



## STATE OF CONNECTICUT

### SUPREME COURT APPELLATE COURT

#### **APPELLATE E-FILING INSTRUCTION MANUAL**

All attorneys and self-represented parties must file all appeals and appellate documents electronically and must pay all filing fees electronically unless an exemption from the electronic filing requirements has been granted. Incarcerated self-represented parties cannot file electronically at this time.

#### **Click on any of the following for general e-filing instructions:**

- [How do I register for E-Services or file the Appellate Electronic Access Form?](#)
- [What information do I need in order to e-file an appeal or writ of error?](#)
- [How do I e-file an appeal or writ of error?](#)
- [How do I add or change appearance information?](#)
- [How do I e-file a motion before an appeal \(preappeal motion\)?](#)
  - [How do I e-file a preappeal motion in the Appellate Court?](#)
  - [How do I e-file a preappeal motion in the Supreme Court?](#)
- [How do I e-file a petition for certification to appeal to the Appellate Court?](#)
- [How do I e-file a petition for certification to appeal to the Supreme Court?](#)
- [How do I e-file preliminary papers and other appeal documents?](#)
- [How do I e-file a motion in an appeal \(other than to extend a filing deadline\)?](#)
- [How do I e-file an opposition, response, or withdrawal to any type of motion, preappeal motion, or petition?](#)
- [How do I e-file a motion to extend a filing deadline?](#)
- [How do I submit a brief and appendix electronically?](#)

#### **Click on any of the following for answer to more specific questions:**

- [Can I file any appeal in the Supreme Court?](#)

#### **Appearances**

- [Do I need to file an appearance before I file an appeal or writ of error?](#)
- [How do I file an appearance in a preappeal motion?](#)

## Contact Information/Service Information

- [What information do I need to provide to other parties in my case and how should I deliver it?](#)
- [How can I request service of documents by nonelectronic delivery or mail?](#)
- [How can I change my official e-mail address or contact information?](#)
- [Am I required to deliver a copy of the appeal form to the Office of the Chief State's Attorney?](#)

## Docket Numbers

- [How do I find and enter my trial court docket number?](#)
- [How do I find and enter my small claims docket number?](#)
- [How do I find and enter my housing docket number?](#)
- [I don't have a trial court docket number. How do I fill in this field in a worker's compensation matter, an original jurisdiction matter, an appeal from the decision of the Judicial Review Council or the Council on Probate Judicial Conduct, or a certified question of law from another jurisdiction?](#)
- [What if I am appealing from more than one docket number?](#)
- [What if I am appealing from more than one nonstandard docket number? For example, more than one workers' compensation matter.](#)
- [Why should I enter my docket number when it is easier to enter the case name?](#)
- [What happens if I enter my docket number correctly but the computer can't find my case?](#)

## Fees

- [Do I need to pay a filing fee?](#)
- [Am I required to pay a fee to resubmit a document that was returned?](#)
- [What if I have a fee waiver?](#)
- [What forms of payment can I use to pay a filing fee?](#)

## Motions

- [Complete list of motions.](#)
- [How do I file a motion to transfer from the Appellate Court to the Supreme Court?](#)

## Petition for Certifications to Appeal

- [The Supreme Court granted my petition for certification to appeal from the judgment of the Appellate Court. What steps do I take now?](#)
- [What if I can't find my Appellate Court docket number or can't enter it correctly?](#)

## **Preappeal Motions**

- [Complete list of preappeal motions.](#)
- [Do I need permission from the court to file an appeal?](#)

## **Preliminary Papers/Appeal Documents**

- [What is a preliminary paper or appeal document?](#)
- [Complete list of preliminary papers and appeal documents.](#)
- [How do I search for a preappeal motion or petition on the appellate home page?](#)

## **Privacy**

- [Am I required to redact or omit personal identifying information from documents I file?](#)
- [Am I required to redact or omit information that is protected by court order, rule, or statute?](#)

## **Uploading Documents**

- [How do I upload a document?](#)
- [Should I upload supporting documents separately?](#)
- [Can I file multiple documents in one transaction?](#)

## **Writs of Error, Workers' Compensation, Certified Questions, Reservations, Original Jurisdiction**

- [I'm not appealing from a trial court matter. What case type do I select?](#)
- [My case was decided by the Compensation Review Board or by a federal judge. Will the computer be able to find information about my case?](#)
- [My case was not decided by a trial court judge. What name should I enter in the field for the name of the trial judge?](#)
- [I am filing an original jurisdiction matter and don't have a filing date or judgment date. How do I answer these questions?](#)
- [I have filed a writ of error and need to upload the writ, the return, and other documents. How do I upload these documents?](#)

## How do I register for E-Services or file the Appellate Electronic Access Form?

1. In the address bar, type [www.jud.ct.gov](http://www.jud.ct.gov).
2. Click on "E-Services" in the left menu to go to the E-Services Welcome Page.
3. Click on "Enroll" if you do not have an E-Services account. Click on "Log-In" if you already have an E-Services account.

### Welcome to Connecticut Judicial Branch E-Services



The Judicial Branch offers various electronic services, including electronic filing in appellate, civil, family, housing and small claims matters, electronic short calendar markings entry and history, and online attorney registration, to further its mission to serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner.

#### Self-Represented Parties and Attorneys

Enroll

Log-In

Contact E-Services

4. As soon as you are enrolled in E-Services, you can e-file your appellate matter. All nonexempt self-represented parties in family matters, child protection matters, matters involving protected information, and in all other matters in which the self-represented party's user identification number has not already been provided, must submit an appellate electronic access form within ten days of the filing of the appeal. The failure to file this form may result in the imposition of sanctions under Section 85-1, which may include the dismissal of the appeal.
5. To submit the appellate electronic access form:
  - a. Go to the Judicial Branch Website <https://www.jud.ct.gov/>.
  - b. Choose "Forms."
  - c. Choose "Supreme/Appellate."
  - d. Print or complete the Appellate Electronic Access Form ([JD-AC-015](#)).



## **What information do I need in order to e-file an appeal or writ of error?**

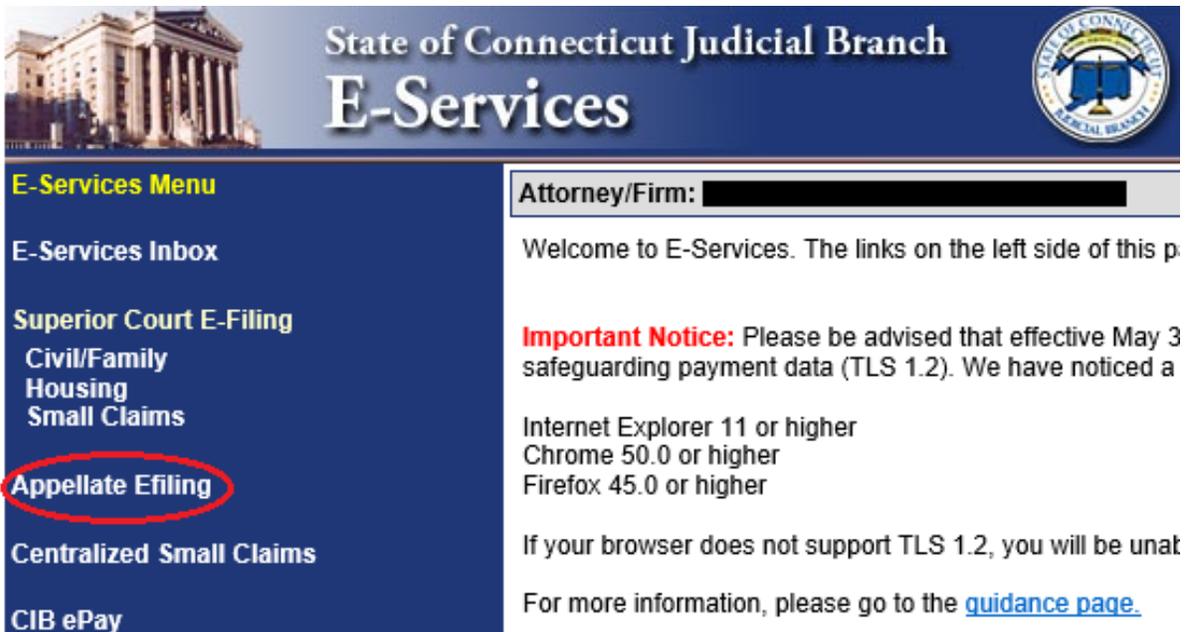
Be ready to answer the following questions about your case. Your answers will create an appeal form:

1. To which court are you appealing?
2. If you are appealing to the Supreme Court, what is the statutory basis for your appeal?
3. What is the trial court case type?
4. What is the trial court location code?
5. In what year was the case filed in the trial court?
6. What is the full docket number of the matter in which you are appealing?
7. What is the full name of the case you are appealing?
8. What is the name of the trial judge whose decision you are appealing?
9. What are the names of other judges who were involved in the trial proceedings?
10. Was the case tried to or heard by the court, a jury or another entity?
11. What are the dates of any judgments from which you are appealing?
12. What is the notice date on any order that might render the judgment ineffective, such as an order granting a motion to set aside the verdict?
13. What is the extended deadline for filing the appeal, if the date was extended?
14. What is the judgment or decision from which you are appealing?
15. Does your appeal involve any additional docket numbers?
16. Are you appealing in addition to counsel who appeared in the trial court or in place of counsel or a self-represented party who appeared in the trial court?
17. What is the name and juris number of counsel or the self-represented party who appeared in the trial court?
18. What parties are involved in the appeal and what are the names, juris numbers and addresses of their counsel?
19. Who is filing the appeal and for whom was judgment rendered in full or in part?
20. Are you ready to deliver a copy of the appeal form to all counsel of record when you complete the e-filing transaction?
21. Are you ready to deliver a copy the appeal form to the Office of the Chief State's Attorney in a criminal appeal or habeas appeal when you complete the e-filing transaction?
22. What is your individual juris number or User ID number?
23. If a filing fee is required for your appeal, are you ready to submit your credit card number or electronic check information or to upload a granted fee waiver form?

## How Do I e-file an appeal or writ of error?

NOTE: Some appeals cannot be filed unless the court has granted permission to appeal. If you file the appeal without permission, you will lose your filing fee.

1. On the Appellate E-Filing Home Page, select "E-File a New Appellate Matter."
2. Select the court to which you are appealing.
3. Select what you are filing:
  - a. Options in the Appellate Court include:
    - i. Appeal
    - ii. Appeal after certification by the Appellate Court
    - iii. Reservation
    - iv. Writ of Error
  - b. Options in the Supreme Court include:
    - i. Appeal
    - ii. Appeal after Certification by the Supreme Court
    - iii. Appeal from Decision of Council on Probate Judicial Conduct
    - iv. Appeal from Decision of Judicial Review Council
    - v. Certified Question of Law
    - vi. Election Challenges
    - vii. Original Jurisdiction Action
    - viii. Reservation



**State of Connecticut Judicial Branch**  
**E-Services**

**E-Services Menu**

- E-Services Inbox
- Superior Court E-Filing
  - Civil/Family
  - Housing
  - Small Claims
- Appellate E-filing**
- Centralized Small Claims
- CIB ePay

Attorney/Firm:

Welcome to E-Services. The links on the left side of this page

**Important Notice:** Please be advised that effective May 3 safeguarding payment data (TLS 1.2). We have noticed a

Internet Explorer 11 or higher  
Chrome 50.0 or higher  
Firefox 45.0 or higher

If your browser does not support TLS 1.2, you will be unat

For more information, please go to the [guidance page](#).



# State of Connecticut Judicial Branch Appellate/Supreme E-Filing



- E-Filing Home
- E-Services Inbox
- Logout
- E-File a New Appellate Matter**
- E-File a Petition for Certification to Appeal
- E-File a Motion or Application Before E-Filing an Appeal
- List My Cases

Attorney/Firm : [REDACTED]

## Welcome to Appellate E-Filing

**Appellate E-Filing is mandatory for all non-ex-represented parties.**

*Incarcerated self-represented parties cannot file docu*

### HOW DO I ELECTRONICALLY FILE APPELLATE B

December 19, 2016, appellate briefs and appendices e-filing. Briefs and appendices submitted through e-filing of your "Appellate Case Information" page. Instruction be found in the "HOW DO I E-FILE DOCUMENTS IN I electronically submitted prior to December 19, 2016 w only.



**IMPORTANT:** Your brief and appendix are not cons your brief and appendix to the Appellate Clerk's Off and the Supreme Court requires 15 copies.

4. If you are appealing to the Supreme Court, provide the statutory basis for your appeal. Your answer is limited to 100 characters. See General Statutes § 51-199 for more information.
5. Is this a joint appeal? Click "Yes" or "No."
  - a. What is a joint appeal?
    - i. When two or more plaintiffs or defendants in the same case are represented by different counsel of record and are appealing together; or
    - ii. When separate cases that involve at least one common party are appealed together.
    - iii. Note that a Joint Appeal Consent Form ([JD-SC-35](#)) must be filed within ten days of the filing of the appeal. See P.B. § 61-7.
6. Select the trial court case type from the drop down menu.

\*What is the trial court case type?

Select
Child Protection
Civil
Family
Criminal
Motor Vehicle
Juvenile
Worker's Compensation

7. Enter the trial court docket number from which you are appealing and click "Search."

\*What is the trial court case type?

Enter the trial court docket number of the case you are appealing:

<input type="text" value="HHD"/>	<input type="text" value="CV"/>	<input type="text" value="12"/>	<input type="text" value="6033121"/>	<input type="text" value="S"/>
location	category	year	number	suffix

8. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." The computer will then import data about the parties and counsel in your case.

AAN-CV-11-6007428-S WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC.  
 Is this the case you are appealing? If YES, [click here to continue.](#)  
 If NO, search again or [ENTER CASE NAME.](#)  
 Note: If you enter the case name, the system will not be able to locate data about the case and you must input the information manually.

9. The computer will let you know if it cannot find a match. Return to the docket number field to search again or select "Enter Case Name."

**Docket Number AAN-CV-12-6007428-S not found. Search Again.**

Note: If you search again and find your case, the system will input information from the trial court concerning the parties and proceedings.

or

[Click here to ENTER CASE NAME](#)

Note: If you choose to continue, the system will not be able to locate the trial court data and you must input the information manually.

10. If you cannot locate your case, enter the full case name. NOTE: If the computer cannot access information about your case, you must enter information about your case manually.

Please enter the full case name:

\*  v.

Examples: State of Connecticut v. John A. Smith  
 In Re Joseph B.  
 In the matter of Carl C.

11. Enter the Major/Minor Code in civil and family cases if it was not entered automatically. If you do not know the major/minor code, click on the link for the [Major Minor Code List.](#)

12. Enter the name of the trial court judge whose decision is being appealed and click "Add to List." Enter the names of any additional trial court judges who were involved in the case and click "Add to List" after each entry. If the computer recognizes the name, it will fill in the complete name. If the computer does not recognize the name, it will fill in the information exactly as entered.

\*Provide the name(s) of trial judge(s) whose decision(s) is/are being appealed:

Add Judge(s)

Last Name	First Name	Add To List	Judge List
<input type="text"/>	<input type="text"/>	<input type="button" value="Add To List"/>	<input type="text" value="no judges"/>

Provide the name(s) of other trial judge(s) who were involved in the case:

Add Other Judge(s)

Last Name	First Name	Add To List	Other Judge List
<input type="text"/>	<input type="text"/>	<input type="button" value="Add To List"/>	<input type="text" value="no judges"/>

13. When the state files a criminal case, it must provide additional information:

If this appeal is taken by the State of Connecticut, provide the name of the judge who granted permission to appeal and the date of the order:

Add Granted Permission Judge

Last Name	First Name	Judge List	Date of Order
<input type="text"/>	<input type="text"/>	<input type="text" value="no judges"/>	<input type="text"/> <input type="button" value="Calendar"/>
<input type="button" value="Add Judge"/>			

14. In a juvenile or child protection appeal, select whether the trial judge has issued an order of temporary custody, an order terminating parental rights, or some other type of order.
15. Select the entity that heard or tried the case:
  - a. Compensation Review Division
  - b. Court
  - c. Federal District Judge
  - d. Judicial Review Council
  - e. Jury
  - f. Other
  - g. Small Claims Commissioner
  - h. Workers Compensation Commissioner
16. Enter the date of the judgment being appealed and click "Add to List." You must enter at least one date and may enter more than one date. Click "Add to List" after each entry.
17. Enter the date of any notice that might render the judgment ineffective. For example, if the trial court granted a motion to open the judgment on July 1, 2018, and issued notice on its ruling on July 2, 2018, enter July 2, 2018.

