogofFwyes# | 💌 🔒 🐓 🗙 📴 Bing                    |
|-----------------|---|-----------------------------------|
| Edt Vew Far     | ronites Tools Help<br>  × @_Convert - ∰Select   |                                   |
|                 | te of Connecticut Judicial Branch<br>Iperior Court E-Filing                                       |                                   |
| E-Services Home | Logged In User: Anna Karenina (annakarenina)  | E-Mail: alice.mastrony@jud.ct.gov |

- 6. Click in the box to certify that the documents that you are attaching are true copies of the signed documents that were served under the Connecticut General Statutes.
- 7. Enter your User ID, which is your signature
- 8. You can enter a shopping cart note that will appear in the shopping cart with your case. The note is only for you. It is not part of what you are filing with the Superior Court.
- 9. Click **Continue** to go to the Shopping Cart and pay the entry fee for this case

| Cert       | tification                   |   |  |  |  |  |  |  |
|------------|------------------------------|---|--|--|--|--|--|--|
| $\bigcirc$ | General Statutes.            |   |  |  |  |  |  |  |
|            | * My Signatur<br>Shopping Ca | re (Enter User ID):                                 |  |  |  |  |  |  |
|            |                              | Continue Change Case Type Change Information Cancel |  |  |  |  |  |  |

### Make a Payment from the Shopping Cart

Before paying for items, you can check your documents by clicking on the links. If you see that you have attached a document that is not correct, you must delete the item and start again. Click the link to **Remove Item from Shopping Cart** to the right of the case name and case type to delete it. This link is outlined in red in the picture below. You will be asked to confirm that you want to delete the item and cancel the transaction.

1. To continue the payment process, choose the item you want to pay for by checking the box to the left of the case name in the Shopping Cart

| Hide Ins   | tructions   | My S   | hopping Cart  |  |  |
|--|---|--|---|--|--|
| Instruction<br>summary<br>waiting to<br>filing of the<br>the left of<br>item you a | ons: Once you put a ca<br>of the information abo<br>be filed. You can also<br>e case or document a<br>the filing fee. You can<br>are filing. Choose Pay | ase or a document in the shop<br>ut any item in the shopping ca<br>select and look at any docum<br>nd complete the filing, it will be<br>select one item or several iter<br>by Credit Card to make a par | ping cart, it will stay in the s<br>rt, including the name of the<br>ent shown in the shopping<br>removed from the shopping<br>ns for payment by checking<br>yment. | shopping cart for 56 day<br>e case and the title of th<br>cart. <b>Note</b> : If you do not<br>g cart completely on the<br>g the box under <b>Select</b> I | s. You can see a<br>the documents that and<br>t pay the fee for the<br>e date that is shown is<br>tem to the left of the |
| Your total   | single payment by cre   | edit card cannot be more than  | \$30,000.   |  |  |
| If you do i<br>To leave f  | not want to pay for and<br>the items in the Shopp<br>the bottom of the page   | t file an item, you can delete it<br>ing Cart and return to the Civi<br>. To leave E-Services, you car   | from the shopping cart by s<br>/Family/Housing Menu, you<br>n select Logout from the to   | selecting Remove Item<br>u can select Return to C<br>p of the page.  | from Shopping Car<br>Civil/Family/Housing  |
|  |   |  |   |  |  |
| Select<br>Item   |   | Documents Summa  | гу  | Will Remain in<br>Shopping Cart<br>Until   | Payment<br>Amount  |
| Select<br>Item   | KARENINA, ANN/<br>HHD-CV-Case YY<br>Electronic Docum<br>See SMALL CLAI<br>See EXHIBITS<br>Shopping Cart No  | Documents Summa<br>V. THORNTON, TROOPE<br>and Case # Not Yet Assig<br>ents:<br>MS WRIT AND NOTICE O<br>MS RETURN / STATEMEN<br>tes: [none]   | ry<br>R ET AL<br>ned Case Type: S25<br><u>F SUIT, JD-CV-40</u><br>IT OF SERVICE   | Will Remain in<br>Shopping Cart<br>Until<br>10/2/2017  | Payment<br>Amount<br>Filing Fee<br>\$95.00<br>Remove Item<br>from Shopping<br>Cart                                       |
| Select<br>Item   | KARENINA, ANNA<br>HHD.CV-Case YY<br>Electronic Docum<br>See SMALL CLAI<br>See EXHIBITS<br>Shopping Cart No  | Documents Summa<br>A v. THORNTON, TROOPE<br>and Case # Not Yet Assig<br>ents:<br>MS WRIT AND NOTICE O<br>MS RETURN / STATEMEN<br>tes: [none]   | ry<br>IR ET AL<br>Ined Case Type: S25<br><u>F SUIT, JD-CV-40</u><br>IT OF SERVICE   | Will Remain in<br>Shopping Cart<br>Until<br>10/2/2017<br>Total   | Payment<br>Amount<br>Filing Fee<br>\$95.00<br>Remove Item<br>from Shopping<br>Cart<br>Amount: \$95.00                    |

<u>Refund Policy</u> ঐ

**Note:** To process payment on several items in a single payment, check the box next to each item. The example shows only one item in the shopping cart, but you can file additional items by clicking on **Return to Superior Court E-Filing Menu**. If you do not pay for an item, it remains in the shopping cart for 56 days. An item *is not filed* until you pay the fee.

2. Click Pay by Credit Card – Discover, Visa, MasterCard or American Express are accepted.

| ow Instructions | Payment by Credit Card  |
|-----------------|---|
|                 | Payment Summary Information<br>Shopping Carl Total: \$95.00<br>LexisNexis Service \$2.09  |
|                 | Total Due (USD): \$97.09  |
|                 | Enter Your Payment Information  |
|                 |   |
| (               | Agency Amount \$95.00   |
|                 | LexisNexis Service Fee \$2.09   |
|                 | Total Payment Amount \$97.09  |
|                 | First Name* Last Name*  |
|                 | Email Address*  |
|                 | Phone Number  |
|                 | Credit Card Number*   |
| ĺ               | Card Expiration* 1 - January V 2017 V   |
|                 | <ul> <li>By checking the box, you are authorizing the<br/>payment of the agency amount plus the<br/>Lonistikesis service fee</li> </ul> |
|                 | Pay Now   |
| l               | Phacy Terms Contact (In   |
|                 |   |
|                 | Barbard Policy @  |

3. Enter your payment information in the required fields, and check the box authorizing payment. Then click **Pay Now** to pay the entry fee and file your new case.

**Note:** The Judicial Branch does not keep your credit card information so you must enter the credit card number and the expiration date for the card any time you are paying a fee.

- 4. You will see the confirmation page, which includes the docket number for your new case.
- 5. Print this page by clicking Print This Page

| Print This Page   |
|---|
| Confirmation of E-filed Transaction (print this page for your records)  |
| For questions regarding this payment. Contact Us @  |
|   |
| Payment Information   |
| Confirmation Number: 50020238   |
| I total Court Fees: \$330.00  |
| LEXISTREXISTEMENT FOR \$1.00  |
| Payment Method: Credit Card   |
| Payment Date: 09/09/2014 11:24AM  |
|   |
| Document Summary  |
| Confirmation Number: 50020238   |
| Docket Number: EBT-CV-14-6040517S   |
| I o receive an email when there is activity on this case, click here, &   |
| Gase Name: SIMPSON, HOMEK V. FLINISTONE, FREDETAL   |
| rype of nanisacuon. E-me new Case   |
| Court rec. 4330.00  |
| Date Filed: SEP.9.2014  |
| Date Filed: SEP-9-2014<br>Filed By: (JeanValJean)   |
| Date Filied: SEP-9-2014<br>Filed By: (JeanValJean)<br>Document Filed: SUMMONS   |
| Date Filed: SEP-9-2014<br>Filed By: (JeanValJean)<br>Document Filed: SUMMONS<br>COMPLAINT   |
| Date Filed: SEP-9-2014<br>Filed By: (JeanValJean)<br>Document Filed: SUMMONS<br>COMPLAINT<br>RETURN OF SERVICE  |
| Date Filed: SEP-9-2014<br>Filed By: (JeanValJean)<br>Document Filed: SUMMONS<br>COMPLAINT<br>RETURN OF SERVICE<br>Date and Time of Transaction: Tuesday, September 09, 2014 11:24:59 AM |

- 6. Keep a copy of the confirmation page for your records.
- 7. Click **Return to Superior Court E-Filing Menu** and you can see the case you just filed in your list of cases on the Superior Court E-Filing home page.

Click the docket number to go to the case detail page for your new case. You have electronic access to your case as soon as you file it electronically. You do not need to request electronic access to your case.

8. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page.



**Need help?** If you have any questions about filing your new case on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov.</u> If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <u>http://www.jud.ct.gov/directory/location/Default.htm</u>.
## File Your Appearance (All Cases) Electronically

If you are the person who filed a new civil, family, housing or small claims case electronically with the Superior Court/small claims session (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper, or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. (See the section in this manual on requesting electronic access.) Once you have electronic access to the case, you can file your document on-line. If you don't have electronic access to your case, you can only file your document on paper with the clerk of the court where your case is located.

*Note:* You can find a list of the types of cases on which you can and cannot file on-line in the revised **Procedures and Technical Standards for E-Services**.

An appearance form is a system-populated form so if you are already enrolled filing the appearance form electronically, you don't have to fill out the form (JD-CL-12) yourself. The e-filing system will automatically fill it with the information you gave when you enrolled, but if the information from your enrollment has changed, you can change what the system automatically fills in on the appearance form. You should also change it on your E-Services account. You must also provide some additional information to complete the form.

Here is a checklist of what you must do to file an appearance electronically.

To file an appearance on-line on a case that you are a defendant in, you must:

- 1. Enroll in E-Services to set up a User ID and password
- 2. Log in to E-Services with your User ID and password to request electronic access to your case
- 3. Be approved for electronic access by the clerk of the court
- 4. Log in to E-Services with your User ID and password
- 5. Go to Superior Court E-Filing
- 6. Go to the main page (case detail page) for your case
- 7. Choose E-file an Appearance as your desired case activity
- 8. Fill in the required information in the system, and if it is filled in for you, make sure the information is correct
- 9. Sign your appearance by typing in your User ID
- 10. Review your appearance
- 11. Print a copy of your appearance to send to all other self-represented parties and attorneys of record
- 12. Print the confirmation page that gives you the information on what you filed with the court
- 13. Send a copy of the appearance to all other self-represented parties and attorneys of record

Instructions and Pictures to tell you how to file your appearance electronically:

 In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers: Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher or Firefox 45 or higher. Address bars for two of these browsers are below:

#### Microsoft Internet Explorer®:



# File Your Appearance (All Cases) Electronically (continued)



2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page



#### 3. Click LOG-IN

- 4. The log-in page will appear.
- 5. Enter your User ID and your password

| E-Services Login   | Judicial Branch E-Services - (Electronic Services)   |
|--|--|
| E-Services Requirements<br>FAQs on e-filing<br>User Guides<br>Procedures and Technical<br>Standards  | E-Services allows attorneys and self-represented parties to do business with the Judicial Branch electronically. For more information on what you can do electronically through E-Services, <u>click here</u> . You should review the <u>Procedures and Technical Standards for E-Services</u> which apply to all Judicial Branch electronic services. The Procedures and Technical Standards have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings. For appellate matters, please review the <u>Procedures and Technical Standards for Appellate E-Filing</u> &. |
| eCitations Procedures and<br>Technical Standards<br>Law Enforcement Agency<br>Application To Participate in<br>eCitations<br>Designated Filer Login<br>Designated Filer Overview | New to E-Services?       Or         In order to log in, you'll need to Enroll.       Juris Number (attorney/firm) or Self-Rep. User ID:         annakarenina       Eorgot User ID?         Password:       Password:         New User       Login  |

# File Your Appearance (All Cases) Electronically (continued)

- 6. Click **Login** to log in to E-Services and go to the E-Services home page.
- 7. Select Superior Court E-Filing from the menu options on E-Services home page



8. You will see the Superior Court E-Filing Menu. To file an appearance in an existing case, you must go to the main page (case detail page) for the case.

| E-Services Home                                   | Logged-In U                                    | ser: Anna Karenina (annaka  | renina)                              | E-Mail: alice.mas | trony@jud.ct.go | <sup>V</sup> Logout |  |  |  |
|---|--|---|--------------------------------------|-------------------|-----------------|---------------------|--|--|--|
| E-Services Inbox                                  | You can ask<br>case, and ma                    | You can ask for electronic access to your e-filable civil/housing and family case so you can file documents, look at documents filed in your<br>case, and mark your short calendar matters electronically. Almost all civil, housing and family case types are e-filable.   |                                      |                   |                 |                     |  |  |  |
| Superior Court E-Filing<br>Civil/Family           | You can see                                    | You can see a list of cases you have requested electronic access to and cases you have been given electronic access to on this page.  |                                      |                   |                 |                     |  |  |  |
| Housing<br>Small Claims                           | You can find                                   | You can find out more about the links on the left side of the page by <u>clicking here.</u>   |                                      |                   |                 |                     |  |  |  |
| E-File a New Case                                 | Log out of E-<br>minutes, the<br>you out after | Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keyboard for 30<br>minutes, the system will show a message asking you if you want to log off or stay logged in. If you don't pick either choice, the system logs<br>you out after 60 seconds. If you are in the middle of filing something and the system logs you out, you will lose any information you have |                                      |                   |                 |                     |  |  |  |
| E-File on an<br>Existing Case<br>By Docket Number | entered, and<br><u>Disclaimer</u>              | you will have to start your filir   | ig from the beginning.               |                   |                 |                     |  |  |  |
| By Party Name                                     | Cases with per<br>for Cheryl Half              | nding electronic access request<br>ord (JeanValJean)  | s or approval for electronic access  |                   |                 | Total: 1            |  |  |  |
| LIST MY Cases                                     | Category                                       | Docket No.  | Case Name                            | l.                | Location A      | ctivity             |  |  |  |
|   | Family   | AAN-FA-14-6015220-S   | ADDAMS, MORTICIA FRUMP v. ADDAMS, GO | 1EZ I             | Milford !       | NEW                 |  |  |  |

Note: You can go to the case detail page of your case by:

- Clicking on the docket number of a case shown in the list of cases with pending electronic access
  requests or approval for electronic access (outlined in purple at the bottom of the page shown); or
- Choosing By Docket Number from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown); or
- Choosing **By Party Name** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in red on the left side of the page shown); or
- Choosing List My Cases from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown).
- 9. Click the docket number of the case shown in the list at the bottom of the page

10. You will go to the case detail page for the case

| @ AAN-FA14-6015220-S                                     | ADDAN  | IS, MORTICIA F  | RUMP v. ADDAM  | IS, GOMEZ                               |  |   |   |   |                              |
|--|--|---|--|---|--|---|---|---|------------------------------|
| Prefix/Suffix: [none]                                    | Case   | Type: F00   | F  | ile Date:                               | 08/22/2014                                   | R   | eturn Date: 09/30/  | /2014   |                              |
| Case Detail  | Notices  | History   | Processing   | •                                       | 5  | Scheduled Court Dates   |   | Self-rep Help Man                                 | ual                          |
|  |  |   |  |   |  | To receive  | an email when there   | e is act  | <u>e.</u> សំ                 |
| You JeanValJean have el<br>computer) file or look a      | ectronic access<br>at documents, or<br>appeara   | to this case, bu<br>mark short cal<br>ince on paper v | It you do not hav<br>endar matters.<br>with the clerk of | ve an activ<br>To file the<br>the court | e appearance<br>appearance e<br>where the ca | e in this case. You mus<br>electronically, choose '<br>se is located, you can | t file an appearance<br>'Efile an Appearanc<br>use form <u>JD-CL-12</u> . | e before you can elect<br>:e" and select " Go." T | ronically (by<br>o file your |
|  |  |   | Select Case A  | Activity: [1                            | -File an Appe                                |   |   |   |                              |
|  |  |   |  |   |  |   |   |   |                              |
| Information updated as of                                | : 08/25/2014   |   |  |   |  |   |   |   |                              |
| Information updated as of                                | : 08/25/2014   |   |  | Case                                    | Information                                  |   |   |   |                              |
| Information updated as of                                | : 08/25/2014<br>Case Type:   | F00 - Family -  | Dissolution of M   | Case<br>larriage - C                    | Information<br>.G.S. Chapter                 | 815j  |   |   |                              |
| Information updated as of                                | Case Type:<br>Court Location:  | F00 - Family -<br>MILFORD                             | Dissolution of M   | Case<br>Iarriage - C                    | Information<br>.G.S. Chapter                 | · 815j  |   |   |                              |
| Information updated as of                                | : 08/25/2014<br>Case Type:<br>Court Location:<br>nancial Disputes:   | F00 - Family -<br>MILFORD<br>No                       | Dissolution of M   | Case<br>Iarriage - C                    | Information<br>.G.S. Chapter                 | · 815j  |   |   |                              |
| Information updated as of<br>Fir<br>Par                  | : 08/25/2014<br>Case Type:<br>Court Location:<br>nancial Disputes:<br>renting Disputes:  | F00 - Family -<br>MILFORD<br>No<br>No                 | Dissolution of M   | Case<br>Iarriage - C                    | Information<br>.G.S. Chapter                 | · 815j  |   |   |                              |
| Information updated as of<br>Fir<br>Par                  | : 08/25/2014<br>Case Type:<br>Court Location:<br>nancial Disputes:<br>renting Disputes:<br>RFTD Referral:                        | F00 - Family -<br>MILFORD<br>No<br>No<br>No           | Dissolution of M   | Case<br>Iarriage - C                    | Information<br>.G.S. Chapter                 | · 815j  |   |   |                              |
| Information updated as of<br>Fin<br>Par                  | Case Type:<br>Court Location:<br>nancial Disputes:<br>RFTD Referral:<br>RFTD Accepted:   | F00 - Family -<br>MILFORD<br>No<br>No<br>No<br>No     | Dissolution of M   | Case<br>Iarriage - C                    | Information<br>.G.S. Chapter                 | 815j  |   |   |                              |
| Information updated as of<br>Fir<br>Par<br>Referral Judg | Case Type:<br>Court Location:<br>nancial Disputes:<br>renting Disputes:<br>RFTD Referral:<br>RFTD Accepted:<br>ge or Magistrate: | F00 - Family -<br>MILFORD<br>No<br>No<br>No<br>No     | Dissolution of M   | Case<br>Iarriage - C                    | Information<br>.G.S. Chapter                 | 815j  |   |   |                              |

- 11. You will see a message in red on the case detail page telling you that you have electronic access to your case but you do not have an active appearance on this case.
- 12. Select E-file an Appearance and click Go.

**Note:** You can only file an appearance on this case.

13. You will see the following page:

|   | Logged-In User:   |  |  | E-Mail:   | ogout            |  |  |  |  |  |
|---|---|--|--|---|------------------|--|--|--|--|--|
|   | e AAN-FA14-6015220-S  | ADDAMS, MORTICIA FRUMP v. ADD  | AM S, GOMEZ  |   |                  |  |  |  |  |  |
|   | Prefix/Suffix: [none]   | Case Type: F00   | File Date: 08/22/2014  | Return Date: 09/30/2014   |                  |  |  |  |  |  |
|   | Hide Instructions   |  | E-File an Appearance   |   |                  |  |  |  |  |  |
|   | Instructions: Check the name and docket<br>bottom of this page to go back to the Civil/<br>detail page for this case.   | number of the case to be sure that yo<br>Family E-Filing Menu to start a new se  | u nave selected the case that you want. If i<br>earch. If you do not want to file an appearar            | this is not the case you want, choose "Select a Different Case" from the buttons<br>nce, choose "Cancel" from the buttons at the bottom of this page to go back to th | at the<br>e case |  |  |  |  |  |
|   | The information you gave when you enrolled in E-Services is filled in below. You can make corrections on this page. If you are filing your appearance to change your address, check the box next to that statement below. |  |  |   |                  |  |  |  |  |  |
|   | If you are filing your appearance in place of another person's appearance or in addition to another person's appearance, check the box next to that question below.   |  |  |   |                  |  |  |  |  |  |
|   | Click "yes" or "no" depending on whether you agree to accept service electronically from the other self-represented parties and attorneys in the case.  |  |  |   |                  |  |  |  |  |  |
|   | Choose "Continue" to go to the next page.   |  |  |   |                  |  |  |  |  |  |
|   | Please do not use pipe characters ( ) or d  | Please do not use pipe characters (I) or double dashes () when you are entering information into the system. The system cannot save those characters and will automatically remove them. |  |   |                  |  |  |  |  |  |
|   | Party and Address Information   | n  |  |   |                  |  |  |  |  |  |
| The e-filing<br>information<br>enrollment<br>in your nan<br>address at<br>number fo | The e-filing system takes this<br>nformation from your<br>enrollment application. It fills<br>in your name, address, e-mail<br>address and telephone<br>number for you.   |  | ty: D-01 GOMEZ ADDAMS  | Post Office Box:<br>oreign/US Military/US Territory<br>ilable   |                  |  |  |  |  |  |
|   | Are you filing your appearance in pla Are you filing your appearance in ad I agree to accept papers (service) from Yes O No   | tice of the appearance that is alread<br>dition to the appearance that is alre<br>o other parties in this case electroni<br>Continue   | y in the file?<br>ady in the file?<br>cally under Practice Book section 10-13<br>Select a Different Case | 3.<br>e Cancel  |                  |  |  |  |  |  |

- 14. Check your name, address, e-mail address and telephone number, which have already been entered by the e-filing system based on the information you gave when you enrolled.
- 15. If you are filing your appearance in addition to or in place of an appearance that is already in the file for you, you must check the box to tell the court what you are doing.
- 16. Click next to **Yes** or **No** to tell other parties and the court whether you agree to accept papers from other parties in this case electronically.

**Note:** The rules of court (Practice Book) say that anyone who files documents with the court has to serve copies of the documents on all the other appearing parties and attorneys of record in the case. The service can be made in different ways, such as U.S. Mail, e-mail or fax. Service can be made by e-mail only if a party agrees to accept electronic service. If someone agrees to accept service electronically (by e-mail), the other parties *must* e-mail copies of documents they file on-line.

