

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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Enrollment for Self-represented Parties

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.

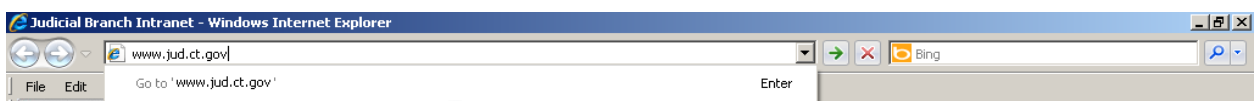
To activate your account, you must:

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:

1. In the address bar, type <http://www.jud.ct.gov>. 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®:



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**.



Enrollment for Self-represented Parties (continued)

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

Connecticut Judicial Branch E-Services

New Account Enrollment

Instructions: Answer the questions about yourself below. A question with an * must be answered

Account Type:

1 ☐ Individual Account
☐ Business Account
(The Business option is for Small Claims only. You must create an individual account in order to access Civil and Family cases.)

Account Information:

2 First Name:
Middle Initial:
Last Name:
Suffix:
Address1:
Address2:
Town/State/Zip: CT
Country: USA ☐ Other ☐
Telephone No: Phone Extension:
Email Address:
Confirm Email Address:

Note: An email will be sent to the address you type in here. You must click on a link in that email in order to complete your enrollment and activate your E-Services account.

User ID and Password:

3 User ID: The UserID cannot contain any symbols or special characters, such as @, #, \$, or ! and it cannot be your email address.
Once enrolled, this User ID cannot be changed and will be displayed on all court documents.
Check if Available: ☐

Password: The password must have 8-10 characters including at least one number (0-9). It cannot use special characters, such as @, #, \$, or !

Confirm Password:

Security Question (In case you forget your password):

4 Secret Question:
Answer:
Year of Birth:

Print this Page

Please print this screen for your records before continuing.

Submit Request for New Account

1 Account Type: If you are enrolling in E-Services so that you can file documents and look at documents on-line in your civil and family cases in the Superior Court or in your appellate court matter, you must create an *individual* account. As a Self-represented Party in a small claims case, you can create an individual account *or* a business account for yourself to use in small claims court.

2 Account Information: Click in each field and fill in the necessary information. If the information is required, you will see a red asterisk * at the beginning of the line.

Note: Be sure you enter your e-mail address correctly. The link you will need to click on to complete your enrollment and activate your E-Services account will be sent automatically to the e-mail address you enter here.

3 User ID and Password: Fill in the User ID that you will use to log in to E-Services and to sign documents you file electronically. This User ID *cannot* be changed, and it will appear on all documents that you file with the court.

User ID - You cannot use symbols, punctuation marks or any other special characters, such as @, #, & or * in your User ID. You also cannot use your e-mail address as your User ID. The system will tell you if your User ID is available.

Password - You must create a password that has no fewer than 8 characters and no more than 10 characters. **It must contain at least one number.**

4 Secret Question: Enter a question and an answer that only you will know, and enter your year of birth. We use this information to make sure that you are the one asking for your User ID and password if you call or e-mail us because you forgot your ID or password.

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:



The screenshot shows the 'State of Connecticut Judicial Branch E-Services' page. The header includes the state seal and the text 'State of Connecticut Judicial Branch E-Services'. A blue sidebar on the left contains links: 'E-Services Login', 'E-Services Requirements', 'FAQs on e-filing', 'User Guides', 'Supreme Court Brief Guidelines', 'Procedures and Technical Standards', 'eCitations Procedures and Technical Standards', 'Law Enforcement Agency Application To Participate in eCitations', 'Designated Filer Login', and 'Designated Filer Overview'. The main content area has a blue background and displays the following information:

Your Enrollment Application has been received.

Your User ID: [CuttingEdge2](#)
E-mail Address: esh@gmail.com
Date Submitted: 4/17/2013 at 9:57:44 AM

Thank you for submitting your enrollment application for E-Services. E-Services will send you an email within thirty (30) minutes.

Please check your email for this message from E-Services and follow the directions in the email to complete your enrollment and activate your account.

If you do not receive an email from E-Services, check your email account to make sure that it allows emails from Eservices@jud.ct.gov. Then go to the log-in page and enter the User ID and password to be taken to a page that will let you ask to have the email resent.

[I have not received an email and want to have it resent.](#) [Judicial Branch Home](#)

(You will need to login with the UserID and password you have used to enroll)

If you do not activate this account within 30 days, the account will expire and the process must be repeated.

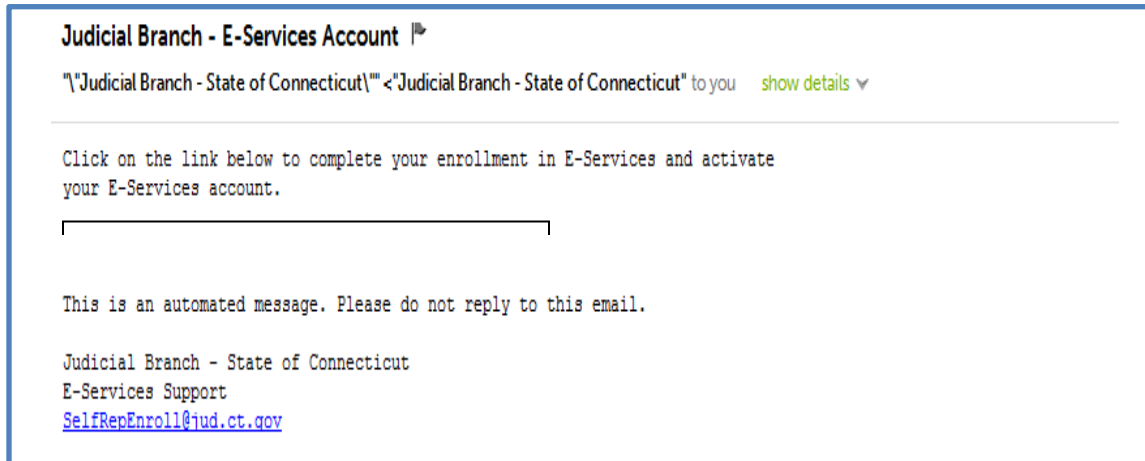
[Print this Page](#)

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.

Account Activation for Self-represented Parties

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.

The image shows a web page for "State of Connecticut Judicial Branch E-Services". The header has the state seal and the text "State of Connecticut Judicial Branch E-Services". The left sidebar contains links: "E-Services Login", "E-Services Requirements", "FAQs on e-filing", "User Guides", "Supreme Court Brief Guidelines", "Procedures and Technical Standards", "eCitations Procedures and Technical Standards", "Law Enforcement Agency Application To Participate in eCitations", "Designated Filer Login", and "Designated Filer Overview". The main content area is titled "New Account Activation" and contains instructions: "Instructions: To activate your account, enter your User ID and password and click Continue." Below this is a "Validate Account:" section with two input fields: "User ID:" and "Password:". A "Continue..." button is highlighted with a red box. Below the input fields are three buttons: "Topic Search", "Site Map", and "Contact Us". The footer contains a list of links: "Attorneys", "Case Look-up", "Courts", "Directories", "Educational Resources", "E-Services", "Juror Information", "News & Updates", "Opinions", "Opportunities", "Self-Help", "Search", and "Home". It also includes "Common Legal Terms", "Contact Us", and "Website Policies". The copyright notice at the bottom is "Copyright © 2013, State of Connecticut Judicial Branch".

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

Account Activation for Self-represented Parties (continued)

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

E-Services Login
E-Services Requirements
FAQs on e-filing
User Guides
Supreme Court Brief Guidelines
Procedures and Technical Standards
eCitations Procedures and Technical Standards
Law Enforcement Agency Application To Participate in eCitations
Designated Filer Login
Designated Filer Overview

Verify Account Information

Activate Account:

Your User ID: cuttingd@2
E-mail Address: esb@gmail.com
Date Submitted: 4/17/2013 at 9:57:44 AM

Terms and Conditions:

Electronic Services User Agreement
By checking the "I agree" button at the bottom of this page, you acknowledge that you have read this Electronic Services User Agreement and agree to be bound by the following terms, policies and conditions.

Use of System
You will not misuse your own user ID and password or misuse any other person's user ID and password.
You agree to comply with all applicable U.S. and state laws, statutes, ordinances, regulations, contracts and applicable licenses regarding your use of the Judicial Branch electronic system. You have read the [Disclaimer](#) and agree to abide by its terms.

Payments
You agree that by entering a credit card account number and security code and submitting payment, you are certifying that you are authorized to permit the Connecticut Judicial Branch to debit or charge the account for the amount indicated.

System Security
You have read the General Security Policy Statement and agree to abide by its terms.
You will not introduce viruses, breach system security, maliciously tamper with any Judicial Branch system, or attempt to commit any of these acts. Committing any of these acts is a computer crime and will make you subject to criminal penalties under the Connecticut General Statutes.
You will report all security problems immediately to the Judicial Branch Helpdesk by phone at (860) 282-6555 or by email at Helpdesk@jud.ct.gov.

Communication
You agree that future notices or other communications regarding your account or your use of electronic services may be provided to you electronically at the email address provided in your enrollment application.

GENERAL SECURITY POLICY STATEMENT
The State of Connecticut Judicial Branch has established this policy to ensure that critical information is kept secure and that Judicial Branch data is protected from unauthorized access. Judicial Branch computer and communications systems shall be used only for accessing information contained therein and/or in connection with the electronic filing of documents with the court and other Judicial Branch electronic services. The systems shall not be used for any other purposes, including, but not limited to, the following: (1) engaging in personal or business activities not related to information contained in these systems; (2) accessing illegal materials; or (3) downloading anything that will compromise the security of the Judicial Branch network. All information residing on the Judicial Branch network is a Judicial Branch asset. It is the policy of the Judicial Branch to prohibit unauthorized access, disclosure, duplication, notification, diversion, destruction, loss, misuse, or theft of information. All users must be positively identified prior to gaining access to any Judicial Branch system. The Judicial Branch reserves the right to change this policy at any time and take appropriate security measures to protect the system without prior notice.

DISCLAIMER
The Judicial Branch does not review documents submitted electronically for content. The users of this system assume all responsibility and risk in connection with the use of the information contained therein. The Judicial Branch is not responsible for any direct or indirect damages or injury arising out of or in connection with the use of this system, including but not limited to those caused by any failure of performance, computer virus or communication line failure. The Judicial Branch does not assume any legal liability or responsibility for the accuracy, adequacy or reliability of any information contained in this system or for any improper or incorrect use of or access to such information. All warranties of any kind, express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, freedom from contamination by computer viruses and non-infringement of proprietary rights are disclaimed. This disclaimer also applies to documents that are not electronically filed when they are scanned into the electronic system by the clerk of the court and made a part of the electronic file.

☐ I AGREE

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.

Account Activation for Self-represented Parties (continued)

6. You will see the following screen:

The screenshot shows the 'E-Services' page for the State of Connecticut Judicial Branch. The header includes the state seal and the text 'State of Connecticut Judicial Branch E-Services'. A navigation bar on the left contains 'E-Services Home' and 'Change Account Information'. The main content area shows a user is logged in as 'Edward Scissorhands (Cuttingedge2)' with email 'esh@gmail.com'. A 'Logout' link is present. A 'Resend Activation Email' link is displayed. Below this, instructions state that the user should receive an email with activation instructions. A red message states 'Your UserID has not been activated!'. A section titled 'Resend activation email:' contains a red-bordered box with the text 'Your email address on record is esh@gmail.com' and a 'Change Email Address' link. A 'Resend Activation Email' button is also present. A note at the bottom states: 'Note: You will be able to access Eservices functionality only after activating your account and confirming your email address. Please activate your 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 SelfRepEnroll@jud.ct.gov.

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 [Procedures and Technical Standards for E-Services](#). 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 6051245 or HHD FA 16 5061789 are paperless.

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

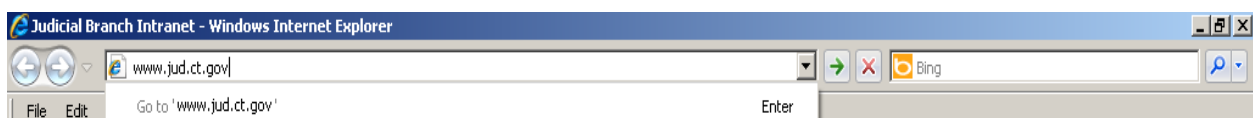
To request electronic access to an e-filable civil, family or housing case, you must:

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
8. 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 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:

1. In the address bar, type <http://www.jud.ct.gov>. 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:



Request Electronic Access (continued)

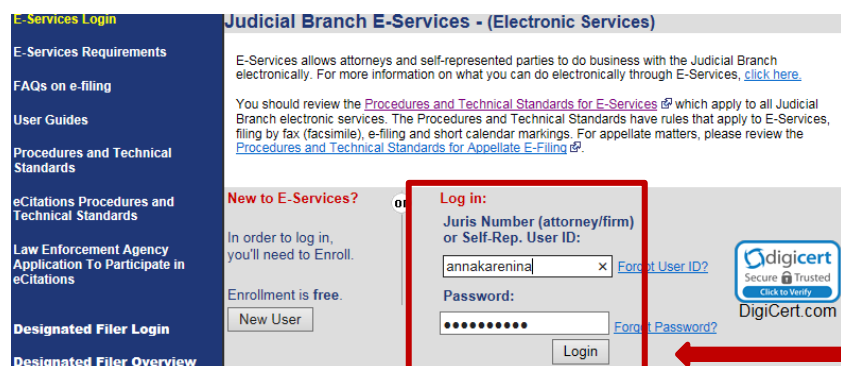
- Choose **E-Services** from the menu on the left side of the Judicial Branch homepage to go to the E-Services Welcome Page:



- Click **LOG-IN** on the E-Services Welcome Page:



- 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 of Connecticut Judicial Branch
E-Services

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastry@jud.ct.gov Logout

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](#).

You should review the [Procedures and Technical Standards for E-Services](#) 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.

Specific procedures that apply to Appellate E-Filing are contained in the [Appellate Procedures and Technical Standards](#).

For questions, comments or suggestions [CONTACT US](#).

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Left Sidebar Menu:

- E-Services Home
- E-Services Inbox
- Appellate E-File
- Superior Court E-Filing** (highlighted)
- Civil/Family
- Housing
- Small Claims
- Centralized Small Claims
- CIB
- Change Account Information

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 of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastry@jud.ct.gov Logout

[Show Instructions](#) **Party Name Search for Civil/Housing & Family Cases**

Party Last Name : [Self-Rep Help Manual](#)

Party First Name :

Location :

Case Category :

Case Type :

Sort Order :

Search Archive : ☐

Name Search Type :

Left Sidebar Menu:

- E-Services Home
- E-Services Inbox
- Superior Court E-Filing
- Civil/Family
- Housing
- Small Claims
- E-File a New Case
- E-File on an Existing Case
- By Party Name** (highlighted)
- By Docket Number
- List my Cases
- Court Events
- By Date
- By Docket Number

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.

Request Electronic Access (continued)

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.

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.

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)

Request Electronic Access (continued)

Pending Request

Instructions: Print a copy of this request by choosing **Print This Page**. Once you have printed this request form, you must follow the directions on this page to complete the process of requesting electronic access either in person or by mail.

To complete this process in person (you will need to go to the courthouse)

1. Bring a copy of this page with you to the court clerk's office.

2. 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 Military ID
- US Passport Card (with photo)
- Certificate of Naturalization (with photo)
- Certificate of Citizenship (with photo)
- Permanent Resident Card (with photo)

3. The name on the photo ID must match the name of the party on the case file.

4. If the names are different, you must also provide the proof of name change to the court.

To complete this process by mail (you do not need to go to the courthouse)

1. Make a copy of your original valid photo ID. Do not mail an original photo ID to the court.

2. Use any valid photo ID from the list shown above on this page.

3. The name on the photo ID must match the name of the party on the case file.

4. If the names are different, make a copy of your proof of name change to mail to the court. Do not mail the original proof of name change to the court.

5. You must include the following sworn statement on the copy of your photo ID.

I, _____, am requesting electronic access as a party to a case which has been filed in the Superior Court. I am the person pictured and described in the copy of my ID which is a true copy of the original.

Signature _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Signature of Notary Public _____

My Commission Expires: _____

6. You must show your original photo ID to the notary and sign the statement in front of a notary before you mail the papers to the court.

7. If the copy of your photo ID is not notarized, your request will be denied.

8. Mail this printed request with the notarized copy of a valid photo ID and a copy of any proof of name change to the court clerk's office at the address below.

Docket Number: FBT-CV-17-6052069-S

Case Name: PAINT PRODUCTS, INC. v. KARENINA, ANNA

Requested By: ani _____

Requested On: 8/4/2017 11:36:22 AM

For Party Number: D-01

Party Name: ANNA KARENINA

Party Category: Defendant

Party Type: Person

Enrollment Email Address: alice.mastrony@jud.ct.gov

Request ID: 8005

To complete this process:

- Print a copy of this request by selecting the Print This Page button.
- Bring or mail the printed page with valid forms of personal identification as outlined below to the Bridgeport JD clerk's office at

1061 MAIN STREET
BRIDGEPORT, CT 06604

Print this Page

My Access Requests

Request Electronic Access (continued)

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-Service Home
E-Service Inbox
Superior Court E-Filing
Civil/Family
Housing
Small Claims
E-File a New Case
E-File on an Existing Case
By Docket Number
By Party Name
List My Cases
Court Events
By Date
By Docket Number
Short Calendar
Markings Entry
Markings History
My Short Calendar
By Court Location
Calendar Notices
My Shopping Cart (0)
My E-Filed Cases
My Access Requests

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrorri@jud.ct.gov Logout

My Access Requests

Instructions: To complete the process for any requests listed as PENDING on this page, choose Print Request for the pending request. Print the request page. You must bring or mail the printed copy of the request to the clerk's office shown on the request. You must also bring one of the kinds of photo identification shown on the request. You must send a notarized copy of your photo identification if you are mailing the request to the clerk's office. The notary statement and signature must be on the copy of the photo identification.
Do not send your original photo identification by mail to the clerk's office.

Docket No.	Case Name/Party	Status	Date	Reason
EFT-CV17-6052069S	PAINT PRODUCTS, INC. v. KARENINA, ANNA D-01 ANNA KARENINA	Pending	5/4/2017 11:36:22 AM	Print Request Create Request

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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-Service Inbox
Superior Court E-Filing
Civil/Family
Housing
Small Claims
E-File a New Case
E-File on an Existing Case
By Docket Number
By Party Name
List My Cases

Self-represented Parties Case List [New Search](#)

As of today (8)
1 KARENINA (annakarenina) has been approved for electronic access to the case or cases shown below.

This search only displays cases for which the logged-in user ID is authorized to e-file.

Records: 1-1 of 1

Category	Docket No.	Case Name	Location	CaseType	Activity
Civil	e FBT-CV-17-6052069-S	PAINT PRODUCTS, INC. v. KARENINA, ANNA	Bridgeport JD	S2S	NEW

Request Electronic Access (continued)

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 EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

File a New Civil Case Electronically in the Superior Court

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 [Procedures and Technical Standards for E-Services](#). 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 [Court Service Center](#) or contact the [Connecticut Network for Legal Aid](#) or find additional information at the [Law Libraries](#).

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

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

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.

1. In the address bar, type <http://www.jud.ct.gov>. 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.

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

5. Enter your User ID and your password

E-Services Login

Judicial Branch E-Services - (Electronic Services)

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, [click here](#).

You should review the [Procedures and Technical Standards for E-Services](#) 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 Standards for Appellate E-Filing](#).

New to E-Services? or **Log in:**

In order to log in, you'll need to Enroll.

Enrollment is free.

Juris Number (attorney/firm) or Self-Rep. User ID:

[Forgot User ID?](#)

Password:

[Forgot Password?](#)



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

State of Connecticut Judicial Branch E-Services

E-Services Home

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastry@jud.ct.gov [Logout](#)

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](#).

You should review the [Procedures and Technical Standards for E-Services](#) 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.

Specific procedures that apply to Appellate E-Filing are contained in the [Appellate Procedures and Technical Standards](#).

For questions, comments or suggestions [CONTACT US](#).

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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

Superior Court E-Filing

E-File a New Case

E-File on an Existing Case

By Docket Number

By Party Name

List My Cases

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastry@jud.ct.gov [Logout](#)

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 case, and mark your short calendar matters electronically. Almost all civil, housing and family case types are e-filable.

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.

You can find out more about the links on the left side of the page by [clicking here](#).

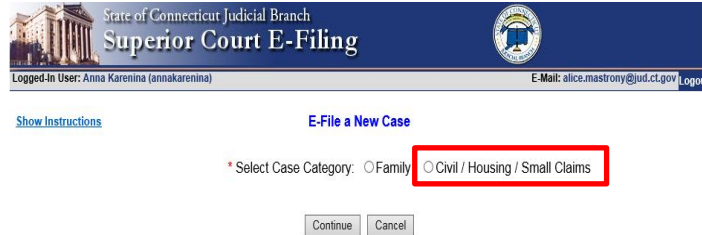
Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keyboard for 30 minutes, the system will show a message asking you if you want to log off or stay logged in. If you don't pick either choice, the system logs you out after 60 seconds. If you are in the middle of filing something and the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.