18. If the date for filing the appeal was extended, enter the date to which it was extended. For example, if the trial judge extended the date of filing the appeal from July 1, 2018 to July 12, 2018, enter July 12, 2018.
19. From what are you appealing? Provide a brief description of the judgment or decision that you are challenging on appeal.
20. To file your appeal, you must pay a fee of \$250 at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
  - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
  - b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
  - c. [No fees are due in connection with this filing.](#)
21. Review the name, address, phone number, fax number and e-mail address for the logged in juris number or User ID.
22. If any of the information is missing or incorrect, type the correct information into the box provided. **FOR ATTORNEYS, THIS DOES NOT CONSTITUTE AN OFFICIAL CHANGE OF THE INFORMATION REGISTERED WITH THE STATEWIDE GRIEVANCE COMMITTEE.** You may change your registered information in one of two ways. The preferred method is to log into [E-Services](#) and choose "Change of Information" (the change may not take effect for 24 hours or more). The other way is to fill out the paper [Change of Information Form JD-GC-10](#) and mail it to the address indicated on the form. The principal of a firm must change the address associated with the firm's juris number using [Form JD-ES-145, Law Firm Juris Number Application or Changes](#). For more information visit the Judicial Branch Website at [http://jud.ct.gov/SGC/faq\\_atty\\_registration.htm#5](http://jud.ct.gov/SGC/faq_atty_registration.htm#5). If you are self-represented and need to change your address after you e-file an appellate matter, you must e-file an appearance form in each of your pending cases with the Office of the Appellate Clerk.
23. Do you have an appearance in the trial court for this case? If so, it is not necessary to file a new appearance. If you did not have an appearance in the trial court for this case, choose one of the following options: Are you appearing in addition to the attorney or self-represented party who appeared in the trial court or in place of the attorney or self-represented party who appeared in the trial court? Check the appropriate box. If you are appearing in place of another attorney or self-represented party, provide their name and juris number or User ID.

Please choose any of the following options that apply:

Counsel or self-represented party who files this appeal will be deemed to have appeared in addition to counsel of record who appeared in the trial court.

Counsel or self-represented party who files this appeal is appearing in place of:

Name of counsel or self-represented party:

Juris Number (if applicable):

NOTE: If you check the second box, you must provide the name of the attorney or self-represented party you are appearing in place of.

24. Who is filing the appeal? Use the check boxes to select the appropriate party or parties.  
 NOTE: If the computer was not able to access information about your case, you must enter information about the parties manually by using the box pictured in step 27.

Enter information about the parties in the trial court proceedings by using the checkboxes in the first column to select the party/parties who are filing this appeal and by using the checkboxes in the second column to select the party/parties for whom judgment may have been rendered in full or in part. If no parties are listed, or the listing is incomplete, please enter the name(s) of the party/parties below.

* Filed By	Judgment For	Party Name	Party Category
<input checked="" type="checkbox"/>	<input type="checkbox"/>	UNION TRUST CO.	DEFENDANT
<input type="checkbox"/>	<input type="checkbox"/>	AETNA LIFE & CASUALTY	PLAINTIFF
<input type="checkbox"/>	<input type="checkbox"/>	TITLE USA INSURANCE CORPORATION OF NY	3RD PRTY DEF

25. For whom did the trial court render judgment, either in full or in part? Use the check boxes to select the appropriate party or parties
26. Were there additional parties in the prior proceedings? If so, click "Add Party Information" and use the following box to add party information, including the juris number for their counsel. Click "Add Counsel" and "Finish." If you do not know the juris number, click "Juris Number Lookup." If the computer is not able to access information about your case, use this box to add information about all of the parties in your case and their counsel.
27. Select "Edit" to change any party information that you have added. Select "Delete" to remove any party information that you have added (you cannot remove information that was imported from the trial court). Select "Add Party information" to add additional party information.

Additional Parties				
* Filed By	Judgment For	Party Name	Party Category	
<input type="checkbox"/>	<input type="checkbox"/>	BRIAN J SMITH	Other	<a href="#">Delete</a> <a href="#">Edit</a>

28. You must deliver a copy of the appeal form you are creating to all counsel of record. Review the list to make sure that it includes all attorneys and all self-represented parties. If you are filing a criminal or habeas appeal, make sure that it includes the Office of the Chief State's Attorney.
29. If the address provided is incomplete or incorrect, type in the correct address, telephone number, fax number and/or e-mail address. NOTE: *this does not constitute an official change of contact information.*
30. Review any information that you have entered. When you are certain that it is correct, select "Continue."

**YOU HAVE ENTERED INFORMATION THAT DIFFERS FROM THE REGISTERED INFORMATION FOR THE PARTY(IES) HIGHLIGHTED ABOVE. If you are certain that you have entered the correct information, please continue.**

Back

Continue

Cancel

31. If the listing is incomplete, use the box provided to provide any additional service information.
32. Review the appeal form you have created. Use the "Back" button at the bottom of the screen to return to previous pages to make corrections. *If you use the back button at the top of the page, you will lose the information you entered.* Correct your information and select "Continue."
33. Use the scroll bar on the right hand side of the page to review information on the bottom of the appeal form and on subsequent pages of the appeal form.
34. When you are satisfied that the appeal form is correct, check the certification box to indicate that you will deliver the appeal form to all counsel of record and enter the date that the appeal form will be delivered. **THE APPEAL FORM MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.**
35. Sign the appeal form by entering your individual juris number or User ID. You may not use a firm juris number as a signature. **BY ENTERING YOUR SIGNATURE, YOU ARE AGREEING TO ACCEPT SERVICE OF DOCUMENTS ELECTRONICALLY.**
36. If applicable, upload your fee waiver and click "Continue."

**Warning:** In order to file you must pay a fee of \$250.00 or upload the appropriate form providing that fees, costs, and security have been waived by the trial court in accordance with the rules of practice. **Your filing is subject to dismissal if you do not pay the required fee or provide proof of waiver.**

Using the "Back" button on this page will require the filer to recertify.

Note: Maximum size for upload documents is 50MB

\*Please attach the Fee Waiver Document PDF

Browse...

Back

Continue

Cancel

37. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and choose "Process Payment." Note: LexisNexis charges a 2.45% fee for credit card transactions.
38. **Save or print a copy of the confirmation page for your records.**

## How do I add or change appearance information?

1. On the Appellate E-Filing Home Page, search for your case using "List My Cases," "My E-Filed Items," or "Case Search." A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.
2. Enter the number of the matter in which you are entering an appearance.  
**NOTE: If you select "Appeal," please enter the 5-digit docket number. If you select "Preappeal Motion or Petition," please enter the 6-digit number assigned to the preappeal motion or petition.**

Type of Matter\*

Pre Appeal Motion

Enter the number of the matter in which you wish to enter an appearance.

Court\*  Number\*

SC  123456

AC, SC 123456

3. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File an Appearance" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	<a href="#">AC 37650</a>	SNSPCV140043629S	01/28/2015	Disposed
STATE OF CONNECTICUT v. STACY SMITH	<a href="#">AC 37632</a>	HHDCR110234577T	01/29/2015	Disposed
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION ET AL.	<a href="#">AC 37775</a>	HHBCV145016078S	03/13/2015	Disposed
STATE OF CONNECTICUT v. BRIAN J. SMITH	<a href="#">AC 38103</a>	T19RCR140104814S	06/29/2015	Disposed
STATE OF CONNECTICUT v. BRIAN J. SMITH	<a href="#">AC 38104</a>	T19RMV140372091S	06/29/2015	Disposed
STATE OF CONNECTICUT v. BRIAN J. SMITH	<a href="#">AC 38105</a>	T19RCR150106544S	06/29/2015	Disposed
THOMAS AND ROXANNE MAHONEY, PPA TEAGHAN MAHONEY v. LORI STORTCH SMITH, M.D., ET AL.	<a href="#">AC 38220</a>	FBTCV126024993S	07/29/2015	Disposed

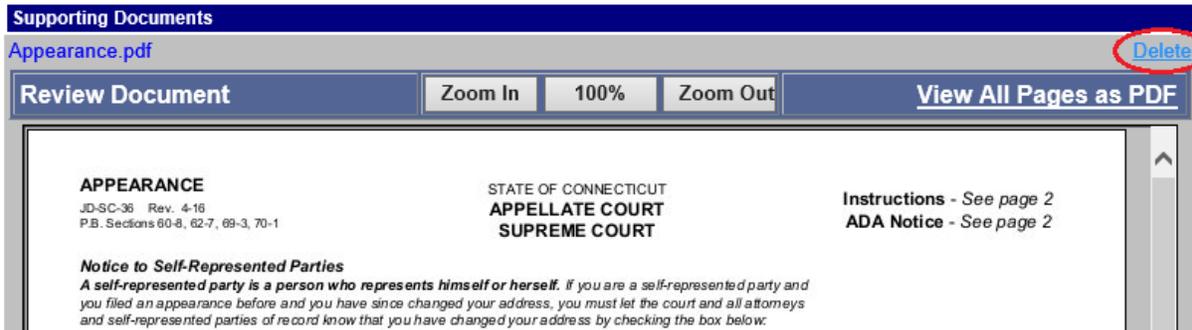
**Appeal Case Information**  
**AC 37632 STATE OF CONNECTICUT v. STACY SMITH**  
**Date Filed:** 01/29/2015  
**Appeal By:** Defendant

**E-File an Appearance**  
 E-File a Motion  
 E-File a Motion to Extend Time  
 E-File an Opposition, Response or Withdrawal of Motion  
 E-File Preliminary Papers/Appeal Documents  
 E-File a Cross Appeal, Amended Appeal or Corrected Appeal Form  
 Submit Electronic Version of a Brief or Appendix

**Due Date:**
**Status: Disposed**

4. Upload your appearance.

5. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.



6. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION. Enter your individual juris number or User ID as your signature and click "Continue."
7. **Save or print a copy of the confirmation page for your records.**

## How Do I e-file a motion before an appeal?

Sometimes it is necessary to file a motion before an appeal is filed. These motions are called "preappeal" motions. For example, if you missed the deadline for filing an appeal, you must file a preappeal motion asking for permission to file a late appeal. If the court grants permission, you may file an appeal.



State of Connecticut Judicial Branch  
**Appellate/Supreme E-Filing**



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Attorney/Firm : \_\_\_\_\_ Email: \_\_\_\_\_ [Logout](#)

[E-Filing Home](#)

[E-Services Inbox](#)

[Logout](#)

[E-File a New Appellate Matter](#)

[E-File a Petition for Certification to Appeal](#)

**[E-File a Motion or Application Before E-Filing an Appeal](#)**

[List My Cases](#)

[My E-Filed Items](#)

[Case Search](#)  
[By Docket Number](#)  
[By Case Name](#)

[E-Services Home](#)

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### Welcome to Appellate E-Filing

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**Appellate E-Filing is mandatory for all non-exempt attorneys and non-exempt self-represented parties.**  
*Incarcerated self-represented parties cannot file documents electronically at this time.*

**HOW DO I ELECTRONICALLY FILE APPELLATE BRIEFS AND APPENDICES?** Effective December 19, 2016, appellate briefs and appendices must be electronically submitted through e-filing. Briefs and appendices submitted through e-filing will now appear in the case activity section of your "Appellate Case Information" page. Instructions on how to e-file briefs and appendices can be found in the "HOW DO I E-FILE DOCUMENTS IN MY CASE?" section below. Briefs electronically submitted prior to December 19, 2016 will continue to be viewed on the public website only.



**IMPORTANT:** Your brief and appendix are not considered filed until you submit paper copies of your brief and appendix to the Appellate Clerk's Office. The Appellate Court requires 10 copies and the Supreme Court requires 15 copies.

**HOW DO I FILE A NEW APPEAL/WRIT OF ERROR?** Select [E-File a New Appellate Matter](#) from the left-hand navigation bar.

**HOW DO I FILE A MOTION OR APPLICATION IN A MATTER THAT HAS NO APPEAL PENDING?** Select [E-File a Motion or Application Before E-Filing an Appeal](#) from the left-hand navigation bar.

**HOW DO I FILE A MOTION TO TRANSFER AN APPEAL FROM THE APPELLATE COURT TO THE SUPREME COURT?** Select [E-File a Motion or Application Before E-Filing an Appeal](#) from the left-hand navigation bar.

**HOW DO I FILE A PETITION FOR CERTIFICATION TO APPEAL TO THE SUPREME COURT OR TO THE APPELLATE COURT?** Select [E-File a Petition for Certification to Appeal](#) from the left-hand navigation bar.

### E-File a New Pre Appeal Motion

\*In which court are you filing?  Appellate Court  Supreme Court

\*What is the trial court case type?

## How do I e-file a preappeal motion in the Appellate Court?

1. On the Appellate E-Filing Home page, select "E-File a Motion or Application Before E-Filing an Appeal."
2. Select "Appellate Court."
3. Select the trial court case type from the drop down menu.

### E-File a New Pre Appeal Motion

\*In which court are you filing?  Appellate Court  Supreme Court

\*What is the trial court case type?

[Select]
Child Protection
Civil
Criminal
Family
Juvenile
Motor Vehicle
Worker's Compensation

4. Enter the trial court docket number from which you are appealing and click "Search."
5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again or select "Enter Case Name."
6. If you cannot locate your case, enter the full case name.
7. Select the name of the preappeal motion you are filing from the drop down menu.
8. Select the party who is filing the preappeal motion.
9. Enter the name of the trial judge whose decision is associated with the preappeal motion and click "Add to List." You may enter more than one name. Click "Add to List" after each entry.

### E-File a New Pre Appeal Motion

\* Name of Motion:

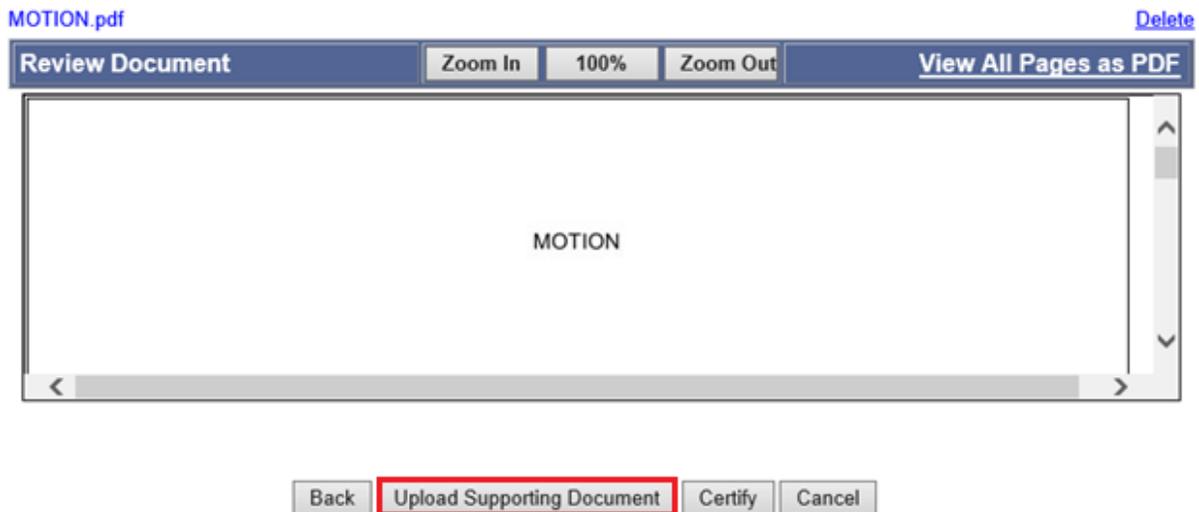
\* This document is being filed by:

\*Provide the name(s) of trial judge(s) whose decision(s) is/are associated with this filing:

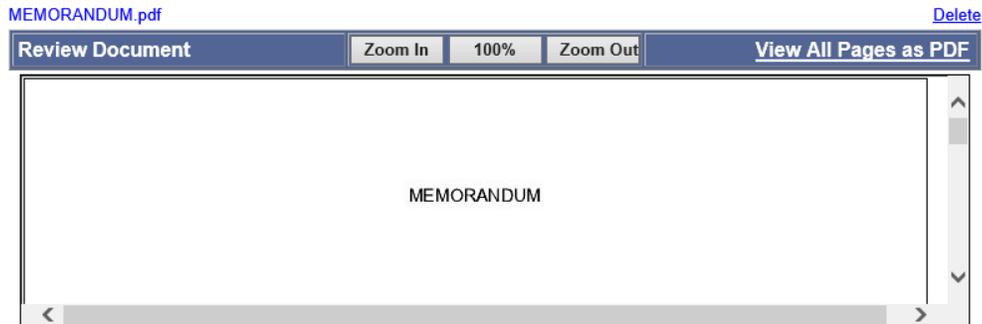
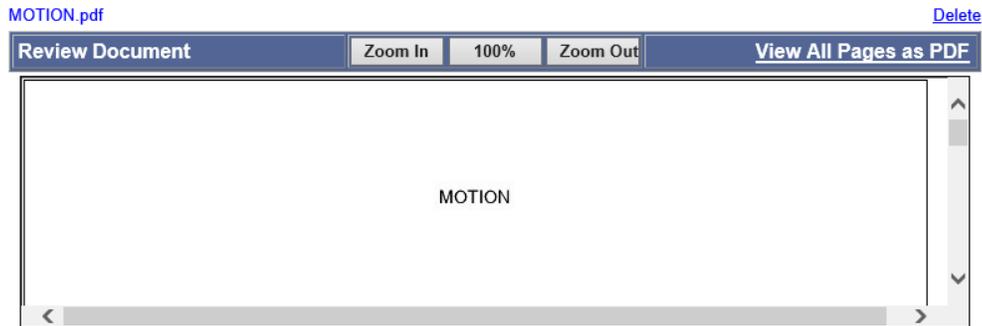
Add Judge(s)

Last Name	First Name	Add To List	Judge List
<input type="text"/>	<input type="text"/>	<input type="button" value="Add To List"/>	<input type="text" value="no judges"/>

10. Some preappeal motions require a fee, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
  - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
  - b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
  - c. [No fees are due in connection with this filing.](#)
11. Upload your preappeal motion. (If you have a fee waiver, you will be asked to upload it later in the process.)
12. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
13. Upload supporting documents if necessary. **Additional preappeal motions must be filed during SEPARATE e-filing transactions.**
  - a. Please check the rules of appellate procedure to determine whether a supporting document is required for your filing. *For example, under Practice Book § 66-6, "[i]f a motion for review of a decision depends on a transcript of evidence or proceedings taken by a court reporter, the moving party shall file with the motion either a transcript or a copy of the transcript order form (JD-ES-38)."*



14. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."



15. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. **THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.**
16. If applicable, upload your fee waiver.
17. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and choose "Process Payment." Note: LexisNexis charges a 2.45% fee for credit card transactions.
18. **Save or print a copy of the confirmation page for your records.**

## How do I e-file a preappeal motion in the Supreme Court?

1. On the Appellate E-Filing Home page, select "E-File a Motion or Application Before E-Filing an Appeal."
2. Select "Supreme Court."
3. Select "Yes" if you have an Appellate Court docket number. Select "No" if you do not have an Appellate Court docket number or cannot enter it correctly. You will then be asked to enter your trial court docket number.

### E-File a New Pre Appeal Motion

\*In which court are you filing?  Appellate Court  Supreme Court

\*Do you have an Appellate Court docket number?

Yes

No

4. Enter the 5-digit Appellate Court docket number. For cross or amended appeals, please enter the first five digits only. *For example, if your docket number is AC 12345X01, enter 12345.*
5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again.
6. Select the name of the preappeal motion you are filing.
7. Select the party who is filing the motion.
8. Enter the name of the trial judge whose decision is associated with the motion and click "Add to List." You may enter more than one name. Click "Add to List" after each entry.

### E-File a New Pre Appeal Motion

\* Name of Motion:

[Select] 

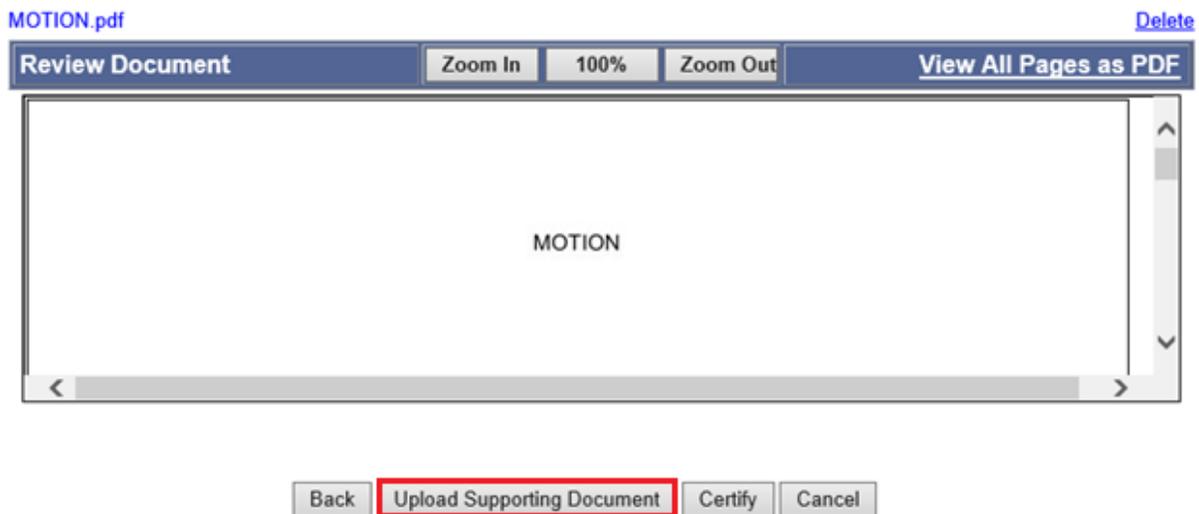
\* This document is being filed by: [Select] 

\*Provide the name(s) of trial judge(s) whose decision(s) is/are associated with this filing:

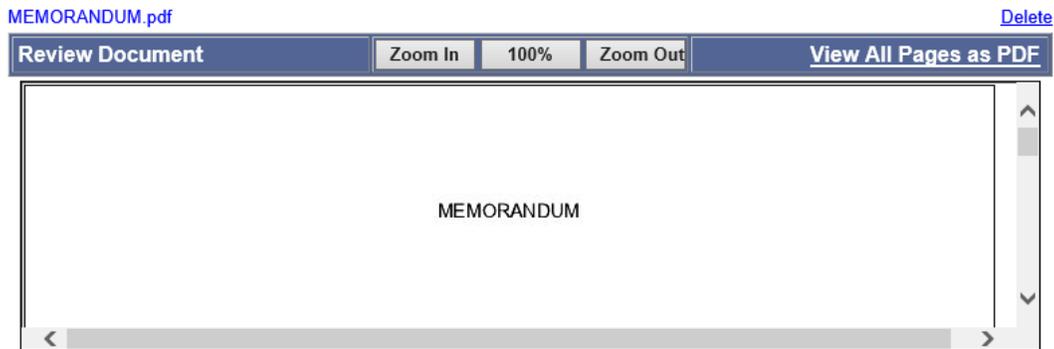
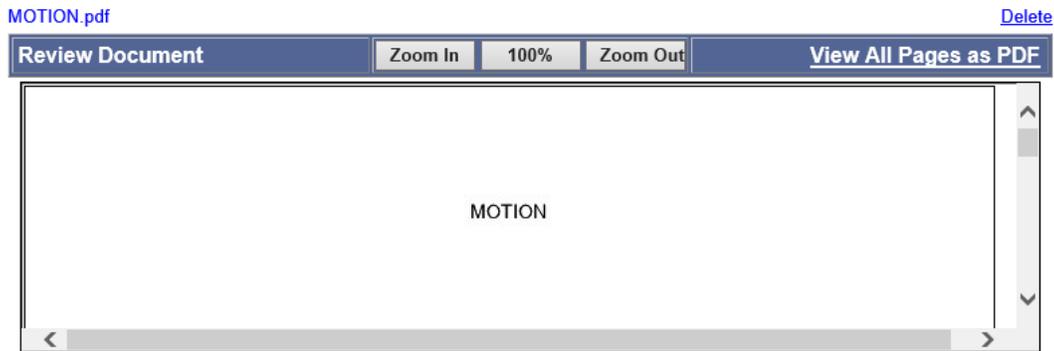
— Add Judge(s) —

Last Name	First Name		Judge List
<input type="text"/>	<input type="text"/>	<input type="button" value="Add To List"/>	<input type="text" value="no judges"/>

9. Some preappeal motions require a fee, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
  - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
  - b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
  - c. [No fees are due in connection with this filing.](#)
10. Upload your preappeal motion. (If you have a fee waiver, you will be asked to upload it later in the process.)
11. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
12. Upload supporting documents if necessary. **Additional preappeal motions must be filed during SEPARATE e-filing transactions.**



- a. Please check the rules of appellate procedure to determine whether a supporting document is required for your filing. *For example, under Practice Book § 66-6, "[i]f a motion for review of a decision depends on a transcript of evidence or proceedings taken by a court reporter, the moving party shall file with the motion either a transcript or a copy of the transcript order form (JD-ES-38)."*
13. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."



14. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. **THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.**
15. If applicable, upload your fee waiver.
16. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and choose "Process Payment." Note: LexisNexis charges a 2.45% fee for credit card transactions.
17. **Save or print a copy of the confirmation page for your records.**

## How do I e-file a petition for certification to appeal a decision in a zoning or inland wetlands case to the Appellate Court?

1. On the appellate E-Filing Home Page, select "E-File a Petition for Certification to Appeal."
2. Select "Appellate Court."
3. Select the trial court case type from the drop down menu.

State of Connecticut Judicial Branch  
**Appellate/Supreme E-Filing**

Attorney/Firm : [REDACTED] Email: [REDACTED] Logout

**E-File a New Petition for Certification to Appeal**

\*In which court are you filing?  Appellate Court  Supreme Court

\*What is the trial court case type?