17. Click **Continue** to go on to the certification and signature page

**Note:** You can click **Select a Different Case** to go back to the Civil/Family/Housing menu page and choose a different case. You can click **Cancel** to go back to the case detail page for the case you are in.

| You are entering a Self-represented appearance for:   |   |
|---|---|
| D-01 GOMEZ ADDAMS   |   |
| Law Offices of Atticus Finch  | JURIS # 423079  |
| Party # P-01 MORTICIA FRUMP ADDAMS  |   |
| Address of Attorney:<br>225 Spring Street<br>Wethersheld, CT 06109  |   |
| Address of Service (if different from attorney address above):  |   |
|   |   |
| Other Service Information<br>If you have served anyone else, provide the name and address for each person   | in the box below.   |
| Certification of Service  |   |
| I certify that a copy of the above was or will immediately be mailed or delivered electronically or non-ele<br>written consent for electronic delivery was received from all counsel and self-represented parties of re | ctronically on the date entered below to all counsel and self-represented parties of record and that<br>cord who were or will immediately be electronically served. |
| * Electronic Signature - Enter your User ID:  | JeanValJean   |
| * Telephone:<br>(xxx-xxxx)  | 860-555-5555  |
| * Enter Date Mailed/Delivered:<br>(mm/dd/yyy)   | 08/25/2014 ×  |
| Continue Change this Ap   | pearance Information Cancel   |

18. Click **Continue** if you have finished entering your information. You will be able to look at your appearance before you file it. You can click **Change this Appearance Information** to go back to the page before this one and change the information on that page. You can click **Cancel** to go back to the case detail page for the case you are in.

**Note:** If you want to move between the different pages in e-filing, always use the grey buttons that are on the bottom of each page. If you use the back or forward arrows in your browser (see picture below), you may lose all the information you have entered in the system.

| Contract of Contra | Appearance Form - Windows Internet Explorer  |              | _ 8 × |
|--|--|--------------|-------|
| <del>Co</del> -  | http://efile.systestservices.itd.ct.gov/appearance/DisplayAppearancePDF.aspx?crn=3373486 | 💌 🔸 🗙 🔁 Bing |       |
| File Edit  | View Favorites Tools Help<br>teAdvisors I × 🏟 Convert + 🔁 Select                         |              |       |

#### 19. The system will show you the appearance form that you will file

|  | State of Connecticut Judici<br>Superior Court  | al Branch<br>t <b>E-Filing</b>  |  |  |  |
|--|--|---|--|--|--|
| CAAN-FA14-6015220-S<br>Prefix/Suffix: [none] | ADDAMS, MORTICIA FRUMP v. ADi<br>Case Type: E00  | DAMS, GOMEZ<br>File Date: 08/22/2014  |  | Return Date: 09/30/201   | 4  |
| Hide Instructions                            | case (Jbc) ( 00  | Display of Appearance   | ce Form  | Notarii Date. 05/30/201  |  |
| Instructions: Review the app                 | earance form JD-CL-12 with information filled in.  | Check to be sure the information is   | s correct.   |  |  |
| You can choose "Charige uns<br>saved.        | Appearance mormation to return to an earlier   | screen to make changes or choose  | • "Cancel" to en   | id this transaction without e-filing an ap   | ipearance. me information will not be              |
| To file your appearance, choo                | se "E-File this Appearance."   |   |  |  |  |
|  | Warning: Your document may<br>You should wait until<br>Check the information in the  | not appear in the window be<br>you can see your document<br>Appearance form shown   | elow right aw<br>before goir<br>n in the wir                                   | vay. It can take several seconds<br>og ahead with this filing.<br>Idow below before you file it  | s.<br><u>*                                    </u> |
| <b>Review Document</b>                       |  | Zoom In 100%  | Zoom Out   |  | View All Pages as PDF                              |
|  | APPEARANCE D.G.12 Bwr. 112 P.B.25 Bwr. 112 P.B | STATE OF CONNECTION<br>SUPERIOR COURTS<br>WWW.jud.cl.gov<br>anance before and you have since charge<br>and self-roppeanted parties of reacord know<br>box below.<br>The court and all attorneys and self-rop<br>e charged my address. My new address<br>men d Deinoday<br>MAS, GOMEZ<br>[]<br>Adwess of Coart (Number, street Ione and sip code<br>[]<br>[] Adwess of Coart (Number, street Ione and sip code<br>]<br>[] Adwess RIVER STREET PO BOX 210<br>art] | are a self-<br>d your address,<br>v that you have<br>vrosented<br>ss is below. | Instructions — See Back/Page 2           Return date           Sep-30-2014           Doctationation           Doctationation           AAN-FA-14-6015220-S           460 | ^  |

- 20. Review the form to be sure that the information is correct.
- 21. Print a copy of this form for your records and to send to other self-represented parties and attorneys of record.

**Note:** The e-filing system shows your User ID in the signature area of this appearance form.

| Certification         contify that a copy of this document was mailed or delivered electronically or non-electronically on (date)         Aug 25 2014         to all attorney           In solf-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented arties receiving electronic delivery.         Image 25 2014         to all attorney           Image and axies of each party and atomny fair copy was mailed or delivered to*         For Court Use Only         For Court Use Only           Law Offices of Atticus Finch - 225 Spring Street/Wethersfield, CT 06109         Pirt or type name of person signing         Date signed         Telephone number | Signed (Individual attorni                                      | ne y or self-represented partyl   | Uneryl r  | Haltord   | )   | Date signed<br>Aug 25 201  | 14                     |
|---|---|---|---|---|---|--|------------------------|
| a and address of each party and attorney that copy was mailed or delivered to" For Court Use Only V Offices of Atticus Finch - 225 Spring Street/Wethersfield, CT 06109 v(Sprature of Ref) Print or type name of person signing Date signed Telephone number  | rtify that a copy<br>self-represente                            | y of this document was mailed o<br>ed parties of record and that wr<br>lectronic delivery.                          | or delivered electronic<br>ritten consent for elec                              | ically or non-electror<br>ctronic delivery was          | nically on (date) <u>Aug</u> ;<br>received from all attor   | to all to all to all the second secon | l attorney<br>resented |
| Signed (Signature of Ber) Print or type name of person signing Date signed Telephone number   | Law Offices of Att  | ach party and attorney that copy was ma<br>tticus Finch - 225 Spring Stre   | alled or delivered to*<br>et/Wethersfield, CT                                   | r 06109   |   | For Court Use C  | Only                   |
|   | Law Offices of At   | ach panly and attorney that copy was ma<br>tticus Finch - 225 Spring Stre   | alled or delivered to*<br>et/Wethersfield, CT                                   | r 06109   |   | For Court Use C  | Only                   |
| , with the name of each party and the address which the copy was malled or delivered to.  | Law Offices of Att<br>Signed (Signature of Res<br>Jean Val Jean | ach panty and attorney that copy was me<br>titicus Finch - 225 Spring Stre<br>ef<br>Phint or type nar<br>Cheryl Hal | alied or delivered to"<br>wet/Wethersfield, CT<br>me of person signing<br>Iford | Date signed<br>Aug 25 2014<br>idness which the copy war | Telephone number<br>860-555-5555<br>mailed or delivered to. | For Court Use C  | Only                   |

22. Click E-File this Appearance to file the appearance with the court. You can click Change this Appearance Information to go back to the page before this one and change the information on that page. You can click Cancel to go back to the case detail page for the case you are in.

23. You will see the **Confirmation Page**.



- 24. Print and keep a copy of this confirmation page, using the Print button.
- 25. Remember to send a copy of the appearance form to all attorneys of record and other self-represented parties. You do not have to send a copy of the confirmation page to anyone else.
- 26. To return to the case detail page for this case, click on the docket number on the **Confirmation Page.** A **!New** icon (red) next to a document tells you that the document was filed in the past 3 days. A **!New** icon (green) next to a document tells you that the document was filed in the past 14 days.

**Note:** If you forget to print a copy of the appearance form, you can always print a copy by going to the case detail page for the case and clicking on the link to the appearance.

| V<br>C<br>P<br>o          | Viewing Documents on Family Cases: You can see pleadings, court orders, judicial notices and other documents in family cases during normal business hours at the<br>Clerk's Office in the Judicial District where the case is. Pleadings, orders and other documents in family cases are all paper-filed and are not available online. Some<br>pleadings, court orders, judicial notices and other documents are protected by court order and can be seen at the Clerk's Office in the Judicial District where the case is,<br>only by attorneys or parties on the case. |          |   |  |  |  |
|---------------------------|--|----------|---|--|--|--|
|                           |  |          | Motions / Pleadings / Documents / Case Status |  |  |  |
| <u>Entry</u><br><u>No</u> | File Date  | Filed By | Description                                   |  |  |  |
|                           | 08/22/2014   | Р        | SUMMONS D INEW                                |  |  |  |
|                           | 08/22/2014   | Р        | COMPLAINT 🖻 ! NEW                             |  |  |  |
|                           | 08/22/2014   | Р        | NOTICE OF AUTOMATIC COURT ORDERS D INEW       |  |  |  |
|                           | 08/25/2014   | D        |   |  |  |  |

27. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:



Need help? If you have any other questions about filing an appearance on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov</u>. If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <u>http://www.jud.ct.gov/directory/directory/location/Default.htm</u>.

## File a Motion or Pleading Electronically (All Cases)

If you are the person who filed a new civil, family, housing or small claims case electronically in the Superior Court or small claims session (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper, or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. (See the section on requesting electronic access.) Once you have electronic access to the case, you can file your motion or other pleading on-line. If you do not have electronic access to your case, you can only file your motion or other pleading on paper with the clerk of the court where your case is located.

**Note:** You can find a list of the types of cases on which you can and cannot file on-line in the revised <u>**Procedures and Technical Standards for E-Services**</u>. If the case is an existing case, you can also check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 16 **6**051245 or HHD FA 15 **5**061789 are paperless.

Here is a checklist of what you must do to file a document on-line.

To file a motion or other pleading on-line in a case, you must:

- 1. Enroll in E-Services to set up a User ID and password if you have not already enrolled
- 2. Log in to E-Services with your User ID and password to request electronic access if you do not already have electronic access to your case
- 3. Be approved for electronic access by the clerk of the court
- 4. Prepare your document by typing it and converting it to a PDF document
- 5. Save the PDF document so you can find it when you are filing it on-line
- 6. Log in to E-Services with your User ID and password
- 7. Go to Superior Court E-Filing
- 8. Go to the main page (case detail page) for your case
- 9. Choose E-file a Pleading or Motion as your desired case activity
- 10. Select the name for the motion you are filing
- 11. Upload your motion
- 12. Certify that you have delivered a copy of the motion to all other selfrepresented parties and attorneys of record
- 13. Sign your motion and certification by entering your User ID
- 14. Print the confirmation page that shows what you filed with the court
- 15. Send a copy of the motion to all other self-represented parties and attorneys of record

### Instructions and Pictures of how to upload and file your motion or pleading on-line:

 In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers: Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher or Firefox 45 or higher. Address bars for two of these browsers are below:

Microsoft Internet Explorer®:





2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page

Certain documents cannot be filed electronically (on-line), such as a motion for prejudgment remedy, a motion to be made a party or to intervene, and any sealed or lodged documents. For a complete listing, please check the revised **Procedures and Technical Standards of E-Services**.



- 3. Click LOG-IN
- 4. The log-in page will appear.
- 5. Enter your User ID and your password



6. Click Login to log in to E-Services and go to the E-Services home page.

7. Select Superior Court E-Filing from the menu options on E-Services home page



8. You will see the Superior Court E-Filing menu. To file a pleading or motion in an existing case, you must go to the main page (case detail page) for the case.

| E-Services Home                         | Logged-In Use  | r: Anna Karenina (annakar   | renina)   | E-Mail: alice.mastro   | ny@jud.ct.gov  | Logout                 |  |  |
|---|--|---|---|--|--|------------------------|--|--|
| E-Services Inbox                        | You can ask fo<br>case, and mark   | r electronic access to your e<br>your short calendar matter                                 | -flable civilhousing and family case so yo<br>s electronically. Almost all civil, housing an  | u can file documents, look at doc<br>d family case types are e-filable.  | uments filed in  | your                   |  |  |
| Superior Court E-Filing<br>Civil/Family | You can see a list of cases you have requested electronic access to and cases you have been given electronic access to on this page. |   |   |  |  |                        |  |  |
| Housing<br>Small Claims                 | You can find ou  | t more about the links on th  | e left side of the page by <u>clicking here.</u>  |  |  |                        |  |  |
| E-File a New Case                       | Log out of E-Se<br>minutes, the sy<br>you out after 60   | rvices when you have finish<br>stem will show a message a<br>I seconds. If you are in the r | ed what you are doing to protect your priv<br>sking you if you want to log off or stay log<br>niddle of filing something and the system i | acy. If you don't use the mouse o<br>ged in. If you don't pick either cho<br>ogs you out, you will lose any info | or the keyboard i<br>pice, the system<br>comation you ha | for 30<br>i logs<br>we |  |  |
| E-File on an                            | entered, and yo  | ou will have to start your film   | g from the beginning.   |  | -  |                        |  |  |
| Existing Case<br>By Docket Number       | Disclaimer   |   |   |  |  |                        |  |  |
| By Party Name<br>List My Cases          | Cases with pen<br>for Cheryl Halfo   | ding electronic access reque<br>rd (JeanValJean)  | ists or approval for electronic access  |  |  | Tota                   |  |  |
|   | Category   | Docket No.  | Case Name   |  | Location   | Activity               |  |  |
|   | Family   | € ARVEA-14-6015220-5  | ADDAMS, MORTICIA FRUMP v. ADDAMS,   | GOMEZ  | Hiford   | bev                    |  |  |
|   | Fanily   | C 186-FA-34-6022673-5   | PETRIE, LAURA M. v. PETRIE, ROBERT S.   |  | New Britain  | bev                    |  |  |

- 9. You can go to the case detail page of your case by:
  - Clicking on the docket number of a case shown in the list of cases with pending electronic access requests or approval for electronic access (outlined in purple at the bottom of the page shown); or
  - Choosing By Docket Number from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown); or
  - Choosing **By Party Name** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
  - Choosing List My Cases from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown).

10. If the case name and docket number do not appear in your list of cases on this page,



The cases listed on this page are the cases that you have requested electronic access to or cases for which your electronic access has already been approved. If you have not requested and been approved for electronic access to a case, you cannot file on-line in that case.

To ask for electronic access to a case, you must go to the case detail page of the case by entering the docket number or a party name. On the case detail page, you must select **Request Electronic Access**, fill out and print the request form and take the form and an acceptable form of photo identification to the clerk's office at the court where the case is located.

You can get more information about requesting electronic access on the E-Services Welcome page under the **Self-represented Parties** tab.

- 11. Click the docket number of the case shown in the list at the bottom of the page
- 12. You will go to the case detail page for the case

#### 13. Select E-File a Pleading or Motion and click Go

| Logged-In User: Cheryl Halfo | ord (JeanValJean)                |                                   |                            | E-Mail: cher                | yl.halford@jud.ct.gov Logout        |
|------------------------------|----------------------------------|-----------------------------------|----------------------------|-----------------------------|-------------------------------------|
| # HHB-FA14-6023671-S         | PETRIE, LAURA M.                 | v. PETRIE, ROBERT S.              |                            |                             |                                     |
| Prefix/Suffix: [none]        | Case Type: F00                   | File Date: (                      | 08/27/2014                 | Return Date: 09/16/201      | 14                                  |
| Case Detail                  | Notices                          | ssing <b>•</b>                    | Scheduled Court Dat        | es                          | Selferation                         |
|                              |                                  |                                   | To room                    | us on amail when there is   | activity on this case, click have d |
|                              |                                  |                                   | 101000                     | ve all effait when there is | activity off this case, click here. |
|                              |                                  | E-Fi                              | e an Annearance            |                             |                                     |
|                              |                                  | Select Case Activity: E-Fi        | e a Pleading or Motion Go  |                             |                                     |
| Information undated as of    | 00/07/0014                       | E-FI                              | e a Reclaim                |                             |                                     |
| information updated as of. o | 10/2/120/14                      | Casal                             | formation.                 |                             |                                     |
|                              |                                  | Case I                            |                            |                             |                                     |
|                              | Case Type: F00 - Fami            | ly - Dissolution of Marriage - C. | G.S. Chapter 815j          |                             |                                     |
|                              | Court Location: NEW BRIT         | AIN                               |                            |                             |                                     |
| Fina                         | incial Disputes: No              |                                   |                            |                             |                                     |
| Pare                         | nting Disputes: No               |                                   |                            |                             |                                     |
|                              | RFTD Referral: No                |                                   |                            |                             |                                     |
| F                            | RFTD Accepted: No                |                                   |                            |                             |                                     |
| Referral Judge               | e or Magistrate:                 |                                   |                            |                             |                                     |
| La                           | ist Action Date: 08/27/2014      | (Last Action Date is a data en    | try date, not actual date) |                             |                                     |
| State Assistance Fin         | ancial Support: No               |                                   |                            |                             |                                     |
| State Assistance HUSKY He    | <mark>alth Insurance:</mark> Yes |                                   |                            |                             |                                     |
|                              |                                  |                                   |                            |                             |                                     |
|                              |                                  | Dispositio                        | n Information              |                             |                                     |

14. You will now see the Select Pleading/Motion/Other page.

**Note:** This page allows you to choose the name for the pleading, motion or document that you are filing. You must choose the correct name because the name that you choose will make the document you file go to the file, be placed on a short calendar or not, depending upon whether it is a motion or pleading that should go on a short calendar. The name also tells other people, including the Judge, other self-represented parties and the attorneys in your case, what you are filing. It is very important that you name your document correctly when you create it and it is also very important that you choose the correct name for your document on this page.

15. You can select a category by clicking the down arrow to show the list of categories. The document being filed in this example is a motion for alimony, custody of minor children and child support pendente lite (before judgment).



16. Clicking on a category called General will give you a list of names in alphabetical order to choose from.

| e BPH-CV16-6001007-S<br>Prefix: HSG  | SIMPSON, HOMER v. FLINTSTONE, FRED<br>Case Type: H00                                   | File Date: 03/29/2016   | Return Date: 04/06/2016  |
|--|--|---|--|
| Show Instructions  |  | Select Pleading/Motion/Other  |  |
| Pleading/Motion/Other documents will be  | filed on behalf of the following pa  | arty  |  |
| D-01 FRED FLINTSTONE   |  |   |  |
| Search   |  |   |  |
| Select a category or enter a word or part of a word from th<br>name. See the instructions at the top of this page for more | e name of the document you are filing into the Se help.                                | earch field, and then select Search to see the results displayed in alphabe         | ical order. If you are filing in a family case, you may also select I Need Help. Then choose Select to the left of the |
| Search:  |  |   |  |
| Choose a Category:   | OR<br>Select an Option<br>Affidavits   |   |  |
|  | Agreements / Stipulations<br>Amendments<br>Appeals<br>Complaints<br>General<br>Housing | e name of your motion, pleading or other document, call the E-Services Su<br>Cancel | pport line at (866) 765-4452.  |
| $\rightarrow$  | Motions<br>Objections<br>Pleadings<br>Reports / Memos                                  | Select a Different Case   |  |
|  | Requests<br>Service / Notice<br>   | Copyright @ 2016, State of Connecticut Judicial Branch                              |  |

**Note:** If you were filing a motion in a housing matter, you could select "Housing" as your category, and the list that would be displayed would be a list of names of documents that are frequently filed in housing cases. If you cannot find the name of the document you are filing, you can go back to the search field to find other choices of names.

17. You will have to scroll down the page to see **Motion for Alimony, Custody of Minor Children and Child Support Pendente Lite**:

| Select | MOTION FOR ALIMONY   |  |
|--------|--|--|
| Select | CT MOTION FOR ALIMONY PENDENTE LITE  |  |
| Select | ct MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT               |  |
| Select | CT MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE |  |
| Select | CT MOTION FOR ALLOWANCE TO APPRAISER   |  |
| Select | t MOTION FOR ALLOWANCE TO RECEIVER   |  |

**Note:** The list of names you see will be for pendente lite (before judgment) motions if no judgment of dissolution has been entered in your file. If a judgment has been entered, you will see a list of names of post-judgment motions.

 Click Select next to Motion for Alimony, Custody of Minor Children and Child Support Pendente Lite to go to the next page to upload your document.

