

Notice Regarding Mandatory Civil e-Filing

E-filing of all civil case types will be mandatory as of December 5, 2009. As of September 1, 2009, **e-filing became mandatory in all foreclosure matters.** Exceptions to the mandatory e-filing requirements are: drug asset forfeitures; foreign civil judgments; foreign protective orders; habeas cases; and summary process and housing civil matters. These case types are **not** e-filable. Also, cases that include a prejudgment remedy, transfers from small claims, and eminent domain case types (including state highway condemnation and redevelopment condemnation) cannot be initiated electronically, but subsequent motions, pleadings or documents are required to be filed electronically. **Mandatory civil e-filing does not include family cases.**

Mandatory e-filing means that attorneys and law firms without an exclusion from electronic services requirements are required to file electronically through e-filing as follows:

1. **Case initiation documents** (for example, summons, complaint and marshal's return)
2. **Motions, pleadings or documents** in newly initiated and existing e-filable cases. An existing e-filable case may be identified by its docket number. If the number that follows the year is a 5 or a 6, the case is e-filable (for example, HHD CV 09 5001234 **is e-filable**). If the number that follows the year is a 4 or any other number, the case is not e-filable (for example, HHD CV 09 4000196 **is not e-filable**). **Reclaims** in **all e-filable cases** are required to be filed electronically through e-filing.
3. Payment of **all court fees** in existing and newly initiated e-filable cases is required to be made electronically through e-filing.

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.

To access e-filing, please log in to E-Services at the following link: <https://eservices.jud.ct.gov/login.aspx> and select Civil E-Filing.

To obtain information on e-filing, including quick reference guides, frequently asked questions and a comprehensive manual, please go to the following link: <http://www.jud.ct.gov/external/super/E-Services/efile/>.

The Judicial Branch began offering **e-filing training sessions** in courthouses throughout the state on Mondays beginning October 19, 2009. The training sessions begin at 1:00 PM with a slide presentation and a question and answer session following at 2:30 PM. Attorneys, legal support staff and court personnel are invited to attend any part of any session. **No registration is required.** A schedule of these sessions is available on the Judicial Branch website at <http://www.jud.ct.gov/external/super/E-Services/efile/intertrain.htm>.

If you have any questions or if you would like additional information, email E-Services at Eservices@jud.ct.gov or call Alice Mastrony at (860) 706-5321 or Janice Calvi at (860) 263-2734 Ext. 3038.