



Top Ten Questions on e-filing

1. Does mandatory civil e-filing include family cases?

No, mandatory civil e-filing does **not** include family cases. Those case types are not yet part of e-filing and cannot be filed electronically at this time.

2. How do I pay by electronic check?

Payments are made for items in **My Shopping Cart**. To pay by electronic check, you will enter the name printed on the check (the name of the account holder), the routing number from the check, and the account number from the check. Once you process the payment, the funds are taken from the account for which you provided the information. You do not set up any account with the Judicial Branch.

Each time you make a payment, you will be required to enter the same information. The Judicial Branch does not retain your payment information.

3. What credit cards does the Judicial Branch accept for electronic payments?

The Judicial Branch accepts MasterCard or Visa for credit card payments for e-filing. To pay by credit card, you will select the credit card provider, enter the account number, the three-digit security code from the back of the card, the expiration date, and the credit card billing address.

Each time you make a payment, you will be required to enter the same information. The Judicial Branch does not retain your payment information.

4. How do I file an appearance on behalf of the Committee in a foreclosure matter?

When a committee is appointed by the court, the clerk will enter "Committee" as a party in the case. Once the committee is entered as a party, the attorney can log in to E-Services with his or her individual juris number, select **Civil E-filing**, locate the case by docket number or party name, and select **E-file an Appearance** as the desired case activity.

Once you have located your case, if you do not see "Committee" as a party for which you can file an appearance, please contact the foreclosure clerk at the court where the action is pending. The clerk must enter "Committee" as a party before you can file your appearance electronically.

5. Can I file a Motion to Intervene electronically?

No. If you are not a party to the action, any motion, pleading or document that you file must be filed on paper or by fax.

6. When e-filing is mandatory in civil cases, are any cases, motions, pleadings or documents still filed in paper format by attorneys and law firms without an exclusion from E-Services requirements?

Yes, there are some exceptions:

A. Exceptions to the mandatory e-filing requirements for civil case types:

1. The following cases cannot be initiated electronically, **but** subsequent motions, pleadings or documents are required to be filed electronically:

- Cases that include a prejudgment remedy;
- Cases with more than 48 plaintiffs or 48 defendants
- Transfers from small claims; and
- Eminent domain cases (including state highway condemnation and redevelopment condemnation).

2. The following cases cannot be initiated electronically, **and** subsequent motions, pleadings or documents cannot be filed electronically either:

- Application for Proceeds from a Tax Sale
- Drug asset forfeitures;
- Firearm Safety Hearings (C.G.S. §29-38c)
- Foreign civil judgments (C.G.S. §§ 52-604, 52-605);
- Foreign protective orders;
- Habeas cases;
- Proceedings for enforcement of municipal regulations and ordinances (JD-CV-20);
- Summary Process and Housing civil matters; and
- Vehicle forfeitures (pursuant to C.G.S. 22a-250 and 250a).

B. Although most motions, pleadings and documents in civil cases are required to be e-filed, the items listed below cannot be filed electronically at this time. These items will continue to be filed on paper or by fax.

1. Application for Order of Notice (pre-service)
2. Application for Prejudgment Remedy (at case initiation or during a case)
3. Application for Referral – Complex Litigation Docket (CLD) (The JD-CV-39 must be filed with the Chief Administrative Judge as set forth on the form itself.)
4. Appraisal Report of the disinterested appraiser (if filed by the appraiser with the court)
5. Committee Deed (original deed)
6. Ex Parte Application for Permission to Use Pseudonyms
7. Foreclosure Return of Sale – with proceeds
8. Lodged Records (pursuant to Practice Book Sections 7-4B and 7-4C)
9. Motion for Protective Order (on behalf of non-appearing witness)
10. Motion to Appear Amicus Curiae
11. Motion to be Made a Party (defendant or plaintiff)
12. Motion to Consolidate (filed by a non-party)
13. Motion to Intervene
14. Motion/Application for Permission to Use Pseudonyms
15. Motion to Quash (on behalf of non-appearing witness)