Version 1.22.0 Dec, 2018  
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4. Enter the trial court docket number from which you are appealing and click "Search."
5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again or select "Enter Case Name."
6. If you cannot locate your case, enter the full case name.
7. Select the party who is filing the petition.
8. Enter the name of the trial judge whose decision is associated with the petition and click "Add to List." You may enter more than one name. Click "Add to List" after each entry.
9. Petitions require a fee of \$75, which is due at the end of the e-filing transaction. Select and certify any of the following if applicable:
  - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
  - b. You have a valid fee waiver. **NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.**
  - c. [No fees are due in connection with this filing.](#)
10. Upload your petition. (If you have a fee waiver, you will be asked to upload it later in the process.)
11. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
12. Upload supporting documents if necessary. Please check the rules of appellate procedure to determine whether a supporting document is required for your filing.

13. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."
14. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.
15. If applicable, upload your fee waiver.
16. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and select "Process Payment." Note: LexisNexis charges a 2.45% fee for credit card transactions.
17. **Save or print a copy of the confirmation page for your records.**

## How do I e-file a petition for certification to appeal to the Supreme Court?

1. On the appellate E-Filing Home Page, select "E-File a Petition for Certification to Appeal."
2. Select "Supreme Court."
3. Select "Yes" if you have an Appellate Court docket number. If you do not have your Appellate Court docket number or cannot enter it correctly, select "no" and enter your trial court docket number.
4. Enter the 5-digit Appellate Court docket number. For cross or amended appeals, please enter the first five digits only. *For example, if your docket number is AC 12345X01, enter AC 12345.*

The screenshot shows the State of Connecticut Judicial Branch Appellate/Supreme E-Filing web application. The header includes the text "State of Connecticut Judicial Branch" and "Appellate/Supreme E-Filing" next to the state seal. A navigation menu on the left lists options: "E-Filing Home", "E-Services Inbox", "Logout", "E-File a New Appellate Matter", "E-File a Petition for Certification to Appeal" (highlighted in yellow), "E-File a Motion or Application Before E-Filing an Appeal", and "List My Cases". The main content area has a header with "Attorney/Firm : [redacted]" and "Email: [redacted] Logout". Below this is a blue bar with "E-File a New Petition for Certification to Appeal". The form contains two questions: "\*In which court are you filing?" with radio buttons for "Appellate Court" and "Supreme Court" (selected), and "\*Do you have an Appellate Court docket number?" with radio buttons for "Yes" (selected) and "No". Below the questions is a text input field for "Enter your 5-digit Appellate Court docket number: AC:" with a small "45882" below it and a "Search" button.

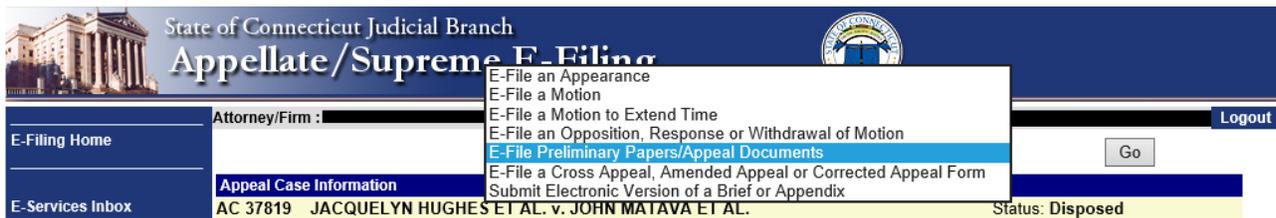
5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again.
6. Select the party who is filing the petition.
7. Petitions require a fee of \$75, which is due at the end of the e-filing transaction. Select and certify any of the following if applicable:
  - a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
  - b. You have a valid fee waiver. **NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.**
  - c. [No fees are due in connection with this filing.](#)
8. Upload your petition. (If you have a fee waiver, you will be asked to upload it later in the process.)
9. Review your document. If you would like to remove the uploaded document and upload a

different document, click "Delete." You may then upload a new document.

10. Upload supporting documents if necessary. Please check the rules of appellate procedure to determine whether a supporting document is required for your filing.
11. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."
12. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. **THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.**
13. If applicable, upload your fee waiver.
14. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and select "Process Payment." Note: LexisNexis charges a 2.45% fee for credit card transactions.
15. **Save or print a copy of the confirmation page for your records.**

**How do I e-file preliminary papers and other appeal documents? Note: Each document must be filed separately.**

1. On the Appellate E-Filing Home Page, search for your case using "List My cases," "My E-Filed Items," or "Case Search." A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.
2. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File Preliminary Papers/Appeal Documents" from the drop down menu at the top of the page.



3. Select the preliminary paper or appeal document that you wish to file.

\* Select the type of preliminary paper/appeal documents you wish to e-file on this appeal.

[Select]

- Alternative Grounds for Affirmance
- Appeal Transcript Filing Form to Accompany Transcripts and/or Land Use Regulations
- Appeal Transcript Order Acknowledgement from Court Reporter
- Appeal Transcript Order Form
- Appeal Transcript Order Form with Certificate of Completion
- Appeal Transcript Order Form with Revised Estimated Date of Delivery
- Appellate Electronic Access form
- Assignment Form (Response to Docket)
- Bankruptcy Notice
- Certificate Regarding Transcripts
- Citation of Supplemental Authorities After Brief is Filed
- Citation of Supplemental Authorities after filing of Brief – Response
- Constitutionality Notice
- Correspondence to Court
- Correspondence to Court Regarding Request to Mark Over Oral Argument
- Correspondence to Court Regarding Waiver of Oral Argument
- Docketing Statement
- Errata Document Correcting Error(s) in Brief
- Joint Appeal Consent Form
- Notice Adopting Brief of Another Party
- Notice Adopting Brief or Detailed Statement Required by Counsel for the Minor Child and/or Counsel for Guardian ad Litem in Matters Involving Minor Children
- Notice of Intent Not to File Brief (must be filed prior to deadline to file Appellee's brief)
- Notice of Removal
- Other Preliminary Paper or Appeal Document
- Pre Argument Conference Statement
- Preliminary Statement of Issues
- Reservation – supporting document(s)
- Response to Citation of Supplemental Authorities
- Sealing Notice

4. Upload your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
5. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. **THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.** Sign by entering your individual juris number or User ID.
6. **Save or print a copy of the confirmation page for your records.**

## How do I e-file a motion in an appeal (other than to extend a filing deadline)?

1. On the Appellate E-Filing Home Page, search for your case using "List My cases," "My E-Filed Items," or "Case Search." A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.
2. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File a Motion" from the drop down menu at the top of the page.

State of Connecticut Judicial Branch  
Appellate/Supreme E-Filing

Attorney/Firm : [Redacted] Logout

E-Filing Home

E-Filed Items

E-Filed Cases

E-Filed Documents

E-Filed Motions

E-Filed Oppositions

E-Filed Responses

E-Filed Withdrawals

E-Filed Cross Appeals

E-Filed Amended Appeals

E-Filed Corrected Appeals

E-Filed Briefs

E-Filed Appendices

Go

Appeal Case Information

AC 37632 STATE OF CONNECTICUT

Date Filed: 01/29/2020

Appeal By: Defendant

Status: Disposed

Logout

3. Select the name of the motion you are filing.

**E-File a New Motion**

[Select]

Application to Appear as Amicus Curiae

Application to Appear as Student Intern

Bill of Costs

Motion for Articulation (Trial Court Only)

Motion for Clarification

Motion for Further Articulation

Motion for Further Rectification

Motion for Immediate Hearing

Motion for Judgment

4. Who is filing the motion? Use the check boxes to select the filing party or parties.

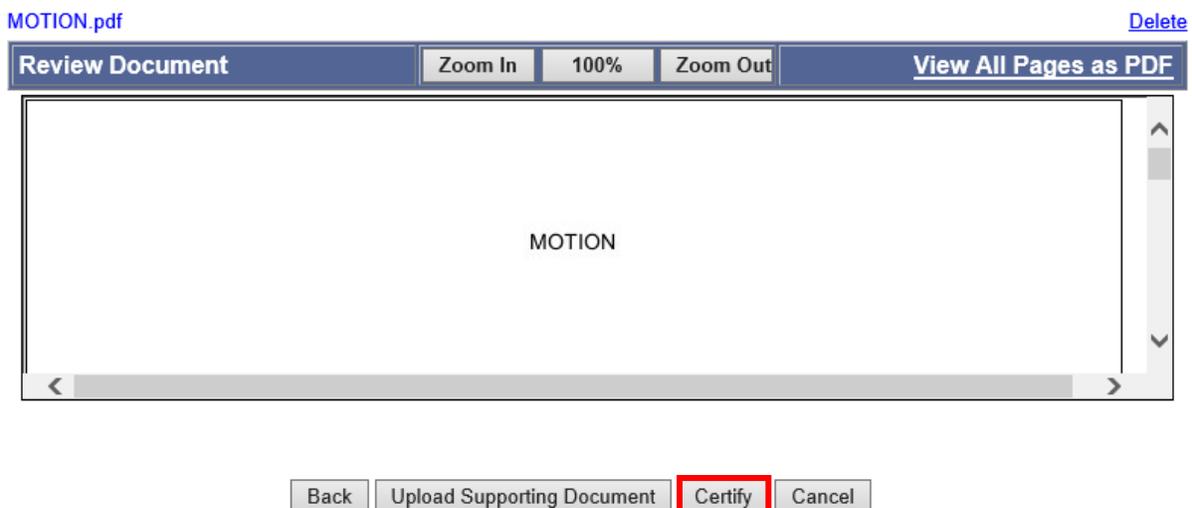
Select the Party(ies) filing this motion:  
(If your party name does not appear in this list, please select "other")