- 19. You can also enter the first three or four letters of a word in the name of your document and click **Search**. In this example, **alim** was entered in the search area:
- 20. You will see a list of names that you can pick from. Click Select next to the one you want to use.

| Search for a Pleading/Motion/Other   |
|--|
| Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list. |
| Choose a Category Select an Option   |
| OR   |
| Search: alim OR I need help  |
| Search Clear   |
| Select a Pleading/Motion/Other to E-File   |
| Select MOTION FOR ALIMONY  |
| Select MOTION FOR ALIMONY PENDENTE LITE  |
| Select MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT   |
| Select MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE   |
| Select MOTION TO MODIFY ALIMONY PENDENTE LITE  |
| Select MOTION TO MODIFY SUPPORT AND ALIMONY  |
| Select PENDENTE LITE MOTION TO MODIFY - ALIMONY  |
| Select PENDENTE LITE MOTION TO MODIFY - ALIMONY, CHILD SUPPORT   |
| Select PENDENTE LITE MOTION TO MODIFY - ALIMONY, CHILD SUPPORT, CUSTODY  |
| Select PENDENTE LITE MOTION TO MODIFY - ALIMONY, CHILD SUPPORT, CUSTODY, VISITATION  |
| Select PENDENTE LITE MOTION TO MODIFY - ALIMONY, CHILD SUPPORT, VISITATION   |
| Select PENDENTE LITE MOTION TO MODIFY - ALIMONY, CUSTODY   |
| Select PENDENTE LITE MOTION TO MODIFY - ALIMONY, CUSTODY, VISITATION   |
| Select PENDENTE LITE MOTION TO MODIFY - ALIMONY, VISITATION  |

21. You can also click **I need help** if you need more help in finding the name of the document you are filing.

| Search for a Pleading/Motion/Other   |   |
|--|---|
| Select a category or enter Search Criteria by using a word or part of a word from the title of the mo<br>alphabetical order. Choose the title from the list. | tion, pleading or document you are filing and then select Search. The results of your search will be shown in |
| Choose a Category: Select an Option 🔽  |   |
| OR   |   |
| Search:  | OR I need help  |
| Search Clear   |   |

**NOTE:** The "I need help" box does not appear for *civil* cases.

22. You can find help by clicking on the down arrow, which displays different things you might need to ask the court or documents you might need to file. Click on one to see a list of the names of the documents people file most frequently when they are trying to do what you are trying to do or ask for what you are asking for.

| Search for a Pleading/Motion   | /Other   |                       |
|--|--|-----------------------|
| Select a category or enter Search Criteria<br>alphabetical order. Select the title from th<br>What would you like to do? | <ul> <li>Select an Option –</li> <li>File a Financial Affidavit (JD-FM-6 Short or Long)</li> <li>File an Affidavit Concerning Children (JD-FM-164)</li> <li>File another type of Affidavit</li> </ul>  | a of your search will |
| lif  | Ask the court to CHANGE AN EXISTING ORDER on my case (Motion For Modification)<br>Ask the court to ENFORCE AN ORDER that is not being followed by the other party on my case (Motion For Contempt)<br>Ask the court to ESTABLISH AN ORDER on my case (Motion For Order)<br>Tell the court that I OBJECT to a motion or request filed by another party on my case<br>File a Pleading – Such as an ANSWER or CROSS COMPLAINT |                       |
|  | File a Case Management Agreement Form (JD-FM-163)<br>File a Return Of Service –Official proof from a marshal that the papers were delivered to another party<br>File a Withdrawal<br>File an Agreement or Stipulation<br>Request to have my COURT DATE CHANGED (continuance - JD-CV-21)  |                       |
|  | See a list of things frequently filed on SHORT CALENDAR DAY  | ]                     |

23. When you find the name, choose **Select** to go to the next page and add additional information. You can choose one of the other buttons to go to a different case or cancel this filing.

**Note**: You file some documents by creating them in your word processing system. The document you are typing could be a fillable form from the Judicial Branch website, or you can create your own document. You must convert any fillable form or any document you create to a PDF document.

On the signature lines of your document, you can put your User ID, your typed name, or a pen-to-paper signature. You sign a document that you file electronically by entering your User ID in the signature field in the e-filing system.

You file other documents by providing information when you are in the e-filing system. The e-filing system will then fill out the form for you. These documents are called system-populated forms. They are: Reclaims, Jury Claims, Certificates of Closed Pleadings, Appearances, Motions for Continuance, and Withdrawals of all kinds, except Withdrawals of Appearance. For these pleadings or motions, you must fill in the required fields. The document will be created for you by the e-filing system.

**Note:** Certain documents must be signed pen-to-paper before they are scanned and saved as a PDF document for filing. Those documents include an affidavit, a financial affidavit, any agreement signed by more than one party and a return of service.

In this example, a fillable PDF form from the Judicial Branch website (JD-FM-176 – Motion for Orders before Judgment (Pendente Lite) in Family Cases) was used and then saved to a folder on the computer.

- 24. The party you are filing the document for will already be displayed.
- 25. Check to be sure that you have selected the case you want to file in
- 26. Check that you have selected the correct name for your document
- 27. Enter an additional description of your document.

| CHHB-FA14-6023671-S<br>Prefix/Suffix: [none]   | PETRIE, LAURA M. v. PETRIE, R<br>Case Type: F00        | OBERT S.<br>File Date: 08/27/2014 | Return Date: 09/16/2014 |  |  |  |  |
|--|--|-----------------------------------|-------------------------|--|--|--|--|
| Pleading/Motion/Other  | locuments will be filed on beh                         | alf of the following party        |                         |  |  |  |  |
| P-01 LAURA M. PETRIE   |  |                                   |                         |  |  |  |  |
| You have selected the f  | You have selected the following Pleading/Motion/Other: |                                   |                         |  |  |  |  |
| NOTION FOR ALIMONT, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE  |  |                                   |                         |  |  |  |  |
| Additional Description   |  |                                   |                         |  |  |  |  |
| Instructions: Add an additional description of the document you are filing here. You should enter the title and entry number of a request that you are objecting to or the motion that you are filing a brief in support of. You must enter the title and date of the event you want to have postponed if you are filing a motion for continuance (postponement). You should enter the title and entry number of the document you want to have postponed if you are filing a motion for continuance (postponement). You should enter the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a write the title and entry number of the document you want to have postponed if you are filing a |  |                                   |                         |  |  |  |  |
|  |  |                                   |                         |  |  |  |  |

**Note:** The additional description gives information that helps the Judge on the bench, attorneys and other self-represented parties, and the court staff. It is also required by the revised <u>Procedures and Technical</u> <u>Standards of E-Services</u>. The information you enter in the additional description field will appear on the case detail screen under the name of the motion you are filing.

The use of offensive or inappropriate language in the additional description field is not permitted.

Use the additional description area to give information that is important and related to what you are filing:

- Give the name and entry number of the motion you are objecting to (#110 Motion to Compel);
- Give the name and entry number of the pleading you are filing a memorandum to support or oppose (#103 Motion to Dismiss);
- Give the entry numbers of any other pleadings that are relevant to the document being filed

28. Check the box to indicate that the document that you are filing does not contain personal identifying information.



29. Click Browse to find the PDF document that you want to file

| Choose File to Upload                                 |   |  |
|---|---|--|
|   | Search E-Filing   | ional Description 🗙 🚺  |
| Organize 👻 New folder                                 | 8= 🕶 🛄 😧  | 🟠 + 🖾 - 📑 🖶 + Page + Safety + Tools + 🔞 +  |
| ★ Favorites   | Name ^ Date modified Type   |  |
| Desktop   | Motion for Alimony, Custody of Minor Childre  |  |
| 🔛 Recent Places                                       |   | E-Mail: Logout   |
| Cibraries   |   | Return Date: 09/16/2014  |
| J Music   |   |  |
| Pictures  |   |  |
| videos —  |   |  |
| 📜 Computer  |   |  |
| (C:) Local Disk                                       |   |  |
| (E:) DVD RW Drive                                     |   |  |
| (H:)  |   | number of a request that you are objecting to or the motion that you are filing a brief in |
| File na   | me: All Files (*.*)   | onandance (posponement). For one and enter are and entry nameer of the document you        |
|   | Open Cancel   |  |
| Upload the Documer                                    | nt you are filing   | <u> </u>   |
| * Attach the motion, pleading                         | or document that you are filing by selecting "Browse" and finding the document o                                      | your computer and attaching it. It must be a PDF document.                                 |
| * ☑ I have reviewed the doo<br>unless otherwise requi | cument(s) I am filing with the court to make sure that they do not contain pe<br>ired by law or ordered by the court. | sonal identifying information as defined in section 4-7 of the Connecticut Practice Book   |
| NOTE: Maximum size for up                             | ploaded documents is 50 MB.   |  |

30. In the Choose File to Upload box, click the down arrow to choose the folder where the document is stored

- 31. Click once on the document you want to attach. The document must be a PDF document.
- 32. Choose **Open**; the file will appear in the area below "Upload the Document you are filing":

| Upload the Document you are filing  |  |
|---|--|
| <ul> <li>Attach the motion, pleading or document that you are filing by selecting "Browse" and finding the doci</li> </ul>  | ument on your computer and attaching it. It must be a PDF document.                              |
| $\ast$ $\boxdot$   have reviewed the document(s)   am filing with the court to make sure that they do not con unless otherwise required by law or ordered by the court. | tain personal identifying information as defined in section 4-7 of the Connecticut Practice Book |
| The file has been uploaded:   | _  |
| Motion for Alimony, Custody of Minor Children and Child Support Pendente Lite - Petrie.pdf  | Delete   |
| Continue  | Cancel   |
| Select a Different Case   | Select a Different Pleading/Motion/Other   |

**Note:** If you need to change the document, you can click on **Delete** to the right of the document to remove the document and then browse and attach a different document.

33. Choose **Continue** to go to the next page to review your document and file it. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.

34. Review your document on the page that appears.

**Note:** Be sure to look at the whole document. E-filing does not check your document. Click on **View All Pages as PDF** at the top right of the display window to see the whole document. You can also print a copy of this document to send to attorneys and other self-represented parties. Court rules require that you send a copy of anything you file with the court to the attorneys and other self-represented parties in your case.

| CHHB-FA14-6023671-S<br>Prefix/Suffix: [none]   | PETRIE, LAURA M. v. PETRIE, RO<br>Case Type: F00  | BERT S.<br>File Dat   | e: 08/27/2014   |                                   | Return Date: 09/16/20  | 14   |  |
|--|---|---|---|-----------------------------------|--|--|--|
| Hide Instructions  | Revie   | w and Certify   | the Motion/I  | Pleading/Do                       | cument   |  |  |
| Instructions: The motion, pleading<br>the links at the bottom of this page.<br>incorrect, select "Change Pleading  | Instructions: The motion, pleading or document that you are filing, the case name, and the title you have selected are shown on this page. If the case name is not correct, choose "Select a Different Case" from the links at the bottom of this page. If the pleading or motion title that you have selected is incorrect, choose "Select a Different Pleading/Motion/Other" from the bottom of this page. If any other information is incorrect, select "Change Pleading/Motion/Other Information" from the bottom of this page. |   |   |                                   |  |  |  |
| Look through the document that ap side of the window. If the documen   | pears in the window on this page to make<br>t is not correct, choose "Select A Different  | e sure it is the corre<br>Pleading/Motion/Ot  | ct document. To<br>her" from the lin  | look at every pages at the bottom | ge of the document, you must select "<br>of the page to select a different docun   | View All Pages as PDF" in the upper right<br>nent. |  |
| If you do not want to file this motion thisPleading/Motion" at the bottom  | , pleading or document, choose "Cancel"<br>of the page.   | and the information   | i you have enter  | ed will not be say                | red. If you want to file the motion, plea  | ding or document, select "E-File                   |  |
| Pleading/Motion/Other d<br>P-01 LAURA M. PETRIE  | ocuments will be filed on beha  | alf of the follow   | ving party  |                                   |  |  |  |
| You have selected the following Pleading/Motion/Other:<br>MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE<br>Warning: Your document may not appear in the window below right away. It can take several seconds.<br>You should wait until you can see your document before going ahead with this filing.<br>Review the document shown in the window to make sure it is the document you want to file. |   |   |   |                                   |  |  |  |
| Review Document  | ,   | Zoom In   | 100%  | Zoom Out                          |  | View All Pages as PDF                              |  |
|  | MOTION FOR ORDERS BEFORE<br>JUDGMENT (Pendente Lite)<br>IN FAMILY CASES<br>DFM-178. Rev 4:12<br>C.G.B. § 46-96. P.B. § 5-24<br>Instructions to person filling out this form<br>1. Fill out this form and keep a cocy for your<br>2. Mail or deliver a copy that altorniys and<br>3. File the form with the court elerks affice.<br>4. Carefuly read and follow the instructions affice.   | STATE C<br>SUPI<br>wv<br>records.<br>eff-represented parties of r<br>n the court calendar when; | DF CONNECTICU<br>ERIOR COURT<br>ww.jud.cl.gov<br>ecord in this case.<br>you receive it. | т                                 | COURT USE ONLY<br>MFORPLC<br>Use the dockert<br>MFORPLC<br>Use the dockert<br>Chasted<br>MFORPL<br>Use this dockert<br>MFORPL<br>Use this dockert<br>MFORPL<br>MFORPL Use this dockert<br>MFORPL And | Â  |  |
| Judical Direktor         Al (Tormi)         Peaturn date (Month, day, yeed)         Dodat number           New Britatin         New Britatin         03/16/2014         HHB FA 14 6022671           Panieting same (Jask, first, moldie index)         Defendant same (Jask, first, moldie index)         Defendant same (Jask, first, moldie index)   |   |   |   |                                   |  |  |  |

35. If the document is the one you want to file, you must sign it.

**Note:** You can type your User ID or your name on the signature lines in your motion and then convert the document to PDF on your computer. You can also print the document and sign it with a pen-to-paper signature before you scan it and save it as a PDF document. The signature that is required by the court is the one you create when you enter your User ID in the e-filing system, not what you put on the document itself.

|                             | Certification       08/28/2014       to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties received from all attorneys and self-represented parties received parts eraceived record and that written consent for electronic delivery was received from all attorneys and self-represented parties received from all attorneys and self-represented parts records. Note: the self of delivered to:         Name and address of each part and attorney that copy was malled or delivered to:       80/28/2014       to all attorneys and self-represented parts records. The self of delivered to:         "If necessary, attach additional sheet or sheets with name and address which the copy was malled or delivered to.       Perce trips attach additional sheet or sheets with name and address which the copy was malled or delivered to.         Sparing Ophical attach additional sheet or sheets with name and address which the copy was malled or delivered to.       Perce trips attach additional sheet or sheets with name and address which the copy was malled or delivered to.         Sparing Ophical attach additional sheet or sheets with name and address which the copy was malled or delivered to.       Perce trips attach additional specing         "If necessary, attach additional sheet or sheets with name and address which the copy was malled or delivered to.       Perce trips attach additional specing         "Manual matching or sub-groups attached address which the copy was malled or delivered to.       Perce trips attached to the copy was malled or delivered to. |  |
|-----------------------------|--|--|
| Certification               | f the above was mailed or electronically delivered to all counsel and self-represented parties of record and that written consent for el<br>d parties of record who were electronically served.  | lectronic delivery was received from all counsel |
| * To sign the motion, plead | ding or document, enter your User ID:  |  |
|                             | E-File this Pleading/Motion Cancel Change Pleading/Motion/Other Information Select a Different Case Select a Different Pleading/   | Motion/Other                                     |

36. Click in the box under **Certification** and fill in your **User ID** to sign your pleading and the certification.

37. Choose E-File this Pleading/Motion at the bottom of this page.

**Note:** You can choose **Cancel** or any of the other options at the bottom of this page instead of continuing. Do not use the **Back** button on your browser to navigate through the e-filing system. Use the navigation buttons at the bottom of each screen in the e-filing system.

**Note:** If you were filing a document that required a filing fee, you would be taken to the Shopping Cart to make that payment.

38. Print the **Confirmation of E-filed Transaction** page that appears for your records.

| Hide Instructions   | You have successfully e-filed!   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| Instructions: The information about what you filed is on this cor   | firmation page. You must print a copy of this page for your records. Use the "Print This Page" button at the top of the page to print your copy.   |  |  |  |  |  |  |
| You can choose "E-File Another Pleading/Motion/Other on this C<br>Civil/Family Menu" to go back and select a different case. You ca | You can choose "E-File Another Pleading/Motion/Other on this Case" to go back to the Select a Motion page to choose another document title and file another motion or pleading. You can choose "Return to Civil/Family Menu" to go back and select a different case. You can choose "Return to Case Detail" to look at the documents filed in this case or to file a reclaim in this case. |  |  |  |  |  |  |
| If you have finished e-filing, remember to log out by clicking the  | Logout button at the top right of the page:  |  |  |  |  |  |  |
| Print This Page   |  |  |  |  |  |  |  |
| Confi   | Confirmation of E-filed Transaction (print this page for your records)   |  |  |  |  |  |  |
| Docket Number: <u>HHB-FA-14-6023671-S</u>   |  |  |  |  |  |  |  |
| Case Name:  | PETRIE, LAURA M. v. PETRIE, ROBERT S.  |  |  |  |  |  |  |
| Type of Transaction:  | Pleading/Motion/Other document   |  |  |  |  |  |  |
| Date Filed:   | Aug-28-2014  |  |  |  |  |  |  |
| Motion/Pleading by:   | (JeanValJean)  |  |  |  |  |  |  |
| Document Filed:   | 101.00 MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE   |  |  |  |  |  |  |
|   | Motion for alimony, custody of minor children and child<br>support pendente lite   |  |  |  |  |  |  |
| Date and Time of Transaction:   | Thursday, August 28, 2014 11:02:56 AM  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   | E-File Another Pleading/Motion/Other document on this Case   |  |  |  |  |  |  |

**Note:** The revised <u>Procedures and Technical Standards of E-Services</u> require you to keep a copy of this confirmation page. If you forget to print it, you can get a copy of the page by going to **My E-Filed Items**, entering the dates you filed documents, and then choosing **Details** on the right side of the list of the items you have filed.

- 39. You can choose E-File Another Pleading/Motion/Other document on this Case to go back to the Select a Motion page to choose another document name and file another motion or pleading. You can choose Return to Superior Court E-Filing Menu to go back and select a different case. You can choose Return to Case Detail to look at the documents filed in this case or to file other documents in this case.
- 40. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:



Need help? If you have any other questions about filing a document on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov</u>. If you have questions about your *court file*, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <u>http://www.jud.ct.gov/directory/location/Default.htm</u>.

If you are the person who filed a new civil, family, housing or small claims case electronically in the Superior Court or small claims session (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper, or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case before you can file or view documents electronically. (See the section on requesting electronic access.)

**Note:** You can find a list of the types of cases on which you can and cannot file on-line in the revised <u>Procedures and Technical Standards for E-Services</u>. If the case is an existing case, you can also check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 16 **6**051245 or HHD FA 15 **5**061789 are paperless.

- For cases initiated prior to October 16, 2017 (pending and post-judgment cases) that have *not* been transferred to the small claims docket in the appropriate judicial district or housing session location, if you are filing electronically, you must file any Application for Execution (Wage, Property and Financial Institution), Execution Refiled as Corrected-No Fee, Return of Execution (satisfied, partially satisfied, unsatisfied), Affidavit of Lost Execution or Execution Returned Unserved through Centralized Small Claims E-Filing, using the small claims docket number (SCC 123654 or SCAH 164532). Once an execution (or other document) is filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number. Thereafter, all subsequent documents must be filed electronically though Superior Court E-Filing, using the new docket number.
- 2. If you are filing an execution (or any other document) on paper in a case that has not been transferred and assigned a new docket number, you must file the execution with the clerk of the appropriate judicial district or housing session location. Once the execution is filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number, and all subsequent documents must be filed using the new docket number.
- 3. For cases initiated on and after October 16, 2017 and for pending and post-judgment cases that *have been transferred* to the appropriate judicial district or housing session location and assigned new docket number, executions (and any other documents) must be filed electronically through **Superior Court E-Filing** by attorneys and law firms without an exclusion from electronic services. If an execution (or any other document) is filed electronically by a self-represented party, it must be filed through **Superior Court E-filing**.

**Note:** For pending and post-judgment cases that have been transferred to the small claims docket in the judicial district or housing session location and assigned a new docket number, the filer must use the newly-assigned Superior Court docket number.

### Filing an Execution in Centralized Small Claims E-Filing

If your case was started prior to October 16, 2017 and has not been transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number, and you are filing an execution electronically, you will file it through **Centralized Small Claims E-Filing**. Once it is filed, the case will be transferred and assigned a new docket number, and all subsequent documents must be filed using the new docket number through **Superior Court E-Filing**.

Here is a checklist of what you must do to file an execution on-line in **Centralized Small Claims E-Filing**.

To file an execution on-line through Centralized Small Claims E-Filing, you must:

- 1. Enroll in E-Services to set up a User ID and password if you have not already enrolled
- 2. Log in to E-Services with your User ID and password
- 3. Choose Centralized Small Claims E-Filing
- 4. Go to the main page (case detail page) for your case
- 5. Choose E-file Execution Document as your case activity
- 6. Select Application for Execution Wages (JD-CV-3) or other type of execution
- 7. Select the party or parties that you are filing the execution against
- 8. Choose **Yes** or **No** to say whether the application is being filed on behalf of a state agency, and **Continue**
- 9. The system pre-fills information that is in the court record.
- 10. Provide any additional information that is marked with a red asterisk (\*)
- 11. Sign the application by entering your User ID and telephone number, and Continue
- 12. Review the documents and choose E-File this Document
- 13. Select the execution in the shopping cart
- 14. Enter your credit card information and process the payment
- 15. Print the confirmation page that shows what you filed with the court

For more help on filing an execution electronically in a small claims case through **Centralized Small Claims E-Filing**, please go to <u>E-File Executions in Small Claims Matters</u>.

### Filing an Execution in Superior Court E-Filing

For cases initiated on and after October 16, 2017 and for pending and post-judgment cases that have been transferred to the appropriate judicial district or housing session location and assigned a new docket number, executions (and any other document) being filed electronically must be filed through **Superior Court E-Filing**.

Here is a checklist of what you must do to file an execution on-line in **Superior Court E-Filing**.

To file an execution on-line through Superior Court E-Filing, you must:

- 1. Enroll in E-Services to set up a User ID and password if you have not already enrolled
- 2. Log in to E-Services with your User ID and password to request electronic access if you do not already have electronic access to your case
- 3. Be approved for electronic access by the clerk of the court
- 4. Prepare your application for execution filling in the form and converting it to a PDF document
- 5. Save the PDF document so you can find it when you are filing it on-line
- 6. Log in to E-Services with your User ID and password
- 7. Go to Superior Court E-Filing
- 8. Go to the main page (case detail page) for your case
- 9. Choose E-file a Pleading or Motion as your desired case activity
- 10. Select the name of the document: Application for Execution Wages (JD-CV3)
- 11. Upload your application
- 12. Certify that you have delivered a copy of the motion to all other self-represented parties and attorneys of record
- 13. Sign your motion and certification by entering your User ID
- 14. Pay the fee using a Discover, Visa, MasterCard or American Express credit card
- 15. Print the confirmation page with the information on what you filed with the court

### Instructions and Pictures of how to upload and file your motion or pleading on-line:

 In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers: Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher or Firefox 45 or higher. Address bars for two of these browsers are below:

#### Microsoft Internet Explorer®:

| 🖉 Judicial Branch Intranet - Windows Internet Explorer |              | _ 8 × |
|--|--------------|-------|
| SS vww.jud.ct.gov                                      | 💌 🔶 🗙 🔽 Bing | P -   |
| File Edit Go to 'www.jud.ct.gov '                      | Enter        |       |
| M McAfee Sik   |              |       |

#### Firefox:

| <u>File Edit Vi</u> ew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> oo | s Help                        |                | ate State   |
|---|-------------------------------|----------------|-------------|
| Velcome to Firefox  | X OMozilla Firefox Start Page | -              | A AND IN ST |
| 🔄 🕙 www.jud.ct.gov  |                               | ♥ → 🐰 • Google | P 🕂 🏠       |

2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page

Certain documents cannot be filed electronically (on-line), such as a documents for which a fee waiver has been granted or a motion to be made a party or to intervene, or any sealed or lodged documents. For a complete listing, please check the revised **Procedures and Technical Standards of E-Services**.