16. Motion to Seal/Close/Limit Disclosure
17. Motion to Substitute Party/Executor (if filed by a non-party)
18. Objection to Transfer to Complex Litigation Docket (CLD) (This document must be filed with the Chief Administrative Judge.)
19. Offer of judgment
20. Petition for Automatic Ninety-day Extension of Statute of Limitations (C.G.S. 52-190a (b))
21. Sealed Documents (any document that is sealed or for which sealing is requested)

Note: Any document that is filed with the clerk in paper format after December 5, 2009 will be scanned by the clerk into an electronic image, and placed in the electronic file. The original paper document will be destroyed unless the filer includes with the paper document at the time of filing a self-addressed, postage pre-paid, return envelope.

- C. Return of Record – The Return of Record in an administrative appeal may continue to be filed on paper at the option of the filer until further notice.

If an attorney or law firm without an exclusion from E-Services requirements submits, on paper, any document that is required to be filed electronically, the clerk will not file the document and will write “Not Accepted” across the file stamp on the document. The clerk will then return the document to the sender with a notice explaining why it was not filed.

7. **What do I do if I have an exhibit as a part of my filing that cannot be filed electronically? For example, if I have a large map that cannot be reduced in size and scanned in as a PDF document?**

If you are filing a document that contains an exhibit that cannot be filed electronically, you may file the document without the exhibit. In place of the exhibit that is not being filed electronically, put a page that contains language similar to the following: “Exhibit __ , a 36” x 24” Map of the property at 00 Elm Hill Drive, West Hartford, CT, cannot be filed electronically with this document. It is being mailed to the Clerk’s Office this __ day of _____, 2009, to be placed in the court file.” When you file the exhibit on paper, file it with a cover sheet that includes the case heading (Practice Book Form 101), is titled “Cover Sheet” and includes the reference to the electronic filing, including the entry number.

8. **Can I e-file a Word or WordPerfect document?**

No, you can only file a PDF document. PDF is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it. To file a case electronically with the Judicial Branch, you will need to create PDF documents. The Judicial Branch provides some information on the creation of PDF documents. Please click on the following link: <http://www.jud.ct.gov/external/super/E-Services/efile/efileHowToPDF.htm> .

9. **If I file a motion, pleading or document and realize that I have attached an incorrect or illegible document, how can I correct that filing error?**

You are always given the opportunity to review the documents that you intend to file **before** you e-file them. This step is important. Please be sure to **View All Pages** of any document to be certain that you are filing the correct document.

But, if you do file an incorrect or illegible document, you have several options. For a full description of these and additional options, please go to the Procedures and Technical Standards which may be viewed at the following link: <http://www.jud.ct.gov/external/super/E-Services/e-standards.htm>. You may:

- a. Seek a substitution of the document by way of a written Motion to Substitute. The "Proposed Document for Substitution" must be appended to a Motion to Substitute. The motion will be taken on the papers, but it will print on a calendar to allow other parties an opportunity to object to the granting of the motion.

If the motion is granted, the e-filing system will retain as viewable the originally-filed document for those who have access to the electronic file and a notice of the substitution will be provided to all appearing parties by means of a judicial notice. The originally-filed document is not available for reclaim or ruling.

- b. Withdraw the incorrectly-filed document by filing a "Withdrawal Form" (JD-CV-41). Log in to E-Services, select **Civil E-filing**, locate the case by docket number or party name, and select **E-file A Pleading, Motion or Document** as the desired case activity. Click on Withdrawals from the choices of categories. From the list that is displayed, select "Withdrawal of Motion" or "Withdrawal," as appropriate.

The originally-filed document remains viewable, but it is not available for reclaim or ruling.

10. How do I locate the caption for the motion, pleading or document I want to e-file?

You can click on any one of the categories on the left side of the Select Motion screen. The option in each category will display in alphabetical order so that you can choose the caption for the motion that you wish to file.

You may also use the **Search Criteria** field to locate the specific motion, pleading or document that you want to file. If you are using the search field, please type in only the first three or four letters from a main word in the caption of your motion, pleading or document. A list will be displayed alphabetically of all items that contain those letters.