[Disclaimer](#)

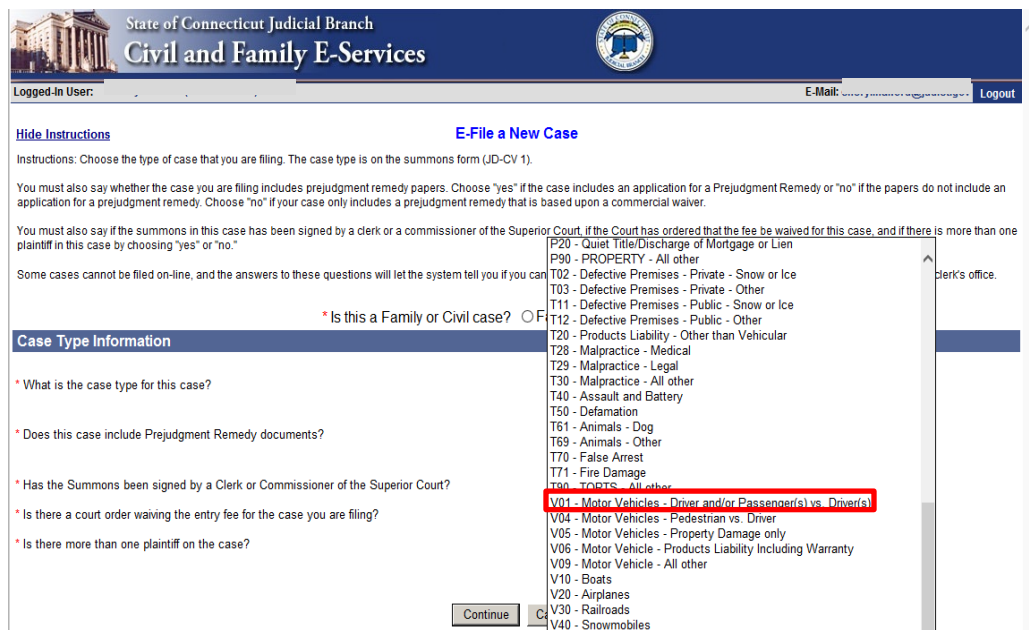
File a New Civil Case Electronically in the Superior Court (continued)

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



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

SUMMONS - CIVIL		STATE OF CONNECTICUT SUPERIOR COURT www.jud.ct.gov		See page 2 for instructions	
JD-CV-1 Rev. 2-13 C.G.S. §§ 51-346, 51-347, 51-349, 51-350, 52-45a, 52-46, 52-259, P.B. Secs. 3-1 through 3-21, 8-1				TO: Any proper officer; BY AUTHORITY OF THE STATE OF CONNECTICUT, you are hereby commanded to make due and legal service of this Summons and attached Complaint.	
<input type="checkbox"/> "X" if amount, legal interest or property in demand, not including interest and costs is less than \$2,500. <input checked="" type="checkbox"/> "X" if amount, legal interest or property in demand, not including interest and costs is \$2,500 or more. <input type="checkbox"/> "X" if claiming other relief in addition to or in lieu of money or damages.					
Address of court clerk where writ and other papers shall be filed (Number, street, town and zip code) (C.G.S. §§ 51-346, 51-350) 1061 Main Street, Bridgeport, CT 06604		Telephone number of clerk (with area code) (203) 579-6527		Return Date (Must be a Tuesday) September 30, 2014	
<input checked="" type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session		At (Town in which writ is returnable) (C.G.S. §§ 51-346, 51-349) Bridgeport		Case type code (See list on page 2) Major: V Minor: 01	
For the Plaintiff(s) please enter the appearance of:					
Name and address of attorney, law firm or plaintiff if self-represented (Number, street, town and zip code) Homer Simpson, 100 Marge Way, Anytown, CT 06000		Juris number (to be entered by attorney only)			
Telephone number (with area code) (860) 555-5555		Signature of Plaintiff (If self-represented) <i>Homer Simpson</i>			
Number of Plaintiffs: 1		Number of Defendants: 2		<input type="checkbox"/> Form JD-CV-2 attached for additional parties	

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

3. 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

the clerk of the court at the appropriate location if your case includes prejudgment remedy documents.

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
Civil and Family E-Services

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 case includes an application for a Prejudgment Remedy or "no" if the papers do not include an application for a prejudgment remedy. Choose "no" if your case only includes a prejudgment remedy 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 commissic if the 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 can 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? ☐ 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
*(If the prejudgment remedy is based 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.

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*

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

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 - CIVIL
JD-CV-1 Rev. 2-13
C.G.S. §§ 51-346, 51-347, 51-349, 51-350, 52-45a, 52-48, 52-250, P.B. Secs. 3-1 through 3-21, 8-1

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

See page 2 for instructions

TO: Any proper officer; BY AUTHORITY OF THE
STATE OF CONNECTICUT, you are hereby
commanded to make due and legal service of
this Summons and attached Complaint.

1 3

☐ "X" if amount, legal interest or property in demand, not including interest and costs is less than \$2,500.
☒ "X" if amount, legal interest or property in demand, not including interest and costs is \$2,500 or more.
☐ "X" if claiming other relief in addition to or in lieu of money or damages.

Address of court clerk where writ and other papers shall be filed (Number, street, town and zip code) (C.G.S. §§ 51-346, 51-350)
1061 Main Street, Bridgeport, CT 06604

Telephone number of clerk (with area code)
(203) 579-6527

Return Date (Must be a Tuesday)
September 30, 2014

1 2

☒ Judicial District
☐ Housing Session
☐ G.A. Number:
At (Town in which writ is returnable) (C.G.S. §§ 51-346, 51-349)
Bridgeport

Case type code (See list on page 2)
Major: V Minor: 01

For the Plaintiff(s) please enter the appearance of:

Name and address of attorney, law firm or plaintiff if self-represented (Number, street, town and zip code)
Homer Simpson, 100 Marge Way, Anytown, CT 06000

Juris number (to be entered by attorney only)

Telephone number (with area code)
(860) 555-5555

Signature of Plaintiff (if self-represented)
Homer Simpson

Number of Plaintiffs: 1 Number of Defendants: 2 ☐ Form JD-CV-2 attached for additional parties

Parties	Name (Last, First, Middle Initial) and Address of Each party (Number; Street; P.O. Box; Town; State; Zip; Country, if not USA)	
First Plaintiff	Name: Simpson, Homer, 100 Marge Way, Anytown, CT 06000	P-01
Additional Plaintiff	Name: Address:	P-02
First Defendant	Name: Flintstone, Fred, 101 Bedrock Place, Anytown, CT 06000	D-01
Additional Defendant	Name: Flintstone, Wilma, 101 Bedrock Place, Anytown, CT 06000	D-02

4 5

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 - Driver and/or Passenger(s) vs. Driver(s)

1 To which Judicial District and town is this case returnable?

3 What is the Return Date for this case? (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?

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

2 4

No Yes

1 1 0

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

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?

What is the Return Date for this case? (MM/DD/YYYY)

What is the monetary demand for this case?

Are you claiming other relief in addition to or in lieu of money or damages?

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

→

- AAN - Ansonia-Milford at Milford
- DBD - Danbury at Danbury
- FBT - Fairfield at Bridgeport
- FST - Stamford-Norwalk at Stamford
- HNB - New Britain at New Britain
- HHD - Hartford at Hartford
- KNL - New London at New London
- KNO - New London at Norwich
- LLI - Litchfield at Litchfield
- MMX - Middlesex at Middletown
- NNH - New Haven at New Haven
- NNI - New Haven at Meriden
- TTD - Tolland at Rockville

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.

2

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](#)

[Hide Instructions](#)

Instructions: Use the information from the summons and the complaint for this case. Your information will remain confidential. If you choose "Cancel", you will return to the Civil/Family Menu page. If you choose "Continue", you will proceed to the next page.

Please do not use pipe characters (|) or double spaces.

Select Case Return Date

Aug **September 2014** Oct

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Basic Summons Information

- To which Judicial District and town is this case returnable? (MM/DD/YYYY)
- What is the Return Date for this case? (MM/DD/YYYY)
- What is the monetary demand for this case?

Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

FBT - Fairfield at Bridgeport

09/30/2014

No Monetary Demand
Less than \$2,500
\$2,500 or more

1

1

0

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

3

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? (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?

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.

4

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? (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

How many plaintiffs in this case? 1

How many defendants in this case? 2

How many garnishees in this case? 0

File a New Civil 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.

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

The screenshot shows the 'First Plaintiff' section of the e-filing system. A dropdown menu for 'Choose Party Type' is open, showing three options: 'Person', 'Person PPA', and 'Executor/Administrator'. The 'Person' option is highlighted. The dropdown is located next to a label that says 'Choose Party Type: -Select One-'. Below the dropdown, the 'First Defendant' section is partially visible, also showing a 'Choose Party Type' dropdown.

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

The screenshot shows the 'First Plaintiff' section of the e-filing system. The 'Choose Party Type' dropdown is set to 'Person'. Below this, the 'First Plaintiff's Name as indicated on the Summons or other documents' section is visible. It contains several fields: Prefix, Last Name (Simpson), First Name (Homer), Middle Name, Suffix, and Name Info Continued. There are also fields for 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), Zip (06000), Zip Plus 4, Full Name of Country (if not US), Email Address, Phone Number (8605555555), Ext., and 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:

The screenshot shows the 'First Defendant' section of the e-filing system. A dropdown menu for 'Choose Party Type' is open, showing four options: 'Person', 'Firm/Corporation', 'Government Entity', and 'Executor/Administrator'. The 'Person' option is highlighted. The dropdown is located next to a label that says 'Choose Party Type: -Select One-'. Below the dropdown, the 'Supporting Documents' section is partially visible.

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

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

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:

First Name:

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 [here](#). You can also attach the return of service from the marshal.

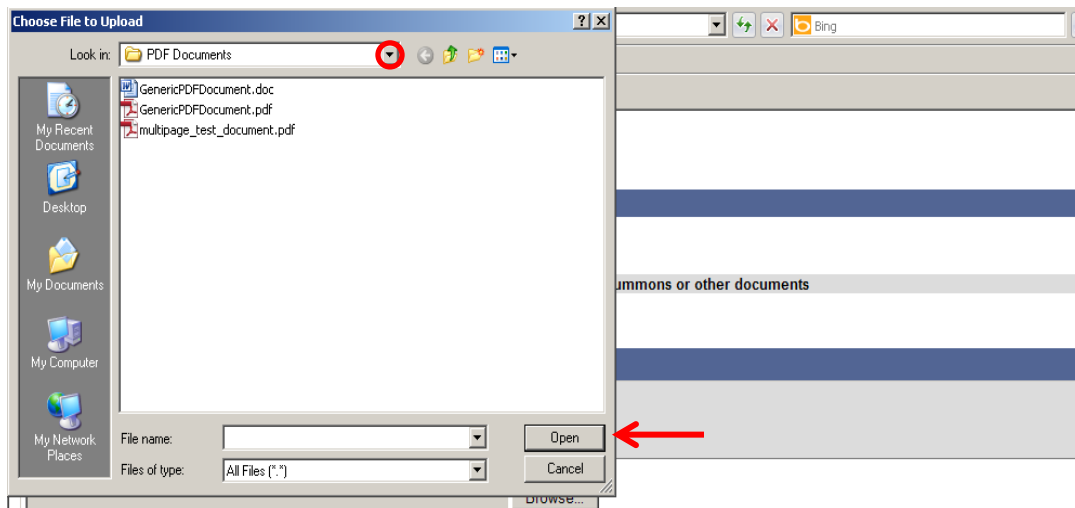
21. Check the box to indicate that the documents that you are filing do not contain personal identifying information

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



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)

*Please attach the SUMMONS PDF

The file has been uploaded:

[Summons.pdf](#) [Delete](#)

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.

Please 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\(s\)](#)

Additional Defendants	
Party #	
D-02	*Choose Party Type -Select One- 

[Continue](#) [Change Case Type](#) [Change Information](#) [Cancel](#)

29. Choose the Party Type and enter the name:

[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.

Please 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\(s\)](#)

Additional Defendants	
Party #	
D-02	*Choose Party Type Person Prefix: <input type="text"/> *Last Name: <input type="text" value="Flintstone"/> First Name: <input type="text" value="Wilma"/> Middle Name: <input type="text"/> Suffix: - Name Info Continued: <input type="text"/> Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons Inmate Number: <input type="text"/>

[Continue](#) [Change Case 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

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

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 juris number, if you are an attorney, or your User ID, 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. If you want to change the information or 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 that you are filing with 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 go back to other pages, 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 menu without filing anything, choose "Cancel." If you choose "Cancel," all the information you entered will be removed from the system.

Please 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.

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	100%	Zoom Out	View All Pages as PDF
<div>RETURN DATE: September 30, 2014 : SUPERIOR COURT</div> <div>SIMPSON, HOMER : J.D. FAIRFIELD</div> <div>VS. : AT BRIDGEPORT</div> <div>FLINTSTONE, FRED ET AL : August 25, 2014</div> <div>COMPLAINT</div>				

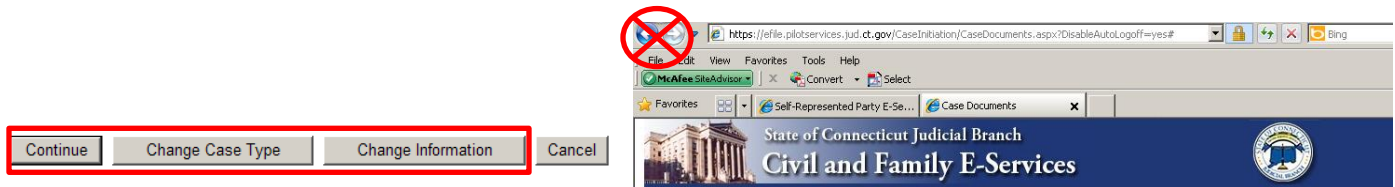
33. You can use the bar on the side of the window to move through all pages of the document

COMPLAINT	Zoom In	100%	Zoom Out	View All Pages as PDF
<div>4. The defendant owner maintained his vehicle as a family car, and at the time of the accident, the defendant operator was his daughter, and the defendant's vehicle was being operated by the operator within the scope of her general authority to do so.</div> <div>5. The collision was due to the negligence and carelessness of the defendant operator in one or more of the following ways:</div> <div>(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.</div> <div>(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.</div> <div>(c) The defendant failed to keep her vehicle under proper and reasonable control.</div> <div>(d) The defendant failed to apply her brakes in time to avoid a collision although</div>				

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

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	
<input checked="" type="checkbox"/>	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): JeanVaJean	
Shopping Cart Note (Optional): car accident - starting case	

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

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

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. **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 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 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 Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input type="checkbox"/>	SIMPSON, HOMER v. FLINTSTONE, FRED ET AL FBT-CV14-Case # Not Yet Assigned Electronic Documents: See SUMMONS See COMPLAINT See RETURN OF SERVICE Shopping Cart Notes: car accident - starting case	Case Type: V01 11/4/2014	Filing Fee \$350.00 Remove Item from Shopping Cart

Total Amount: \$ 0

[Pay by Credit Card](#)[Return to Civil / Family Menu](#)

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 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. **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 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 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 Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/>	SIMPSON, HOMER v. FLINTSTONE, FRED ET AL FBT-CV14-Case # Not Yet Assigned Electronic Documents: See SUMMONS See COMPLAINT See RETURN OF SERVICE Shopping Cart Notes: car accident - starting case	Case Type: V01 11/4/2014	Filing Fee \$350.00 Remove Item from Shopping Cart

Total Amount: \$350.00

[Pay by Credit Card](#)[Return to Civil / Family Menu](#)

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

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

Credit Card Number*

Card Expiration*

1 - January

▼

2014

▼

☐ By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee

Pay Now

Secure payments by 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 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 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
Total Court Fees: \$350.00
LexisNexis Service Fee: \$7.70
Total Transaction Amount: \$357.70
Payment 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: E-File New Case

Court Fee: \$350.00

Date Filed: SEP-9-2014

Filed By: (JeanValJean)

Document Filed: SUMMONS
COMPLAINT
RETURN OF SERVICE

Date and Time of Transaction: Tuesday, September 09, 2014 11:24:59 AM

[Return to Civil / Family Menu](#)

[Return to Shopping Cart](#)

[File Additional Documents On This Case](#)

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

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 Existing Case

By Docket Number

By Party Name

List My Cases

Court Events

By Date

By Docket Number

Short Calendars

Markings Entry

Markings History

My Short Calendars

By Court Location

Calendar Notices

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 [civil cases](#). You cannot file or look at documents or mark short calendar matters on-line in divorce, child support and child custody cases yet.

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.

You can find out more about the links on the left side of the page by [clicking here](#).

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 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 the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.

[Disclaimer](#)

Cases with pending electronic access requests or approval for electronic access for I (JeanValJean)					Total: 5
Category	Docket No.	Case Name	Location	Activity	
Civil	FBT-CV-14-6040516-S	SIMPSON, HOMER v. FLINTSTONE, FRED	Bridgeport	NEW	

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:



State of Connecticut Judicial Branch

Civil and Family E-Services



Logged-In User:

E-Mail:

Logout

[Hide Instructions](#)

You have successfully e-filed!

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 EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

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 [Procedures and Technical Standards for E-Services](#). 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 [Court Service Center](#) or contact the [Connecticut Network for Legal Aid](#) or find additional information at the [Law Libraries](#).

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

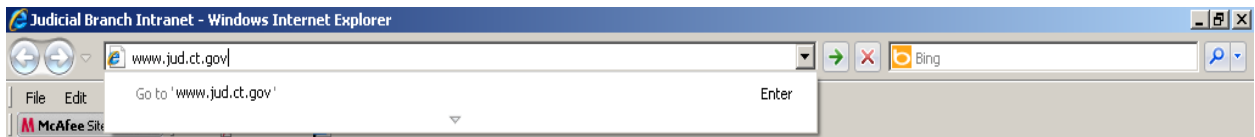
File a New Housing Case Electronically (continued)

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 <http://www.jud.ct.gov>. 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:

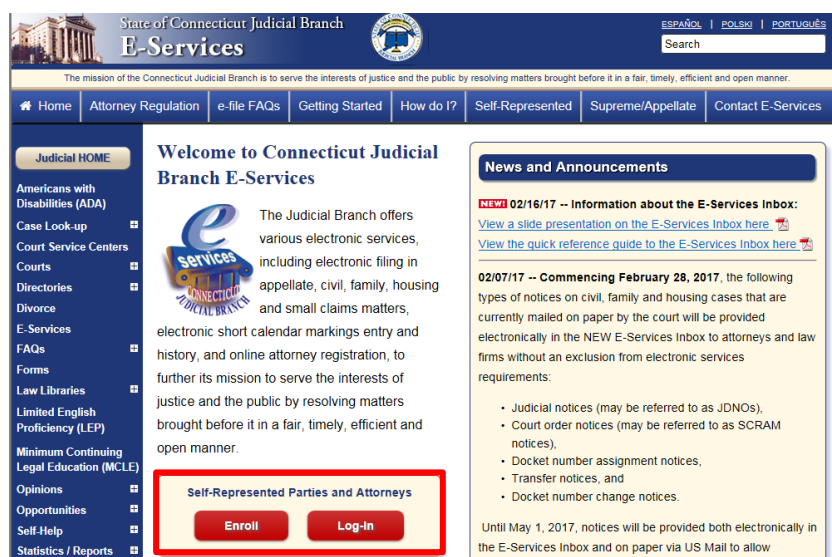
Microsoft Internet Explorer®:



Firefox:



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.

File a New Housing Case Electronically (continued)

14. Enter your User ID and your password

E-Services Login

Judicial Branch E-Services - (Electronic Services)

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, [click here](#).

You should review the [Procedures and Technical Standards for E-Services](#) 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 Standards for Appellate E-Filing](#).

New to E-Services? or **Log in:**

In order to log in, you'll need to Enroll.

Enrollment is free.

Log in:

Juris Number (attorney/firm) or Self-Rep. User ID:
 [Forgot User ID?](#)

Password:
 [Forgot Password?](#)



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

State of Connecticut Judicial Branch E-Services

E-Services Home

E-Services Inbox

Appellate E-File

Superior Court E-Filing

Civil/Family Housing Small Claims

Centralized Small Claims

CIB

Change Account Information

Logged-In User: Anna Karenina (annakarenina) **E-Mail: alice.mastry@jud.ct.gov** [Logout](#)

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](#).

You should review the [Procedures and Technical Standards for E-Services](#) 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.

Specific procedures that apply to Appellate E-Filing are contained in the [Appellate Procedures and Technical Standards](#).

For questions, comments or suggestions [CONTACT US](#).

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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

E-Services Inbox

Superior Court E-Filing

Civil/Family Housing Small Claims

E-file a New Case

E-File on an Existing Case

By Docket Number

By Party Name

List My Cases

Court Events

By Date

By Docket Number

Logged-In User: Anna Karenina (annakarenina) **E-Mail: alice.mastry@jud.ct.gov** [Logout](#)

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 case, and mark your short calendar matters electronically. Almost all civil, housing and family case types are e-filable.

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.

You can find out more about the links on the left side of the page by [clicking here](#).

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 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 the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.

[Disclaimer](#)

Anna Karenina (annakarenina) currently does not have electronic access to any cases.

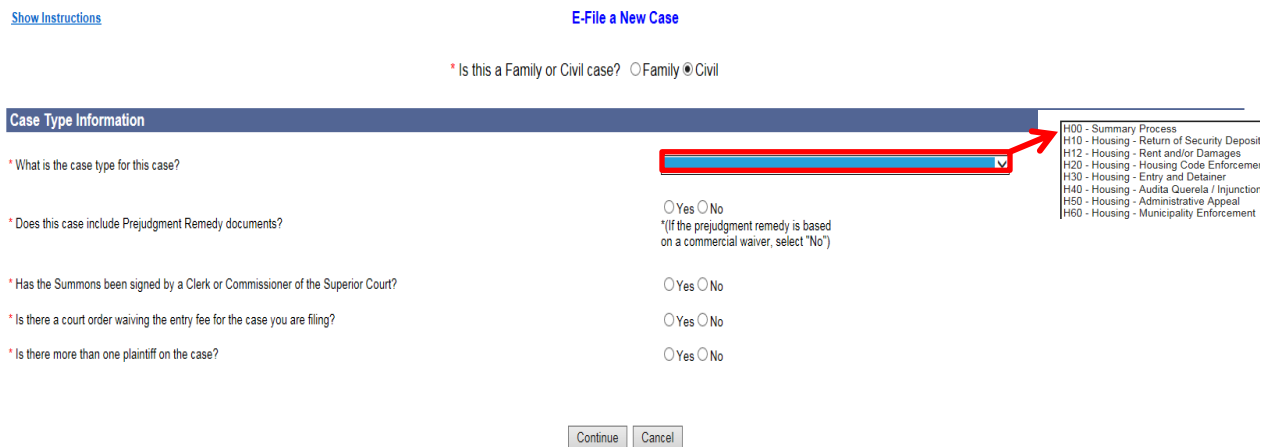
File a New Housing Case Electronically (continued)

Enter Case Type Information

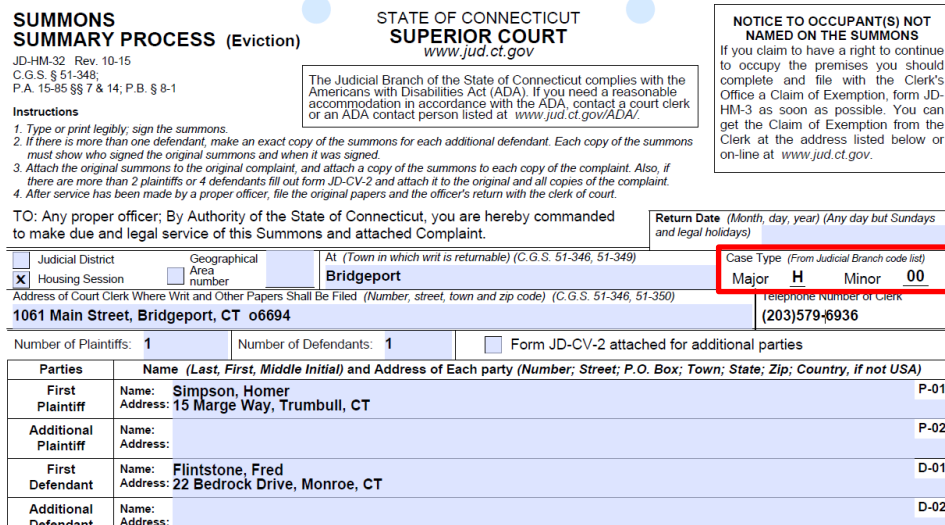
48. You will see the following screen. Choose **Civil/Housing/Small Claims** to indicate that you are filing a housing case, and **Continue**.