- 3. Choose LOG-IN
- 4. The log-in page will appear.
- 5. Enter your User ID and your password



6. Click **Login** to log in to E-Services and go to the E-Services home page.

7. Select Superior Court E-Filing from the menu options on E-Services home page



8. You will see the Superior Court E-Filing menu. To file a pleading or motion in an existing case, you must go to the main page (case detail page) for the case.

| State o<br>Sup  | f Connection<br>erior (  | cut Judicial Branch<br>C <b>ourt E-Fili</b>   | ng 🧯  |   |   |  |
|---|--|---|---|---|---|--|
| E-Services Home   | Logged-In Us   | er: Anna Karenina (annakare   | nina)   | E-Mail: alice.mastrony@ju                                   | id.ct.gov <mark>Logout</mark>                     |  |
| E-Services Inbox  | You can ask f<br>and mark you  | or electronic access to your e-f<br>r short calendar matters electro  | lable civil/housing and family case so you can fi<br>nically. Almost all civil, housing and family case | le documents, look at documents fil<br>types are e-filable. | ed in your case,                                  |  |
| Superior Court E-Filing   | You can see a  | You can see a list of cases you have requested electronic access to and cases you have been given electronic access to on this page.<br>You can find out more about the links on the left side of the page by <u>clicking here.</u> |   |   |   |  |
| Civil/Family<br>Housing<br>Small Claims   | You can find   |   |   |   |   |  |
| E-File a New Case   | Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keyboard for 30<br>minutes, the system will show a message asking you if you want to log off or stay logged in. If you don't pick either choice, the system logs you<br>out after 60 seconds. If you are in the middle of filing something and the system logs you out, you will lose any information you have entered, and |   |   |   | oard for 30<br>ystem logs you<br>ave entered, and |  |
| E-File on an<br>Existing Case<br>By Docket Number<br>By Party Name<br>List My Cases | you will have<br><u>Disclaimer</u>   | you will have to start your filing from the beginning. Disclaimer   |   |   |   |  |
| Court Events<br>Bv Date   | Cases with<br>for Anna Ka  | pending electronic access<br>renina (annakarenina)  | requests or approval for electronic acco  | 255   | Total: 4  |  |
| By Docket Number  | Category   | Docket No.  | Case Name   | Location  | Activity  |  |
| Short Calendars   | Civil  | € <u>HHD-CV-17-6062011-S</u>  | KARENINA, ANNA v. THORNTON, TROOPER   | Hartford JD   | I NEW   |  |
| Markings Entry  | Civil  | C HHB-CV-17-5016829-5   | PLAINTIFF, S00_CLERK v. DEFENDANT, S00_CL   | ERK New Britain JD  | I NEW   |  |
| Markings History<br>My Short Calendars  | Civil  | @ FBT-CV-14-5030205-S   | KARENINA, ANNA v. THORNTON, TROOPER   | Bridgeport JD   | I NEW   |  |
| By Court Location a   | Civil  | I C FBT-CV-17-6052069-5 PAINT PRODUCTS, INC. v. KARENINA, ANNA Bridgeport JD ! NEW  |   |   |   |  |
| Calendar Notices  |  |   |   |   |   |  |

- 9. You can go to the case detail page of your case by:
  - Clicking on the docket number of a case shown in the list of cases with pending electronic access requests or approval for electronic access (outlined in purple at the bottom of the page shown); or
  - Choosing **By Docket Number** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
  - Choosing By Party Name from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown); or
  - Choosing List My Cases from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown).

### File an Execution Electronically in a Small Claims Case (continued)

10. If the case name and docket number do not appear in your list of cases on this page,



The cases listed on this page are the cases that you have requested electronic access to or cases for which your electronic access has already been approved. If you have not requested and been approved for electronic access to a case, you cannot file on-line in that case.

To ask for electronic access to a case, you must go to the case detail page of the case by entering the docket number or a party name. On the case detail page, you must select **Request Electronic Access**, fill out and print the request form and take the form and an acceptable form of photo identification to the clerk's office at the court where the case is located.

You can get more information about requesting electronic access on the E-Services Welcome page under the **Self-represented Parties** tab.

- 11. Click the docket number of the case shown in the list at the bottom of the page
- 12. You will go to the case detail page for the case

| Logged-In User: Anna Karenina (an   | nakarenina)        |                   |                         | E-M                          | ail: alice.mastrony    | @jud.ct.go    | <sup>)V</sup> Logou |
|-------------------------------------|--------------------|-------------------|-------------------------|------------------------------|------------------------|---------------|---------------------|
| C FBT-CV14-5030205-S KAR            | ENINA, ANNA v.     | THORNTON, T       | ROOPER                  |                              |                        |               |                     |
| Prefix/Suffix: [none] Cas           | e Type: M83        | File              | Date: 07/28/2014        | Return Da                    | ate: 07/28/2014        |               |                     |
| Case Detail Notices                 | History            | Schedule          | d Court Dates           | Self-re                      | p Help Manual          |               |                     |
|                                     |                    |                   |                         | To receive an email when t   | there is activity on t | his case, cli | <u>ick here.</u> ៤  |
|                                     |                    |                   |                         |                              | 1                      |               |                     |
|                                     | Select             | Case Activity:    | E-File a Pleading or    | Motion 🗸 Go                  |                        |               |                     |
| Information updated as of: 08/08/20 | 17                 |                   |                         |                              |                        |               |                     |
|                                     |                    |                   | Case Information        |                              |                        |               |                     |
| Case Typ                            | e: M83 - Misc - Si | nall Claims Tra   | nsfer to Regular Dock   | et                           |                        |               |                     |
| Court Locatio                       | n: Bridgeport JD   |                   |                         |                              |                        |               |                     |
| List Typ                            | e: HEARINGS IN     | DAMAGES (HD       | ))                      |                              |                        |               |                     |
| Trial List Clair                    | n: 08/14/2014      |                   |                         |                              |                        |               |                     |
| Last Action Dat                     | e: 08/08/2017 (T   | he "last action d | ate" is the date the in | formation was entered in the | system)                |               |                     |
|                                     |                    | Dis               | position Information    |                              |                        |               |                     |
| Disposition Dat                     | e: 06/18/2015      |                   |                         |                              |                        |               |                     |
| Dispositio                          | n: JUDGMENT AF     | TER COMPLE        | TED TRIAL TO THE (      | COURT - HEARING IN DAM/      | AGES                   |               |                     |
| Judge or Magistrat                  | e: HON RICHARD     | GILARDI           |                         |                              |                        |               |                     |
|                                     |                    | Party &           | Appearance Informa      | ition                        |                        |               |                     |
| B-star                              |                    |                   |                         |                              | No Fee                 | Party         | Party               |

#### 13. Select E-File a Pleading or Motion and click Go

14. You will now see the Select Pleading/Motion/Other page.

**Note:** This page allows you to choose the name for the pleading, motion or document that you are filing. You must choose the correct name because the name that you choose will make the document you file go to the file, be placed on a short calendar, or come to the attention of the clerk, such as the application for execution that is being filed in this example. The name also tells other people, including the Judge, other self-represented parties and the attorneys in your case, what you are filing. It is very important that you name your document correctly when you create it and it is also very important that you choose the correct name for your document on this page.

### 15. File an Execution Electronically in a Small Claims Case (continued)

16. You can use the search field by entering a word or a few letters from a word in the name of your document. Enter "EXEC" to search for execution documents. The document being filed in this example an application for execution – wages.

| Pleading/Motion/Other documents will be filed on behalf of the following party   |
|--|
| P-01 ANNA KARENINA   |
|  |
| Search   |
| Select a category or enter a word or part of a word from the name of the document you are filing into the Search field, and then select Search to see the results displayed in alphabetical order. If you are filing in a family case, you may also select I Need Help. Then choose Select to the left of the name. See the instructions at the top of this page for more help.  |
| Search: exec   |
| Choose a Calegory: Select an Option Sele |
| Select a Pleading/Motion/Other to E-File   |
| Select AFFIDAVIT BY DEFENDANT AND OBJECTION TO EXECUTION - SUMMARY PROCESS   |
| Select APPLICATION FOR EXECUTION FINANCIAL INSTITUTION-DEBTOR IS A NATURAL PERSON (JD-CV-24)<br>Additional Info: Not for use on Summary Process (eviction) cases   |
| Select APPLICATION FOR EXECUTION FINANCIAL INSTITUTION-DEBTOR IS NOT A NATURAL PERSON (JD-CV-24N)  |
| Select APPLICATION FOR EXECUTION-PROPERTY APPLICATION, ORDER, EXECUTION (JD-CV-5)  |
| Select APPLICATION FOR EXECUTION-WAGES (JD-CV-3)<br>Additional Info: Not for use on Summary Process (eviction) cases   |
| Select EXECUTION REFILED AS CORRECTED - NO FEE   |
| Select EXECUTION RETURNED  |
| Select EXECUTION RETURNED PARTIALLY SATISFIED  |
| Select EXECUTION RETURNED SATISFIED  |
| Select EXECUTION RETURNED UNSATISFIED  |

17. You can also select a name from a list found in particular category by clicking the down arrow to show the list of categories. Clicking on a category will give you a list of names in alphabetical order to choose from.

| Show Instructions  |  | Select Pleading/Motion/Other   |
|--|--|--|
| Pleading/Motion/Other documents will be  | e filed on behalf of the following   | g party  |
| D-01 FRED FLINTSTONE   |  |  |
| Search   |  |  |
| Select a category or enter a word or part of a word from th<br>name. See the instructions at the top of this page for more | e name of the document you are filing into th<br>help.   | he Search field, and then select Search to see the results displayed in alphabetical order. If you are filing in a family case, you may also select I Need Help. Then choose Select to the left of the |
| Search:  |  |  |
|  | OR   |  |
| Choose a Category:   | - Select an Option<br>Affidavits<br>Agreements / Stipulations<br>Amendments<br>Appeals<br>Complaints<br>General<br>Housing | id the name of your motion, pleading or other document, call the E-Services Support line at (866) 765-4452. Cancel   |
|  | Motions<br>Objections<br>Pleadings<br>Reports / Memos<br>Requests<br>Service / Notce                                       | Select a Different Case  |

18. Choose **Select** next to **Application for Execution-Wages (JD-CV-3)** to go to the next page to upload the document you are filing.

**Note**: You file some documents by creating them in your word processing system. The document you are creating to e-file could be a fillable form from the Judicial Branch website, or you can create your own document. You must convert any fillable form or any document you create to a PDF document.

On the signature lines of your document, you can put your User ID, your typed name, or a pen-to-paper signature. You sign a document that you file electronically by entering your User ID in the signature field in the e-filing system.

You file other documents by providing information when you are in the e-filing system. The e-filing system will then fill out the form for you. These documents are called system-populated forms. They are: Reclaims, Jury Claims, Certificates of Closed Pleadings, Appearances, Motions for Continuance, and Withdrawals of all kinds, except Withdrawals of Appearance. For these pleadings or motions, you must fill in the required fields. The document will be created for you by the e-filing system.

**Note:** Certain documents must be signed pen-to-paper before they are scanned and saved as a PDF document for filing. Those documents include an affidavit, a financial affidavit, any agreement signed by more than one party and a return of service.

In this example, a fillable PDF form from the Judicial Branch website, Application for Execution-Wages (JD-CV-3) was filled in and then saved to a folder on the computer.

- 19. The party you are filing the document for will already be displayed.
- 20. Check to be sure that you have selected the case you want to file in
- 21. Check that you have selected the correct name for your document
- 22. Enter an additional description of your document.

|   | tate of Connecticut Judicial Bra<br>Superior Court E  | nnch<br>- Filing   | $\bigcirc$  |
|---|---|--|---|
| Logged-In User: Anna  | Karenina (annakarenina)   |  | E-Mail: alice.mastrony@jud.ct.gov   |
| C FBT-CV14-5030205-5<br>Prenx/sumx: [none]                                  | KARENINA, ANNA v. THOR<br>Case Type: M83  | RNTON, TROOPER<br>File Date: 07/28/2014  | Return Date: 07/28/2014   |
| Instructions: Enter an<br>example.  | additional description of the document you are  | filing. The information you enter here will appea  | ar on the withdrawal form if you are withdrawing an incorrectly-filed document, for   |
| You must also check the   | e box to confirm that you have reviewed your d  | document for personal identifying information.   |   |
| Select Browse to uploa  | d your document. If you select the incorrect do   | ocument, you can choose Delete to the right of th  | he document name to remove the document and start again.  |
| Select Continue to go of  | on to review the document that you have uploa   | aded.  |   |
| Pleading/Motion   | Other documents will be filed o   | n behalf of the following party  |   |
| P-01 ANNA KARI  | ENINA   |  |   |
| You have select   | ed the following Pleading/Motion  | n/Other:   |   |
| APPLICATION FOR   | EXECUTION-WAGES (JD-CV-3)   |  |   |
| Additional Desc   | ription   |  |   |
| Instructions: Add an a<br>brief in support of. You<br>number of the documen | dditional description of the document you are t<br>must enter the name and date of the event you<br>at you want to withdraw if you are filing a withd | filing here. You should enter the name and entry<br>u want to have postponed if you are filing a moti<br>frawal. | v number of a request that you are objecting to or the motion that you are filing a<br>on for continuance (postponement). You should enter the name and entry |
|   |   |  |   |

**Note:** The additional description gives information that helps the Judge on the bench, attorneys and other self-represented parties, and the court staff. It is also required by the revised <u>Procedures and</u> <u>Technical Standards of E-Services</u>. The information you enter in the additional description field will appear on the case detail screen under the name of the motion you are filing.

The use of offensive or inappropriate language in the additional description field is not permitted.

Use the additional description area to give information that is important and related to what you are filing.

23. Check the box to indicate that the document that you are filing does not contain personal identifying information.

Upload the Document you are filing

\* Attach the motion, pleading or document that you are filing by selecting "Browse" and finding the document on your computer and attaching it. It must be a PDF document.

D have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

# File an Execution Electronically in a Small Claims Case (continued)

24. Click **Browse** to find the PDF document that you want to file

| You have selected the following Pleading/Motion/Other:  | _                     |                                   | ^   |
|---|-----------------------|-----------------------------------|---|
| APPLICATION FOR EXECUTION-WAGES (JD-CV-3)   | Choose File to Upload |                                   | <b>x</b>  |
| Additional Description  | 🕞 🕞 - 🕌 « EService    | es_Training 🕨 Generic PDFs 🛛 🕞 🖓  | Search Generic PDFs 👂                                     |
| Instructions: Add an additional description of the document you are filing here. You should enter<br>brief in support of. You must enter the name and date of the event you want to have postponed if y | Organize 🔻 New fol    | lder                              | II • 🚺 🔞  |
| number of the document you want to withdraw if you are filing a withdrawal.   | . 🔶 Favorites         | Documents library<br>Generic PDFs | Arrange by: Folder 🔻                                      |
| Upload the Document you are filing  | 🔒 Downloads 🗉         | Name                              | Date modified Type  |
| Attach the motion, pleading or document that you are filing by selecting "Browse" and finding the   | 🔚 Libraries           | Generic_Multi_Page_PDF_Document   | 10/6/2014 4:19 PM Adobe Ad                                |
| I have reviewed the document(s) I am filing with the court to make sure that they do<br>Practice Book unless otherwise required by law or ordered by the court.   | Documents             | Generic_Multi-Page_PDF_Document   | 10/6/2014 4:20 PM Adobe Ad<br>10/9/2014 12:18 PM Adobe Ad |
| NOTE: Maximum size for uploaded documents is 50 MB. Browse  | Fictures<br>Videos    | Karenina_Thornton_JD_CV_3         | 8/8/2017 3:22 PM Adobe Ac                                 |
|   | r Computer            |                                   |   |
| Continue<br>Select a Different Case   | File                  | name: Karenina_Thornton_JD_CV_3   | All Files (*.*)   |
|   |                       |                                   |   |

25. In the Choose File to Upload box, click the down arrow to choose the folder where the document is stored

26. Click once on the document you want to attach. The document must be a PDF document.

27. Choose Open; the file will appear in the area below "Upload the Document you are filing":

| Upload the Document you a   | re filing   |                                   |
|---|---|-----------------------------------|
| Attach the motion, pleading or docume                               | nt that you are filing by selecting "Browse" and finding the document on your computer and attaching it. It must be a PDF                                     | document.                         |
| * ✓ I have reviewed the document(<br>Practice Book unless otherwise | s) I am filing with the court to make sure that they do not contain personal identifying information as defined i<br>required by law or ordered by the court. | in section 4-7 of the Connecticut |
| The file has been uploaded:<br>Karenina_Thornton_JD_CV_3.pdf        |   | Delete                            |
| _   |   |                                   |
|   | Continue Cancel   |                                   |
|   | Select a Different Case Select a Different Pleading/Motion/Other  |                                   |
|   |   | •                                 |

**Note:** If you need to change the document, you can click on **Delete** to the right of the document to remove the document and then browse and attach a different document.

- 28. Choose **Continue** to go to the next page to review your document and file it. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.
- 29. Review your document on the page that appears.

**Note:** Be sure to look at the whole document. E-filing does not check your document. Click on **View All Pages as PDF** at the top right of the display window to see the whole document. You can also print a copy of this document to send to attorneys and other self-represented parties. Court rules require that you send a copy of anything you file with the court to the attorneys and other self-represented parties in your case.

| Show Instructions      | Review and Certify the Motion/Pleading/Document  |
|------------------------|--|
| Pleading/Motion/Other  | ocuments will be filed on behalf of the following party  |
| P-01 ANNA KARENINA     |  |
| You have selected the  | ollowing Pleading/Motion/Other:  |
| APPLICATION FOR EXECUT | JN-WAGES (JD-CV-3)   |
| Wa                     | Nong Your document may not appear in the window below right away. It can take several seconds.<br>You should wait until you can see your document before going ahead with this filing.           Device the document below is the window to make sure is is the document to the several to the se                  |
| If your                | document has more than one page, choose "View All Pages as PDF" to look over all the pages of your document.   |
| Review Document        | Zoom In 100% Zoom Out View All Pages as PE   |
|                        | APPLICATION, ORDER, EXECUTION SUPERIOR COURT<br>0.013 (no. 104)<br>CG6.5 (9) 110(9) 520(9) 520(9) 120(9) 140(2) 50(1)<br>UNIVE (2001)<br>UNIVE (2001)<br>Employer See Page 216 instructions  |
|                        | Instructions Beaution  |
|                        | 1. Use and a second or realisery     1. Insue second on y grang original.      |
|                        | (To be completed by Judgmoni Cenditor or Attorney)  F Anna Karenina 90 Washington Street 90 W |
|                        | L  |
|                        | Memora size a size as a size of a log memoral size of a size       |

30. If the document is the one you want to file, you must sign it.

**Note:** You can enter your User ID or your name on the signature lines in the application and then convert the document to PDF on your computer. You can also print the application and sign it with a pen-to-paper signature before you scan it and save it as a PDF document. The signature that is required by the court is the one you create when you enter your User ID in the e-filing system, not what you put on the document.

| Signature Required   |                         |  |  |
|--|-------------------------|--|--|
| * To sign the motion, pleading or document, enter your User ID: annakarenina |                         |  |  |
| Shopping Cart Note: (optional)   |                         |  |  |
| E-File this Plead  | ding/Motion C           | ancel                                    |  |
| Change Pleading/Motion/Other Information                                     | Select a Different Case | Select a Different Pleading/Motion/Other |  |

31. Click in the box under **Signature Required** and fill in your **User ID** to sign your pleading and the certification.

**Note:** You can add a note to your shopping cart, which is only viewable by you, if you want to do so. It is an optional field.

32. Choose E-File this Pleading/Motion at the bottom of this page.

**Note:** You can choose **Cancel** or any of the other options at the bottom of this page instead of continuing. Do not use the **Back** button on your browser to navigate through the e-filing system. Use the navigation buttons at the bottom of each screen in the e-filing system. **Do not use the arrows in your browser to move through the e-filing system.** 

| 😥 🗇 🍯 https://efile.pilotservice 👻 🖨 🕈 🎯 My Shopping Cart 🛛 🗙 🎯 Civil E-Filing 🏠 | <b>☆ 🛱</b>                     |
|--|--------------------------------|
| 👷 🌚 Convert 🔻 🖻 Select   | <b>?</b> ▼ <sup>&gt;&gt;</sup> |
| State of Connecticut Judicial Branch<br>Superior Court E-Filing                  | ^                              |

#### Make a Payment from the Shopping Cart

Before paying for items, you can check your documents by clicking on the link. If you see that you have attached a document that is not correct, you must delete the item and start again. Click the link to **Remove Item from Shopping Cart** to the right of the case name and case type to delete it. This link is outlined in red in the picture below. You will be asked to confirm that you want to delete the item and cancel the transaction.