Select Parties		
<input checked="" type="checkbox"/>	STACY SMITH	Appellant
<input type="checkbox"/>	STATE OF CONNECTICUT	Appellee
<input type="checkbox"/>	OTHER	OTHER

Back Continue Cancel

5. Some motions require a fee, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:

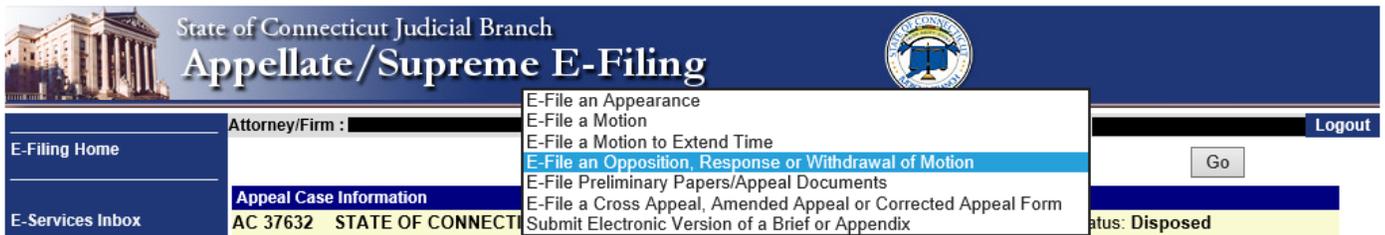
- a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
  - b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
  - c. [No fees are due in connection with this filing.](#)
6. Upload your motion. (If you have a fee waiver, you will be asked to upload it later in the process.)
  7. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
  8. Upload supporting document if necessary.
    - a. Please check the rules of appellate procedure to determine whether a supporting document is required for your filing. *For example, under Practice Book § 66-6, "[i]f a motion for review of a decision depends on a transcript of evidence or proceedings taken by a court reporter, the moving party shall file with the motion either a transcript or a copy of the transcript order form (JD-ES-38)."*
  9. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."



10. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.
11. If applicable, upload your fee waiver.
12. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and choose "Process Payment." Note: LexisNexis charges a 2.45% fee for credit card transactions.
13. **Save or print a copy of the confirmation page for your records.**

**How do I e-file an opposition, response, or withdrawal to any type of motion, preappeal motion, or petition?**

1. On the Appellate E-Filing Home Page, search for your case using "List My cases," "My E-Filed Items," or "Case Search." A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.
2. Find the appeal, preappeal motion, or petition and click on your docket number to bring up the case summary page. Choose "E-File an Opposition, Response or Withdrawal of Motion" from the drop down menu at the top of the page.



3. Use the check boxes to select the motion you are withdrawing or to which you are filing an opposition or response.

Select the motion you are filing a motion opposition/response/withdrawal to:

Motion List				
Select	Type	Motion No	Date Filed	Motion Name
<input type="checkbox"/>	Appeal	AC 163351	1/27/2017	Motion to Change Counsel After Reply Brief Due Date
<input type="checkbox"/>	MET	AC 1630766	9/2/2016	Appellant Reply
<input type="checkbox"/>	MET	AC 1630354	7/29/2016	Appellant Reply
<input type="checkbox"/>	MET	AC 1630084	7/7/2016	Appellee Brief
<input checked="" type="checkbox"/>	MET	AC 1534288	6/15/2016	Appellee Brief
<input type="checkbox"/>	MET	AC 1533066	3/9/2016	Appellee Brief
<input type="checkbox"/>	MET	AC 1532094	12/23/2015	Appellee Brief

Back Continue Cancel

4. Upload your opposition, response, or withdrawal.
5. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
6. Upload supporting documents if necessary. **Any additional oppositions, responses, or withdrawals MUST be uploaded separately.** Please check the rules of appellate procedure to determine whether a supporting document is required for your filing.
7. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."
8. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE

DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.

- 9. Save or print a copy of the confirmation page for your records.**

## How do I e-file a motion to extend a filing deadline?

1. On the Appellate E-Filing Home Page, search for your case using "List My cases," "My E-Filed Items," or "Case Search." A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.
2. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, you may search again.
3. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File a Motion to Extend Time" from the drop down menu at the top of the page.

State of Connecticut Judicial Branch  
Appellate/Supreme E-Filing

E-Filing Home  
E-Services Inbox

Attorney/Firm :  
Appeal Case Information  
AC 37632 STATE OF CONNECTICUT  
Date Filed: 01/29/20

E-File an Appearance  
E-File a Motion  
E-File a Motion to Extend Time  
E-File an Opposition, Response or Withdrawal of Motion  
E-File Preliminary Papers/Appeal Documents  
E-File a Cross Appeal, Amended Appeal or Corrected Appeal Form  
Submit Electronic Version of a Brief or Appendix

Go  
Logout  
Status: Disposed

4. Select the type of document for which you are seeking to extend the filing deadline.
  - a. If you are seeking to extend the deadline for filing a brief, select the appropriate brief.

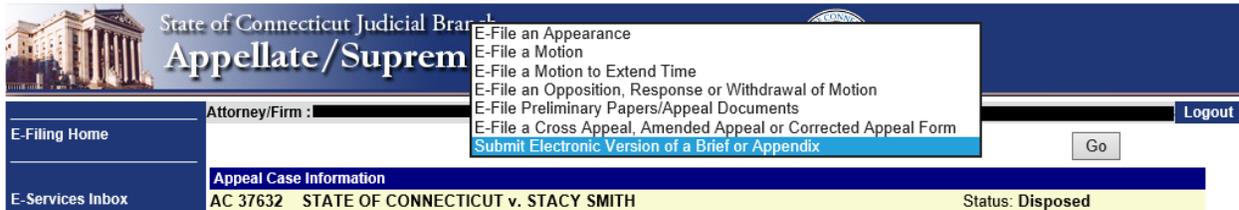
I am filing a motion to extend the time to file:

[Select]  
Amicus Curiae Brief  
Appellant Brief  
Appellant Preliminary Papers  
Appellant Reply  
Appellant Supplemental Brief  
Appellant Supplemental Reply Brief  
Appellee Brief  
Appellee Preliminary Papers  
Appellee Supplemental Brief

5. Upload your motion to extend the filing deadline.
6. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.
7. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.
8. **Save or print a copy of the confirmation page for your records.**

**How do I submit a brief and appendix electronically? NOTE: You must also file paper copies of your briefs and appendices in the Office of the Appellate Clerk.**

1. After you log in to E-Services, go to the Appellate E-Filing Home Page.
2. Search for your docket number or case name.
3. Click on your docket number to bring up the case summary page.
4. Choose "Submit Electronic Version of a Brief or Appendix" from the drop down menu and click "Go."



5. Select "Brief" or "Appendix" from the drop down menu.

**NOTE: Electronic submission of brief and/or appendix does not constitute a filing. Briefs and appendices must be submitted separately.**

\* Select the type of document you wish to e-file on this appeal.

Brief ▼

\* Please attach the Document PDF

\* You must upload the document that you have prepared. Select "Browse" and choose the PDF document from your files. Then select "Upload Document".

Browse...

Note: Maximum size for uploaded documents is 50MB

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

6. Select "Browse" to locate the document you wish to upload.
7. Upload your brief or appendix and click "Continue" to review your document.
8. Review your document. When you are satisfied with the document that you have uploaded, check the certification box, enter your delivered date and your login ID/juris number and click "Continue."

\* I certify that a copy of the document(s) I am filing has been delivered on  to each other counsel of record and I have included their names, addresses, e-mail addresses and telephone numbers; the document(s) have been redacted or do not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order or case law; and the document(s) comply with all applicable rules of appellate procedure in accordance with Practice Book Section 62-7.