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



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



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

the clerk of the court at the appropriate location if your case includes prejudgment remedy documents.

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

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*

File a New Housing Case Electronically (continued)

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 SUMMARY PROCESS (Eviction)
JD-HM-32 Rev. 10-15
C.G.S. § 51-348;
P.A. 15-85 §§ 7 & 14; P.B. § 8-1

**STATE OF CONNECTICUT
SUPERIOR COURT**
www.jud.ct.gov

NOTICE TO OCCUPANT(S) NOT NAMED ON THE SUMMONS
If you claim to have a right to continue to occupy the premises you should complete and file with the Clerk's Office a Claim of Exemption, form JD-HM-3 as soon as possible. You can get the Claim of Exemption from the Clerk at the address listed below or on-line at www.jud.ct.gov.

Instructions
1. Type or print legibly; sign the summons.
2. If there is more than one defendant, make an exact copy of the summons for each additional defendant. Each copy of the summons must show who signed the original summons and when it was signed.
3. Attach the original summons to the original complaint, and attach a copy of the summons to each copy of the complaint. Also, if there are more than 2 plaintiffs or 4 defendants fill out form JD-CV-2 and attach it to the original and all copies of the complaint.
4. After service has been made by a proper officer, file the original papers and the officer's return with the clerk of court.

TO: Any proper officer; By Authority of the State of Connecticut, you are hereby commanded to make due and legal service of this Summons and attached Complaint.

Return Date (Month, day, year) (Any day but Sundays and legal holidays) **4/6/2016**

Judicial District ☒ Housing Session **Geographical Area number** **Bridgeport** **Case Type** (From Judicial Branch code list) **Major H Minor 00**

Address of Court Clerk Where Writ and Other Papers Shall Be Filed (Number, street, town and zip code) (C.G.S. 51-346, 51-350) **1061 Main Street, Bridgeport, CT 06694** **Telephone Number of Clerk** **2035796936**

Number of Plaintiffs: **1** **Number of Defendants:** **1** ☐ Form JD-CV-2 attached for additional parties

Parties	Name (Last, First, Middle Initial) and Address of Each party (Number, Street, P.O. Box, Town, State, Zip, Country, if not USA)	
First Plaintiff	Name: Simpson, Homer Address: 15 Marge Way, Trumbull, CT	P-01
Additional Plaintiff	Name: Address:	P-02
First Defendant	Name: Flintstone, Fred Address: 22 Bedrock Drive, Monroe, CT	D-01
Additional Defendant	Name: Address:	D-02
Additional Defendant	Name: Address:	D-03
Additional Defendant	Name: Address:	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 - Driver and/or Passenger(s) vs. Driver(s)**

1 To which Judicial District and town is this case returnable?

3 What is the Return Date for this case? (MM/DD/YYYY)

What is the monetary demand for this case?

Are you claiming other relief in addition to or in lieu of money or damages?

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

2

4

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

Basic Summons Information

Case Type: **H00 - Summary Process**

To which Court location is this case returnable?

What is the Return Date for this case? (MM/DD/YYYY)

What is the monetary demand for this case?

Are you claiming other relief in addition to or in lieu of money or damages?

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

JUDICIAL DISTRICT LOCATIONS --
DBD - Danbury at Danbury
KNO - New London at Norwich
MMX - Middlesex at Middletown
NNI - New Haven at Meriden
TTD - Tolland at Rockville
-- HOUSING SESSIONS --
BPH - Housing Session at Bridgeport
HFH - Housing Session at Hartford
NBH - Housing Session at New Britain
NHH - Housing Session at New Haven
NWH - Housing Session at Norwalk
WTH - Housing Session at Waterbury

1

File a New Housing Case Electronically (continued)

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.

State of Connecticut Judicial Branch

Logged-In User: Alice Mastrony (al...)

PopUpCalendar - Windows Inte...
https://efile.psservices.jud.ct.gov/Caselnitiation/

Select Case Return Date

Mar April 2016 May

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

E-File a New Case

Case Type: H00 - Summary Process

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

2

What is the Return Date for this case? (MM/DD/YYYY)

What is the monetary demand for this case?

Are you claiming other relief in addition to or in lieu of money or damages?

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

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 money.

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? (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?

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

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

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? (MM/DD/YYYY) 04/06/2016

What is the monetary demand for this case?

Are you claiming other relief in addition to or in lieu of money or damages?

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

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

*Choose Party Type: -Select One-
Person
Person PPA
Executor/Administrator

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

First Plaintiff

*Choose Party Type: Person

First Plaintiff's Name as indicated on the Summons or other documents

Prefix:

* Last Name:

First Name:

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: Post Office Box:

Suite/Apt/Unit/Floor: -

* City/Town:


* State or State Equivalent: CT - CONNECTICUT ☐ Foreign/US Military/US Territory

* Zip: ☐ No Zip Code Available

Zip Plus 4:

Full Name of Country (if not US):

Email Address:

* Phone Number: 

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-
Person
Firm/Corporation
Government Entity
Executor/Administrator

Supporting Documents

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

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

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:

First Name:

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 [here](#). You can also attach the return of service from the marshal.

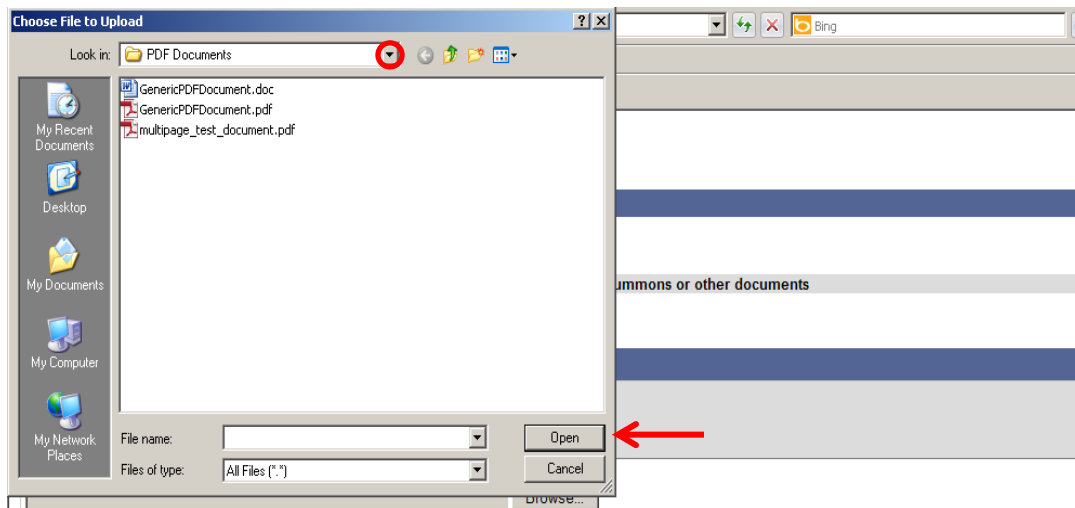
68. Check the box to indicate that the documents that you are filing do not contain personal identifying information

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



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)

*Please attach the SUMMONS PDF

The file has been uploaded: [Summons.pdf](#) [Delete](#)

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 User: Alice Mastrony (alicemastrony) E-Mail: alicemastrony@jud.ct.gov Logout

[Show Instructions](#) [Additional Parties](#)

Case Type: H00 - Summary Process

Additional Defendants	
Party #	
D-02	Choose Party Type -Select One-

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:

Additional Defendants

Party #	
D-02	<div>Choose Party Type Person</div> <div>Prefix: <input type="text"/></div> <div>*Last Name: <input type="text" value="Flintstone"/></div> <div>First Name: <input type="text" value="Wilma"/></div> <div>Middle Name: <input type="text"/></div> <div>Suffix: <input type="text"/></div> <div>Name Info Continued: <input type="text"/></div> <div>Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons</div> <div>Inmate Number: <input type="text"/></div>

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

File a New Housing Case Electronically (continued)

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: alicemastrony@jud.ct.gov	Logout
-----------------	--------------------------------	----------------------------------	--------

[Show Instructions](#) [Review Data and Documents](#)

Summary Data

Case Caption:	SIMPSON, HOMER v. FLINTSTONE, FRED
Judicial District:	BPH - Housing Session at Bridgeport
Return Date:	APR-06-2016
Case Type:	H00 - Summary Process
Case contains PJR Documents:	No
Monetary Demand:	No Monetary Demand
Claiming Other Relief:	Yes
# of Plaintiffs:	1
# of Defendants:	1
# of Garnishees:	0

Warning: Your document may not appear in the window below right away. It can take several seconds.
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 Out](#) [View All Pages as PDF](#)

SUMMONS
SUMMARY PROCESS (Eviction)
JD-HM-32, Rev. 10-15
C.G.S. § 51-34b;
P.A. 15-85 §§ 7 & 14; P.B. § 8-1

INSTRUCTIONS

1. Type or print legibly; sign the summons.
2. If there is more than one defendant, make an exact copy of the summons for each additional defendant. Each copy of the summons must show who signed the original summons and when it was signed.
3. Attach the original summons to the original complaint, and attach a copy of the summons to each copy of the complaint. Also, if there are more than 2 plaintiffs or defendants fill out form JD-CV-2 and attach it to the original and all copies of the complaint.
4. After service has been made by a proper officer, file the original papers and the officer's return with the clerk of court.

TO: Any proper officer; By Authority of the State of Connecticut, you are hereby commanded to make due and legal service of this Summons and attached Complaint.

Return Date (Month, day, year) (Any day but Sundays and legal holidays)

<input type="checkbox"/> Judicial District	Geographical Area number	Al (Form in which will be returnable) (C.G.S. § 51-34b, § 51-34b)	Case Type (From Judicial Branch website)
<input checked="" type="checkbox"/> Housing Session	<input type="checkbox"/> Bridgeport	Major H Minor 00	

Address of Court Clerk Where Will and Other Papers Shall Be Filed (Number, street, town and zip code) (C.G.S. § 51-34b, § 51-35b) Telephone Number of Clerk || 1061 Main Street, Bridgeport, CT 06694 | 2035796936 |

Number of Plaintiffs: 1 Number of Defendants: 1 ☐ Form JD-CV-2 attached for additional parties

Parties	Name (Last, First, Middle Initial) and Address of Each party (Number, Street, P.O. Box, Town, State, Zip, Country, if not USA)	P-01
First	Name: Simpson, Homer	

NOTICE TO OCCUPANT(S) NOT NAMED ON THE SUMMONS

If you claim to have a right to continue to occupy the premises you should complete and file with the Clerk's Office a Claim of Exemption, form JD-HM-3 as soon as possible. You can get the Claim of Exemption from the Clerk at the address listed below or on-line at www.jud.ct.gov.

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.

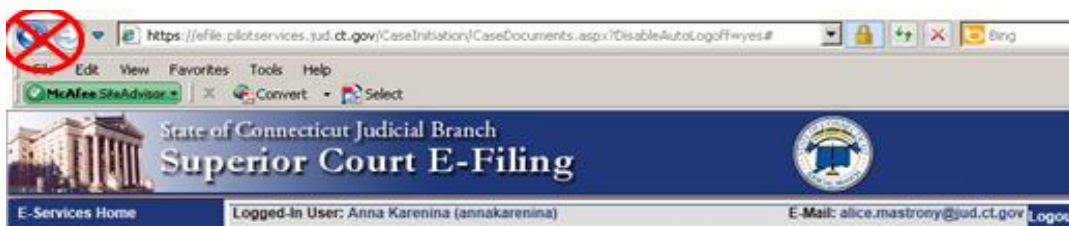
80. You can use the bar on the side of the window to move through all pages of the document

File a New Housing Case Electronically (continued)

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.



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
☒ 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): X
Shopping Cart Note (Optional): ←

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

File a New Housing Case Electronically (continued)

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

State of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Alice Mastrony (alicemastrony) E-Mail: alicemastrony@jud.ct.gov Logout

My Shopping Cart

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/> SIMPSON, HOMER v. FLINTSTONE, FRED BPH-CV16-Case # Not Yet Assigned Electronic Documents: See HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32) See COMPLAINT Shopping Cart Notes: [none]	Case Type: H00	5/24/2016	Filing Fee \$175.00 Remove Item from Shopping Cart

Total Amount: \$175.00

Pay by Credit Card Return to Superior Court E-Filing Menu

[Refund Policy](#)

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 Branch
Superior Court E-Filing

Logged-In User: Alice Mastrony (alicemastrony) E-Mail: alicemastrony@jud.ct.gov Logout

My Shopping Cart

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/> SIMPSON, HOMER v. FLINTSTONE, FRED BPH-CV16-Case # Not Yet Assigned Electronic Documents: See HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32) See COMPLAINT Shopping Cart Notes: [none]	Case Type: H00	5/24/2016	Filing Fee \$175.00 Remove Item from Shopping Cart

Total Amount: \$175.00

Pay by Credit Card Return to Superior Court E-Filing Menu

[Refund Policy](#)

File a New Housing Case Electronically (continued)

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.

E-File a New Case

Payment Summary Information

Shopping Cart Total:	\$175.00
LexisNexis Service Fee:	\$3.85
Total Due (USD):	\$178.85

Enter Your Payment Information

Agency Amount: \$175.00
LexisNexis Service Fee: \$3.85
Total Payment Amount: \$178.85

First Name*: Homer
Last Name*: Simpson
Email Address*: homer.simpson@gmail.com
Phone Number: 203-555-5555
Credit Card Number*: 1245124512451245
Card Expiration*: 1 - January | 2016

☒ By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee

Pay Now

Secure payments by 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 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: [Contact Us](#)

Payment Information

Confirmation Number: 50020238
Total Court Fees: \$350.00
LexisNexis Service Fee: \$7.70
Total Transaction Amount: \$357.70
Payment 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: CHERYL HALFORD (JeanValJean)
Document Filed: SUMMONS
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](#)

File a New Housing Case Electronically (continued)

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 Existing Case

By Docket Number

By Party Name

List My Cases

Court Events

By Date

By Docket Number

Short Calendars

Markings Entry

Markings History

My Short Calendars

By Court Location

Calendar Notices

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 [civil cases](#). You cannot file or look at documents or mark short calendar matters on-line in divorce, child support and child custody cases yet.

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.

You can find out more about the links on the left side of the page by [clicking here](#).

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 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 the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.

[Disclaimer](#)

Cases with pending electronic access requests or approval for electronic access for I (JeanValJean)					Total: 5
Category	Docket No.	Case Name	Location	Activity	
Civil	FBT-CV-14-6040516-S	SIMPSON, HOMER v. FLINTSTONE, FRED	Bridgeport	! 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:



State of Connecticut Judicial Branch
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 questions about filing your new case on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

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 [Procedures and Technical Standards for E-Services](#). 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 [Court Service Center](#) or contact the [Connecticut Network for Legal Aid](#) or find additional information at the [Law Libraries](#).

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

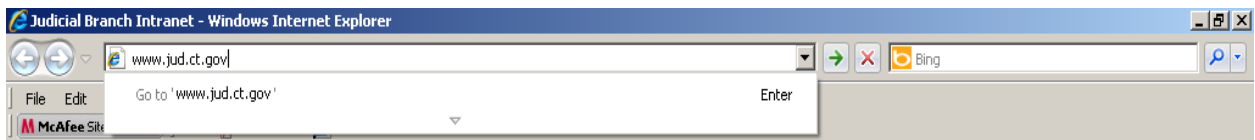
File a New Family Case Electronically in the Superior Court (continued)

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 court orders, and the marshal'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.

1. In the address bar, type <http://www.jud.ct.gov>. 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**; the Login page will appear.

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

4. Enter your User ID and your password

E-Services Login

Judicial Branch E-Services - (Electronic Services)

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, [click here](#).

You should review the [Procedures and Technical Standards for E-Services](#) 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 Standards for Appellate E-Filing](#).

New to E-Services? or **Log in:**

In order to log in, you'll need to enroll.

Enrollment is free.

[New User](#)

Juris Number (attorney/firm or Self-Rep. User ID):

[Forgot User ID?](#)

Password:

[Forgot Password?](#)

[Login](#)



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

State of Connecticut Judicial Branch E-Services

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastry@jud.ct.gov [Logout](#)

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](#).

You should review the [Procedures and Technical Standards for E-Services](#) 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.

Specific procedures that apply to Appellate E-Filing are contained in the [Appellate Procedures and Technical Standards](#).

For questions, comments or suggestions [CONTACT US](#).

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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**

Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastry@jud.ct.gov [Logout](#)

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 case, and mark your short calendar matters electronically. Almost all civil, housing and family case types are e-filable.

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.

You can find out more about the links on the left side of the page by [clicking here](#).

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 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 the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.

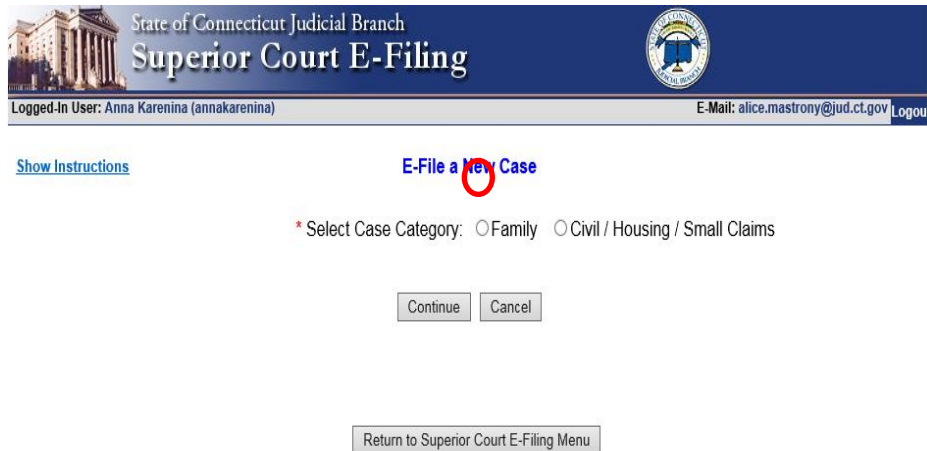
[Disclaimer](#)

Anna Karenina (annakarenina) currently does not have electronic 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.



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.



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*

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

Enter Basic Summons Information


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

SUMMONS FAMILY ACTIONS JD-FM-3 Rev. 9-12 C.G.S. § 52-45a, Pr. Bk. § 8-1		STATE OF CONNECTICUT SUPERIOR COURT  www.jud.ct.gov		Case Type Minor Codes 00 Dissolution of Marriage 10 Legal Separation 20 Annulment 50 Civil Union - Dissolution, Legal Separation, Annulment 90 All Other	
Instructions 1. Type or print legibly; sign summons. 2. Attach the original summons to the original complaint, and Notice of Automatic Court Orders (JD-FM-158) and attach a copy of the summons and a copy of the Notice of Automatic Court Orders to each copy of the complaint. 3. After service has been made by proper officer, file original papers and officer's return with the clerk of the court at least six days before the return date. 4. Do not use this form for actions in which an attachment or garnishment is being sought or for petitions for paternity or for support orders, or for actions in which an application for relief from abuse is being sought.					
To: Any proper officer By Authority of the State of Connecticut , you are hereby commanded to make due and legal service of this Summons and attached Complaint and Notice of Automatic Orders.					
Judicial district of 1 New Britain		At (Town) New Britain		Return date (Month, day, year) 2 09/16/2014	
Address of Court (Number, street, city) 20 Franklin Square, New Britain, CT 06051		Case management date* 12/22/2014		Case type (From code list above) Major F Minor 00	
Plaintiff's name (Last, first, middle initial) Petrie, Laura M.		Plaintiff's address (Number, street, town, zip code) 148 Bonnie Meadow Road, Rocky Hill, CT 06067		PTY No. P-01	
Defendant's name (Last, first, middle initial) Petrie, Robert S.		Defendant's address (If known) (Number, street, town, zip code) 2 Brady Circle, Wethersfield, CT 06109		D-01	

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

Basic Summons Information

Case Type: F00 - Dissolution of Marriage - C.G.S. Chapter 815j

1	To which Judicial District and town is this case returnable?	<input type="text" value="New Britain"/> 
*	What is the Return Date for this case? (MM/DD/YYYY)	<input type="text" value="09/16/2014"/> 2
*	How many plaintiffs in this case?	<input type="text" value="1"/>
*	How many defendants in this case?	<input type="text" value="1"/>
	How many garnishees in this case?	<input type="text" value="0"/>
*	Are there biological and/or adopted children of this marriage/civil union under the age of 23?	<input type="radio"/> Yes <input checked="" type="radio"/> 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?	<input type="text" value="No"/>
	HUSKY Health Insurance?	<input type="text" value="No"/>
If you answer "Yes" to either question, you must send a copy of the Summons, Complaint, Notice of Automatic Court Orders and any other documents filed with this Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file the Certification of Notice (JD-FM-175) with the court clerk.		

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

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

Basic Summons Information

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? (MM/DD/YYYY)

* How many plaintiffs in this case?

* How many defendants in this case?

How many garnishees in this case?

* Are there biological and/or adopted children of this marriage/civil union under the age of 23?

* 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?

HUSKY Health Insurance?

If you answer "Yes" to either question, you must send a copy of the Summons, Complaint, Notice of Automatic Court Orders and any other documents filed with this Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file the Certification of Notice (JD-FM-175) with the court clerk.