33. To continue the payment process, choose the item you want to pay for by checking the box to the left of the case name in the Shopping Cart

| State o<br>Sup   | fConnecticut Judicial Branch<br>erior Court E-Filing   |   |  |
|--|--|---|--|
| E-Services Home  | Logged-In User: Anna Karenina (annakarenina)   | E-Mail: alice.mas   | strony@jud.ct.gov <mark>Logou</mark> t   |
| E-Services Inbox   | Hide Instructions  | My Shopping Cart  |  |
| Superior Court E-Filing<br>Civil/Family<br>Housing<br>Small Claims                               | Instructions: Once you put a case or a document in the shopping<br>any item in the shopping cart, including the name of the case and<br>document shown in the shopping cart. Net: If you do not pay the<br>shopping cart completely on the date that is shown to the left of th<br>Select Item to the left of the lem you are filling. Choose Pay by C | g cart, it will stay in the shopping cart for 56 days. You can see a summ<br>the title of the documents that are waiting to be filed. You can also see<br>fee for the filing of the case or document and complete the filing, it will<br>be filing fee. You can select one item or several items for payment by c<br><b>redit Card to make</b> a payment. | nary of the information about<br>ect and look at any<br>I be removed from the<br>hecking the box under |
| E-File a New Case  | Your total single payment by credit card cannot be more than \$30  | I,000.  |  |
| E-File on an<br>Existing Case<br>By Docket Number<br>By Party Name<br>List My Cases              | If you do not want to pay for and file an item, you can delete it fro<br>Shopping Cart and return to the Civil/Family/Housing Menu, you o<br>you can select Logout from the top of the page.   | m the shooping cart by selecting Remove Item from Shopping Cart.<br>can select Return to Civil/Family/Housing Menu at the bottom of the   | To leave the items in the<br>page. To leave E-Services,  |
| Court Events<br>By Date<br>By Docket Number  | Select<br>Item Documents Sun   | Will Remain in<br>Shopping Cart<br>Until  | Payment Amount   |
| Short Calendars<br>Markings Entry<br>Markings History<br>My Short Calendars<br>By Court Location | KARENINA, ANNA v. THORNTON, TROOPER<br>FBT-CV-14-50302055<br>Electronic Documents:<br>See <u>APPLICATION FOR EXECUTION-WAGES</u><br>Shopping Cart Notes: [none]  | 10/3/2017<br>Case Type: M83<br>: (JD-CV-3)  | Filing Fee<br>\$105.00<br>Remove Item<br>from Shopping   |
| Calendar Notices &<br>My Shopping Cart (1)<br>My E-Filed Items<br>My Access Requests             | Pay by Credit Car  | d Return to Superior Court E-Filing Menu  | Total Amount: \$ 0   |

34. Click Pay by Credit Card – Discover, Visa, MasterCard or American Express are accepted.

| w Instructions     | Payment by Credit Card  |
|--------------------|---|
|                    | Payment Summary Information   |
|                    | Shopping Cart Total: \$95.00  |
|                    | LexisNexis Service \$2.09   |
|                    | Total Due (USD): \$97.09  |
|                    | Enter Your Payment Information  |
|                    |   |
|                    | Agency Amount \$95.00   |
|                    | LexisNexis Service Fee \$2.09   |
|                    | Total Payment Amount \$97.09  |
|                    | First Name* Last Name*  |
|                    |   |
|                    | Email Address*  |
|                    | Phone Number  |
|                    |   |
|                    | Credit Card Number*   |
|                    | Card Expiration*  |
|                    | 1 - January 2017 V  |
|                    | By checking the back, you are authorizing the<br>payment of the agency amount plus the<br>Lensthinsis service fee |
|                    | Pay Now   |
|                    | Privacy Terms Cardactics  |
|                    |   |
|                    | Return Policy @   |
| Return to Shopping | Cart Return to Superior Court E-Filing Menu without processing this payment                                       |

35. Enter your payment information in the required fields, and check the box authorizing payment. Then click **Pay Now** to pay the fee and file your application for an execution.

**Note:** The Judicial Branch does not keep your credit card information so you must enter the credit card number and the expiration date for the card any time you are paying a fee.

36. You will see the confirmation page, which includes the date and time of the transaction, the file date, and what you filed.



37. Print this page by clicking **Print This Page** 

**Note:** The revised <u>Procedures and Technical Standards of E-Services</u> require you to keep a copy of this confirmation page. If you forget to print it, you can get a copy of the page by going to **My E-Filed Items**, entering the dates you filed documents, and then choosing **Details** on the right side of the list of the items you have filed.

38. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:

|                 | State of Connecticut Judicial Branch<br>Superior Court E-Filing |  |  |
|-----------------|---|--|--|
| E-Services Home | Logged-In User: Anna Karenina (annakarenina)                    | E-Mail: alice.mastrony@jud.ct.gov Logout |  |

Need help? If you have any other questions about filing a document on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov</u>. If you have questions about your *court file*, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <u>http://www.jud.ct.gov/directory/location/Default.htm</u>.

If you are the person who filed a new civil, family, housing or small claims case electronically with the Superior Court/small claims session (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper, or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. (See the section in this manual on requesting electronic access.) Once you have electronic access to the case, you can file your document on-line. If you don't have electronic access to your case, you can only file your document on paper with the clerk of the court where your case is located.

**Note:** You can find a list of the types of cases on which you can and cannot file on-line in the revised <u>Procedures and Technical Standards for E-Services</u>. If the case is an existing case, you can also check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 16 **6**051245 or HHD FA 15 **5**061789 are paperless.

A system-populated form is filled out by the e-filing system using information that is already in the e-filing system. You give some additional information and then the system shows you the completed form to look over before you e-file it. E-filing has six system-populated forms: appearances, certificate of closed pleadings, jury claim, motion for continuance, reclaim, and withdrawal of all kinds, except withdrawal of appearance.

Here is a checklist of what you must do to file a system-populated document electronically.

To file a system-populated document on-line in a case, you must:

- 1. Enroll in E-Services to set up a User ID and password if you have not already enrolled
- 2. Log in to E-Services with your User ID and password to request electronic access if you do not already have electronic access to your case
- 3. Be approved for electronic access by the clerk of the court
- 4. Log in to E-Services with your User ID and password
- 5. Go to Superior Court E-Filing
- 6. Go to the main page (case detail page) for your case
- 7. Choose E-file a Pleading or Motion as your desired case activity
- 8. Select the name for the motion you are filing
- 9. Enter the information that the e-filing system asks for
- 10. Certify that you have delivered a copy of the motion to all other selfrepresented parties and attorneys of record
- 11. Sign your motion and certification by entering your User ID
- 12. Print the confirmation page that shows what you filed with the court
- 13. Send a copy of the motion to all other self-represented parties and attorneys of record

### Instructions and Pictures of how to upload and file your system-populated document on-line:

 In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers: Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher or Firefox 45 or higher. Address bars for two of these browsers are below:

#### Microsoft Internet Explorer®:





2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page



- 3. Click LOG-IN
- 4. The log-in page will appear.
- 5. Enter your User ID and your password
- 6. Click Login to log in to E-Services and go to the E-Services home page.

| E-Services Login  | Judicial Branch E-Services - (Electronic Services)  |   |  |  |
|---|---|---|--|--|
| E-Services Requirements<br>FAQs on e-filing<br>User Guides            | E-Services allows attorneys and self-represented parties to do business with the Judicial Branch electronically. For more information on what you can do electronically through E-Services, <u>click here</u> .<br>You should review the <u>Procedures and Technical Standards for E-Services</u> & which apply to all Judicial Branch electronic services. The Procedures and Technical Standards have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings. For appellate matters, please review the |   |  |  |
| Procedures and Technical<br>Standards                                 | Procedures and Technical Standards for Appellate E-Filing &   |   |  |  |
| eCitations Procedures and<br>Technical Standards                      | New to E-Services? or   | Log in:<br>Juris Number (attorney/firm)   |  |  |
| Law Enforcement Agency<br>Application To Participate in<br>eCitations | In order to log in,<br>you'll need to Enroll.   | or Self-Rep. User ID:<br>annakarenina <u>Fo pot User ID?</u><br>Gigicert<br>Secure <u>A</u> Trusted |  |  |
| Designated Filer Login  | New User  | Password:<br>DigiCert.com Login   |  |  |
| Designated Filer Overview   |   | 203.1   |  |  |

7. Select Superior Court E-Filing from the menu options on the E-Services home page



8. You will see the **Superior Court E-Filing** menu. To file a pleading or motion in an existing case, you must go to the main page (case detail page) for the case.



- 9. You can go to the case detail page of your case by:
  - Clicking on the docket number of a case shown in the list of cases with pending electronic access requests or approval for electronic access (outlined in purple at the bottom of the page shown); or
  - Choosing By Docket Number from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown); or
  - Choosing By Party Name from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown); or
  - Choosing List My Cases from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown).

If the case name and docket number do not appear in your list of cases on this page,



The cases listed on this page are the cases that you have requested electronic access to or cases for which your electronic access has already been approved. If you have not requested and been approved for electronic access to a case, you cannot file on-line in that case.

To ask for electronic access to a case, you must go to the case detail page of the case by entering the docket number or a party name. On the case detail page, you must select **Request Electronic Access**, fill out and print the request form and take the form and an acceptable form of photo identification to the clerk's office at the court where the case is located.

You can get more information about requesting electronic access on the E-Services Welcome page under the Self-represented Parties tab or in the E-Filing Manual for Civil, Family, Housing and Small Claims Matters – A Guide for Self-Represented Parties.

- 10. Click the docket number of the case shown in the list at the bottom of the page
- 11. You will go to the case detail page for the case
- 12. Select E-File a Pleading or Motion and click Go



13. You will now see the Select Pleading/Motion/Other page.

**Note:** This page allows you to choose the name for the pleading, motion or document that you are filing. You must choose the correct name because the name that you choose will make the document you file go to the file, as well as be placed on the short calendar or not, depending on whether it is a motion or pleading that should go on a short calendar. The name also tells other people, including the Judge, other self-represented parties and attorneys in your case, what you are filing. It is very important that you name your document correctly when you create it and it is also very important that you choose the correct name for your document on this page. In this example, the document being filed is a system-populated form.

14. You can select a category by clicking the down arrow to show the list of categories. The document being filed in this example is a motion for continuance.

| Hide Instructions   | Select Pleading/Motion/Other  |  |  |  |
|---|---|--|--|--|
| Instructions: You are filing a pleading, motion or document in the case shown below. If this case is not the right one, choose "Select a Different Case" from the bottom of the page to go back to the Civil/Family<br>Menu. To find the title of the pleading, motion or document you are filing, you can select a category from the choices shown on the left side of the screen to see a list of titles in alphabetical order. You can also<br>enter the first four letters of a main word in the title of the pleading, motion or other document you are filing and select "Search" to see a list of choices in alphabetical order that contain the letters or word you<br>entered. |   |  |  |  |
| After selecting the pleading, motion or doc<br>for the case you are in.   | After selecting the pleading, motion or document you are filing, click "Continue" to proceed with the filing, "Select a Different Case" to return to the Civil/Family Menu or "Cancel" to return to the case detail page for the case you are in. |  |  |  |
| Pleading/Motion/Other docum   | ents will be filed on behalf of the following party   |  |  |  |
| D.01 GOMEZ ADDAMS   |   |  |  |  |
| D-01 COMILE ADDAMIS   |   |  |  |  |
| Search for a Pleading/Motion/Other  |   |  |  |  |
| Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.  |   |  |  |  |
| Choose a Category:  | Select an Option  |  |  |  |
| Search:   | OR OR OR Ineed help   |  |  |  |
|   | Search Clear  |  |  |  |

15. Clicking on a category called General will give you a list of names in alphabetical order to choose from.

| Pleading/Motion/Other documents will be filed on behalf of the following party D-01 GOMEZ ADDAMS   |   |  |  |  |
|--|---|--|--|--|
| Search for a Pleading/Motion/Other   |   |  |  |  |
| Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list. |   |  |  |  |
| Choose a Category:<br>Search:  | - Select an Option<br>Affidavits<br>Agreements / Stipulations<br>Amendments<br>Appeals<br>Complaints<br>General | OR I need help   |  |  |
| If   | Motions<br>Objections<br>Pleadings<br>Reports / Memos<br>Requests<br>Service / Notice<br>                       | on, pleading or other document, call the E-Services Support line at (866) 765-4452. Cancel Select a Different Case |  |  |

**Note:** If you were filing a motion in a housing matter, you could select "Housing" as your category, and the list that would be displayed would be a list of names of documents that are frequently filed in housing cases. If you cannot find the name of the document you are filing, you can go back to the search field to find other choices of names.

16. You will have to scroll down the page to see **Motion for Continuance**:

| Select  | t MOTION FOR CONTEMPT OF EMPLOYER FOR FAILURE TO HONOR WITHHOLDING ORDER CGS SEC 52-362(G) |  |  |  |
|---|--|--|--|--|
| Select  | ect MOTION FOR CONTEMPT PENDENTE LITE  |  |  |  |
| Select  | MOTION FOR CONTINUANCE   |  |  |  |
| Select  | MOTION FOR COUNSEL FEES  |  |  |  |
| Select MOTION FOR CUSTODY OF MINOR CHILDREN               |  |  |  |  |
| Select MOTION FOR CUSTODY OF MINOR CHILDREN PENDENTE LITE |  |  |  |  |

- 17. Click Select next to Motion for Continuance to go to the next page
- 18. You can also enter the first three or four letters of a word in the name of your document and click **Search**. In this example, **conti** was entered in the search area:
- 19. You will see a list of names that you can pick from. Click **Select** next to the one you want to use.

| Search for a Pleading/Motion/Other   |  |  |  |
|--|--|--|--|
| Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list. |  |  |  |
| Choose a Category: Select an Option 🗸  |  |  |  |
| OR<br>Search Clear OR I need help  |  |  |  |
| Select a Pleading/Motion/Other to E-File   |  |  |  |
| Select MOTION FOR CONTINUANCE  |  |  |  |
| Select MOTION FOR STATUTORY CONTINUANCE  |  |  |  |

20. You can also click I need help if you need more help in finding the name of the document you are filing.

| Search for a Pleading/Motion/Other   |  |  |  |
|--|--|--|--|
| Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list. |  |  |  |
| Choose a Category: Select an Option 🗸  |  |  |  |
| OR   |  |  |  |
| Search: OR I need help   |  |  |  |
| Search Clear   |  |  |  |

**NOTE:** The "I need help" box does not appear for *civil* or *housing* cases.

21. You can find help by clicking on the down arrow, which displays different things you might need to ask the court or documents you might need to file. Click on one to see a list of the names of the documents people file most frequently when they are trying to do what you are trying to do or ask for what you are asking for.

| Select a category or enter Search Criteria<br>Ilphabetical order. Select the title from th |   | s of your search wil |
|--|---|----------------------|
| Mits of second second likes to als Q   | File a Financial Anidavi (JD-FM-6 Short of Long)  |                      |
| what would you like to do?   | File another type of Affidavit  |                      |
|  | Ask the court to CHANGE AN EXISTING ORDER on my case (Motion For Modification)  |                      |
| lf   | Ask the court to ENFORCE AN ORDER that is not being followed by the other party on my case (Motion For Contempt)<br>Ask the court to ESTABLISH AN ORDER on my case (Motion For Order) |                      |
|  | I ell the court that I OBJECT to a motion or request filed by another party on my case  |                      |
|  | File a Pleading – Such as an ANSWER or CROSS COMPLAINT  |                      |
|  | File a Case Management Agreement Form (JD-FM-163)   |                      |
|  | File a Return Of Service – Official proof from a marshal that the papers were delivered to another party<br>File a Withdrawal   |                      |
|  | File an Agreement or Stipulation  |                      |
|  | Request to have my COURT DATE CHANGED (continuance - JD-CV-21)  |                      |
|  |   |                      |

22. When you find the name, choose **Select** to go to the next page and add additional information. You can choose one of the other buttons to go to a different case or cancel this filing.

System-populated forms are not the only kind of documents you can file. You can also file documents you type yourself in your word processing system. The document you type could be a fillable form from the Judicial Branch website, or a document you create. You must convert a fillable form or other document you create to a PDF document.

On the signature lines of your document, you can put your User ID, your name, or a pen-to-paper signature. You sign a document you file electronically by entering your User ID in the signature field in the e-filing system.

**Note:** Certain documents must be signed pen-to-paper before they are scanned and saved as a PDF document for filing. Those documents include an affidavit, a financial affidavit, or a marshal's return of service.

- 23. Check to be sure that the case you have selected is the the case you want to file in
- 24. Check that you have selected the correct name for your document
- 25. Enter an additional description of your document.

| AAN-FA14-6015220-S     Prefix/Suffix: [none]  | ADDAMS, MORTICIA FRUMP v. A<br>Case Type: F00  | DDAMS, GOMEZ<br>File Date: 08/22/2014   | Return Date: 09/30/20   | 014  |
|---|--|---|---|--|
| Pleading/Motion/Of<br>D-01 GOMEZ ADDAM  | her documents will be filed on beha<br>IS  | alf of the following party  |   |  |
| You have selected<br>MOTION FOR CONTINU   | the following Pleading/Motion/Othe   | r:  |   |  |
| Additional Descrip  | tion   |   |   |  |
| Instructions: Add an addit<br>support of. You must enter<br>want to withdraw if you are | ional description of the document you are filing he<br>the title and date of the event you want to have po<br>filing a withdrawal. | ere. You should enter the title and entry numbe<br>ostponed if you are filing a motion for continua | er of a request that you are objecting to or th<br>nce (postponement). You should enter the | he motion that you are filing a brief in<br>title and entry number of the document you |
| Status Conference - Octo  | ber 21, 2014   |   |   |  |
|   |  | Continue Cancel   |   |  |
|   | Select a Diff  | ferent Case Select a D  | ifferent Pleading/Motion/Other  |  |

**Note:** Entering an additional description provides information that helps the Judge on the bench, attorneys and other self-represented parties, and the court staff. It is also required by the revised <u>Procedures and Technical Standards of E-Services</u>.

Use the additional description area to enter the date and type of event that you are asking the Court to postpone when you are filing a Motion for Continuance.

The information you enter in the additional description field will appear on the case detail page under the name of the motion you are filing.

The use of offensive or inappropriate language in the additional description field is not permitted.

26. Choose **Continue** to go to the next page to give the information required in the form. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.

**Note:** Use the gray buttons that appear at the bottom of each page to move around the e-filing system. Do not use the back or forward buttons on your browser to go to another page. If you use the back button or the forward button on your browser, you may lose the information that you have entered in the e-filing system and have to start your filing again.

27. You will see the following screen:

| PAAN-FA14-6015220-S ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ  |  |                                       |                         |  |  |
|--|--|---------------------------------------|-------------------------|--|--|
| Prefix/Suffix: [none]  | Case Type: F00   | File Date: 08/22/2014                 | Return Date: 09/30/2014 |  |  |
| Hide Instructions  | Hide Instructions E-File a Motion for Continuance  |                                       |                         |  |  |
| Instructions: The information about the case you are filing this motion in is shown above. The Judicial Branch form for a Motion for Continuance (JD-CV-21) will be filled in by the e-filing system with the information that you give. You must fill in any Items with an ***. |  |                                       |                         |  |  |
| You can choose "Select a Differe<br>"Change Pleading/Motion/Other I  | You can choose "Select a Different Pleading/Motion/Other" to go back to the Select a Motion to file page. You can choose "Select a Different Case" to go back to the Civil/Family Menu page. You can choose "Change Pleading/Motion/Other Information" to go back to the page before this one. |                                       |                         |  |  |
| Pleading/Motion/Other  | documents will be filed on be  | half of the following party           |                         |  |  |
| D-01 GOMEZ ADDAMS  |  |                                       |                         |  |  |
| You have selected the t  | following Bleading/Notion/Oth  | her:                                  |                         |  |  |
| MOTION FOR CONTINUANCE   |  |                                       |                         |  |  |
|  | -  |                                       |                         |  |  |
| Information for Continu  | ance   |                                       |                         |  |  |
| Enter any available informat   | tion:  |                                       |                         |  |  |
| * Date of Motion (MM/DD/YYYY   | 0  | l l l l l l l l l l l l l l l l l l l |                         |  |  |
| * Date of Scheduled Event (MI  | M/DD/YYYY)   |                                       |                         |  |  |
| Sequence Number on Short   | Sequence Number on Short Calendar (if applicable)  |                                       |                         |  |  |
| Name of Judge Who Scheduled the Event this Continuance is Requested for (if applicable)  |  |                                       |                         |  |  |
| Event For Which Continuance Is Requested   |  |                                       |                         |  |  |
| * Select box(es) and explain below:  |  |                                       |                         |  |  |
| ARBITRATION  |  |                                       | DSURE MEDIATION         |  |  |
| ADMINISTRATIVE APP   | EAL HEARING  | JURY TR                               | AL                      |  |  |
| ATTORNEY TRIAL RE  | ] ATTORNEY TRIAL REFEREE PROCEEDING  |                                       |                         |  |  |
| COURT TRIAL  |  |                                       |                         |  |  |

28. Enter any required information that is marked with a **red** asterisk "\*". In this example, dates, the type of event that you are asking the court to postpone (continue), and information about why you want to have the event postponed (continued) are required. In the example, the event is a status conference on October 21, 2014.
## File a System-Populated Document Electronically (All Cases) (continued)

**Note:** Be sure to follow the directions in each section of the page so that you give all the necessary information. In this example, a party is not available on the date of the status conference, and when you check next to that reason, the directions tell you to put the party's name in the Explanation Box.

| Event For Which Continuance Is Requested                                  |                             |
|---|-----------------------------|
| Select box(es) and explain below:   |                             |
|   |                             |
| ADMINISTRATIVE APPEAL HEARING   | UJURY TRIAL                 |
| ATTORNEY TRIAL REFEREE PROCEEDING   | HEARING IN DAMAGES          |
| COURT TRIAL   |                             |
| JUDICIAL-ALTERNATIVE DISPUTE RESOLUTION (J-ADR)                           | STATUS CONFERENCE           |
| EARLY INTERVENTION CONFERENCE   | TRIAL MANAGEMENT CONFERENCE |
| FACT FINDING  |                             |
| Reason(s) For Continuance Request   |                             |
| * Select reason(s) and provide explanation:                               |                             |
| COUNSEL NOT READY   |                             |
| DISCOVERY NOT COMPLETE  |                             |
| COUNSEL NOT AVAILABLE   |                             |
| PARTY NOT AVAILABLE (Provide name of Party in Explanation Box)            |                             |
| EXPERT WITNESS NOT AVAILABLE (Provide name of Witness in Explanation Box) |                             |
| LAY WITNESS NOT AVAILABLE (Provide name of Witness in Explanation Box)    |                             |
|   |                             |
|   |                             |
| For explanation, if necessary (Max 250 character):                        |                             |
| Defendant, Gomez Addams   |                             |