AAN - Ansonia-Milford at Milford
DBD - Danbury at Danbury
FBT - Fairfield at Bridgeport
FST - Stamford-Norwalk at Stamford
HNB - New Britain at New Britain
HHD - Hartford at Hartford
KNL - New London at New London
KNO - New London at Norwich
LLI - Litchfield at Litchfield
MMX - Middlesex at Middletown
NNH - New Haven at New Haven
NNI - New Haven at Meriden
TTD - Tolland at Rockville
UWY - Waterbury at Waterbury
WWM - Windham at Putnam

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](#)

Instructions: Use the information from the summons and the complaint for this case. Type information page. Your information will return to the Civil/Family Menu page. If you choose "Cancel",

Please do not use pipe characters (|) or double

Basic Summons Information

* To which Judicial District and town is this case returnable?

* What is the Return Date for this case? (MM/DD/YYYY)

* How many plaintiffs in this case?

* How many defendants in this case?

How many garnishees in this case?

* Are there biological and/or adopted children of this marriage/civil union under the age of 23? ☐ Yes ☐ No

Select Case Return Date

Jul Aug 2014 Sep

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

on this page. If an "*" (asterisk) appears before a question, you must answer it. You must also attach a document to change the case type you have selected, choose "Change Case Type" to go back to the case type page, you can return to this page to enter more information. Choose "Cancel" to return to the system. Choose "Continue" to go to the next page.

Marriage - C.G.S. Chapter 815j

HNB - New Britain at New Britain

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:

Financial Support?

HUSKY Health Insurance?

If you answer "Yes" to either question, you must send a copy of the Summons, Complaint, Notice of Automatic Court Orders and any other documents filed with this Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file the Certification of Notice (JD-FM-175) with the court clerk.

Yes
No
Don't Know

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.

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

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:

The screenshot shows the 'First Plaintiff' section of the form. A dropdown menu for 'Choose Party Type' is open, showing two options: 'Person' and 'Person PPA'. The 'Person' option is highlighted. Below the dropdown, there is a text input field for 'First Plaintiff's Name as indicated on the Summons or other documents'.

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

The screenshot shows the 'First Plaintiff' section of the form with 'Person' selected as the party type. The form contains the following fields: Prefix, Last Name (Petrie), First Name (Laura), Middle Name (M.), Suffix (dropdown), Inmate Number, Business/Care Of/Institution, Street Address (148 Bonnie Meadow Road), Post Office Box, Suite/Apt/Unit/Floor (dropdown), City/Town (Rocky Hill), State or State Equivalent (CT - CONNECTICUT), Zip (06067), No Zip Code Available (checkbox), Zip Plus 4, Full Name of Country (if not US), Email Address, Phone Number (8605555555), Ext., and 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

The screenshot shows the 'First Defendant' section of the form with 'Person' selected as the party type. The form contains the following fields: Prefix, Last Name (Petrie), First Name (Robert), Middle Name (S.), Suffix (dropdown), Inmate Number, Business/Care Of/Institution, Street Address, Post Office Box, Suite/Apt/Unit/Floor (dropdown), City/Town, State or State Equivalent, Zip, No Zip Code Available (checkbox), Zip Plus 4, Full Name of Country (if not US), Email Address, Phone Number, Ext., and Fax Number.

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

The screenshot shows the 'First Defendant' section of the form with 'Person' selected as the party type. The form contains the following fields: Prefix, Last Name (Petrie), First Name (Robert), Middle Name (S.), Suffix (dropdown), Inmate Number, Business/Care Of/Institution, Street Address, Post Office Box, Suite/Apt/Unit/Floor (dropdown), City/Town, State or State Equivalent, Zip, No Zip Code Available (checkbox), Zip Plus 4, Full Name of Country (if not US), Email Address, Phone Number, Ext., and Fax Number.

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

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 [here](#). 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

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.

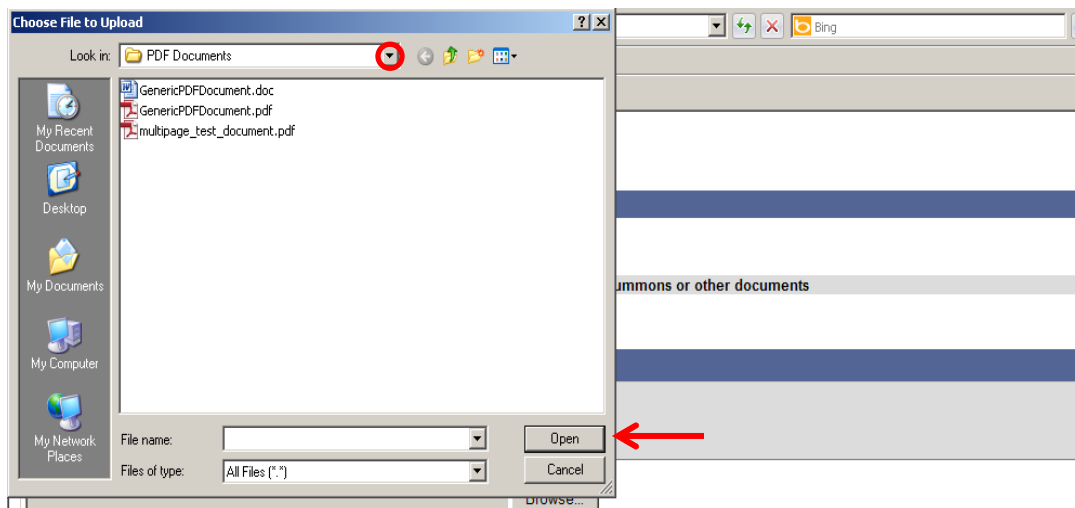
25. Click **Browse** next to the **SUMMONS PDF** field to find your document on your computer

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

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



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)

*Please attach the SUMMONS PDF

The file has been uploaded:

[Summons - Petrie.pdf](#) [Delete](#)

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

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

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 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 juris number, if you are an attorney, or your User ID, 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. If you want to change the information or 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 that you are filing with 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 go back to other pages, 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 menu without filing anything, choose "Cancel." If you choose "Cancel," all the information you entered will be removed from the system.

Please 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.

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.

Warning: Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing.

COMPLAINT

Zoom In 100% Zoom Out

[View All Pages as PDF](#)

DIVORCE COMPLAINT (DISSOLUTION OF MARRIAGE)
JD-FM-159 Rev. 8-13
C.G.S. §§ 46b-40, 46b-55c, 46b-84,
P.B. § 25-2, et seq.

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

CROSS COMPLAINT CODE ONLY
CRSCMP

ADA NOTICE
The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

☒ Complaint: Complete this form. Attach a completed Summons (JD-FM-3) and Notice of Automatic Court Orders (JD-FM-158).
☐ Amended Complaint.
☐ Cross Complaint: Complete this form and attach to the Answer (JD-FM-160) unless it is already filed.

Judicial District of: New Britain At (Town): New Britain Return date (Month, day, year): 09/16/2014 Docket number: _____

Plaintiff's name (Last, First, Middle Initial): Petrie, Laura M. Defendant's name (Last, First, Middle Initial): Petrie, Robert S.

1. Plaintiff's birth name (if different from above): Meehan, Laura 2. Defendant's birth name (if different from above): _____

3. a. Date of marriage: 08/05/1996 3. b. Date of civil union that merged into marriage by subsequent ceremony or by operation of law: _____ 4. Town and State, or Country where marriage took place: Joplin, Missouri

5. ("X" all that apply)
☒ The ("X" one) ☒ plaintiff ☐ defendant has lived in Connecticut for at least 12 months immediately before the filing of this divorce complaint or before the divorce will become final.

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

11. If there is a court order regarding custody or support for any child listed above, name the child(ren) below and specify the person or agency awarded custody or 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
Child's name	Name of person or agency awarded custody	Name of person ordered to pay support

12. The ("X" all that apply) ☐ plaintiff ☐ defendant or any of the child(ren) listed above have received from the State of Connecticut:
☐ financial support ("X" one) ☐ Yes ☒ No ☐ Do not know
☒ HUSKY Health Insurance ("X" one) ☒ Yes ☐ No ☐ Do not know
If yes, you must send a copy of the Summons, Complaint, Notice of Automatic Court Orders and any other documents filed with this Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file the Certification of Notice (JD-FM-175) with the court clerk.

13. ☐ The ("X" all that apply) ☐ plaintiff ☐ defendant is pregnant with a child due to be born on _____ (date).
The other parent of this unborn child is the ☐ plaintiff or ☐ defendant ☐ unknown
☐ not the plaintiff ☐ not the defendant.

14. The ("X" all that apply) ☐ plaintiff ☐ defendant or any of the child(ren) listed above has received financial support from a city or town in Connecticut ("X" one) ☐ Yes (State city or town) _____

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

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.



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		
<input checked="" type="checkbox"/> 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): <input type="text"/>		
Shopping Cart Note (Optional): divorce - starting case		
<div>Continue Change Case Type Change Information Cancel</div>		

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

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

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

[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. 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 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 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 Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input type="checkbox"/>	PETRIE, LAURA M. v. PETRIE, ROBERT S. HHB-FA14-Case # Not Yet Assigned Case Type: F00 Electronic Documents: See NOTICE OF AUTOMATIC COURT ORDERS See RETURN See CERTIFICATION - PUBLIC ASSISTANCE See SUMMONS See COMPLAINT Shopping Cart Notes: divorce - starting case	10/21/2014	Filing Fee \$350.00 Remove Item from Shopping Cart
			Total Amount: \$ 0

Pay by Credit Card

Return to Superior Court E-Filing Menu

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 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. 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 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 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 Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/>	PETRIE, LAURA M. v. PETRIE, ROBERT S. HHB-FA14-Case # Not Yet Assigned Case Type: F00 Electronic Documents: See NOTICE OF AUTOMATIC COURT ORDERS See RETURN See CERTIFICATION - PUBLIC ASSISTANCE See SUMMONS See COMPLAINT Shopping Cart Notes: divorce - starting case	10/21/2014	Filing Fee \$350.00 Remove Item from Shopping Cart
			Total Amount: \$350.00

Pay by Credit Card

Return to Superior Court E-Filing Menu

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

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*
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 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
LexisNexis Service Fee: \$7.70
Total Transaction Amount: \$357.70
Payment Method: Credit Card
Payment Date: 08/27/2014 9:43AM

Document Summary

Confirmation Number: 50019832
Docket Number: **HHB-FA-14-60236715**
[To receive an email when there is activity on this case, click here.](#)
Case Name: PETRIE, LAURA M. v. PETRIE, ROBERT S.
Type of Transaction: E-File New Case
Court Fee: \$350.00
Date Filed: AUG-27-2014
Filed By: (JeanValJean)
Document Filed: SUMMONS
COMPLAINT
NOTICE OF AUTOMATIC COURT ORDERS
RETURN
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.

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 [civil cases](#). You cannot file or look at documents or mark short calendar matters on-line in divorce, child support and child custody cases yet.

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.

You can find out more about the links on the left side of the page by [clicking here](#).

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 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 the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.

[Disclaimer](#)

Cases with pending electronic access requests or approval for electronic access for (JeanValJean)					Total: 3
Category	Docket No.	Case Name	Location	Activity	
Family	H&S-FA-14-6023671-S	PETRIE, LAURA M. v. PETRIE, ROBERT S.	New Britain	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:

State of Connecticut Judicial Branch
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 questions about filing your new case on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

File a New Small Claims Case Electronically

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 [Procedures and Technical Standards for E-Services](#). 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 [Court Service Center](#) or contact the [Connecticut Network for Legal Aid](#) or find additional information at the [Law Libraries](#).

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

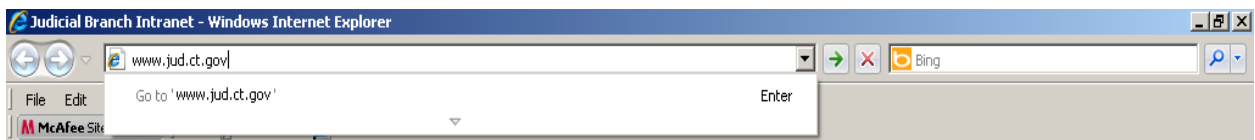
You must fill out the Small Claims Writ and Notice of Suit (JD-CV-40) and any other documents that you will serve or have served on the defendants. Once you have filled out this paperwork, you must sign it in front of the Clerk, a Notary, or a Commissioner of the Superior Court, who will take your oath 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.

1. In the address bar, type <http://www.jud.ct.gov>. 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:

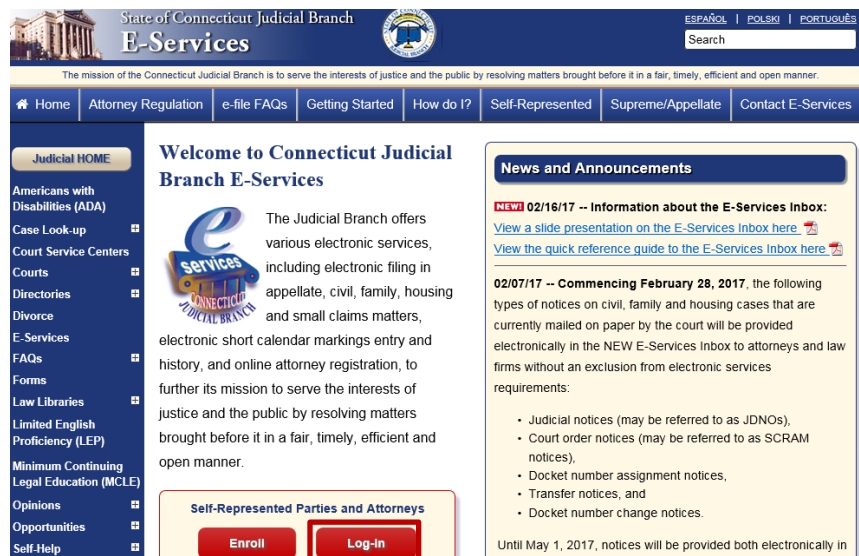
Microsoft Internet Explorer®:



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

The screenshot shows the 'State of Connecticut Judicial Branch E-Services' login page. On the left is a blue sidebar with links: 'E-Services Login', 'E-Services Requirements', 'FAQs on e-filing', 'User Guides', 'Procedures and Technical Standards', 'eCitations Procedures and Technical Standards', 'Law Enforcement Agency Application To Participate in eCitations', 'Designated Filer Login', and 'Designated Filer Overview'. The main content area is titled 'Judicial Branch E-Services - (Electronic Services)'. It contains a welcome message, links to 'Procedures and Technical Standards for E-Services' and 'Procedures and Technical Standards for Appellate E-Filing', and a login section. The login section has two options: 'New to E-Services?' (with a 'New User' button) and 'Log in:' (with fields for 'Juris Number (attorney/firm) or Self-Rep. User ID:' containing 'annakarenina' and a 'Password:' field with masked characters). There are links for 'Forgot User ID?' and 'Forgot Password?'. A 'Login' button is at the bottom right. A 'DigiCert' logo is also present.

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

The screenshot shows the 'State of Connecticut Judicial Branch E-Services' home page. The user is logged in as 'Anna Karenina (annakarenina)' with the email 'alice.mastry@jud.ct.gov'. The left sidebar has links: 'E-Services Home', 'E-Services Inbox', 'Appellate E-File', 'Superior Court E-Filing' (with sub-links 'Civil/Family', 'Housing', and 'Small Claims' highlighted with a red box), 'Centralized Small Claims', 'CIB', and 'Change Account Information'. The main content area has a welcome message, links to 'Procedures and Technical Standards for E-Services' and 'Appellate Procedures and Technical Standards', and a 'CONTACT US' link. The footer says 'Copyright © 2017, State of Connecticut 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**

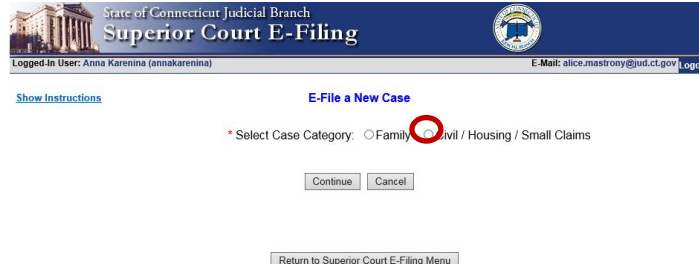
9. Choose **E-file a New Case**

The screenshot shows the 'Superior Court E-Filing' menu on the E-Services home page. The user is logged in as 'Anna Karenina (annakarenina)' with the email 'alice.mastry@jud.ct.gov'. The left sidebar has links: 'E-Services Home', 'E-Services Inbox', 'Superior Court E-Filing' (with sub-links 'Civil/Family', 'Housing', and 'Small Claims' highlighted with a red box), 'E-File a New Case' (highlighted with a red box), 'E-File on an Existing Case' (with sub-links 'By Docket Number', 'By Party Name', and 'List My Cases'), 'Court Events' (with sub-links 'By Date' and 'By Docket Number'), and 'Change Account Information'. The main content area has a welcome message, links to 'Procedures and Technical Standards for E-Services' and 'Appellate Procedures and Technical Standards', and a 'CONTACT US' link. The footer says 'Copyright © 2017, State of Connecticut Judicial Branch'.

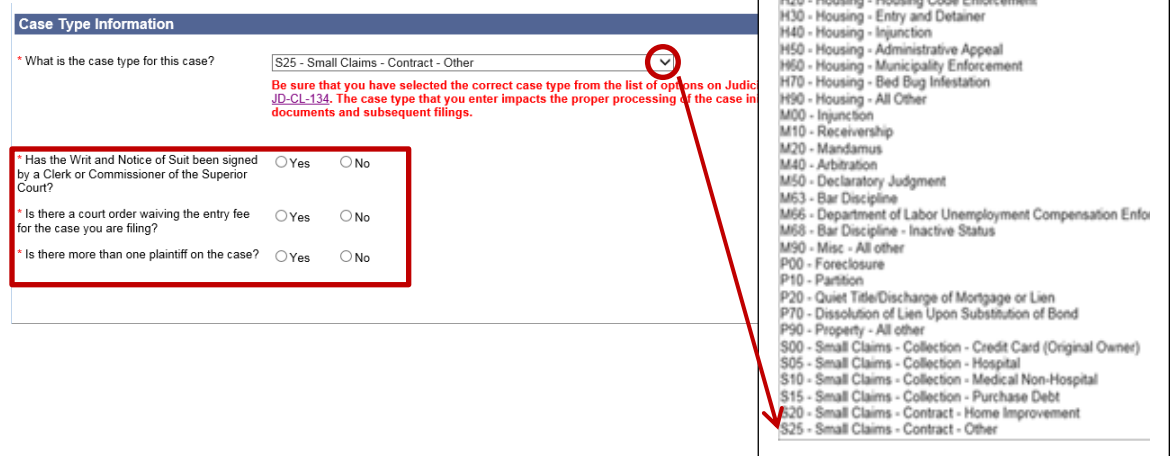
File a New Small Claims Case Electronically (continued)

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**.



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



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*

File a New Small Claims Case Electronically (continued)

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 Branch
Superior Court E-Filing

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[Show Instructions](#) [E-File a New Case](#)

Basic Summons Information

Case Type: H13 - Small 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 interest or double damages.

How many plaintiffs in this case?

* How many defendants in this case?

How many garnishees in this case?

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.

File a New Small Claims Case Electronically (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.

1. 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: -Select One- (dropdown arrow highlighted with a red circle)

First Defendant

*Choose Party Type: -Select One- (dropdown menu open showing: Person, Person PPA, Executor/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: _____

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 No 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 Defendant

*Choose Party Type: -Select One- (dropdown menu open showing: Person, Firm/Corporation, Government Entity, Executor/Administrator)

Supporting Documents

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.

File a New Small Claims Case Electronically (continued)

Attach your Documents

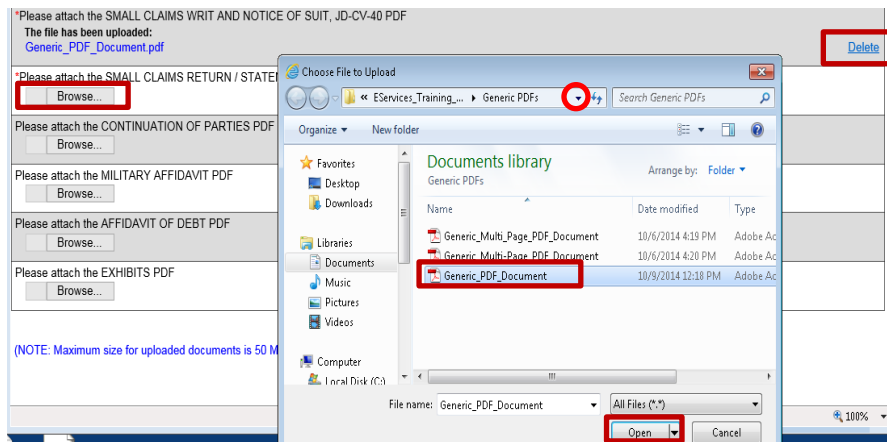
You must attach the documents for the case that you are filing. You will usually have two documents; one is the *Small Claims Writ and Notice of Suit*, the second is the *Statement of Service*. You must be sure that each document is in PDF format. For information on PDF creation, go to the **Getting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

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

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.

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.



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 e-filing. Do not use the forward and back buttons in your browser or you will lose the information you have entered into the system.

File a New Small Claims Case Electronically (continued)

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;



State of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

[Show Instructions](#) [Additional Parties](#)

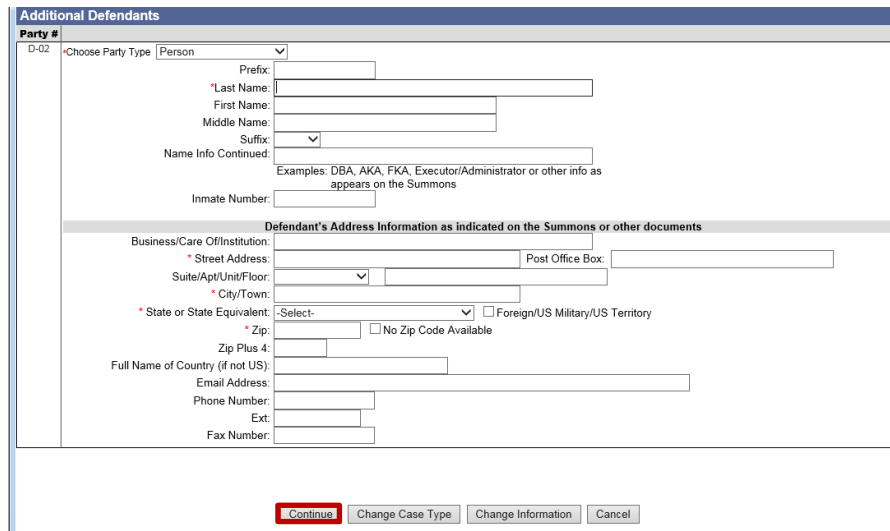
Case Type: S25 - Small Claims - Contract - Other

Additional Defendants

Party #	Choose Party Type
D-02	<input type="text" value="-Select One-"/> (highlighted with a red circle)

11. Enter the name and address of the second defendant

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



Additional Defendants

Party # D-02

Choose Party Type: Person

Prefix:

*Last Name:

First Name:

Middle Name:

Suffix:

Name Info Continued:

Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons

Inmate Number:

Defendant's Address Information as indicated on the Summons or other documents

Business/Care Of/Institution:

*Street Address: Post Office Box:

Suite/Apt/Unit/Floor:

*City/Town:

*State or State Equivalent: ☐ Foreign/US Military/US Territory

*Zip: ☐ No Zip Code Available

Zip Plus 4:

Full Name of Country (if not US):

Email Address:

Phone Number:

Ext:

Fax Number:

[Continue](#) [Change Case Type](#) [Change Information](#) [Cancel](#)

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.