29. In this example, if other self-represented parties and attorneys in the case have agreed to the postponement (continuance), you can check the box next to CONSENT. If they do not agree, check the box next to DO NOT CONSENT. If they have not responded to your motion for continuance and requested date, check the box next to HAVE NOT RESPONDED.

|           | For the above reason(s) I hereby request this case be continued to (date MM/DD/YYYY): 11/21/2014 or 🗹 at the court's discretion.  |
|-----------|---|
|           | You may enter a description for the request here (Max 250 character):   |
| c         | onsent  |
| 1         | have contacted all counsel and self-represented parties of record about my intention to seek a continuance. All of the counsel and self-represented parties:  |
| <b>──</b> | CONSENT 🗌 DO NOT CONSENT 🗌 HAVE NOT RESPONDED TO THE ABOVE MOTION FOR CONTINUANCE AND REQUESTED CONTINUANCE DATE  |
| <br>\$    | agree to be responsible for notifying my client, if applicable, and all counsel of record and self-represented parties whether the continuance is granted or denied, and if granted, the new date of the<br>cheduled event. |
| F         | PLEASE NOTE: Agreement to continue a matter does not assure that the motion for continuance will be granted by the court.   |
|           | Continue Cancel   |
|           | Change Pleading/Motion/Other Information Select a Different Case Select a Different Pleading/Motion/Other   |

- 30. Pay close attention to any other instructions on the form. In this example, you agree to tell attorneys and other self-represented parties whether the motion for continuance is granted and the new date for the status conference or other event, if the motion is granted.
- 31. Choose **Continue** to go to the next page. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.
- 32. Look at the name and address information shown on this page and make any necessary changes to the information. The e-filing system will put these names and addresses in the certification section of the form it is creating for you to file. (see screenshot on the next page)

# File a System-Populated Document Electronically (All Cases) (continued)

| Law Offices of Atticus Finch  |   | JUF   | RIS # 423079                             |
|---|---|---|--|
| Party # P-01 MORTICIA FRUMP ADDAMS  |   |   |  |
| Address of Attorney:<br>225 Spring Street<br>Workbergeld CT 05100   |   |   |  |
| Address of Senice (if different from atterney address above):   |   |   |  |
| Address of Service (if different from attorney address above).  |   |   |  |
| 1   |   |   |  |
| Other Service Information   |   |   |  |
| In the box below, please provide the name(s) and Address(es)  | of Service for any other individuals ser  | rved (400 Char Max):  |  |
|   | ^   |   |  |
|   | ✓   |   |  |
|   |   |   |  |
| Certification of Service  |   |   |  |
| I certify that a copy of the above was or will immediately be mailed or delive<br>consent for electronic delivery was received from all counsel and self-repr | red electronically or non-electronically on the<br>esented parties of record who were or will im- | date entered below to all counsel and self-represe<br>mediately be electronically served. | ented parties of record and that writter |
| * Electronic Si   | nature - Enter your User ID: LeanVallean  |   |  |
|   | * Telephone: 860555555  |   |  |
|   | (xxx-xxx)   |   |  |
|   | (mm/dd/yyy)   | ×   |  |
|   |   |   |  |
|   | Continue Cancel   |   |  |
| Change Pleading/Motion/Other Inform   | ation Select a Different Case   | Select a Different Pleading/Motion/Oth  | er                                       |

- 33. If you do not need to make any changes to the names or addresses, you can enter your User ID to sign the certification and the motion.
- 34. Enter your telephone number and the date that you mailed the copy to the other self-represented parties and attorneys in your case.

**Note:** You must send a copy of the document you are filing to the other self-represented parties and attorneys in your case, and you must include the names and the addresses that you sent the copy to in the document you are filing. If a party has agreed to accept service electronically, you must send the copy electronically.

- 35. Choose Continue to go to the next page to review your document. You can choose one of the other buttons at the bottom of the page to change the information in your document, select a different case, choose a different motion or pleading, or cancel this filing.
- 36. Look over the information in the document that appears in the window.

Note: You can use the bar on the right side of the window to scroll through the document.

| C AAN-FA14-6015220-S   | ADDAMS, MORTICIA FRUMP v. AD   | DAMS, GOMEZ   |  |                     |  |  |  |  |
|--|--|---|--|---------------------|--|--|--|--|
| Prefix/Suffix: [none]  | Case Type: F00   | File Date: 08/22/2014   | Return Date: 09/30/2014                                |                     |  |  |  |  |
| Hide Instructions  | Hide Instructions Review and Approve Pleading/Motion/Other Form  |   |  |                     |  |  |  |  |
| Instructions: The e-filing system ha   | as created your document. Look through th  | e whole document that is in the window below                    | v and make sure the information is correct.            |                     |  |  |  |  |
| If the information in the document is not correct, choose "Change Pleading/Motion/Other Information" to go back to make any changes. If this is not the document you want to file, choose "Select a different Pleading/Motion/Other" to return to the Select A Motion page. If this is not the case you want to file the document in, choose "Select a Different Case" to return to the Select A Motion page. If this is not the case you want to file the document in, choose "Select a Different Case" to return to the Civil/Family Menu. |  |   |  |                     |  |  |  |  |
| Choose "E-file this Pleading/Motion  | " to file this document.   |   |  |                     |  |  |  |  |
| Pleading/Motion/Other de   | ocuments will be filed on beha   | If of the following party                                       |  |                     |  |  |  |  |
| D-01 GOMEZ ADDAMS  |  |   |  |                     |  |  |  |  |
| You have selected the fo   | You have selected the following Pleading/Motion/Other:   |   |  |                     |  |  |  |  |
| MOTION FOR CONTINUANCE   | Warping: Your document may   | not appear in the window below right                            | t away. It can take soveral cocondo                    |                     |  |  |  |  |
|  | You should wait until  | you can see your document before                                | joing ahead with this filing.                          |                     |  |  |  |  |
|  | Please verify  | the Pleading/Motion/Other document h                            | elow before filing                                     |                     |  |  |  |  |
| Review Decument  | Ticuse verify  | Zoom In 100% Zoom (   | out  |                     |  |  |  |  |
| Keview Document  |  |   |  | ew All Fages as FDF |  |  |  |  |
|  |  |   |  | ~                   |  |  |  |  |
|  | MOTION FOR CONTINUANCE   | STATE OF CONNECTICUT  | COURT USE ONLY   |                     |  |  |  |  |
|  | JD-CV-21 Rev. 2-13<br>C.G.S. § 52-196  | SUPERIOR COURT  | MFCSE  |                     |  |  |  |  |
|  | P.B. § 14-23, 14-24  | 11111-Juliol.gov  |  |                     |  |  |  |  |
|  | Instructions To Person Making Motion   | es section and file it with the Clark of the                    |  |                     |  |  |  |  |
|  | Court at least the (3) days before the data devent. Court at least the (3) days before |   |  |                     |  |  |  |  |
|  | Name of case (Ful name of Plaintiff v. Full name of Defendant)   |   |  |                     |  |  |  |  |
|  | ADDAMS, MONTICIA FRUMP V. ADDAMS, GOMEZ  |   |  |                     |  |  |  |  |
| Control Section Area     Number 14 WEST RIVER STREET PO BOX 210 MILFORD, CT 06460  |  |   |  |                     |  |  |  |  |
|  | Date of Motion Sequence Number on Si<br>Aug-27-2014  | hort Calendar (If applicable) Name of Judge Who Scheduled the E | vent this Continuance is Requested for (If applicable) |                     |  |  |  |  |
|  | Date of Scheduled Event Person Making Motion is  |   |  |                     |  |  |  |  |
|  | Oct-21-2014 Plaintiffs Attom<br>Firm Name, if Applicable   | ey Plaintiff Defendant's Attorney X Def                         | endant Other Phone Number (with area code)             |                     |  |  |  |  |
|  |  | 225 SPRING STREET WETHERSFIELD, CT 06                           | 8605555555   | $\mathbf{\vee}$     |  |  |  |  |

37. Choose E-File this Pleading/Motion to file this motion for continuance.

**Note:** You can choose **Change Pleading/Motion/Other Information** to go back to make any changes to the information in the motion. You can choose **Select a Different Pleading/Motion/Other** to return to the Select a Motion page if this is not the document you want to file. You can choose **Select a Different Case** to return to the Superior Court E-Filing menu to pick a different case. You can select **Cancel** to end this filing.

- 38. You will see the **Confirmation of E-Filed Transaction** page.
- 39. Print the **Confirmation** page that appears for your records by choosing **Print This Page**.

| Sup   | f Connecticut Judicial Brand<br>erior Court E-J   | Filing   |
|---|---|--|
| E-Services Home   | Logged-In User: Anna Karenina (an   | nakarenina) E-Mail: alice.mastrony@jud.ct.gov  |
| Hide Instructions   | You h   | ave successfully e-filed!  |
| Instructions: The information about what  | you filed is on this confirmation page. You must p  | rint a copy of this page for your records. Use the "Print This Page" button at the top of the page to print your copy.   |
| You can choose "E-File Another Pleading<br>Civil/Family Menu" to go back and select a | Motion/Other on this Case" to go back to the Sele<br>a different case. You can choose "Return to Case | ct a Motion page to choose another document title and file another motion or pleading. You can choose "Return to<br>Detail" to look at the documents filed in this case or to file a reclaim in this case. |
| If you have finished e-filing, remember to  | log out by clicking the Logout button at the top righ   | nt of the page:  |
|   |   | Print This Page  |
|   | Confirmation of E-filed Tr  | ansaction (print this page for your records)   |
|   | Docket Number:  | AAN-FA-14-6015220-S  |
|   | Case Name:  | ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ  |
|   | Type of Transaction:  | Pleading/Motion/Other document   |
|   | Date Filed:<br>Motion/Pleading by:  | Aug-27-2014<br>CHERVI HAI FORD (Jean)/al Jean)   |
|   | Document Filed:   | 101 00 MOTION FOR CONTINUANCE  |
|   |   | Status Conference - October 21, 2014   |
|   | Date and Time of Transaction:   | Wednesday, August 27, 2014 3:23:26 PM  |
|   | E-File Another Plea   | ading/Motion/Other document on this Case   |
|   | Return to Superior Court E-Filing   | Menu Return to Case Detail   |

**Note:** The revised <u>Procedures and Technical Standards of E-Services</u> require you to keep a copy of this confirmation page. If you forget to print it, you can get a copy of the page by going to **My E-Filed Items**, entering the dates you filed documents, and then choosing **Details** on the right side of the list of the items you have filed.

40. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:



Need help? If you have any other questions about filing a document on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov</u>. If you have questions about your *court file*, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <u>http://www.jud.ct.gov/directory/location/Default.htm</u>.

If you are the person who filed a new civil, family, housing or small claims case electronically in the Superior Court or small claims session (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper, or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. (See the section on requesting electronic access.) Once you have electronic access to the case, you can file your motion or other pleading on-line. If you do not have electronic access to your case, you can only file your motion or other pleading on paper with the clerk of the court where your case is located.

**Note:** You can find a list of the types of cases on which you can and cannot file on-line in the revised <u>Procedures and Technical Standards for E-Services</u>. If the case is an existing case, you can also check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 16 **6**051245 or HHD FA 15 **5**061789 are paperless.

The reclaim form (JD-CL-6) is a system-populated form. That form is a document that the e-filing system fills out for you based upon the information that is already in the e-filing system, such as the name, case docket number and the names of appearing parties. You must give some additional information and then the system will show you the completed form to look over and e-file. E-filing has six system-populated forms: appearances, certificates of closed pleadings, jury claims, motions for continuance, reclaims, and withdrawals of all kinds, except withdrawals of appearance.

If the information you provided when you enrolled in E-Services has changed, you will be able to change what is automatically filled out on the reclaim form. You should also change it on your E-Services account.

Here is a checklist of what you must do to file a reclaim on-line.

To file a reclaim on-line, you must:

- 1. Enroll in E-Services to set up a User ID and password
- 2. Log in to E-Services with your User ID and password to request electronic access to your case
- 3. Be approved for electronic access by the clerk of the court
- 4. Log in to E-Services with your User ID and password
- 5. Choose Superior Court E-Filing
- 6. Go to the main page (case detail page) for your case
- 7. Choose E-file a Reclaim as your desired case activity
- 8. Fill in the required information in the system, and if it is filled in for you, make sure the information is correct
- 9. Sign your reclaim by typing in your User ID
- 10. Review your reclaim
- 11. Print a copy of your reclaim to send to all other self-represented parties and attorneys of record
- 12. Print the confirmation page that gives you the information on what you filed with the court
- 13. Send a copy of the reclaim to all other self-represented parties and attorneys of record

### Instructions and pictures to tell you how to file your reclaim on-line:

 In the address bar, type <u>http://www.jud.ct.gov</u>. The Judicial Branch supports three browsers: Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher or Firefox 45 or higher. Address bars for two of these browsers are below:

Microsoft Internet Explorer®:

| 🖉 Judicial Branch Intranet - Windows Internet Explorer |              | _ & ×      |
|--|--------------|------------|
| SS vww.jud.ct.gov                                      | 💌 🔶 🗙 🔽 Bing | <b>P</b> • |
| File Edit Go to 'www.jud.ct.gov'                       | Enter        |            |



2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page



- 3. Click LOG-IN
- 4. The log-in page will appear.
- 5. Enter your User ID and your password

| E-Services Login  | Judicial Branch E-Serv  | /ices - (Electronic Services)  |
|---|---|--|
| E-Services Requirements<br>FAQs on e-filing                           | E-Services allows attorneys and su<br>electronically. For more information  | elf-represented parties to do business with the Judicial Branch<br>n on what you can do electronically through E-Services, <u>click here.</u>  |
| User Guides Procedures and Technical                                  | You should review the <u>Procedures</u><br>Branch electronic services. The Pr<br>filing by fax (facsimile), e-filing and<br><u>Procedures and Technical Standar</u> | and Technical Standards for E-Services I와 which apply to all Judicial<br>rocedures and Technical Standards have rules that apply to E-Services,<br>d short calendar markings. For appellate matters, please review the<br>rds for Appellate E-Filing I와. |
| eCitations Procedures and<br>Technical Standards                      | New to E-Services? Or   | Log in:<br>Juris Number (attorney/firm)  |
| Law Enforcement Agency<br>Application To Participate in<br>eCitations | In order to log in,<br>you'll need to Enroll.   | or Self-Rep. User ID:<br>annakarenina Fi rgot User ID?   |
| Designated Filer Login  | Enrollment is free.   | Password:<br>DigiCert.com<br>Login   |
| Designated Filer Overview   |   | Login  |

- 6. Click **Login** to log in to E-Services and go to the E-Services home page.
- 7. Select Superior Court E-Filing from the menu options on the E-Services home page

| State of<br>E-Se   | Connecticut Judicial Branch<br>rvices  |
|--|--|
| E-Services Home  | Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout  |
| E-Services Inbox   | Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do   |
| Appellate E-File   | electronically through E-Services, <u>click here.</u><br>You should review the <u>Procedures and Technical Standards for E-Services</u> @ which apply to all Judicial Branch electronic services. The Procedures and Technical Standards   |
| Superior Court E-Filing<br>Civil/Family<br>Housing<br>Small Claims | have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings.<br>Specific procedures that apply to Appellate E-Filing are contained in the <u>Appellate Procedures and Technical Standards</u> , eP.<br>For questions, comments or suggestions <u>CONTACT US</u> eP. |
| Centralized Small Claims   |  |
| CIB  |  |
| Change Account Information   | Copyright € 2017, State of Connecticut Judicial Branch   |

8. You will see the Superior Court E-Filing Menu. To file a reclaim in an existing case, you must go to the main page (case detail page) for the case.

| E-File a New Case                                 | Logged-In User: Ch  | eryl Halford (JeanValJean)  |   | E-Mail: cheryl.halford@jud.ct.gov Logout |  |  |  |  |  |  |
|---|---|---|---|--|--|--|--|--|--|--|
| E-File on an<br>Existing Case<br>By Docket Number | You can ask for ele<br><u>cases</u> . You cannot                                    | You can ask for electronic access to your files so you can file documents, look at documents filed in your case, and mark your civil short calendar matters on-line in almost all <u>civil</u><br>cases. You cannot file or look at documents or mark short calendar matters on-line in divorce, child support and child custody cases yet.   |   |  |  |  |  |  |  |  |
| By Party Name<br>List My Cases                    | You can find out m  | /ou can find out more about the links on the left side of the page by <u>clicking here.</u>   |   |  |  |  |  |  |  |  |
| Court Events<br>By Date<br>By Docket Number       | Log out of E-Servic<br>message asking yo<br>the system logs yo<br><u>Disclaimer</u> | Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keyboard for 30 minutes, the system will show a<br>message asking you if you want to log off or stay logged in. If you don't pick either choice, the system logs you out after 60 seconds. If you are in the middle of filing something and<br>the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.<br>Disclaimer |   |  |  |  |  |  |  |  |
| Short Calendars<br>Markings Entry                 |   |   |   |  |  |  |  |  |  |  |
| Markings History<br>My Short Calendars            | Cases with pend<br>for Cheryl Halfor  | ing electronic access req<br>d (JeanValJean)  | uests or approval for electronic access | Total: 3                                 |  |  |  |  |  |  |
| Calendar Notices 2                                | Category  | Docket No.  | Case Name                               | Location Activity                        |  |  |  |  |  |  |
| oulonaal Houces E                                 | Family  | C AAN-FA-14-6015220-S   | ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ | Milford New                              |  |  |  |  |  |  |
| My Shopping Cart (0)                              | Family  | C HHB-FA-14-6023671-S   | PETRIE, LAURA M. v. PETRIE, ROBERT S.   | New Britain 🕴 NEW                        |  |  |  |  |  |  |

Note: You can go to the case detail page of your case by:

- Clicking on the docket number of a case shown in the list of cases with pending electronic access requests or approval for electronic access (outlined in **purple** at the bottom of the page shown); or
- Choosing By Docket Number from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown); or
- Choosing **By Party Name** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
- Choosing List My Cases from the list of choices under E-file on an Existing Case on the left menu (outlined in red on the left side of the page shown).

If the case name and docket number do not appear in your list of cases on this page,



The cases listed on this page are the cases that you have requested electronic access to or cases for which your electronic access has already been approved. If you have not requested and been approved for electronic access to a case, you cannot file on-line in that case.

To ask for electronic access to a case, you must go to the case detail page of the case by entering the docket number or a party name. On the case detail page, you must select **Request Electronic Access**, fill out and print the request form and take the form and an acceptable form of photo identification to the clerk's office at the court where the case is located.

You can get more information about requesting electronic access on the E-Services Welcome page under the Self-represented Parties tab or in the E-Filing Manual for Civil, Family, Housing and Small Claims Matters – A Guide for Self-Represented Parties.

9. Click the docket number of the case shown in the list at the bottom of the page to go to the case detail page

|  | State of Conn<br>Superio                      | ecticut Ju<br>o <b>r Co</b> t   | dicial B<br>u <b>rt E</b>                                     | <sup>ranch</sup><br>Z-Filing        |  | <u> </u>            | 3                                      |                       |
|--|---|---|---|-------------------------------------|--|---------------------|--|-----------------------|
|  | ℭ HHB-FA14-6023671-S<br>Prefix/Suffix: [none] | PETR  | RIE, LAURA M.<br>• Type: F00                                  | v. PETRIE, ROBERT S.<br>File Da     | te: 08/27/2014   | Return D            | ate: 09/16/2014                        |                       |
| E-File a New Case  | Case Detail                                   | Notices   | History   | Processing                          | Schedu   | led Court Dates     | Self-rep Help Manual                   |                       |
| E-File on an<br>Existing Case<br>By Docket Number<br>By Party Name<br>List My Cases                                      | Information updated as o                      | of: 08/28/2014  |   | Select Case Activity:               | E-File an Appearance<br><u>-File a Pleading or Mot</u><br>E-File a Reclaim | To receive an email | when there is activity on this case, c | <u>lick here</u> រួមិ |
| Court Events   |   |   |   | Ca                                  | se Information   |                     |  |                       |
| By Date<br>By Docket Number  |   | Case Typ<br>Court Locatio   | e: F00 - Fami<br>n: NEW BRIT                                  | ly - Dissolution of Marriage<br>AIN | - C.G.S. Chapter 815j  |                     |  |                       |
| Short Calendars<br>Markings Entry<br>Markings History<br>My Short Calendars<br>By Court Location &<br>Calendar Notices & | F<br>P.<br>Referral Ju<br>State Assistance    | Financial Dispute<br>arenting Dispute<br>RFTD Referra<br>RFTD Accepte<br>dge or Magistrat<br>Last Action Dat<br>Financial Suppo | es: No<br>es: No<br>al: No<br>ed: No<br>te:<br>te: 08/28/2014 | 4 (Last Action Date is a dat        | a entry date, not actual d   | date)               |  |                       |
| My Shopping Cart (0)   | State Assistance HUSKY                        | Health Insuranc   | e: Yes  |                                     |  |                     |  |                       |

10. Click the dropdown arrow

### 11. Select E-file a Reclaim and click Go

12. You will see the following page:

| C HHB-FA1                              | 4-6023671-  | S              | PETRIE, LAURA M. v. PETRIE, ROBERT S.  |  |                 |          |        |                |            |  |
|--|---|----------------|--|--|-----------------|----------|--------|----------------|------------|--|
| Prefix/Su                              | ffix: [none]  |                | Case Type: F00 File Date   | : 08/27/2014 Return  | n Date: 09/     | 16/2014  |        |                |            |  |
| Hide Instr                             | Ide Instructions E-File a Reclaim   |                |  |  |                 |          |        |                |            |  |
| Instruction<br>document<br>future shor | tructions: Check the box next to the motion or objection that you want to reclaim for the short calendar. You can reclaim a maximum of eight (8) motions or objection at one time. You cannot reclaim a cument that shows "not calendar" instead of a checkbox because it has already been scheduled on a ure short calendar. |                |  |  |                 |          |        |                |            |  |
| After you se                           | afer you select the motion or objection, check one or more of the boxes below the list of documents to tell the court whether the motion or objection is  |                |  |  |                 |          |        |                |            |  |
| • a S<br>• a fa<br>• if it<br>You      | <ul> <li>a Superior Court matter,</li> <li>a family support magistrate matter, and</li> <li>if it is assigned for trial.</li> <li>You must then select "Continue" to complete the reclaim. If you do not want to file the reclaim, select "Cancel" to return to the case detail page for the case.</li> </ul>                 |                |  |  |                 |          |        |                |            |  |
|  | If this is the correct case, select motion(s) to claim/reclaim below.<br>If this is incorrect, select "Cancel" to return to the Case Detail page.   |                |  |  |                 |          |        |                |            |  |
| Select<br>Motion(s<br>to (Re)clai      | ) Entry<br>No   | Entry<br>Date  | Description  | Document Description   | Initiated<br>By | Arguable | Result | Result<br>Date | Ordered By |  |
| Not<br>Claimabl                        | e 100.30  | AUG 27<br>2014 | RETURN   |  | Court           | No       |        |                |            |  |
| Not<br>Claimabl                        | e 100.31  | AUG 27<br>2014 | CERTIFICATION - PUBLIC ASSISTANCE  |  | Court           | No       |        |                |            |  |
|  | 101.00  | AUG 28<br>2014 | MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN<br>AND CHILD SUPPORT PENDENTE LITE | Motion for alimony, custody of minor children<br>and child support pendente lite | Р               | No       |        |                |            |  |
| , ○ Sup<br>○ Fam                       | <ul> <li>O Superior Court (Other than Family Support Magistrate Matters)</li> <li>O Family Support Magistrate Matters</li> </ul>  |                |  |  |                 |          |        |                |            |  |
| 🗌 Assign                               | Assigned for Trial  |                |  |  |                 |          |        |                |            |  |
|  |   |                |  |  |                 |          |        |                |            |  |
|  |   |                | Cor  | tinue Cancel   |                 |          |        |                |            |  |

13. Check the box next to the entry number and name of the item that you want to reclaim.

**Note:** You can't reclaim some documents that you file with the court. If the Judge does not need to take any action on the document, it does not go on a short calendar, and you can't reclaim it. For example, an answer, memorandum of law or a brief does not go on the short calendar. They are in the court file, but the Judge does not have to enter an order on them. They appear on this list but, you will see "Not Claimable" next to them instead of a checkbox. If a motion or objection is already on a short calendar for a future date, you will see "Claimed to Calendar" next to it. You cannot reclaim something that is already on the short calendar.

14. Click in the appropriate circle to say whether the matter being reclaimed is:

- a. a Superior Court matter (other than Family Support Magistrate Matters); or
- b. a Family Support Magistrate matter

| Not<br>Claimable       100.30       AUG 27<br>2014       RETURN       Court       No       No       Image: Court Court Claimable         Not<br>Claimable       100.31       AUG 27<br>2014       CERTIFICATION - PUBLIC ASSISTANCE       Court       No       Image: Court Magistrate Matters       Motion for alimony, custody of minor children and child support pendente lite       P       No       Image: Court Court Court Court Court Court Court Court Court Magistrate Matters         Image: Court Court Court Court Court Court Trial       Court Cour  | Select<br>Motion(s)<br>to (Re)claim        | Entry<br>No                        | Entry<br>Date          | Description  | Document Description   | Initiated<br>By | Arguable | Result | Result<br>Date | Ordered By |
|--|--|------------------------------------|------------------------|--|--|-----------------|----------|--------|----------------|------------|
| Not<br>Claimable       100.31       AUG 27<br>2014       CERTIFICATION - PUBLIC ASSISTANCE       Court       No       No       Image: Court of the state of the stat | Not<br>Claimable                           | 100.30                             | AUG 27<br>2014         | RETURN   |  | Court           | No       |        |                |            |
| In 101.00       AUG 28<br>2014       MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN<br>AND CHILD SUPPORT PENDENTE LITE       Motion for alimony, custody of minor children<br>and child support pendente lite       P       No         Image: Superior Court (Other than Family Support Magistrate Matters)       Image: Support Magistrate Matters       Image: Support Magistrate Matters       Image: Support Magistrate Matters         Image: Assigned for Trial       Image: Support Magistrate Matters       Image: Support Magistrate Matters       Image: Support Magistrate Matters   | Not<br>Claimable                           | 100.31                             | AUG 27<br>2014         | CERTIFICATION - PUBLIC ASSISTANCE  |  | Court           | No       |        |                |            |
| <ul> <li>Superior Court (Other than Family Support Magistrate Matters)</li> <li>Family Support Magistrate Matters</li> <li>Assigned for Trial</li> </ul>   |  | 101.00                             | AUG 28<br>2014         | MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN<br>AND CHILD SUPPORT PENDENTE LITE | Motion for alimony, custody of minor children<br>and child support pendente lite | Р               | No       |        |                |            |
|  | *      O Superio     O Family     Assigned | or Court (<br>Support<br>for Trial | Other tha<br>Magistrat | n Family Support Magistrate Matters)<br>ie Matters                               |  |                 |          |        |                |            |

**NOTE:** For *civil* cases, the circle next to "Family Support Magistrate Matters" will be shaded in and unavailable as an option.

- 15. Check the box if the case is assigned for trial.
- 16. Choose **Continue** to go to the next page. You can choose **Cancel** if this is not the case you want to file your reclaim in or if the item that you want to reclaim is not in the list.

17. Look at the name and address information shown on this page and make any necessary changes to the information. The e-filing system will put these names and addresses in the certification section of the form it is creating for you to file.

**Note:** You must send a copy of the reclaim you are filing to the other self-represented parties and attorneys in your case, and you must include the names and the addresses that you sent the copy to in the reclaim you are filing.

| C HHR FA14 6023671 S   |  | E ROBERT S  |  |
|--|--|---|--|
| Prefix/Suffix: [none]  | Case Type: F00   | File Date: 08/27/2014   | Return Date: 09/16/2014  |
| Hide Instructions  |  | Certification of Serv   | ice  |
| Instructions: You must send a copy of the<br>you are filing. You can look at the name<br>certification section of the form it is created<br>the form it is created as the section of the form it is created as the section of the form it is created as the section of the form it is created as the section of the form it is created as the section of the section of the form it is created as the section of t | ne document to other self-repre<br>and address information show<br>ting for you to file. | esented parties and attorneys in your case, a<br>n on this page and make any necessary cha      | nd you must include the names and the addresses that you sent the copy to in the documer<br>nges to the information. The e-filing system will put these names and addresses in the |
| If you do <i>not</i> need to make any changes self-represented parties and attorneys in  | to the names or addresses, yo<br>n your case.  | ou can enter your User ID to sign the certifica   | tion, as well as enter your telephone number and the date that you mailed the copy to other  |
| Choose "Continue" to go to the next pag  | e to review your document. You   | I can choose "cancel" to end this filing.   |  |
| Law Offices of Atticus Finch   |  |   | JURIS # 423079   |
| Party # D-01 ROBERT S. PETRIE  |  |   |  |
| Address of Attorney:<br>225 Spring Street<br>Wethersfield, CT 06109  |  |   |  |
| Address of Service (if different from at   | torney address above):   |   |  |
| <u>.</u>   |  |   |  |
| Other Convice Information  |  |   |  |
| If you have served anyone else   | provide the name and   | address for each person in the bo   | x helow  |
|  | , provide the nume and   |   |  |
|  |  |   |  |
| <u></u>  |  |   |  |
| Certification of Service   |  |   |  |
| Certification of Service   |  |   |  |
| I certify that a copy of the above was or w<br>written consent for electronic delivery w   | vill immediately be mailed or d<br>as received from all counsel ar                       | elivered electronically or non-electronically o<br>id self-represented parties of record who we | n the date entered below to all counsel and self-represented parties of record and that<br>re or will immediately be electronically served.  |
| *  | Electronic Sign  | ature - Enter your User ID:   |  |
| *  |  | Telephone: (XXX-XXX-XXXX-XXXX)  |  |
| *  | Enter D  | ate Mailed/Delivered here: (MM/DD/YYYY  |  |
|  |  |   |  |
|  |  |   |  |
|  |  | Continue Cancel   | 1  |

- 18. If you do not need to make any changes to the names or addresses, enter your User ID to sign the certification and the motion.
- 19. Enter your telephone number and the date that you mailed the copy to the other self-represented parties and attorneys in your case.

| I certify that a copy of the above was or will immediately be mailed or delivered electronically or non-electronically on the date entered below to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served.  Electronic Signature - Enter your User ID: JeanValJean Telephone: (XXX-XXXX) 8605555555 Enter Date Mailed/Delivered here: (MM/DD/YYY) 08/28/2014 × | Certification of Service   |  |  |  |                                |
|---|--|--|--|--|--------------------------------|
| Electronic Signature - Enter your User ID: JeanValJean     Telephone: (x00X-x00X) 8605555555     Enter Date Mailed/Delivered here: (MM/DD/YYY) 08/28/2014 ×   | I certify that a copy of the above was or will immed<br>written consent for electronic delivery was received | ately be mailed or delivered electronically or no<br>I from all counsel and self-represented parties | n-electronically on the date entered below to a<br>of record who were or will immediately be ele | all counsel and self-represen<br>ctronically served. | ted parties of record and that |
| Telephone: (000-3000-3000) 860555555      Enter Date Mailed/Delivered here: (MM/DD/YYY) 08/28/2014 ×  | *  | Electronic Signature - Enter your User ID:   | JeanValJean  |  |                                |
| Enter Date Mailed/Delivered here: (MM/DD/YYYY) 08/28/2014 ×   | *  | Telephone:   | (XXX-XXX-XXXX) 8605555555  |  |                                |
|   | *  | Enter Date Mailed/Delivered here:  | (MM/DD/YYYY) 08/28/2014 ×  |  |                                |

Continue Cancel

20. Choose **Continue** to go to the next page to look at your document. You can choose **Cancel** to end this filing.

21. Look over the information in the document that appears in the window.

Note: You can use the bar on the right side of the window to scroll through the document.

| C HHB-FA14-6023671-S  | PETRIE, LAURA M. v. PETRIE, I  | ROBERT S.   |  |   |   |
|---|--|---|--|---|---|
| Prefix/Suffix: [none]   | Case Type: F00   | File Da   | te: 08/27/2014   | Return Date: 09/16/2014   |   |
| Hide Instructions   |  | Disp  | lay Reclaim Form   |   |   |
| Displayed below is the Short Cale<br>"Change this Reclaim Information<br>If you wish to proceed with the e-f<br>You may also select "Cancel" to e | endar Reclaim form JD-CL-6 with inform<br>1" to return to an earlier screen and mak<br>iling of this reclaim, select "E-file this Re<br>and this transaction without e-filing the re | ation that you have er<br>e changes. You may :<br>claim."<br>claim. The data will n             | tered. Please scroll through this fo<br>also print this form if you would like<br>ot be saved.   | rm, checking to be sure the information p<br>by selecting the "Print" button in Adobe A | presented is correct. You may select<br>crobat. |
|   | Warning: Your docume<br>You should w<br>Pleas  | nt may not appear in<br>ait until you can see<br>e review your Sho                              | n the window below right away. It<br>your document before going ahea<br>rt Calendar Reclaim before su  | can take several seconds.<br>ad with this filing.<br>bmitting.                          |   |
| Review Document   |  | Zoom In   | 100% Zoom Out  |   | View All Pages as PDF                           |
|   | SHORT CALENDAR LIST<br>CLAIM/RECLAIM<br>JD-CL4 Rev. 6-12<br>Pr. Bic. Secs. 15-13, 15-16, 15-18, 17-31, 254-  | STATI<br>SL<br>13<br>Do not file with original m<br>for motions that must be<br>section 17-31). | E OF CONNECTICUT<br>PERIOR COURT<br>www.jul.dt.gov<br>Instructions<br>addan. Use any for reclaiming motions or<br>laismed by rule (Connecticut Prescher Book | Feitum date<br>Sep-16-2014<br>Docter number   | ~   |
|   | Name of case (Full name of Plaintiff v. Full name of Plaintiff v. Full name of PETRIE, LAURA M. v. PETRIE, RO  | me of Defendant)<br>DBERT S.  |  | HHB+A-14-60236/1-S  |   |
|   | ■ Judicial Housing Geogr<br>District Session Numb  | aphical Address of Court<br>ar 20 FRANKL  | (Number, street, town and zip code)<br>N SQUARE NEW BRITAIN, CT 06051  |   |   |
|   | The:  ■ Plaintiff □ Other (Spi is claiming or  | Defendant     c <i>ify)</i> reclaiming the followir   | g motion(s) for the SHORT CALEN  | DAR LIST:   | (   |
|   | Date of Number of N<br>Motion (If know   | n)  | Title of Motion  |   |   |
|   | AUG 28 2014 101.00   | MOTALIN   | NY-CUSTDY-SUPPRT   |   | l l   |

22. Be sure the information you entered in the form is correct. You can select **Change this Reclaim Information** if you need to make any changes to the information.

| Name and address of each party and attorne<br>Law Offices of Atticus Finch - 2 | y that copy was mailed or delivered to*<br>25 Spring Street/Wethersfield, CT 06109 |                      | For Court Use Only |
|--|--|----------------------|--------------------|
|  |  |                      |                    |
| Signed (Signature of filer)  | Print or type name of person signing   | Date signed          |                    |
| Mailing address (Number, street, town, state                                   | and zip code)  | Telephone number     |                    |
| 148 BONNIE MEADOW ROAD R   | r sheets with name and address which the copy was mailed                           | or delivered to.     | I                  |
| Superior Court (Other than F   | amily Support Magistrate Matters) Assigned for                                     | Trial Family Support | Magistrate Matters |

**Note:** Use the gray buttons that appear at the bottom of each page to move around the e-filing system. Do not use the back or forward buttons on your browser to go to another page. If you use the back button or the forward button on your browser, you may lose the information that you have entered in the e-filing system and have to start your filing again.

23. Choose E-File this Reclaim to file this reclaim form with the Court.

24. You will see the **Confirmation of E-Filed Transaction** page.

25. Print this **Confirmation** page for your records by choosing **Print This Page**.

| C HHB-FA14-6023671-S   | PETRIE, LAURA M. v. PETRIE.  | ROBERT S.   |  |   |
|--|--|---|--|---|
| Prefix/Suffix: [none]  | Case Type: F00   | File Date: 08/27/2014   | Return Date: 09/16/2014  |   |
| Hide Instructions  |  | You have successfully e-file  | d!   |   |
| This page is a confirmation of your e<br>docket number of the case. Print or s<br>case detail page or choose "E-file R<br>or "Logout" if you do not need to file a | e-filing. It shows the motions or object<br>save a copy of this page for your reco<br>leclaims on this case" to return to the<br>any other papers. | tions that you have claimed or reclaimed, the da<br>rds. To print a copy, choose the "Print" button. Or<br>page for selecting other motions or objections t | e and time of the filing, the logged-in juris number or U<br>ce you have printed the copy, you can choose "Return t<br>o reclaim, or choose "Back to E-Filing Menu" to return to | iser ID, and the name and<br>to Case Detail" to go back to the<br>the Civil/Family E-filing Menu, |
|  |  | Print This Page   |  |   |
|  | Confirmatio  | n of E-filed Transaction (print this p  | age for your records)  |   |
| Docket Number:   | HHB-FA14-6023671-S   |   |  |   |
| Case Name:   | PETRIE, LAURA M. v. PETR   | RIE, ROBERT S.  |  |   |
| Type of Transaction:   | Short Calendar Reclaim   |   |  |   |
| Date Filed:  | 8/28/2014  |   |  |   |
| Short Calendar Reclaim By:   | (JeanV   | alJean)   |  |   |
|  |  |   |  |   |
| Motion(s) Reclaimed:   |  |   |  |   |
| Entry No   |  | Description   |  | Initiated By  |
| 101.00 MOT   | ALIMNY-CUSTDY-SUPPRT   |   |  | Р   |
|  | Superior Court (Other than F   | amily Support Magistrate Matters)   |  |   |
| Document Filed:  | JD-CL-006 Short Calendar R   | eclaim  |  |   |
| Date and Time of Transaction:  | 8/28/2014 1:04:49 PM   |   |  |   |
|  |  |   |  |   |

**Note:** The revised <u>Procedures and Technical Standards of E-Services</u> require you to keep a copy of the confirmation page. If you forget to print it, you can get a copy of the page by going to **My E-Filed Items**, entering the dates you filed documents, and then choosing **Details** on the right side of the item you have filed.

26. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:



Need help? If you have any other questions about filing a reclaim on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov</u>. If you have questions about your *court file*, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <u>http://www.jud.ct.gov/directory/location/Default.htm</u>.

You can mark short calendar matters in your civil cases or in your e-filable family cases if you have enrolled in *E*-Services, filed an appearance and been approved for electronic access to your cases. You cannot mark short calendar matters in family cases that are not e-filable. **Note:** You can find a list of the types of cases that are e-filable in the revised **Procedures and Technical Standards for E-Services**. On an existing case, you can check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 16 **6**051245 or HHD FA 15 **5**061789 are paperless.

- You must follow the procedures shown in the Notice section of the short calendar and in the <u>Civil</u> or <u>Family</u> Short Calendar Standing Orders to mark motions or objections.
- You can only mark motions or objections on the short calendar during the specific times (marking periods) shown in the <u>Civil</u> or <u>Family</u> Short Calendar Standing Orders. **Note:** Marking periods can change if there is a state holiday on a weekday. Check the standing orders if there is a state holiday.

Here is a checklist of what you must do to mark your short calendar motions or objections on-line.

To mark your short calendar motions or objections on-line on your case 11. Enroll in E-Services to set up a User ID and password 12. Log in to E-Services with your User ID and password to request electronic access to vour case 13. Be approved for electronic access by the clerk of the court 14. Tell other parties how you are marking the motions or objections 15. Log in to E-Services with your User ID and password 16. Choose Superior Court E-filing from the E-Services home page 17. Choose Markings Entry under Short Calendars on the Superior Court E-filing page 18. Choose the Location and Court Type to search for your calendar matters 19. Choose Search 20. Choose the marking for each motion or objections on the calendars 21. Enter your name and telephone number 22. Choose Enter Markings 23. Print the Short Calendar Marking Confirmation and Receipt page that gives you the information on what you have marked

24. Bring the copy of the receipt with you if you go to Court on an arguable matter.

### Instructions and Pictures to tell you how to mark motions or objections on-line:

1. Log in to E-Services from the Branch website at: <u>https://eservices.jud.ct.gov/login.aspx</u>.

|  | re of Connecticut Judicial Branch<br>-Services  |
|--|---|
| E-Services Home  | Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov  |
| E-Services Inbox<br>Appellate F-File                               | Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do electronically through E-Services, click here.   |
| Superior Court E-Filing<br>Civil/Family<br>Housing<br>Small Claims | You should review the <u>Procedures and Technical Standards for E-Services</u> & which apply to al Judicial Branch electronic services. The Procedures and Technical Standards have rules that apply to E-Services, filling by fax (facsimile), e-filling and short calendar markings.<br>Specific procedures that apply to Appellate E-Filling are contained in the <u>Appellate Procedures and Technical Standards</u> &<br>For questions, comments or suggestions <u>CONTACT US</u> #. |
| Centralized Small Claim  |   |

2. Choose **Superior Court E-filing** from the E-Services menu



- 3. Choose Short Calendar Markings Entry from the Civil/Family Menu page.
- 4. Select the Location and Court Type.
- 5. Select **Sort Results** to show the list of cases in alphabetical order by case name or by location, or in number order by docket number, entry number, or calendar sequence number or motion.

| E-Services Inbox<br>Superior Court E-Filing   | Show Instructions Short Calendars Markings Entry       |
|---|--|
| Civil/Family<br>Housing<br>Small Claims   | Location: All  |
| E-File a New Case   | Sort Order: Case Name V                                |
| E-File on an<br>Existing Case<br>By Docket Number<br>By Party Name<br>List My Cases | Search   |
| Court Events<br>By Date<br>By Docket Number   | Copyright € 2017. State of Connecticut Judicial Branch |

6. Choose Search.

**Note:** If a case has more than one motion or objection, the case name and docket number will appear for each motion or objection.

| List My Cases  | Each motion/ob<br>Cases with multiple motio  | jection is displayed separately.<br>ons/objections require multiple markings.   |  |
|--|--|---|--|
| Court Events<br>By Date<br>By Docket Number<br>Short Calendars<br>Markings Entry<br>Markings History       | Case Name: Smith John v. Pocahontas<br>Docket Number: HHB-CV-12-6017453-S<br>Court Date: May 20, 2013 9:30 AM<br>CalSeq. No.: 02-001<br>Motion/Objection: MOTION FOR ADVICE BY COURT-APPOINT             | rkings Entry Court Date: May 20, 2013<br>Location: New Britain<br>Case Type: CV<br>Entry No.: 111.00<br>ED PERSON (Defendant) | No Change<br>Ready C<br>Off C<br>Take Papers C |
| My Short Calendars<br>By Court Location a<br>Calendar Notices a<br>My Shopping Cart(1)<br>My E Filed Items | Case Name: JOVI, BON v. FAKE CORPORATION, INC.<br>Docket Number: FBT-CV-13-6034273-S<br>Court Date: May 20, 2013 9:30 AM<br>CalSeq. No: 10-001<br>Motion/Objection: MOTION FOR ORDER OF COMPLIANCE – F   | Location: Bridgeport<br>Case Type: CV<br>Entry No.: 101.00<br>28 SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)                      | No Change ©<br>Off ©<br>Take Papers ©          |
| My Access Requests<br>Foreclosures<br>By Sale &  | Case Name: JOVI, BON v. FAKE CORPORATION, INC.<br>Docket Number: FBT-CV-13-6034273-S<br>Court Date: May 20, 2013 9:30 AM<br>CalSeq. No.: 10-001<br>Motion/Objection: OBJECTION TO REQUEST TO REVISE (Pla | Location: Bridgeport<br>Case Type: CV<br>Entry No.: 102.00<br>intiff)   | No Change ⓒ<br>Off ◯<br>Take Papers ◯          |

- 7. Select the marking code for each motion or objection you want to mark by clicking in one of the circles to the right of the motion or objection you are marking. "No change" will be selected for each motion or objection any time you come to this page, even if a motion or objection has been marked before.
  - The marking codes for civil arguable (Arg) motions or objections are Ready, Take Papers, or Off.
  - The marking codes for civil non-arguable matters (N/A), except for property matters, are Take Papers or Off.
  - The marking codes for civil non-arguable matters (N/A) in property cases *only* are Ready, Take Papers, or Off.
  - The marking codes for family motions or objections are Ready or Off.