File a New Small Claims Case Electronically (continued)

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
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

[Show Instructions](#) [Review Data and Documents](#)

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

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

SMALL CLAIMS WRIT AND NOTICE OF SUIT, JD-CV-40

Zoom In 100% Zoom Out

View All Pages as PDF

Page PDF

Document that you can use for

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.

SMALL CLAIMS RETURN / STATEMENT

Zoom In 100% Zoom Out

View All Pages as PDF

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 90 WASHINGTON ST. HARTFORD, CT 06106 ALICE.MASTRONY@JUD.CT.GOV 8605555555	P-01

Defendants	Party #
TROOPER THORNTON 98 KILLARNEY DRIVE WETHERSFIELD, CT 06109 ALICE.MASTRONY@JUD.CT.GOV 8605555555	D-01
MAUREEN O'HARA THORNTON 98 KILLARNEY DRIVE WETHERSFIELD, CT 06109 MAUREEN.THORNTON@THEQUIETMAN.COM 8605555555	D-02

Certification

☐ 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):

Shopping Cart Note (Optional):

Continue Change Case Type Change Information Cancel

File a New Small Claims Case Electronically (continued)

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.



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

Certification

☐ 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):

Shopping Cart Note (Optional):

Continue

Change Case Type

Change Information

Cancel

File a New Small Claims Case Electronically (continued)

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 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. **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 left of the filing fee. You can select one item or several items for payment by checking the box under **Select Item** to the left of the item you are filing. Choose **Pay by Credit Card** to make a payment.

Your total single payment by credit card cannot be more than \$30,000.

If you do not want to pay for and file an item, you can delete it 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/Housing Menu, you can select **Return to Civil/Family/Housing Menu** at the bottom of the page. To leave E-Services, you can select **Logout** from the top of the page.

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/>	KARENINA, ANNA v. THORNTON, TROOPER ET AL HHD-CV-Case YY and Case # Not Yet Assigned Case Type: S25 Electronic Documents: See SMALL CLAIMS WRIT AND NOTICE OF SUIT, JD-CV-40 See SMALL CLAIMS RETURN / STATEMENT OF SERVICE See EXHIBITS Shopping Cart Notes: [none]	10/2/2017	Filing Fee \$95.00

[Remove Item from Shopping Cart](#)

Total Amount: \$95.00

[Pay by Credit Card](#) [Return to Superior Court E-Filing Menu](#)

[Refund Policy](#)

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.

[Hide Instructions](#) [Payment by Credit Card](#)

Payment Summary Information

Shopping Cart Total: \$95.00
LexisNexis Service Fee: \$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

☐ By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee

[Pay Now](#)

[Privacy](#) [Terms](#) [Contact Us](#)

[Refund Policy](#)

[Return to Shopping Cart](#) [Return to Superior Court E-Filing Menu without processing this payment](#)

File a New Small Claims Case Electronically (continued)

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
Total Court Fees: \$350.00
LexisNexis Service Fee: \$7.70
Total Transaction Amount: \$357.70
Payment Method: Credit Card
Payment Date: 09/09/2014 11:24AM

Document Summary

Confirmation Number: 50020238
Docket Number: **FBT-CV-14-60405175** 
[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: \$350.00
Date Filed: SEP-9-2014
Filed By: (JeanValJean)
Document Filed: SUMMONS
COMPLAINT
RETURN OF SERVICE
Date and Time of Transaction: Tuesday, September 09, 2014 11:24:59 AM

[Return to Civil / Family Menu](#) [Return to Shopping Cart](#) [File Additional Documents On This Case](#)

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.

 State of Connecticut Judicial Branch
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 questions about filing your new case on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

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.

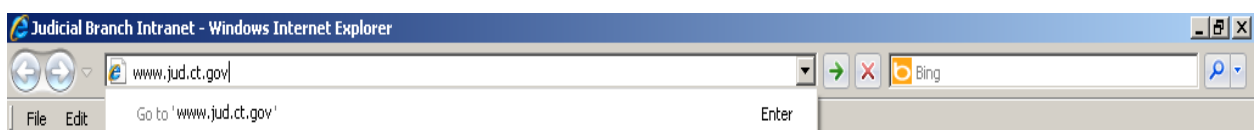
To file an appearance on-line on a case that you are a defendant in, you must:

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:

1. In the address bar, type <http://www.jud.ct.gov>. 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®:

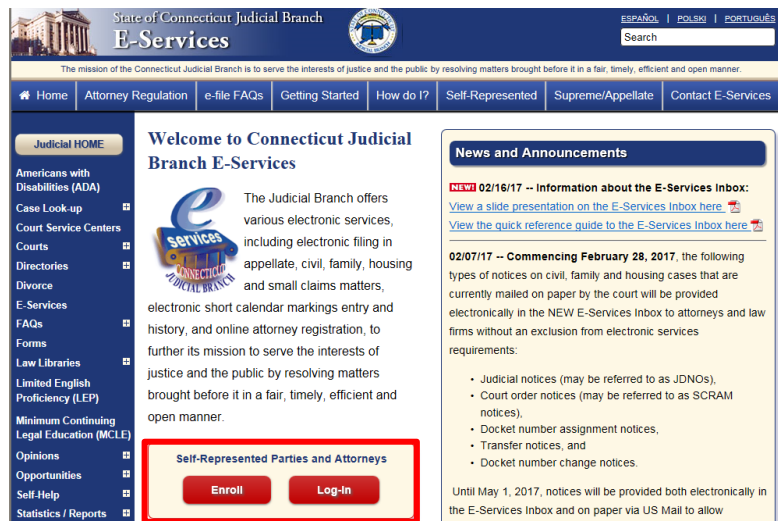


File Your Appearance (All Cases) Electronically (continued)

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

E-Services Login
E-Services Requirements
FAQs on e-filing
User Guides
Procedures and Technical Standards
eCitations Procedures and Technical Standards
Law Enforcement Agency Application To Participate in eCitations
Designated Filer Login
Designated Filer Overview

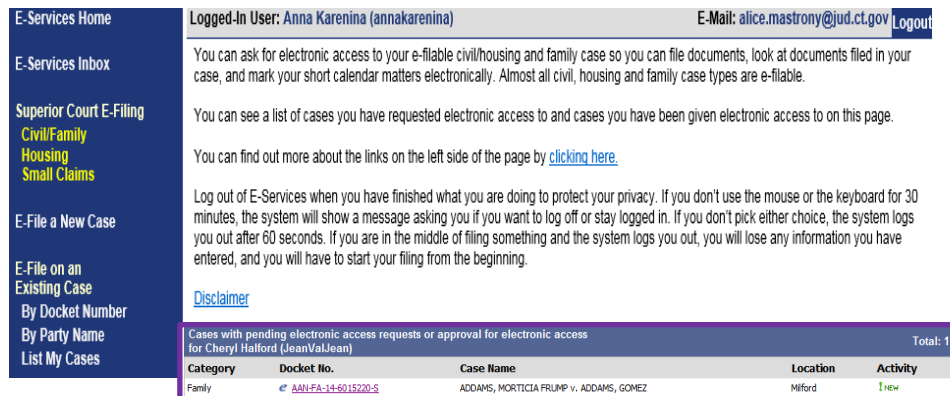
Judicial Branch E-Services - (Electronic Services)
E-Services allows attorneys and self-represented parties to do business with the Judicial Branch electronically. For more information on what you can do electronically through E-Services, [click here](#).
You should review the [Procedures and Technical Standards for E-Services](#) 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 Standards for Appellate E-Filing](#).
New to E-Services? In order to log in, you'll need to Enroll. Enrollment is free.
or
Log in:
Juris Number (attorney/firm) or Self-Rep. User ID:
 [Forgot User ID?](#)
Password:
 [Forgot Password?](#)

File Your Appearance (All Cases) Electronically (continued)

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



- 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.



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).

- Click the docket number of the case shown in the list at the bottom of the page

File Your Appearance (All Cases) Electronically (continued)

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

AAN-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
Case Detail	Notices	History	Processing
To receive an email when there is act		e	

You JeanValJean have electronic access to this case, but you do not have an active appearance in this case. You must file an appearance before you can electronically (by computer) file or look at documents, or mark short calendar matters. To file the appearance electronically, choose "Efile an Appearance" and select "Go." To file your appearance on paper with the clerk of the court where the case is located, you can use form [JD-CI-12](#).

Select Case Activity: E-File an Appearance Go

Information updated as of: 08/25/2014

Case Information
Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815j
Court Location: MILFORD
Financial Disputes: No
Parenting Disputes: No
RFTD Referral: No
RFTD Accepted: No
Referral Judge or Magistrate:
Last Action Date: 08/22/2014 (Last Action Date is a data entry date, not actual date)

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: Logout

AAN-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](#) [E-File an Appearance](#)

Instructions: Check the name and docket number of the case to be sure that you have selected the case that you want. If this is not the case you want, choose "Select a Different Case" from the buttons at the bottom of this page to go back to the Civil/Family E-Filing Menu to start a new search. If you do not want to file an appearance, choose "Cancel" from the buttons at the bottom of this page to go back to the case detail page for this 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 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

Name of Party: D-01 GOMEZ ADDAMS

Business/Care Of/Institution:

*Street Address: 225 Spring Street Post Office Box:

Suite/Apt/Unit/Floor:

*City/Town: Wethersfield

*State: CONNECTICUT ☐ Foreign/US Military/US Territory

*Zip Code: 06109 ☐ No Zip Code Available

Zip Plus 4:

Full Name of Country:

Email Address:

*Phone Number: 8605555555 x Ext.

Fax Number:

☐ Are you filing your appearance in place of the appearance that is already in the file?

☐ Are you filing your appearance in addition to the appearance that is already in the file?

I agree to accept papers (service) from other parties in this case electronically under Practice Book section 10-13.

☐ Yes ☐ No

Continue Select a Different Case Cancel

The e-filing system takes this information from your enrollment application. It fills in your name, address, e-mail address and telephone number for you.

File Your Appearance (All Cases) Electronically (continued)

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:
225 Spring Street
Wethersfield, CT 06109

Address of Service (if different from attorney address above):

Other Service Information
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-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

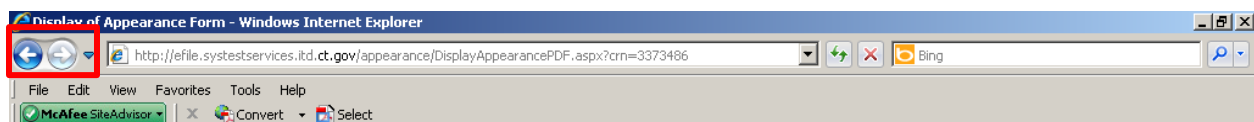
* Telephone: (xxx-xxx-xxxx) 860-555-5555

* Enter Date Mailed/Delivered: (mm/dd/yyyy) 08/25/2014

Continue Change this Appearance 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.



File Your Appearance (All Cases) Electronically (continued)

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

State of Connecticut Judicial Branch
Superior Court E-Filing

AAN-FA14-6015220-S
Prefix/Suffix: [none] ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ
Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014

[Hide Instructions](#) [Display of Appearance Form](#)

Instructions: Review the appearance form JD-CL-12 with information filled in. Check to be sure the information is correct.

You can choose "Change this Appearance Information" to return to an earlier screen to make changes or choose "Cancel" to end this transaction without e-filing an appearance. The information will not be saved.

To file your appearance, choose "E-File this Appearance."

Please 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.

Warning: Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing.

Check the information in the Appearance form shown in the window below before you file it:

Review Document **Zoom In** **100%** **Zoom Out** **View All Pages as PDF**

APPEARANCE
JD-CL-12 Rev. 1-12
P.B. §§ 3-1 thru 3-6, 3-8, 10-13, 25A-2

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

Instructions — See Back/Page 2

Notice To Self-Represented Parties
A self-represented party is a person who represents himself or herself. If you are a self-represented party and you filed an appearance before and you have since changed your address, you must let the court and all attorneys and self-represented parties of record know that you have changed your address by checking the box below.
☐ I am filing this appearance to let the court and all attorneys and self-represented parties of record know that I have changed my address. My new address is below.

Name of case (Full name of Plaintiff vs. Full name of Defendant)
ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ

Address of Court (Number, street, town and zip code)
14 WEST RIVER STREET PO BOX 210 MILFORD, CT 06460

Scheduled Court date (Criminal/Motor Vehicle Matters)
Aug 25 2014

Return date
Sep-30-2014

Document number
AAN-FA-14-6015220-S

Please Enter the Appearance of

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.

1. ☐ This appearance is in place of the appearance of the following attorney, firm or self-represented party on file (P.B. Sec. 3-8): _____ (Name and Juris Number)

2. ☐ This appearance is in addition to an appearance already on file.

I agree to accept papers (service) electronically in this case under Practice Book Section 10-13 ☐ Yes ☒ No

Signed (Individual attorney or self-represented party): **Jean ValJean** Date signed: **Aug 25 2014**

Certification
I certify that a copy of this document was mailed or delivered electronically or non-electronically on (date) **Aug 25 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 receiving electronic delivery.

Name and address of each party and attorney that copy was mailed or delivered to:
Law Offices of Atticus Finch - 225 Spring Street Wethersfield, CT 06109

For Court Use Only

Signed (Signature of User): **Jean ValJean** Print or type name of person signing: **Cheryl Halford** Date signed: **Aug 25 2014** Telephone number: **860-555-5555**

E-File this Appearance **Change this Appearance Information** **Cancel**

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.

File Your Appearance (All Cases) Electronically (continued)

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



The screenshot shows the 'Confirmation of E-filed Transaction' page. At the top, it says 'State of Connecticut Judicial Branch Superior Court E-Filing'. Below this, it displays case information: 'AAN-FA14-6015220-S', 'ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ', 'Case Type: F00', 'File Date: 08/22/2014', and 'Return Date: 09/30/2014'. A message states 'You have successfully e-filed!'. A 'Print' button is highlighted with a red box. Below the message, it says 'Confirmation of E-filed Transaction (print this page for your records)'. The docket number is 'AAN-FA-14-6015220-S'. The case name is 'ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ'. The type of transaction is 'Appearance'. The date filed is 'Aug 25 2014'. The appearance is by 'Cheryl Halford (JeanValJean)'. Below this, there is a table with two columns: 'Party #' and 'Party Name'. The first row shows 'D-01' and 'GOMEZ ADDAMS'. Below the table, it says 'Document Filed: JD-CL-12 Appearance' and 'Date and Time of Transaction: Aug 25 2014 4:31:22 PM'.

State of Connecticut Judicial Branch
Superior Court E-Filing

AAN-FA14-6015220-S
Prefix/Suffix: [none]

ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ
Case Type: F00

File Date: 08/22/2014

Return Date: 09/30/2014

[Hide Instructions](#) **You have successfully e-filed!**

Additional information about this transaction is provided below. Please select the "Print" button to print a copy of this Confirmation. Then, select the "Back to E-Filing Menu" button if you wish to do additional e-filing or "Logout" if you are done e-filing.

Print

Confirmation of E-filed Transaction (print this page for your records)

Docket Number: [AAN-FA-14-6015220-S](#)
Case Name: ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ
Type of Transaction: Appearance
Date Filed: Aug 25 2014
Appearance by: Cheryl Halford (JeanValJean)

Appearance for this Party

Party #	Party Name
D-01	GOMEZ ADDAMS

Document Filed: JD-CL-12 Appearance
Date and Time of Transaction: Aug 25 2014 4:31:22 PM

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.



The screenshot shows the 'Viewing Documents on Family Cases' section. It contains a table with columns: 'Entry No', 'File Date', 'Filed By', and 'Description'. The table lists four entries: 'SUMMONS' (red !New icon), 'COMPLAINT' (green !New icon), 'NOTICE OF AUTOMATIC COURT ORDERS' (green !New icon), and 'APPEARANCE' (red !New icon). The 'APPEARANCE' entry is highlighted with a red box.

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 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 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, only by attorneys or parties on the case.

Motions / Pleadings / Documents / Case Status			
Entry No	File Date	Filed By	Description
	08/22/2014	P	SUMMONS !New
	08/22/2014	P	COMPLAINT !New
	08/22/2014	P	NOTICE OF AUTOMATIC COURT ORDERS !New
	08/25/2014	D	APPEARANCE !New

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



The screenshot shows the 'Logout' button at the top right of the page. The page header is 'State of Connecticut Judicial Branch Superior Court E-Filing'. Below this, it says 'E-Services Home', 'Logged-In User: Anna Karenina (annakarenina)', and 'E-Mail: alice.mastryon@jud.ct.gov'. The 'Logout' button is highlighted with a red box.

State of Connecticut Judicial Branch
Superior Court E-Filing

E-Services Home

Logged-In User: Anna Karenina (annakarenina)

E-Mail: alice.mastryon@jud.ct.gov **Logout**

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 EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

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 [Procedures and Technical Standards for E-Services](#). 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 6051245 or HHD FA 15 5061789 are paperless.

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

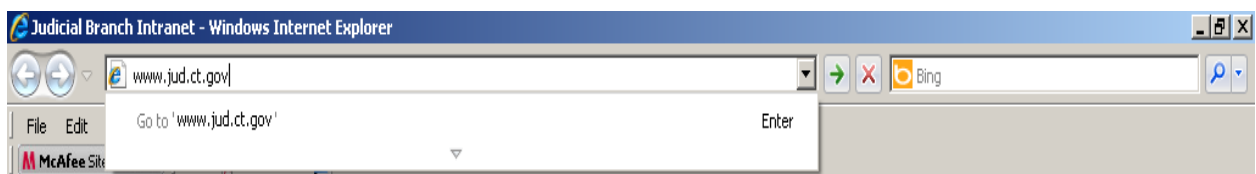
To file a motion or other pleading on-line in a case, you must:

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 self-represented 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:

1. In the address bar, type <http://www.jud.ct.gov>. 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®:



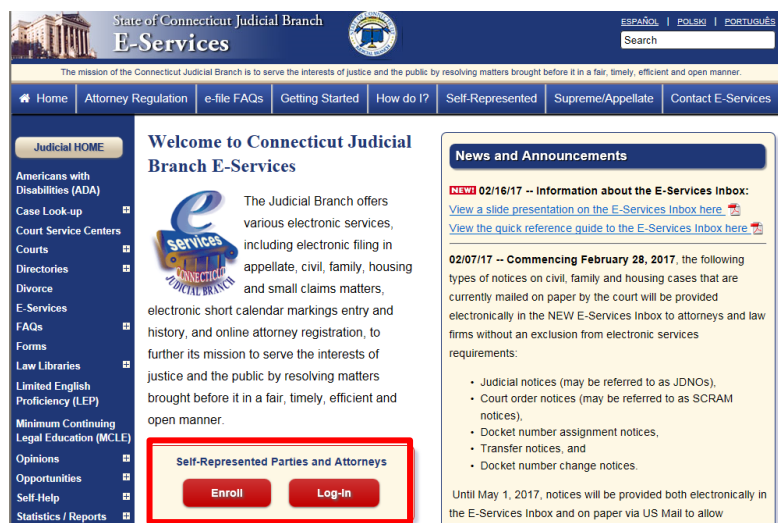
File a Motion or Pleading Electronically (All Cases) (continued)

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

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](#).



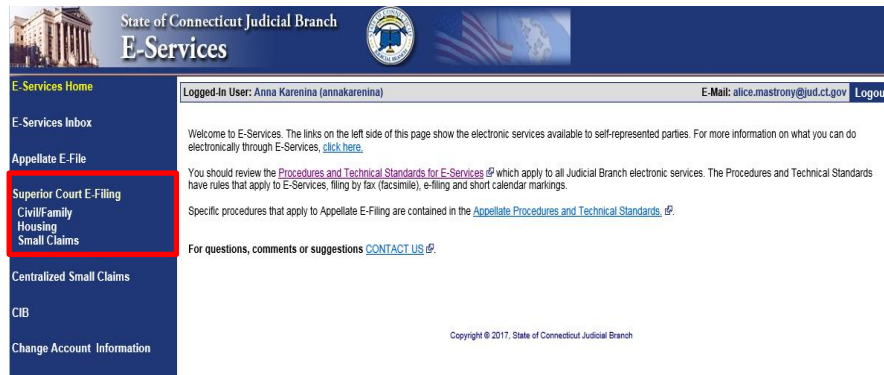
3. Click **LOG-IN**
4. The log-in page will appear.
5. Enter your User ID and your password



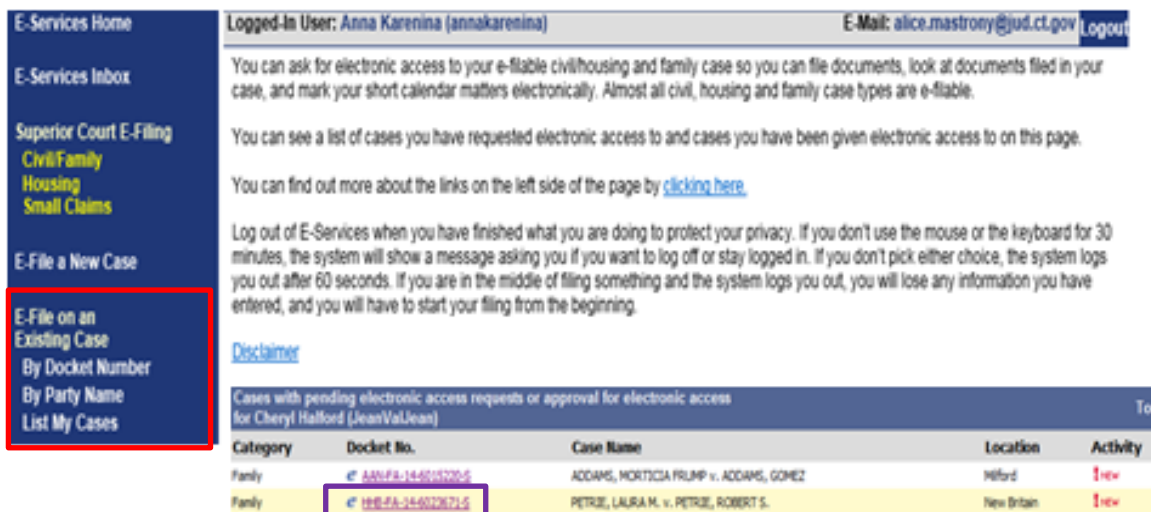
6. Click **Login** to log in to E-Services and go to the E-Services home page.