If you do not know which marking to choose, you can find more information about the choices in the <u>Procedures and Technical Standards for E-Services</u>, on the <u>short calendar notices</u>, or in the <u>Short Calendar</u> <u>and the Markings Process Quick Card</u>.

**Note:** Do not choose "Take Papers" to mark a civil motion or objection that appears on a calendar if a request for argument has been granted on a non-arguable motion or if the Court has granted or required argument on any other matter.

8. Check the box next to the certification.

| Case Name:        | JOVI, BON v. F. | AKE CORPORATION,    | INC.                             |                               |               |
|-------------------|-----------------|---------------------|----------------------------------|-------------------------------|---------------|
| Docket Number:    | FBT-CV-13-6034  | 273-S               | Location: Bridgep                | ort                           | No Change (   |
| Court Date:       | May 20, 2013 9  | :30 AM              | Case Type: CV                    |                               |               |
| CalSeq. No.:      | : 10-001        |                     | Entry No.: 101.00                |                               | Off(          |
| Motion/Objection: | MOTION FOR O    | RDER OF COMPLIAN    | ICE – PB SEC 13-14 (FAIL APP     | EAR DEP) (Plaintiff)          | Take Papers ( |
|                   | Marking         | Marking Date / Mar  | ked By                           |                               |               |
|                   | Take Papers     | May 15, 2013 02:08: | 58 PM by BON JOVI (bonjovi)      |                               |               |
|                   | Take Papers     | May 15, 2013 01:17: | 48 PM by BON JOVI (bonjovi)      |                               |               |
| Case Name:        | JOVI, BON v. F. | AKE CORPORATION,    | INC.                             |                               |               |
| Docket Number:    | FBT-CV-13-6034  | 273-S               | Location: Bridgep                | ort                           | No Change     |
| Court Date:       | May 20, 2013 9  | :30 AM              | Case Type: CV                    |                               |               |
| CalSeq. No.:      | : 10-001        |                     | Entry No.: 102.00                |                               | Off (         |
| Motion/Objection: | OBJECTION TO    | REQUEST TO REVIS    | E (Plaintiff)                    |                               | Take Papers ( |
|                   | Marking         | Marking Date / Mar  | ked By                           |                               |               |
|                   | Take Papers     | May 15, 2013 02:08: | 58 PM by BON JOVI (bonjovi)      |                               |               |
|                   |                 |                     |                                  |                               |               |
|                   |                 | There are           | e 3 motions/objections displayed | above                         |               |
|                   | C horoby        | cortify that timely | notice of any marking bac b      | oon provided to all councel   |               |
|                   | and colf r      | procented partice   | of record Junderstand the        | t failure to de co may result |               |
|                   | and sen re      | in sanct            | ions being imposed by the        | Court                         |               |
|                   |                 |                     |                                  |                               |               |
|                   | bon je          |                     | 860 555                          | 5555                          |               |
|                   |                 | Full Name           | Area Code Teler                  | phone Ext.                    |               |
|                   |                 |                     |                                  |                               |               |
|                   |                 |                     |                                  |                               |               |
|                   |                 | Ente                | r Marking(s) Cancel              |                               |               |
|                   |                 |                     |                                  |                               |               |
| Return to         | Superior Court  | E-Filina Menu       | Go To Top Of Page                | Print This Page               |               |
|                   |                 |                     |                                  |                               |               |
|                   |                 |                     |                                  |                               |               |

- 9. Enter your name and telephone number if you are submitting the markings.
- 10. You can choose one of the buttons at the bottom of the page to return to the **Superior Court E-Filing Menu**, go back to the top of this page, to print this page, or to cancel the markings completely.
- 11. Choose Enter Markings to submit the markings.

### 12. You will see the Short Calendar Markings Confirmation page

| Show Instructions            | Short Calendars Marking                                     | s Confirmation   | New Search          |
|------------------------------|---|--|---------------------|
| Edit Instructions            |   |  |                     |
|                              | The following Short Calenda<br>Wednesday, May<br>for Bon Jo | ar Markings were received on:<br>15, 2013 02:11:59 PM<br>ovi (bonjovi) |                     |
|                              | Short Calendar M  | arkings Received   |                     |
| Case Name: JOVI, BON         | v. FAKE CORPORATION, INC.                                   |  | Marked: Take Papers |
| Docket Number: FBT-CV-13-    | 6034273-S Loca  | ation: Bridgeport  |                     |
| Court Date: May 20, 201      | 3 9:30 AM Case 1  | Type: CV   |                     |
| CalSeq. No.: 10-001          | Entry   | / No.: 101.00  |                     |
| Motion/Objection: MOTION FC  | R ORDER OF COMPLIANCE - PB SEC                              | 13-14 (FAIL APPEAR DEP) (Plaintiff)                                    |                     |
| Case Name: JOVI, BON         | v. FAKE CORPORATION, INC.                                   |  | Marked: Take Papers |
| Docket Number: FBI-CV-13-    | 5034273-S Loca  | ation: Bridgeport  |                     |
| Court Date: May 20, 201      | 5 9:50 AIVI Case  | (No.: 102.00   |                     |
| Motion/Objection: OB JECTION | LINY  | / 110 102.00   |                     |
| Motion/Objection: Objection  |   |  |                     |
|                              | Certified By bon jo   | ovi, (860) 555-5555  |                     |
|                              | Self-represented Party bonjo                                | vi has submitted 2 markings.   |                     |
|                              | Print R   | Receipt  |                     |
|                              | Return to Markings Entry Search                             | Return to Superior Court E-Filino                                      | Menu                |

- 13. Choose Print Receipt to print the Short Calendar Markings Confirmation and Receipt
- 14. Be sure that you have given notice of the markings to other self-represented parties and attorneys of record.

**Note:** To change a marking you have entered, you can log in to E-Services at any time during the marking period and change the marking. Be sure to tell other self-represented parties and attorneys about any changes you make.

If you want to look at the markings that have been made electronically in a certain case or on short calendars on a certain date in cases in which you have appeared and been approved for electronic access, you can choose **Markings History** from the **Superior Court E-Filing** menu.

Instructions on looking at short calendar markings are on the next page of these instructions.

## Look at Markings Made On-line

Short Calendars Markings History lets you look at case information and markings made electronically by you, attorneys or other self-represented parties in any civil or family case in which you have appeared and been approved for electronic access. If a marking on a motion or objection was made by telephone, it will not be shown as part of the Short Calendars Markings History. If no electronic markings were made by anyone in a case, the case will not be shown in the list.

1. Log in to E-Services from the Branch website at: https://eservices.jud.ct.gov/login.aspx.



2. Choose Superior Court E-Filing from the E-Services menu

| Superior Court E-Filing<br>Civil/Family<br>Housing<br>Small Claims  | You can see<br>page.<br>You can find  | a list of cases you have reque<br>out more about the links on th  | sted electronic access to and cases you have beer<br>e left side of the page by <u>clicking here.</u>   | given electronic acc   | cess to on this  |
|---|---|---|---|--|--|
| E-File a New Case<br>E-File on an<br>Existing Case<br>By Docket Number<br>By Party Name<br>List My Cases<br>Court Events<br>By Date | Log out of E-<br>keyboard for<br>choice, the sy<br>lose any infor<br><u>Disclaimer</u><br>Cases with<br>for Anna Ka | Services when you have finisi<br>30 minutes, the system will s<br>system logs you out after 60 se<br>mation you have entered, and<br>pending electronic acces<br>trenina (annakarenina) | ned what you are doing to protect your privacy. If yo<br>row a message asking you if you want to log off or ro-<br>cods. If you are in the middle of filing something a<br>d you will have to start your filing from the beginning<br>as requests or approval for electronic access | u don't use the mous<br>stay logged in. If you<br>nd the system logs y | se or the<br>don't pick either<br>ou out, you will<br>Total: 1 |
| By Docket Number  | Category  | Docket No.  | Case Name   | Location   | Activity   |
| Short Calendars<br>Markings Entry   | Civil   | @ FBT-CV-17-6052069-S   | PAINT PRODUCTS, INC. v. KARENINA, ANNA  | Bridgeport JD  | I NEW  |
| Markings History<br>My Short Calendars<br>By Court Location 2ª<br>Calendar Notices 2ª   |   | c   | opyright @ 2017, State of Connecticut Judicial Branch   |  |  |

3. Choose Short Calendar Markings History from the Superior Court E-Filing menu.

| Show Instructions | Short Caler     | ndars Ma                 | rking  | s History  |        |
|-------------------|-----------------|--------------------------|--------|------------|--------|
|                   |                 |                          |        |            |        |
|                   | Enter a Court I | Date and/or              | a Dock | ket Number |        |
|                   | Court Date:     | Court Date: (mm/dd/ccyy) |        |            |        |
|                   | Location        | Category                 | Year   | Number     | Suffix |
|                   | Select Location | CV 💌                     |        |            | S      |
|                   | Example: HHD    | Example:<br>CV           | 09     | 1234567    | S      |
|                   |                 | Search                   | ٦      |            |        |

- 4. Enter a Court Date to look at a list of all markings in all the cases you have an appearance in that are scheduled on short calendars for that date. The following example is for May 6, 2013.
- 5. Choose Search
- 6. You will see the markings on short calendars on that date for any cases you appear in and have electronic access to.

| for Bon Jovi (bonjovi) as of 5/15/2013             |  |               |                   |                |              |                                |
|--|--|---------------|-------------------|----------------|--------------|--------------------------------|
| Court Date: 05/06/2013<br>Records: 1               |  |               |                   |                |              |                                |
| Case Name  | Docket Number                                  | Location      | <u>Court Date</u> | CalSeq.<br>No. | Entry<br>No. | Motion/Objection               |
| TRANSPORT FUNDING, LLC v. KORKUTOVIC, FIKRET Et Al | HHB-CV-11-6013007-                             | S New Britain | May 06, 2013      | 01-001         | 107.01       | ORDER TO SHOW CAUSE<br>(Court) |
| Marking Marking Date / Marked By                   |  |               |                   |                |              |                                |
|  | Apr 30, 2013 02:27:37 PM by BON JOVI (bonjovi) |               |                   |                |              |                                |

7. To look at a list of the markings on motions or objections in one case, you can enter the docket number in a case that you have an appearance in.

| Enter a Court [  | Enter a Court Date and/or a Docket Number |      |             |        |  |  |  |  |
|------------------|---|------|-------------|--------|--|--|--|--|
| Court Date:      |   | (    | mm/dd/ccyy) |        |  |  |  |  |
| Location         | Category                                  | Year | Number      | Suffix |  |  |  |  |
| FBT-Bridgeport 🔹 | CV 🗸                                      | 13   | 6034273     | S      |  |  |  |  |
| Example: HHD     | Example:<br>CV                            | 09   | 1234567     | S      |  |  |  |  |
|                  | Search                                    | ٦    |             |        |  |  |  |  |

### 8. Choose Search

You will see all the short calendar matters for all motions and objections in your case.

| By Party Name                             | Records: 2   |  |  |                             |                |              |  |  |  |  |
|---|--|--|--|-----------------------------|----------------|--------------|--|--|--|--|
| List My Cases<br>Court Events             | Case Name  | Docket Number  | Location   | <u>Court</u><br><u>Date</u> | CalSeq.<br>No. | Entry<br>No. | Motion/Objection   |  |  |  |
| By Date<br>By Docket Number               | JOVI, BON v. FAKE<br>CORPORATION, INC.                     | FBT-CV-13-6034273-5  | Bridgeport                                       | May 20, 2013                | 10-001         | 101.00       | MOTION FOR ORDER OF COMPLIANCE - PB SEC 13-14<br>(FAIL APPEAR DEP) (Plaintiff) |  |  |  |
|   |  | Marking  | Marking Dat                                      | e / Marked By               |                |              |  |  |  |  |
| Short Calendars                           |  | Take Papers  | May 15, 2013 02:12:00 PM by BON JOVI (bonjovi)   |                             |                |              |  |  |  |  |
| Markings Entry                            |  | Take Papers  | May 15, 2013 02: 10: 15 PM by BON JOVI (bonjovi) |                             |                |              |  |  |  |  |
| Markings History                          |  | Take Papers  | njovi)   |                             |                |              |  |  |  |  |
| My Short Calendars                        |  | Take Papers  | May 15, 2013 01:17:48 PM by BON JOVI (bonjovi)   |                             |                |              |  |  |  |  |
| By Court Location &<br>Calendar Notices & | JOVI, BON v. FAKE<br>CORPORATION, INC.                     | FBT-CV-13-6034273-9  | Bridgeport                                       | May 20, 2013                | 10-001         | 102.00       | OBJECTION TO REQUEST TO REVISE (Plaintiff)                                     |  |  |  |
| My Channing Cort(4)                       |  | Marking  | Marking Date / Marked By                         |                             |                |              |  |  |  |  |
| My E Filed Items                          |  | Take Papers May 15, 2013 02:12:00 PM by BON JOVI (bonjovi) |  |                             |                |              |  |  |  |  |
| My Access Requests                        | Take Papers May 15, 2013 02:10:15 PM by BON JOVI (bonjovi) |  |  |                             |                |              |  |  |  |  |
| my Access Requests                        |  | Take Papers  | May 15, 2013                                     | 02:08:58 PM by              | BON JOVI (bor  | njovi)       |  |  |  |  |

Note: You can enter a date and a docket number to look at markings in one case on a certain date.

**Need help?** If you have any questions markings on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <u>EServices@jud.ct.gov.</u> If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <a href="http://www.jud.ct.gov/directory/location/Default.htm">http://www.jud.ct.gov/directory/location/Default.htm</a>.

### How do I find a case to file documents or look at documents?

There are four ways to find a case in the e-filing system:

You can go to the case detail page of your case by:

- Clicking on the docket number of a case shown in the list of cases with pending electronic access requests or approval for electronic access;
- Choosing **By Docket Number** from the list of choices under **E-file on an Existing Case** on the left menu;
- Choosing By Party Name from the list of choices under E-file on an Existing Case on the left menu; or
- Choosing List My Cases from the list of choices under E-file on an Existing Case on the left menu.
- Choosing a case listed on the **Superior Court E-Filing** menu

### How do I look at documents electronically in my civil case?

- 1. Log in to E-Services with your User ID and password
- 2. Go to the case detail page for your case by using one of the four ways to find a case
- 3. On the case detail page, scroll down to see the list of documents
- 4. The title of any electronic document is a link and is followed by a paper icon.

**Note:** Documents filed on paper in a civil case with a return date of 2009 or earlier are not viewable even if you have an appearance and electronic access, unless they were filed after December 5, 2009. Documents filed after that date in an e-filable case can be seen through E-Services if you have an appearance and electronic access to the case. Paper documents can be viewed at the court where the file is located. Documents in civil cases filed on or after January 1, 2014 and housing cases that are e-filable are viewable on the public Internet site unless otherwise protected by statute or court order.

### Documents in family files are not available on the public Internet site.

|                           |            |          | Motions / Pleadings / Documents / Case Status                          | s / Case Status |  |
|---------------------------|------------|----------|--|-----------------|--|
| <u>Entry</u><br><u>No</u> | File Date  | Filed By | Description  | Arguable        |  |
|                           | 04/30/2013 | Р        | SUMMONS 🗊 ! NEW  |                 |  |
|                           | 04/30/2013 | Р        |  |                 |  |
|                           | 05/08/2013 | D        | APPEARANCE IN ENA Appearance   |                 |  |
|                           | 05/09/2013 |          | CLAIM/RECLAIL  |                 |  |
|                           | 05/10/2013 | Р        | APPEARANCE IN ENEW<br>Appearance                                       |                 |  |
| 101.00                    | 05/03/2013 | Р        | MOTION FOR ORDER OF COMPLIANCE - PB SEC 13-14 (FAIL APPEAR DEP) 🗊 LNEW | No              |  |
| 102.00                    | 05/07/2013 | Ρ        | OBJECTION TO REQUEST TO REVISE  INEW<br>Request to Revise - #102       | No              |  |
| 103.00                    | 05/08/2013 | Р        |  | No              |  |

5. Click on the page icon to the right of any document to look at the document

Note: The additional description shows under the title of the document.

6. To look at judicial notices, choose the **Notices** tab at the top of the **Case Detail** page.

| @ FBT-CV13-6034273-S JOVI, BON v. FAKE CORPORATION, INC. |         |                       |            |   |                         |               |                      |  |  |
|--|---------|-----------------------|------------|---|-------------------------|---------------|----------------------|--|--|
| Prefix/Suffix: [not                                      | ) Fil   | File Date: 04/30/2013 |            |   | Return Date: 05/21/2013 |               |                      |  |  |
| Case Detail  | Notices | History               | Processing | • | Scheduled               | l Court Dates | Self-rep Help Manual |  |  |
|  |         |                       |            |   |                         |               |                      |  |  |

### How do I look at documents electronically in my family case?

- 1. Log in to E-Services with your User ID and password
- 2. Go to the case detail page for your case by using one of the four ways to find a case
- 3. On the case detail page, scroll down to see the list of documents
- 4. The name of any electronic document is a link and is followed by a paper icon.

**Note:** You can only view documents in a family case outside of the courthouse if you have electronic access to the case and you have filed an appearance in the case. *Note:* You can find a list of the types of cases on which you can and cannot file on-line in the revised <u>Procedures and Technical Standards for E-Services</u>. If the case is an existing case, you can also check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 16 **6**051245 or HHD FA 15 **5**061789 are paperless.

### Documents in family cases are not available on the public Internet site.

### How do I find the name of the motion, pleading, or document I want to file?

By means of the search mechanism

- Use as few words as possible to describe the pleading you wish to find. For example, to find a motion for continuance, type "conti" in the search area.
- Type only the first three or four letters of a main word in the name of your document in the search area

### By means of the categories

• Choose the category of the pleading that you want to file by clicking the down arrow

**Note:** If you are filing on a housing case, you can select "Housing" as a category to look at a list of the names of the documents people most frequently file in housing cases. If you do not see what you need in that list, you can search using another category or the search mechanism.

Most categories include documents that contain the main word listed. For example, an Objection to a
Request to Revise is found in the Objections category, but the Request to Revise is found in the
Requests category. The General category includes most motions, and demand for disclosure of defense,
brief, and discovery responses. The Pleadings category contains answers of all kinds, special defenses,
and counterclaims.

### By using I Need Help

- Choose I Need Help
- Click the down arrow to see different things you might need to ask the court or documents you might need to file.
- Click on one of the options to see a list of the names of the documents people file most frequently when they are trying to do what you are trying to do or ask for what you are asking for.

**Note:** The "I need help" box does not appear for *civil* cases.

**Note**: Be sure to add a further description of any document that you are filing. The revised <u>Procedures and</u> <u>Technical Standards of E-Services</u> requires you to include, in the description field that is provided in the e-filing system, the entry number or numbers of any other documents that are relevant to the document being filed.

### How do I fix a mistake I make when I am filing on-line?

The revised <u>Procedures and Technical Standards of E-Services</u> contains a section on corrective measures in e-filing. The most common mistakes and ways to fix them are in this manual.

### How do I fix a document that cannot be read on-line?

When a document you filed cannot be read because of a technical problem (readability or legibility errors), you can file a **Motion to Substitute Electronic Document**. You must attach the "Proposed Document for Substitution" to the motion.

### How do I fix a mistake if I file a motion that I did not mean to file?

Choose **Withdrawal of Motion** from the options in the **Withdrawal Category.** The withdrawal of motion is created by the e-filing system on the withdrawal form (JD-CV-41). It is a system-populated form. You will be asked to enter the title and entry number of the motion you are withdrawing and the information will appear on the form. You can review the form before you file it.

**Note:** The document that you filed originally will remain viewable in the file even after you have filed your withdrawal, but no action will be taken on it. You can ask the Court to seal the document if it contains personal identifying information such as a date of birth, account number or social security number by filing a motion under Section 11-20B of the Practice Book. If it is not personal identifying information, you can file a motion to seal for other reasons under Section 11-20A of the Practice Book.

### How do I fix a mistake if I file a document (not a motion) that I did not mean to file?

Choose **Withdrawal** from the options in the **Withdrawal Category.** The withdrawal is created by the e-filing system on the withdrawal form (JD-CV-41). It is a system-populated form. You must enter the title and entry number of the document you are withdrawing in the additional description area in e-filing. The information you enter in the additional description area will appear on the form. You can review the form before you file it.

**Note:** The document that you filed originally will remain viewable in the file even after you have filed your withdrawal, but no action will be taken on it. You can ask the Court to seal the document if it contains personal identifying information such as a date of birth, account number or social security number by filing a motion under Section 11-20B of the Practice Book. If it is not personal identifying information, you can file a motion to seal for other reasons under Section 11-20A of the Practice Book.

### How do I fix a mistake I made when entering the information from my summons into e-filing?

If you have the correct information in your summons or in your Small Claims Writ and Notice of Suit, but you type the information into e-filing incorrectly, you can request that information incorrectly entered electronically at the time you were filing the case be corrected so that it is the same as the information in your summons. You must file either a *Request to Conform Case Initiation Data Entry to Summons* form (JD-CL-96) (for civil, family or housing matters) or a *Request to Conform Case Initiation Data Entry to Small Claims Writ and Notice of Suit* form (JD-CL-116) (for small claims matters). These forms are available from the Judicial Branch website at: <a href="http://www.jud.ct.gov">http://www.jud.ct.gov</a>. You can use the form to ask that the case type, the return date, or the names of the parties be changed to be the same as the information on the summons or small claims writ and notice of suit that was served.

This request is a fillable form that you must fill in and save as a PDF document, and then file electronically with the title *Request to Conform Case Initiation Data Entry to Summons*.

# Contacts and Support

For further information or help with e-filing, please contact:

*E-Support Helpline* <u>eservices@jud.ct.gov</u> Phone: 866-765-4452

alice.mastrony@jud.ct.gov Phone: (860) 706-5321