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

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.



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 a Motion or Pleading Electronically (All Cases) (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.

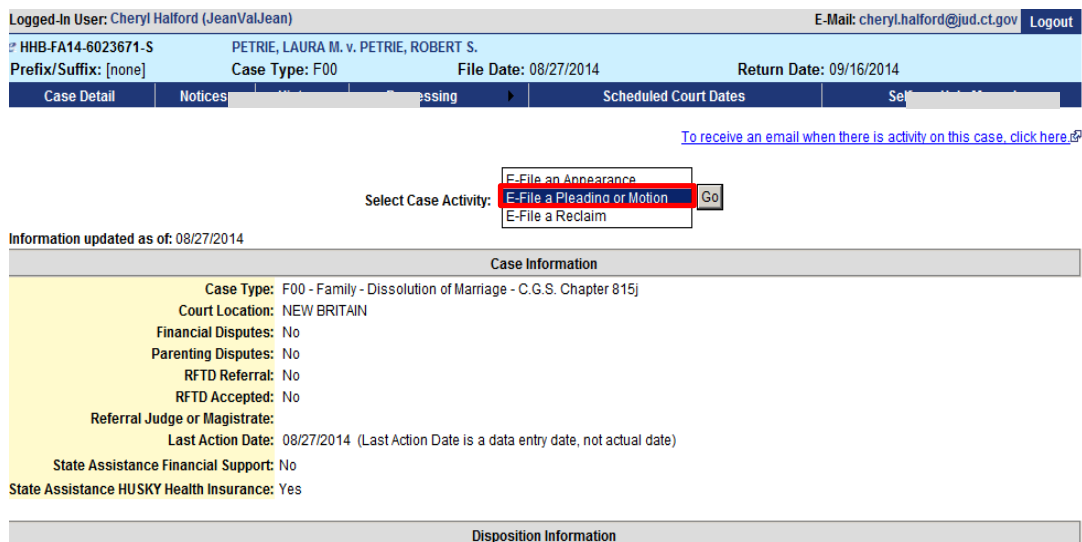
To ask for electronic access to a case, you must go to the case detail page of the case by entering the docket number or a party name. On the case detail page, you must select **Request Electronic Access**, fill out and print the request form and take the form and an acceptable form of photo identification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

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



Logged-In User: Cheryl Halford (JeanValJean) E-Mail: cheryl.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: 09/16/2014

Case Detail Notices E-File a Pleading or Motion Scheduled Court Dates Self-Represented Parties

To receive an email when there is activity on this case, click here.

Select Case Activity: E-File an Appearance
E-File a Pleading or Motion Go
E-File a Reclaim

Information updated as of: 08/27/2014

Case Information

Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815j
Court Location: NEW BRITAIN
Financial Disputes: No
Parenting Disputes: No
RFTD Referral: No
RFTD Accepted: No
Referral Judge or Magistrate:
Last Action Date: 08/27/2014 (Last Action Date is a data entry date, not actual date)
State Assistance Financial Support: No
State Assistance HUSKY Health Insurance: Yes

Disposition 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.

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

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).

[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 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 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 entered.

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 documents will be filed on behalf of the following party
P-01 LAURA M. PETRIE

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: 

OR

Search: OR

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

BPH-CV16-6001007-S SIMPSON, HOMER v. FLINTSTONE, FRED File Date: 03/29/2016 Return Date: 04/06/2016
Prefix: HSG Case Type: H00
[Show Instructions](#) [Select Pleading/Motion/Other](#)

Pleading/Motion/Other documents will be filed on behalf of the following party
D-01 FRED FLINTSTONE

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:

OR

Choose a Category:

-- Select an Option --

Affidavits

Agreements / Stipulations

Amendments

Appeals

Complaints

General

Housing

Motions

Objections

Pleadings

Reports / Memos

Requests

Service / Notice

Withdrawals

and the name of your motion, pleading or other document, call the E-Services Support line at (866) 765-4452.

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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	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 FOR ALLOWANCE TO APPRAISER
Select	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.

18. 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.

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

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:

OR

Search: OR

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 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:

OR

Search: OR

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 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.

What would you like to do?

- File a Financial Affidavit (JD-FM-6 Short or Long)
- File an Affidavit Concerning Children (JD-FM-164)
- File another type of Affidavit
- Ask the court to CHANGE AN EXISTING ORDER on my case (Motion For Modification)
- Ask the court to ENFORCE AN ORDER that is not being followed by the other party on my case (Motion For Contempt)
- Ask the court to ESTABLISH AN ORDER on my case (Motion For Order)
- Tell 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
- File a Withdrawal
- File an Agreement or Stipulation
- Request to have my COURT DATE CHANGED (continuance - JD-CV-21)
- See a list of things frequently filed on SHORT CALENDAR DAY

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

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.

The screenshot shows a web form for filing a document. At the top, a header bar contains case information: Case Number (HHB-FA14-6023671-S), Case Name (PETRIE, LAURA M. v. PETRIE, ROBERT S.), Case Type (F00), File Date (08/27/2014), and Return Date (09/16/2014). Below this, a section titled "Pleading/Motion/Other documents will be filed on behalf of the following party" shows the party name (P-01 LAURA M. PETRIE). A red arrow points to this section. Below that, a section titled "You have selected the following Pleading/Motion/Other:" shows the selected document name (MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE). Below this, an "Additional Description" section contains instructions and a text box with the entered description: "Motion for alimony, custody of minor children and child support pendente lite".

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 [Procedures and Technical Standards of E-Services](#). 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

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

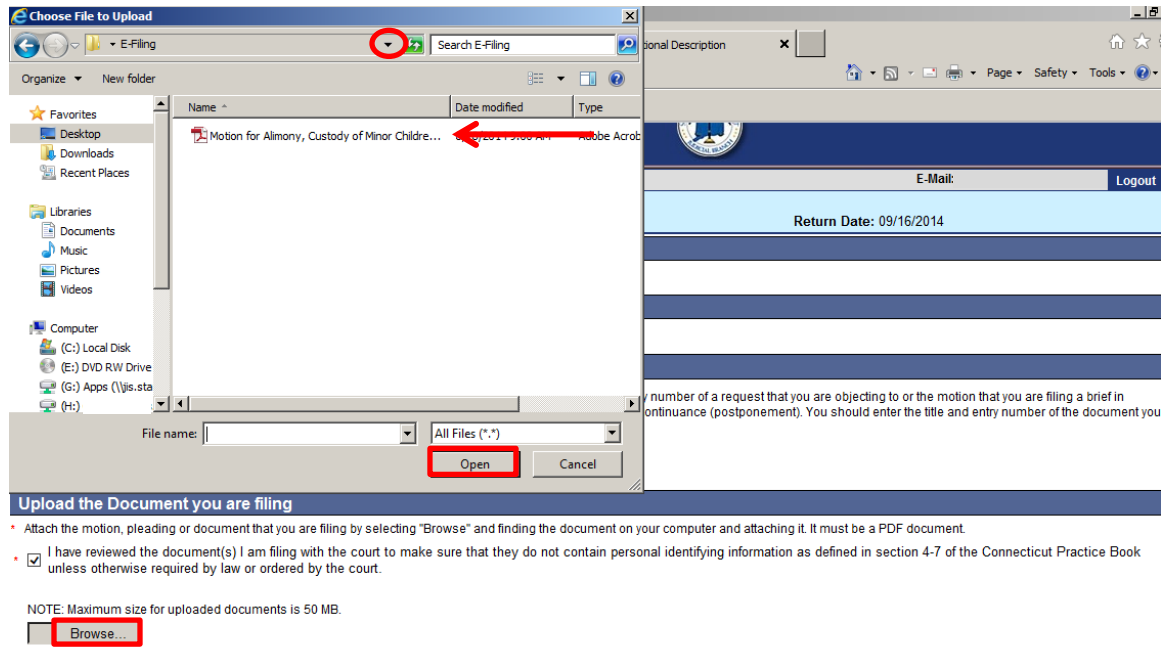
28. Check the box to indicate that the document that you are filing does not contain personal identifying information.

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.

☒ 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.

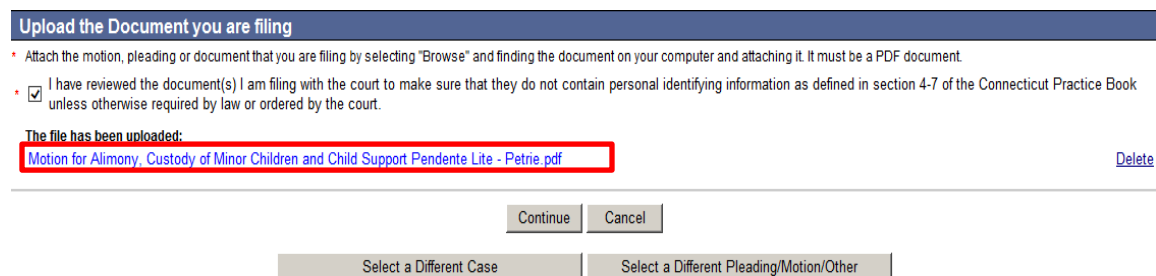
29. Click **Browse** to find the PDF document that you want to file



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":



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.

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

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.

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](#) **Review and Certify the Motion/Pleading/Document**

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 appears in the window on this page to make sure it is the correct document. To look at every page of the document, you must select "View All Pages as PDF" in the upper right side of the window. If the document is not correct, choose "Select a Different Pleading/Motion/Other" from the links at the bottom of the page to select a different document.

If you do not want to file this motion, pleading or document, choose "Cancel" and the information you have entered will not be saved. If you want to file the motion, pleading or document, select "E-File this Pleading/Motion" at the bottom of the page.

Pleading/Motion/Other documents will be filed on behalf of the following party
P.01 LAURA M. PETRIE

You have selected the following Pleading/Motion/Other:
MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE

Warning: Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing.

Review the document shown in the window to make sure it is the document you want to file.
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 PDF**

MOTION FOR ORDERS BEFORE JUDGMENT (Pendente Lite) IN FAMILY CASES
JD-FM-178 Rev. 3-12
C.G.S. § 46b-56; P.B. § 25-24

STATE OF CONNECTICUT SUPERIOR COURT
www.jud.ct.gov

COURT USE ONLY
MFORPLC Use this docket legend if the child custody law notice is checked.
MFORPL Use this docket legend if the child custody law notice is not checked.

Instructions to person filing out this form:
1. Fill out this form and keep a copy for your records.
2. Mail or deliver a copy to all attorneys and self-represented parties of record in this case.
3. File the form with the court clerk's office.
4. Carefully read and follow the instructions on the court calendar when you receive it.

Judicial District of: **New Britain** At (Town): **New Britain** Return date (Month, day, year): **09/16/2014** Docket number: **HHB FA 14 6023671**

Plaintiff's name (Last, first, middle initial): _____ Defendant's name (Last, first, middle initial): _____

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

I certify that a copy of this document was mailed or delivered electronically or non-electronically on **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 receiving electronic delivery.

Name and address of each party and attorney that copy was mailed or delivered to:
Robert S. Petrie, 2 Brady Circle, Wethersfield, CT 06109

*If necessary, attach additional sheet or sheets with name and address which the copy was mailed or delivered to.

Signed (signature attorney or self-represented party): *Laura M. Petrie* Print or type name of person signing: **Laura M. Petrie**

Certification

☐ I certify that a copy of the above was mailed or electronically delivered 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 electronically served.

Signature Required

*To sign the motion, pleading 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.

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

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 confirmation 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 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](#)

Confirmation of E-filed Transaction (print this page for your records)	
Docket Number:	HHR-FA-14-6023671-S
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 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 [Procedures and Technical Standards of E-Services](#) 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:

	State of Connecticut Judicial Branch 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 EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

File an Execution Electronically in a Small Claims Case

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 [Procedures and Technical Standards for E-Services](#). 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 6051245 or HHD FA 15 5061789 are paperless.

1. 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 through 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.

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

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 [E-File Executions in Small Claims Matters](#).

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

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**.

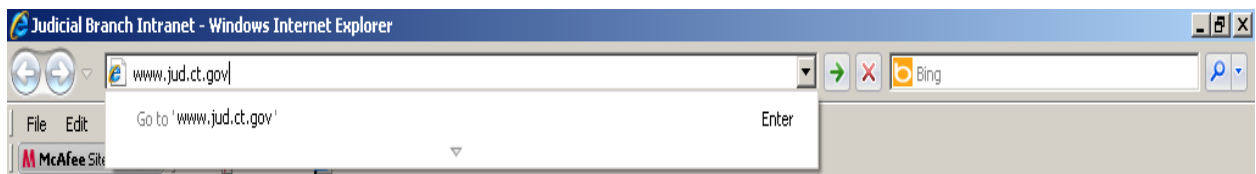
To file an execution on-line through Superior Court E-Filing, you must:

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:

1. In the address bar, type <http://www.jud.ct.gov>. 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:



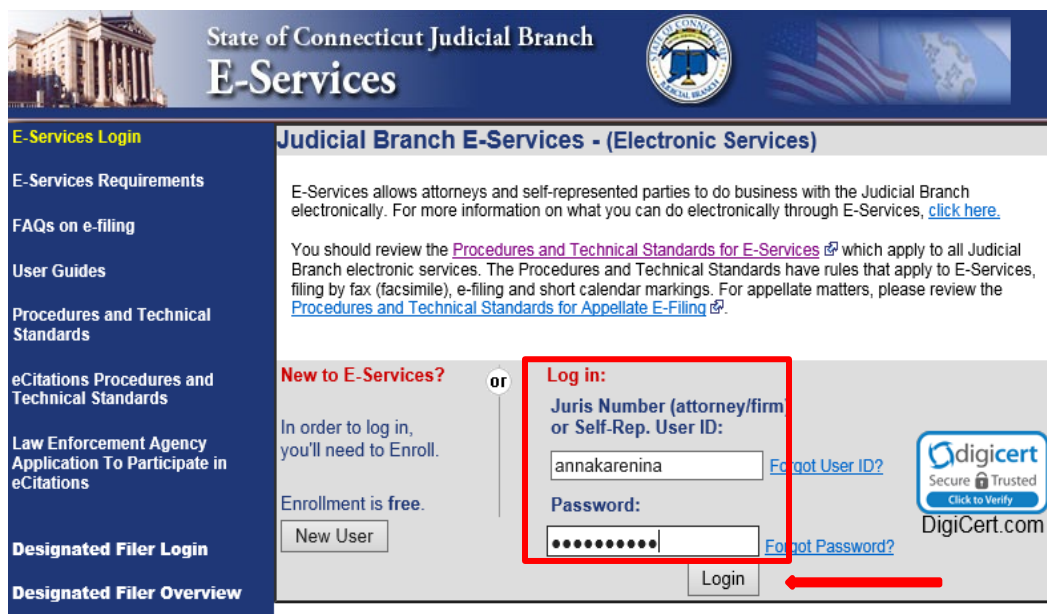
File an Execution Electronically in a Small Claims Case (continued)

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

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.

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

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

State of Connecticut Judicial Branch
E-Services

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do electronically through E-Services, [click here](#).

You should review the [Procedures and Technical Standards for E-Services](#) 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.

Specific procedures that apply to Appellate E-Filing are contained in the [Appellate Procedures and Technical Standards](#).

For questions, comments or suggestions [CONTACT US](#).

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 of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

You can ask for electronic access to your e-filed civil/housing and family case so you can file documents, look at documents filed in your case, and mark your short calendar matters electronically. Almost all civil, housing and family case types are e-fileable.

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.

You can find out more about the links on the left side of the page by [clicking here](#).

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 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 the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.

[Disclaimer](#)

Cases with pending electronic access requests or approval for electronic access for Anna Karenina (annakarenina) Total: 4

Category	Docket No.	Case Name	Location	Activity
Civil	HHD-CV-17-6062011-S	KARENINA, ANNA v. THORNTON, TROOPER	Hartford JD	NEW
Civil	HHB-CV-17-5016829-S	PLAINTIFF, S00_CLERK v. DEFENDANT, S00_CLERK	New Britain JD	NEW
Civil	FBT-CV-14-5030205-S	KARENINA, ANNA v. THORNTON, TROOPER	Bridgeport JD	NEW
Civil	FBT-CV-17-6052069-S	PAINT PRODUCTS, INC. v. KARENINA, ANNA	Bridgeport JD	NEW

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 (annakarenina)		E-Mail: alice.mastrony@jud.ct.gov		Logout
FBT-CV14-5030205-S		KARENINA, ANNA v. THORNTON, TROOPER		
Prefix/Suffix: [none]	Case Type: M83	File Date: 07/28/2014	Return Date: 07/28/2014	
Case Detail	Notices	History	Scheduled Court Dates	Self-rep Help Manual

[To receive an email when there is activity on this case, click here.](#)

Select Case Activity:

Information updated as of: 08/08/2017

Case Information
Case Type: M83 - Misc - Small Claims Transfer to Regular Docket
Court Location: Bridgeport JD
List Type: HEARINGS IN DAMAGES (HD)
Trial List Claim: 08/14/2014
Last Action Date: 08/08/2017 (The "last action date" is the date the information was entered in the system)

Disposition Information
Disposition Date: 06/18/2015
Disposition: JUDGMENT AFTER COMPLETED TRIAL TO THE COURT - HEARING IN DAMAGES
Judge or Magistrate: HON RICHARD GILARDI

Party & Appearance Information		
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:

OR

Choose a Category:

Select a Pleading/Motion/Other to E-File

<input type="button" value="Select"/>	AFFIDAVIT BY DEFENDANT AND OBJECTION TO EXECUTION - SUMMARY PROCESS
<input type="button" value="Select"/>	APPLICATION FOR EXECUTION FINANCIAL INSTITUTION-DEBTOR IS A NATURAL PERSON (JD-CV-24) <small>Additional Info: Not for use on Summary Process (eviction) cases</small>
<input type="button" value="Select"/>	APPLICATION FOR EXECUTION FINANCIAL INSTITUTION-DEBTOR IS NOT A NATURAL PERSON (JD-CV-24N)
<input type="button" value="Select"/>	APPLICATION FOR EXECUTION-PROPERTY APPLICATION, ORDER, EXECUTION (JD-CV-5)
<input type="button" value="Select"/>	APPLICATION FOR EXECUTION-WAGES (JD-CV-3) <small>Additional Info: Not for use on Summary Process (eviction) cases</small>
<input type="button" value="Select"/>	EXECUTION REFILED AS CORRECTED - NO FEE
<input type="button" value="Select"/>	EXECUTION RETURNED
<input type="button" value="Select"/>	EXECUTION RETURNED PARTIALLY SATISFIED
<input type="button" value="Select"/>	EXECUTION RETURNED SATISFIED
<input type="button" value="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 filed on behalf of the following party
D-01 FRED FLINTSTONE

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:

OR

Choose a Category:

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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.

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

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.

State of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastry@jud.ct.gov Logout

Case: FBT-CV14-5030205-S KARENINA, ANNA v. THORNTON, TROOPER
Prefix/Suffix: (none) Case type: MOS File Date: 07/28/2014 Return Date: 07/28/2014

Instructions: Enter an additional description of the document you are filing. The information you enter here will appear on the withdrawal form if you are withdrawing an incorrectly-filed document, for example.

You must also check the box to confirm that you have reviewed your document for personal identifying information.

Select **Browse** to upload your document. If you select the incorrect document, you can choose **Delete** to the right of the document name to remove the document and start again.

Select **Continue** to go on to review the document that you have uploaded.

Pleading/Motion/Other documents will be filed on behalf of the following party
P-01 ANNA KARENINA

You have selected the following Pleading/Motion/Other:
APPLICATION FOR EXECUTION-WAGES (JD-CV-3)

Additional Description
Instructions: Add an additional description of the document you are filing here. You should enter the name 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 name and date of the event you want to have postponed if you are filing a motion for continuance (postponement). You should enter the name and entry number of the document you want to withdraw if you are filing a withdrawal.

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 [Procedures and Technical Standards of E-Services](#). 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.

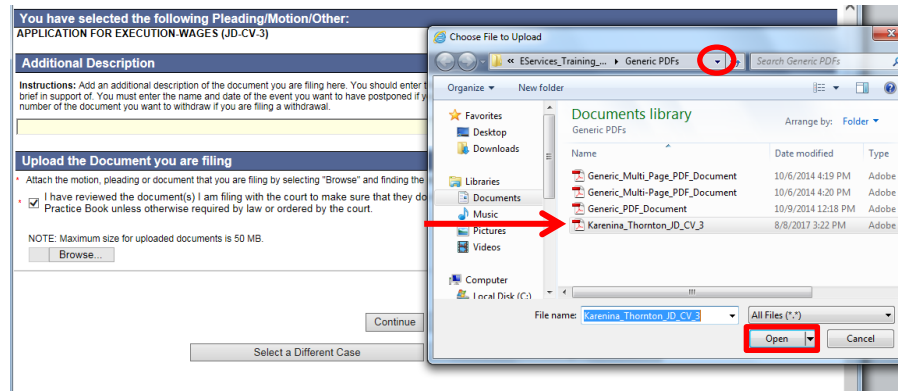
Upload the Document you are filing

* 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.

☒ 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.

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

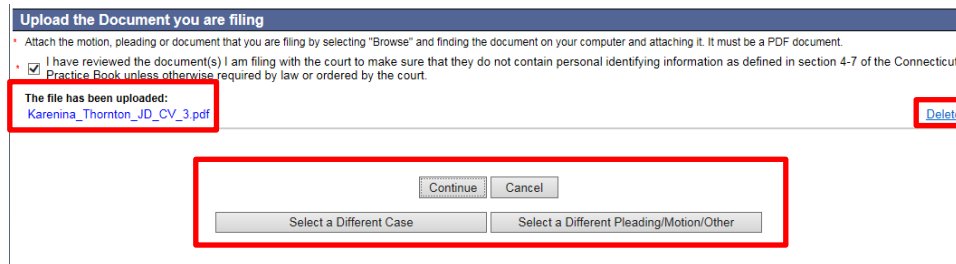
24. Click **Browse** to find the PDF document that you want to file



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”:



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.

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

[Show Instructions](#) **Review and Certify the Motion/Pleading/Document**

Pleading/Motion/Other documents will be filed on behalf of the following party
P-01 ANNA KARENINA

You have selected the following Pleading/Motion/Other:
APPLICATION FOR EXECUTION-WAGES (JD-CV-3)

Warning: Your document may not appear in the window below right away. It can take several seconds.
You should wait until you can see your document before going ahead with this filing.

Review the document shown in the window to make sure it is the document you want to file.
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 PDF**

APPLICATION, ORDER, EXECUTION
JD-CV-3 Rev. 3-15
C.G.S. §§ 31-58(i), 52-356a, 52-361a, 52-356d,
28 U.S.C. 220(a)(1)

SUPERIOR COURT
www.jud.ct.gov
Employer: See Page 2 for instructions

Instructions

Judgment Creditor or Attorney

1. Unless filing electronically, prepare original and four copies.
2. Attach form JD-CV-3a to the form, or include with execution as one PDF electronic form.
3. Present original and 3 copies to clerk of court.
4. Keep one copy for your file.

Clerk

1. Issue execution by signing original.
2. Enter any court ordered limitation at the bottom of section II on page 2.
3. Return original and 2 copies if on paper.
4. Retain/copy for court file.

Proper Officer

1. Leave one signed copy with employer.
2. Make return on signed original.
3. Leave one copy of Modification and Exemption Claim form (JD-CV-3a) with employer and fill in "Date of Service" on form.

ADA NOTICE
The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

Name and mailing address of Judgment Creditor or Attorney
(To be completed by Judgment Creditor or Attorney)

Anna Karenina
90 Washington Street
Hartford, CT 06106

Address of court (Number, street, and town) ☐ G.A. ☒ J.D. ☐ Housing Session Date of judgment 6/18/2015 Docket number FBT CV 14 5030205

1081 Main St., Bridgeport, CT

Name(s) and address(es) of Judgment Creditor(s)
Anna Karenina
90 Washington St.

Name(s) and address(es) of Judgment Debtor(s)
Trooper Thornton
90 Killamey Drive

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:

Shopping Cart Note: (optional)

E-File this Pleading/Motion Cancel

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.**



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

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 of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

[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. **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 left of the filing fee. You can select one item or several items for payment by checking the box under **Select Item** to the left of the item you are filing. Choose **Pay by Credit Card** to make a payment.

Your total single payment by credit card cannot be more than \$30,000.

If you do not want to pay for and file an item, you can delete it 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/Housing Menu, you can select **Return to Civil/Family/Housing Menu** at the bottom of the page. To leave E-Services, you can select **Logout** from the top of the page.

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/>	KARENINA, ANNA v. THORNTON, TROOPER FBT-CV-14-50302055 Electronic Documents: See APPLICATION FOR EXECUTION-WAGES (JD-CV-3) Shopping Cart Notes: [none]	Case Type: M83 10/3/2017	Filing Fee \$105.00 Remove Item from Shopping Cart

Total Amount: \$ 0

[Pay by Credit Card](#) [Return to Superior Court E-Filing Menu](#)

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

[How Instructions](#) [Payment by Credit Card](#)

Payment Summary Information

Shopping Cart Total: \$95.00
LexisNexis Service Fee: \$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

☐ By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee

[Pay Now](#)

[Privacy](#) [Terms](#) [Contact Us](#)

[Refund 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.

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

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.

The screenshot shows the 'Confirmation of E-filed Transaction' page. At the top, it says 'State of Connecticut Judicial Branch Superior Court E-Filing'. Below that, it indicates the user is logged in as 'Anna Karenina (annakarenina)' and provides an email address. A message states 'You have successfully e-filed!'. A red box highlights the 'Print This Page' button. The page is divided into sections: 'Payment Information' showing a confirmation number, court fees, and payment method; and 'Document Summary' showing case details like 'KARENINA, ANNA v. THORNTON, TROOPER' and the filing date. At the bottom, there are links to return to the menu, shopping cart, or file additional documents.

State of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

Show Instructions You have successfully e-filed!

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: 20010580
Total Court Fees: \$105.00
LexisNexis Service Fee: \$2.31
Total Transaction Amount: \$107.31
Payment Method: Credit Card
Payment Date: 08/08/2017 3:50PM

Document Summary

To receive an email when there is activity on this case, click here.

Confirmation Number: 20010580
Docket Number: EBTCV145030205S
Case Name: KARENINA, ANNA v. THORNTON, TROOPER
Type of Transaction: Pleading/Motion/Other
Court Fee: \$105.00
Date Filed: AUG-8-2017
Filed By: ANNA KARENINA (annakarenina)
Document Filed: 121.00 APPLICATION FOR EXECUTION-WAGES (JD-CV-3)
Date and Time of Transaction: Tuesday, August 08, 2017 3:56:30 PM

Return to Superior Court E-Filing Menu Return to Shopping Cart File Additional Documents On This Case

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

Note: The revised [Procedures and Technical Standards of E-Services](#) 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:

This screenshot shows the top header of the E-Filing system. It includes the 'E-Services Home' link, the user's name 'Anna Karenina (annakarenina)', and the email address. The 'Logout' button is highlighted with a red box.

State of Connecticut Judicial Branch
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 EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

File a System-Populated Document Electronically (All Cases)

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](#). 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 6051245 or HHD FA 15 5061789 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.

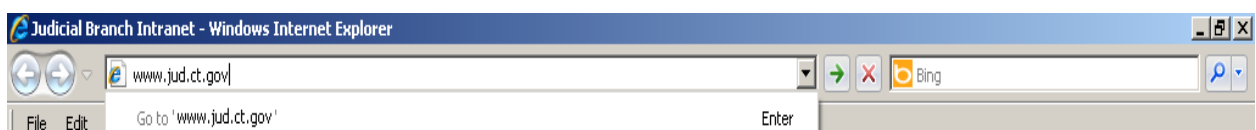
To file a system-populated document on-line in a case, you must:

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 self-represented 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:

1. In the address bar, type <http://www.jud.ct.gov>. 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®:

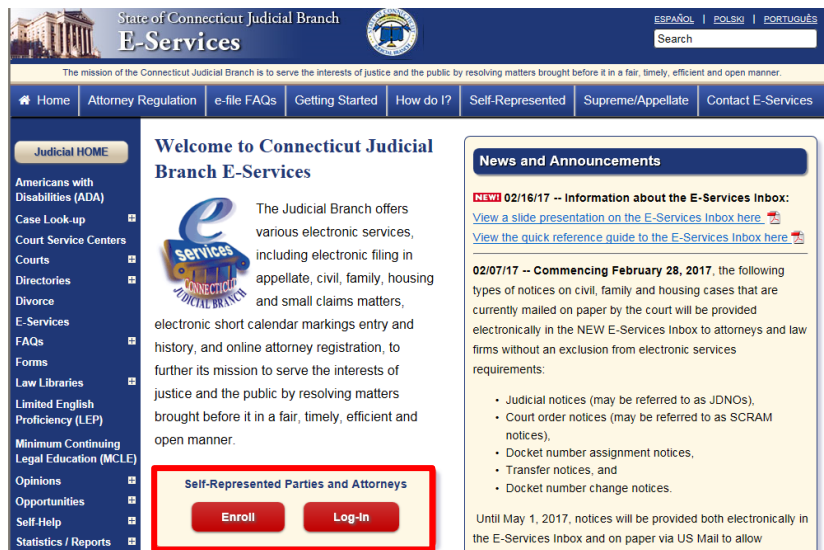


File a System-Populated Document Electronically (All Cases) (continued)

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



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.

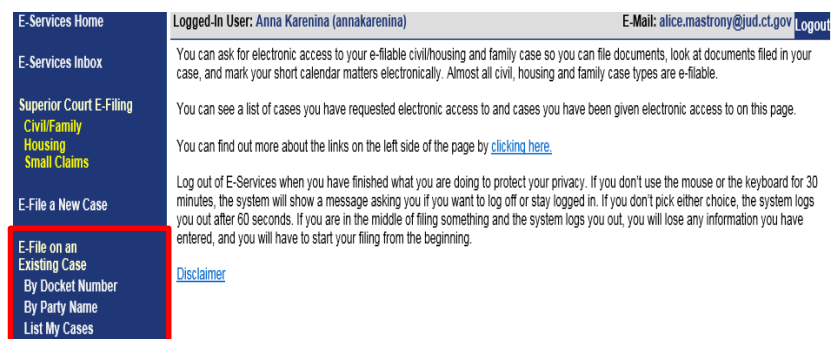


File a System-Populated Document Electronically (All Cases) (continued)

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).

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

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**

The screenshot shows the E-Filing system interface for a case. At the top, a header bar contains the case ID "e AAN-FA14-6015220-S", the case name "ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ", the case type "F00", the file date "08/22/2014", and the return date "09/30/2014". Below this is a navigation menu with tabs: "Case Detail", "Notices", "History", "Processing", "Scheduled Court Dates", and "Self-rep Help Manual". The "Processing" tab is selected. In the center, there is a "Select Case Activity:" section with three options: "E-File an Appearance", "E-File a Pleading or Motion" (which is highlighted with a red box), and "E-File a Reclaim". A "Go" button is next to these options. Below the activity selection, it says "Information updated as of: 08/27/2014". The main content area is titled "Case Information" and contains the following details: Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815j; Court Location: MILFORD; Financial Disputes: No; Parenting Disputes: No; RFTD Referral: No; RFTD Accepted: No; Referral Judge or Magistrate: (blank); Last Action Date: 08/25/2014 (Last Action Date is a data entry date, not actual date); State Assistance Financial Support: No; State Assistance HUSKY Health Insurance: No. At the bottom, there is a section titled "Disposition Information" which is currently empty.

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.

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

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 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 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 entered.

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 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: 

OR

Search:  OR

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:

Search: OR



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	MOTION FOR CONTEMPT OF EMPLOYER FOR FAILURE TO HONOR WITHHOLDING ORDER CGS SEC 52-362(G)
Select	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: 

OR

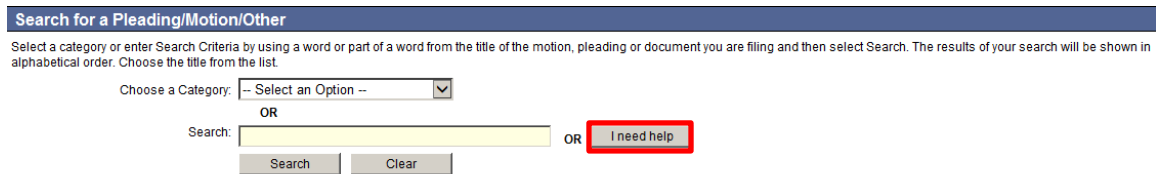
Search:  OR

Select a Pleading/Motion/Other to E-File

Select	MOTION FOR CONTINUANCE
Select	MOTION FOR STATUTORY CONTINUANCE

File a System-Populated Document Electronically (continued)

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.

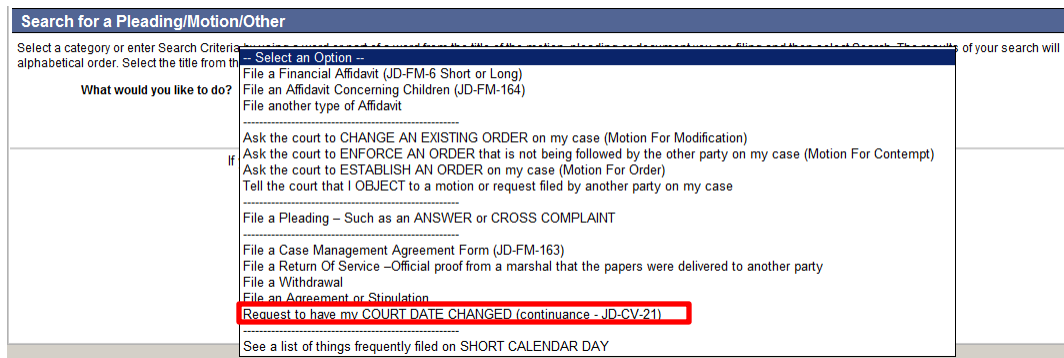
Choose a Category:

OR

Search: OR **I need help**

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.



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.

What would you like to do?

Select an Option

- File a Financial Affidavit (JD-FM-6 Short or Long)
- File an Affidavit Concerning Children (JD-FM-164)
- File another type of Affidavit
- Ask the court to CHANGE AN EXISTING ORDER on my case (Motion For Modification)
- Ask the court to ENFORCE AN ORDER that is not being followed by the other party on my case (Motion For Contempt)
- Ask the court to ESTABLISH AN ORDER on my case (Motion For Order)
- Tell 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
- File a Withdrawal
- File an Agreement or Stipulation
- Request to have my COURT DATE CHANGED (continuance - JD-CV-21)**
- See a list of things frequently filed on SHORT CALENDAR DAY

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.

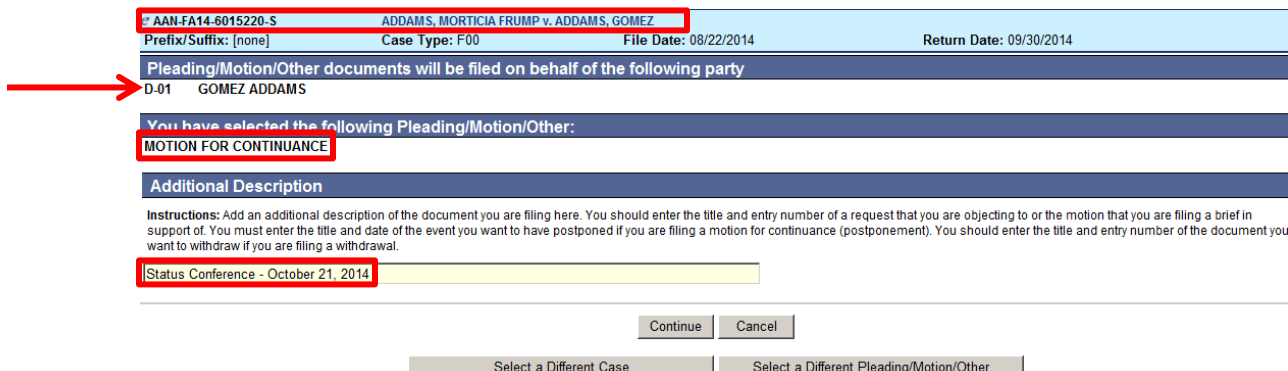
On the signature lines of your document, you can put your User ID, your name, or a pen-to-paper signature. You sign a document you file electronically by entering your User ID in the signature field in the e-filing system.

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 ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ

Prefix/Suffix: [none] Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014

Pleading/Motion/Other documents will be filed on behalf of the following party

D-01 GOMEZ ADDAMS

You have selected the following Pleading/Motion/Other:

MOTION FOR CONTINUANCE

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 withdraw if you are filing a withdrawal.

Status Conference - October 21, 2014

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

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 [Procedures and Technical Standards of E-Services](#).

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:

e AAN-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		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 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 behalf of the following party			
D-01 GOMEZ ADDAMS			
You have selected the following Pleading/Motion/Other:			
MOTION FOR CONTINUANCE			
Information for Continuance			
Enter any available information:			
* Date of Motion (MM/DD/YYYY)	<input type="text"/>		
* Date of Scheduled Event (MM/DD/YYYY)	<input type="text"/>		
Sequence Number on Short Calendar (if applicable)	<input type="text"/>		
Name of Judge Who Scheduled the Event this Continuance is Requested for (if applicable)	<input type="text"/>		
Event For Which Continuance Is Requested			
* Select box(es) and explain below:			
<input type="checkbox"/> ARBITRATION	<input type="checkbox"/> FORECLOSURE MEDIATION		
<input type="checkbox"/> ADMINISTRATIVE APPEAL HEARING	<input type="checkbox"/> JURY TRIAL		
<input type="checkbox"/> ATTORNEY TRIAL REFEREE PROCEEDING	<input type="checkbox"/> HEARING IN DAMAGES		
<input type="checkbox"/> COURT TRIAL	<input type="checkbox"/> PRETRIAL		

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:

<input type="checkbox"/> ARBITRATION	<input type="checkbox"/> FORECLOSURE MEDIATION
<input type="checkbox"/> ADMINISTRATIVE APPEAL HEARING	<input type="checkbox"/> JURY TRIAL
<input type="checkbox"/> ATTORNEY TRIAL REFEREE PROCEEDING	<input type="checkbox"/> HEARING IN DAMAGES
<input type="checkbox"/> COURT TRIAL	<input type="checkbox"/> PRETRIAL
<input type="checkbox"/> JUDICIAL-ALTERNATIVE DISPUTE RESOLUTION (J-ADR)	<input checked="" type="checkbox"/> STATUS CONFERENCE
<input type="checkbox"/> EARLY INTERVENTION CONFERENCE	<input type="checkbox"/> TRIAL MANAGEMENT CONFERENCE
<input type="checkbox"/> FACT FINDING	<input type="checkbox"/> OTHER <input type="text"/>

Reason(s) For Continuance Request

Select reason(s) and provide explanation:

<input type="checkbox"/> COUNSEL NOT READY
<input type="checkbox"/> DISCOVERY NOT COMPLETE
<input type="checkbox"/> COUNSEL NOT AVAILABLE
<input checked="" type="checkbox"/> PARTY NOT AVAILABLE (Provide name of Party in Explanation Box)
<input type="checkbox"/> EXPERT WITNESS NOT AVAILABLE (Provide name of Witness in Explanation Box)
<input type="checkbox"/> LAY WITNESS NOT AVAILABLE (Provide name of Witness in Explanation Box)
<input type="checkbox"/> OTHER <input type="text"/>

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):

Consent

I 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:

☒ CONSENT ☐ DO NOT CONSENT ☐ HAVE NOT RESPONDED TO THE ABOVE MOTION FOR CONTINUANCE AND REQUESTED CONTINUANCE DATE

I 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 scheduled event.

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 Office of Antione Finch JURIS # 423079

Party # P-01 MORTICIA FRUMP ADDAMS

Address of Attorney:
225 Spring Street
Wethersfield, CT 06109
Address of Service (if different from attorney address above):

Other Service Information
In the box below, please provide the name(s) and Address(es) of Service for any other individuals served (400 Char Max):

Certification of Service
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: JeanVaJean
* Telephone: (xxx-xxx-xxxx) 8605555555
* Enter Date Mailed/Delivered: (mm/dd/yyyy) 08/27/2014 x

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.

AAN-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](#) [Review and Approve Pleading/Motion/Other Form](#)

Instructions: The e-filing system has created your document. Look through the whole document that is in the window below 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 Civil/Family Menu.

Choose "E-file this Pleading/Motion" to file this document.

Pleading/Motion/Other documents will be filed on behalf of the following party
D-01 GOMEZ ADDAMS

You have selected the following Pleading/Motion/Other:
MOTION FOR CONTINUANCE

Warning: Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing.

Please verify the Pleading/Motion/Other document below before filing.

Review Document

MOTION FOR CONTINUANCE STATE OF CONNECTICUT
JD-CV-21 Rev. 2-13
C.G.S. § 52-196
P.B. § 14-23, 14-24
www.jud.ct.gov

COURT USE ONLY
MFCSE

Instructions To Person Making Motion
Fill out all sections of this form except the Order section and file it with the Clerk of the Court at least three (3) days before the date of the scheduled event.

Name of case (Full name of Plaintiff v. Full name of Defendant):
ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ

Docket number: AAN-FA-14-6015220-S

☒ Judicial District ☐ Housing Session ☐ Geographical Area Number
14 WEST RIVER STREET PO BOX 210 MILFORD, CT 06460

Date of Motion: Aug-27-2014
Sequence Number on Short Calendar (if applicable):
Name of Judge Who Scheduled the Event this Continuance is Requested for (if applicable):

Date of Scheduled Event: Oct-21-2014
Person Making Motion is:
☐ Plaintiff's Attorney ☐ Plaintiff ☐ Defendant's Attorney ☒ Defendant ☐ Other

Firm Name, if Applicable: 225 SPRING STREET WETHERSFIELD, CT 06109
Phone Number (with area code): 8605555555

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

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**.

The screenshot shows the 'Confirmation of E-Filed Transaction' page. At the top, there is a header with the State of Connecticut Judicial Branch logo and the text 'Superior Court E-Filing'. Below the header, there is a navigation bar with 'E-Services Home', 'Logged-In User: Anna Karenina (annakarenina)', and 'E-Mail: alice.mastrony@jud.ct.gov Logout'. The main content area has a yellow background and contains the following information:

Confirmation of E-Filed Transaction (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:	Aug-27-2014
Motion/Pleading by:	CHERYL HALFORD (JeanValJean)
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

Below the table, there is a yellow button labeled 'Print This Page'. At the bottom, there are three buttons: 'E-File Another Pleading/Motion/Other document on this Case', 'Return to Superior Court E-Filing Menu', and 'Return to Case Detail'.

Note: The revised [Procedures and Technical Standards of E-Services](#) 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:

The screenshot shows the 'Superior Court E-Filing' page. The 'Logout' button in the top right corner is highlighted with a red box.

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 EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

File a Reclaim Electronically

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 [Procedures and Technical Standards for E-Services](#). 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 6051245 or HHD FA 15 5061789 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.

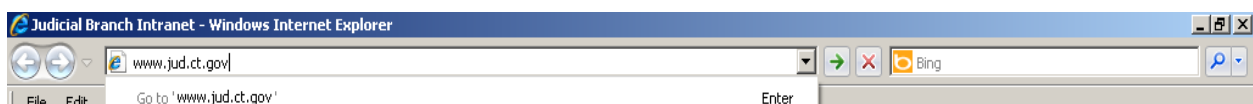
To file a reclaim on-line, you must:

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:

1. In the address bar, type <http://www.jud.ct.gov>. 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®:

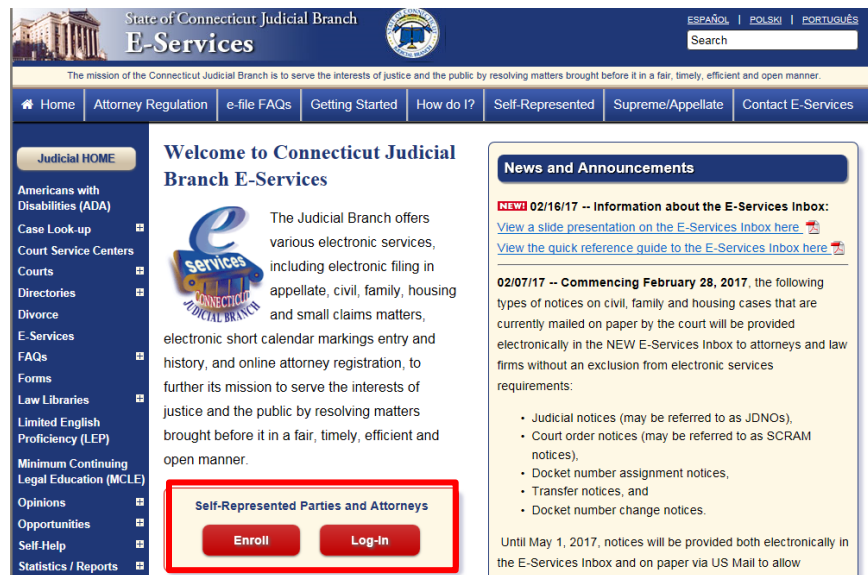


File a Reclaim Electronically (continued)

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



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

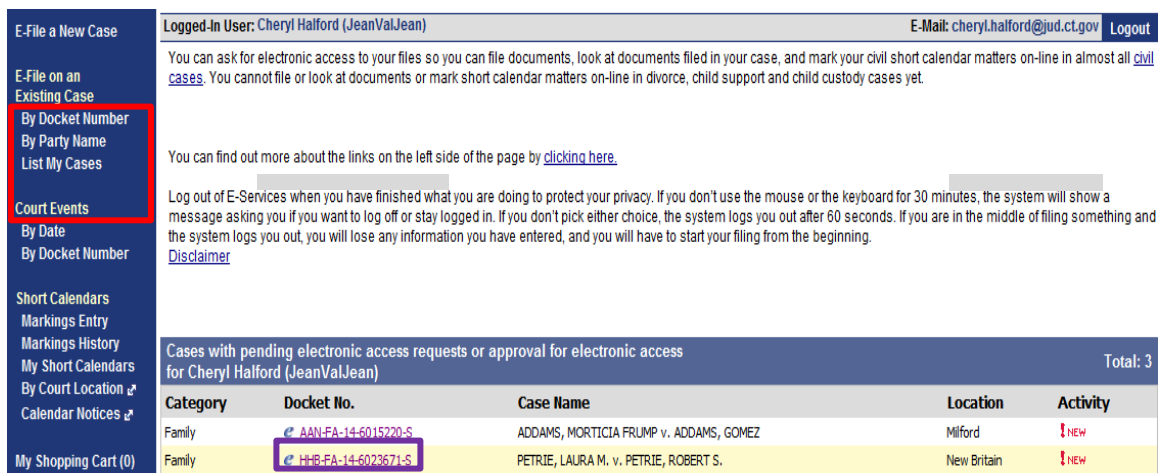


File a Reclaim Electronically (continued)

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 the E-Services home page



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.



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).

File a Reclaim Electronically (continued)

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**.

- 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 Connecticut Judicial Branch
Superior Court E-Filing

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

[To receive an email when there is activity on this case, click here](#)

Select Case Activity: **E-File a Reclaim** Go

Information updated as of: 08/28/2014

Case Information

Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815j
Court Location: NEW BRITAIN
Financial Disputes: No
Parenting Disputes: No
RFTD Referral: No
RFTD Accepted: No
Referral Judge or Magistrate:
Last Action Date: 08/28/2014 (Last Action Date is a data entry date, not actual date)
State Assistance Financial Support: No
State Assistance HUSKY Health Insurance: Yes

- Click the dropdown arrow

- Select **E-file a Reclaim** and click **Go**

- You will see the following page:

File a Reclaim Electronically (continued)

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](#) [E-File a Reclaim](#)

Instructions: 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 document that shows "not claimable" instead of a checkbox. You cannot reclaim a motion or objection that shows "Claimed to Calendar" instead of a checkbox because it has already been scheduled on a future short calendar.

After 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 Superior Court matter;
- a family support magistrate matter; and
- if it is assigned for trial.

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.

If this is the correct case, select motion(s) to claim/reclaim below.
 If this is incorrect, select "Cancel" to return to the Case Detail page.

Select Motion(s) to (Re)claim	Entry No	Entry Date	Description	Document Description	Initiated By	Arguable	Result	Result Date	Ordered By
Not Claimable	100.30	AUG 27 2014	RETURN		Court	No			
Not Claimable	100.31	AUG 27 2014	CERTIFICATION - PUBLIC ASSISTANCE		Court	No			
<input type="checkbox"/>	101.00	AUG 28 2014	MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE	Motion for alimony, custody of minor children and child support pendente lite	P	No			

☐ Superior Court (Other than Family Support Magistrate Matters)
☐ Family Support Magistrate Matters
☐ Assigned for Trial

[Continue](#) [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 Superior Court matter (other than Family Support Magistrate Matters); or
- a Family Support Magistrate matter

Select Motion(s) to (Re)claim	Entry No	Entry Date	Description	Document Description	Initiated By	Arguable	Result	Result Date	Ordered By
Not Claimable	100.30	AUG 27 2014	RETURN		Court	No			
Not Claimable	100.31	AUG 27 2014	CERTIFICATION - PUBLIC ASSISTANCE		Court	No			
<input type="checkbox"/>	101.00	AUG 28 2014	MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE	Motion for alimony, custody of minor children and child support pendente lite	P	No			

☒ Superior Court (Other than Family Support Magistrate Matters)
☐ Family Support Magistrate Matters
☐ Assigned for Trial

[Continue](#) [Cancel](#)

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.

File a Reclaim Electronically (continued)

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.

HHB-FA14-6023671-S Prefix/Suffix: [none]	PETRIE, LAURA M. v. PETRIE, ROBERT S. Case Type: F00	File Date: 08/27/2014	Return Date: 09/16/2014
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[Hide Instructions](#) **Certification of Service**

Instructions: You must send a copy of the document to 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. You can 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.

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

Choose "Continue" to go to the next page to review your document. You can choose "cancel" to end this filing.

Law Offices of Atticus Finch **JURIS # 423079**

Party # D-01 ROBERT S. PETRIE

Address of Attorney:
225 Spring Street
Wethersfield, CT 06109

Address of Service (if different from attorney address above):

Other Service Information
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-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:

* Telephone: (XXX-XXX-XXXX)

* Enter Date Mailed/Delivered here: (MM/DD/YYYY)

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.

Certification of Service

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:

* Telephone: (XXX-XXX-XXXX)

* Enter Date Mailed/Delivered here: (MM/DD/YYYY)

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

File a Reclaim Electronically (continued)

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.

HHB-FA14-6023671-S Prefix/Suffix: [none]	PETRIE, LAURA M. v. PETRIE, ROBERT S. Case Type: F00	File Date: 08/27/2014	Return Date: 09/16/2014
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[Hide Instructions](#) [Display Reclaim Form](#)

Displayed below is the Short Calendar Reclaim form JD-CL-6 with information that you have entered. Please scroll through this form, checking to be sure the information presented is correct. You may select "Change this Reclaim Information" to return to an earlier screen and make changes. You may also print this form if you would like by selecting the "Print" button in Adobe Acrobat. If you wish to proceed with the e-filing of this reclaim, select "E-file this Reclaim." You may also select "Cancel" to end this transaction without e-filing the reclaim. The data will not be saved.

Warning: Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing. Please review your Short Calendar Reclaim before submitting.

Review Document	Zoom In 100% Zoom Out	View All Pages as PDF
------------------------	---	---------------------------------------

**SHORT CALENDAR LIST
CLAIM/RECLAIM**
JD-CL-6 Rev. 6-12
Pr. Bk. Secs. 11-13, 11-16, 11-18, 17-31, 25A-13

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

Instructions
Do not file with original motion. Use only for reclaiming motions or for motions that must be claimed by rule (Connecticut Practice Book section 17-31).

Return date: **Sep-16-2014**
Docket number: **HHB-FA-14-6023671-S**

Name of case (Full name of Plaintiff v. Full name of Defendant):
PETRIE, LAURA M. v. PETRIE, ROBERT S.

☒ Judicial District ☐ Housing Session ☐ Geographical Area Number
20 FRANKLIN SQUARE NEW BRITAIN, CT 06051

The: ☒ Plaintiff ☐ Defendant ☐ Support Enforcement Officer
☐ Other (Specify) _____

is claiming or reclaiming the following motion(s) for the **SHORT CALENDAR LIST**:

Date of Motion	Number of Motion (If Answer)	Title of Motion
AUG 28 2014	101.00	MOT ALIMNY-CUSTDY-SUPPRT

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.

Certification
I certify that a copy of this document was mailed or delivered electronically or non-electronically on (date) **Aug-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 receiving electronic delivery.
Name and address of each party and attorney that copy was mailed or delivered to:
Law Offices of Atticus Finch - 225 Spring Street/Wethersfield, CT 06109

For Court Use Only

Signed (Signature of filer) ► JeanValJean	Print or type name of person signing	Date signed Aug-28-2014
Mailing address (Number, street, town, state and zip code) 148 BONNIE MEADOW ROAD ROCKY HILL, CT 06067	Telephone number 8605555555	

*If necessary, attach additional sheet or sheets with name and address which the copy was mailed or delivered to.

☒ Superior Court (Other than Family Support Magistrate Matters) ☐ Assigned for Trial ☐ Family Support Magistrate Matters

E-file this Reclaim

Cancel

Change this Reclaim Information

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.

File a Reclaim Electronically (continued)

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

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

e 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-filed!		
<small>This page is a confirmation of your e-filing. It shows the motions or objections that you have claimed or reclaimed, the date and time of the filing, the logged-in juris number or User ID, and the name and docket number of the case. Print or save a copy of this page for your records. To print a copy, choose the "Print" button. Once you have printed the copy, you can choose "Return to Case Detail" to go back to the case detail page or choose "E-file Reclaims on this case" to return to the page for selecting other motions or objections to reclaim, or choose "Back to E-Filing Menu" to return to the Civil/Family E-filing Menu, or "Logout" if you do not need to file any other papers.</small>			
Print This Page			
Confirmation of E-filed Transaction (print this page for your records)			
Docket Number:	HHB-FA14-6023671-S		
Case Name:	PETRIE, LAURA M. v. PETRIE, ROBERT S.		
Type of Transaction:	Short Calendar Reclaim		
Date Filed:	8/28/2014		
Short Calendar Reclaim By:	(JeanVaJean)		
Motion(s) Reclaimed:			
Entry No	Description	Initiated By	
101.00	MOT ALIMNY-CUSTDY-SUPPRT	P	
<small>Superior Court (Other than Family Support Magistrate Matters)</small>			
Document Filed:	JD-CL-006 Short Calendar Reclaim		
Date and Time of Transaction:	8/28/2014 1:04:49 PM		

Note: The revised [Procedures and Technical Standards of E-Services](#) 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 **S**upport Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

Mark Motions or Objections on the Short Calendar On-line

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 6051245 or HHD FA 15 5061789 are paperless.

- You must follow the procedures shown in the Notice section of the short calendar and in the [Civil](#) or [Family](#) 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 [Civil](#) or [Family](#) 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.

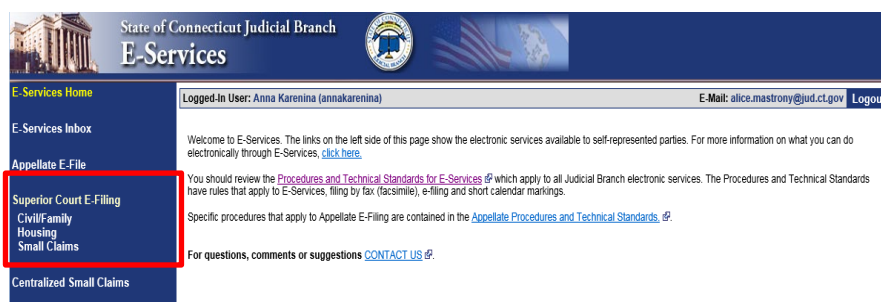
Here is a checklist of what you must do to mark your short calendar motions or objections on-line.

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 your 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: <https://eservices.jud.ct.gov/login.aspx>.



Mark Motions or Objections on the Short Calendar On-line (continued)

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

The screenshot shows the 'Superior Court E-Filing' menu on the left, with 'Markings Entry' highlighted. The main content area displays a table titled 'Cases with pending electronic access requests or approval for electronic access for Anna Karenina (annakarenina)'. The table has columns for Category, Docket No., Case Name, Location, and Activity. A single row is shown for a Civil case with docket number FBT-CV-17-6052069-S, case name PAINT PRODUCTS, INC. v. KARENINA, ANNA, location Bridgeport JD, and activity NEW.

Category	Docket No.	Case Name	Location	Activity
Civil	FBT-CV-17-6052069-S	PAINT PRODUCTS, INC. v. KARENINA, ANNA	Bridgeport JD	NEW

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.

The screenshot shows the 'Short Calendar Markings Entry' search interface. It includes a sidebar menu with 'Markings Entry' highlighted. The main area has search filters for Location (set to All), Court Type (set to All), and Sort Order (set to Case Name). A red box highlights the 'Search' button.

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.

The screenshot shows the search results for motions and objections. A red box highlights the search results table. The table has columns for Case Name, Docket Number, Location, Case Type, Entry No., and Motion/Objection. Two cases are listed: JOVI, BON v. FAKE CORPORATION, INC. (Docket Number: FBT-CV-13-6034273-S) and JOVI, BON v. FAKE CORPORATION, INC. (Docket Number: FBT-CV-13-6034273-S). The table also includes a column for 'No Change' and 'Take Papers'.

Case Name	Docket Number	Location	Case Type	Entry No.	Motion/Objection	No Change	Take Papers
JOVI, BON v. FAKE CORPORATION, INC.	FBT-CV-13-6034273-S	Bridgeport	CV	101.00	MOTION FOR ORDER OF COMPLIANCE - PB SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)	No Change	Take Papers
JOVI, BON v. FAKE CORPORATION, INC.	FBT-CV-13-6034273-S	Bridgeport	CV	102.00	OBJECTION TO REQUEST TO REVISE (Plaintiff)	No Change	Take Papers

Mark Motions or Objections on the Short Calendar On-line (continued)

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 [Procedures and Technical Standards for E-Services](#), on the [short calendar notices](#), or in the [Short Calendar and the Markings Process Quick Card](#).

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. FAKE CORPORATION, INC.		Location: Bridgeport		No Change <input type="radio"/>
Docket Number: FBT-CV-13-6034273-S		Case Type: CV		Off <input type="radio"/>
Court Date: May 20, 2013 9:30 AM		Entry No.: 101.00		Take Papers <input checked="" type="radio"/>
Cal.-Seq. No.: 10-001				
Motion/Objection: MOTION FOR ORDER OF COMPLIANCE – PB SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)				
Marking	Marking Date / Marked 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. FAKE CORPORATION, INC.		Location: Bridgeport		No Change <input type="radio"/>
Docket Number: FBT-CV-13-6034273-S		Case Type: CV		Off <input type="radio"/>
Court Date: May 20, 2013 9:30 AM		Entry No.: 102.00		Take Papers <input checked="" type="radio"/>
Cal.-Seq. No.: 10-001				
Motion/Objection: OBJECTION TO REQUEST TO REVISE (Plaintiff)				
Marking	Marking Date / Marked By			
Take Papers	May 15, 2013 02:08:58 PM by BON JOVI (bonjovi)			

There are 3 motions/objections displayed above

☒ I hereby certify that timely notice of any marking has been provided to all counsel and self represented parties of record. I understand that failure to do so may result in sanctions being imposed by the Court.

bon jovi	860	555	5555	
Full Name	Area Code	Telephone	Ext.	

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.

Mark Motions or Objections on the Short Calendar On-line (continued)

12. You will see the Short Calendar Markings Confirmation page

[Show Instructions](#) **Short Calendars Markings Confirmation** [New Search](#)
[Edit Instructions](#)

The following Short Calendar Markings were received on:
Wednesday, May 15, 2013 02:11:59 PM
for Bon Jovi (bonjovi)

Short Calendar Markings Received		
Case Name: JOVI, BON v. FAKE CORPORATION, INC.	Location: Bridgeport	Marked: Take Papers
Docket Number: FBT-CV-13-6034273-S	Case Type: CV	
Court Date: May 20, 2013 9:30 AM	Entry No.: 101.00	
Cal.-Seq. No.: 10-001		
Motion/Objection: MOTION FOR ORDER OF COMPLIANCE – PB SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)		
Case Name: JOVI, BON v. FAKE CORPORATION, INC.	Location: Bridgeport	Marked: Take Papers
Docket Number: FBT-CV-13-6034273-S	Case Type: CV	
Court Date: May 20, 2013 9:30 AM	Entry No.: 102.00	
Cal.-Seq. No.: 10-001		
Motion/Objection: OBJECTION TO REQUEST TO REVISE (Plaintiff)		

Certified By bon jovi, (860) 555-5555

Self-represented Party **bonjovi** has submitted 2 markings.

[Print Receipt](#)

[Return to Markings Entry Search](#) [Return to Superior Court E-Filing 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.

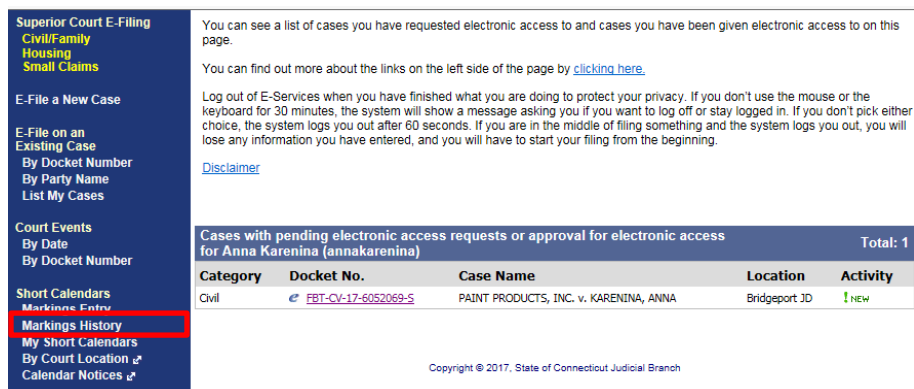
Look at Markings Made On-line

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



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

[Show Instructions](#)

Short Calendars Markings History

Enter a Court Date and/or a Docket Number

Court Date: (mm/dd/ccyy)

Location	Category	Year	Number	Suffix
--Select Location--	CV			S
Example: HHD	Example: CV	09	1234567	S

Look at Markings Made On-line

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

Records: 1

Case Name	Docket Number	Location	Court Date	Cal.-Seq. No.	Entry No.	Motion/Objection
TRANSPORT FUNDING, LLC v. KORKUTOVIC, FIKRET Et Al	HNB-CV-11-6013007-S	New Britain	May 06, 2013	01-001	107.01	ORDER TO SHOW CAUSE (Court)
Marking		Marking Date / Marked By				
Off		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 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: CV	09	1234567	S

8. Choose **Search**

You will see all the short calendar matters for all motions and objections in your case.

<div>By Party Name List My Cases</div> <div>Court Events By Date By Docket Number</div> <div>Short Calendars Markings Entry Markings History My Short Calendars By Court Location Calendar Notices</div> <div>My Shopping Cart(1) My E-Filed Items My Access Requests</div>	Records: 2						
	Case Name	Docket Number	Location	Court Date	Cal.-Seq. No.	Entry No.	Motion/Objection
	JOVI, BON v. FAKE CORPORATION, INC.	FBT-CV-13-6034273-S	Bridgeport	May 20, 2013	10-001	101.00	MOTION FOR ORDER OF COMPLIANCE – PB SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)
	Marking		Marking Date / Marked By				
	Take Papers		May 15, 2013 02:12:00 PM by BON JOVI (bonjovi)				
	Take Papers		May 15, 2013 02:10:15 PM by BON JOVI (bonjovi)				
	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)				
	JOVI, BON v. FAKE CORPORATION, INC.	FBT-CV-13-6034273-S	Bridgeport	May 20, 2013	10-001	102.00	OBJECTION TO REQUEST TO REVISE (Plaintiff)
	Marking		Marking Date / Marked By				
	Take Papers		May 15, 2013 02:12:00 PM by BON JOVI (bonjovi)				
	Take Papers		May 15, 2013 02:10:15 PM by BON JOVI (bonjovi)				
	Take Papers		May 15, 2013 02:08:58 PM by BON JOVI (bonjovi)				

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 EServices@jud.ct.gov. 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: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.

Helpful Hints on Electronic Filing

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					
Entry No	File Date	Filed By	Description	Arguable	
	04/30/2013	P	SUMMONS  		
	04/30/2013	P	COMPLAINT  		
	05/08/2013	D	APPEARANCE   Appearance		
	05/09/2013		CLAIM/RECLAIM   Claim/Reclaim		
	05/10/2013	P	APPEARANCE   Appearance		
101.00	05/03/2013	P	MOTION FOR ORDER OF COMPLIANCE – PB SEC 13-14 (FAIL APPEAR DEP)  	No	
102.00	05/07/2013	P	OBJECTION TO REQUEST TO REVISE   Request to Revise - #102	No	
103.00	05/08/2013	P	MOTION FOR CONTINUANCE  	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.

e FBT-CV13-6034273-S		JOVI, BON v. FAKE CORPORATION, INC.	
Prefix/Suffix: [none]	Case Type: C40	File Date: 04/30/2013	Return Date: 05/21/2013
Case Detail	Notices	History	Processing
Scheduled Court Dates		Self-rep Help Manual	

Helpful Hints on filing on-line (e-filing) (continued)

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 [Procedures and Technical Standards for E-Services](#). 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 6051245 or HHD FA 15 5061789 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 [Procedures and Technical Standards of E-Services](#) 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.

Helpful Hints on filing on-line (e-filing) (continued)

How do I fix a mistake I make when I am filing on-line?

The revised [Procedures and Technical Standards of E-Services](#) 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: <http://www.jud.ct.gov>. 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
eservices@jud.ct.gov
Phone: 866-765-4452