\* Electronic Signature - Enter your individual juris number or self-represented party User Log In ID:

Back Continue Cancel

9. Print the confirmation of electronic submissions for your records and include a copy of the confirmation when you file your paper briefs and appendices.

### **Can I file any appeal in the Supreme Court?**

You must appeal first to the Appellate Court unless a direct appeal to the Supreme Court is authorized by statute or the Supreme Court has granted permission.

**Do I need to file an appearance *before* I file an appeal or writ of error?**

No. If you had an appearance in the trial court, it will carry over to your appeal. If you did not have an appearance in the trial court, you must answer the following appearance questions *when you are filing your appeal*:

**Please choose any of the following options that apply:**

Counsel or self-represented party who files this appeal will be deemed to have appeared in addition to counsel of record who appeared in the trial court.

Counsel or self-represented party who files this appeal is appearing in place of:

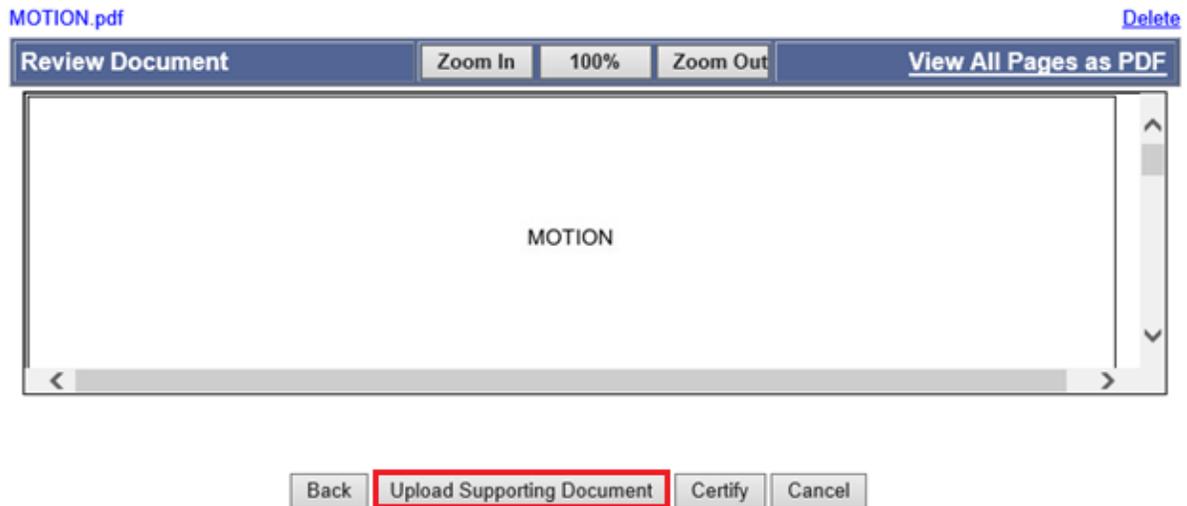
Name of counsel or self-represented party:

Juris Number (if applicable):

If you check the second box, you must provide the name of the attorney or self-represented party you are appearing in place of.

## How do I file an appearance in a preappeal motion?

There are two ways to file an appearance in a preappeal motion. The first way is to upload your appearance form as a supporting document after you upload your preappeal motion. The second way is to see the section [above](#) captioned "How do I add or change appearance information?"



**What information do I need to provide to other parties in my case and how should I deliver it?**

Immediately after you file any appellate document, you must deliver a copy of that document to all counsel of record in the case. Counsel of record includes all attorneys and self-represented parties. Delivery should be made electronically by sending the document to the last known e-mail address for each counsel of record, unless (1) you have received written notice from counsel of record that they will not accept service electronically, (2) an exemption from e-filing requirements has been granted to you or to the person to whom you are delivering the document, or (3) the electronic filing requirements do not apply to you or to the person to whom you are delivering the document. In these instances, you may deliver the documents by hand or by mail.

### **How can I request service of documents by non-electronic delivery or mail?**

You must notify the appellate clerk and all counsel of record in writing that you will not accept electronic service of documents.

## **How can I change my official e-mail address or contact information?**

When you are filing an appeal, you may provide updated contact information, but this does not constitute a formal change of registered contact information for counsel of record.

**If you are an attorney**, there are two ways to change your registered contact information: (1) log into E-Services and choose "Change of Information," or (2) fill out a "Change of Information" form (JD-GC-10) and mail it to the address indicated on the form. The change process may take 24 hours or more.

**If you are self-represented** and need to change your contact information, you must e-file an appearance form in each of your pending cases with the Office of the Appellate Clerk.

**Am I required to deliver a copy of the appeal form to the Office of the Chief State's Attorney?**

Yes. Immediately after you file a criminal or habeas appeal, you must deliver a copy of the appeal form to the Office of the Chief State's Attorney or to the Attorney General, as appropriate.

## How do I find and enter my trial court docket number?

Using the Case Look-up link on the Judicial Branch website ([www.jud.ct.gov](http://www.jud.ct.gov)), search for your case by party name. The search results will list your docket number.

### Party Name Search Results

[New Search](#)

Records: 1-200 of 7748

#### Results for Party Last Name SMITH

1 2 3 4 5 ... >>

Party Name	Case Name	Docket No.	Court Location	Pty No.	Self-Rep.
SMITH DWAYNE	SMITH, NORRETT v. SMITH, DWAYNE	e <sup>e</sup> 640-FA-19-6000020-S	Bridgeport - UF	D-01	
SMITH JAZMIN	SMITH, JAZMIN v. NEWBY, MICAH	e <sup>e</sup> 640-FA-18-6000006-S	Bridgeport - UF	P-01	
SMITH NORRETT	SMITH, NORRETT v. SMITH, DWAYNE	e <sup>e</sup> 640-FA-19-6000020-S	Bridgeport - UF	P-01	
SMITH AARON	345 BEQUIA, LLC v. SMITH, AARON	e <sup>e</sup> BPH-CV-17-6003100-S	Bridgeport Housing Session	D-01	

When you file your appeal, enter the complete docket number, including the location, category, year, number, and suffix.

**Enter information about the first trial court docket number being appealed:**  
 You will have a chance to add additional docket numbers later in the process.

\*What is the trial court case type?

Enter the trial court docket number of the case you are appealing:

FBT	CV	12	6024227	S
location	category	year	number	suffix

## How do I find and enter my small claims docket number?

Using the Case Look-up link on the Judicial Branch website ([www.jud.ct.gov](http://www.jud.ct.gov)), choose "Small Claims" and search for your case by party name. The search results will list your docket number.

### SEARCH RESULT(S) FOR PARTY NAME SMITH AS OF 6/11/2015 6:04:06 AM.

Select a column heading for sorting (i.e. Party Name)

<u>Party Name</u>	<u>Case Name</u>	<u>Docket No</u>	<u>Court</u>	<u>Party No</u>	<u>Pltf Def</u>
SMITH AARON	TRUMBULL OIL CO, INC. vs. SMITH	<a href="#">SCC-437141</a>	Derby	50	D
SMITH ABORN D	CAPITAL ONE BANK vs. SMITH	<a href="#">SCC-247221</a>	New London	50	D

When you file your appeal, enter the year in which the case was filed, and then enter the 6-digit number. It is not necessary to enter the letters "SCC."

**Enter information about the first trial court docket number being appealed:**  
*You will have a chance to add additional docket numbers later in the process.*

\*What is the trial court case type?

\* In what year was the case filed?

\* Enter the Docket number: SCC:    
number

## How do I find and enter my housing docket number?

Using the Case Look-up link on the Judicial Branch website ([www.jud.ct.gov](http://www.jud.ct.gov)), choose "Housing" and search for your case by party name or the address of the premises. The search results will list your docket number.

CASE SEARCH BY PARTY NAME	
As of: Jun 11 2015 1:30AM	
Displaying matches 1 through 20 of 20 total matches.	
<b>Smith, Amber</b> - Defendant Webster School Realty v Smith et al Active: On DMP List	<a href="#">BRSP-085627</a>
<b>Smith, Ashley</b> - Defendant Venetrust Investments, LLC v Smith et al Active: Trial Scheduled	<a href="#">BRSP-085856</a>

When you file your appeal, enter the year in which the case was filed and the complete docket number, including all letters and numbers as they appear.

**Enter information about the first trial court docket number being appealed:**  
*You will have a chance to add additional docket numbers later in the process.*

\*What is the trial court case type?

\* In what year was the case filed?

Enter the trial court docket number of the case you are appealing:

**I don't have a trial court docket number. How do I fill in this field in a worker's compensation matter, an original jurisdiction matter, an appeal from the decision of the Judicial Review Council or the Council on Probate Judicial Conduct, or a certified question of law from another jurisdiction?**

Enter the case number that was assigned by the workers' compensation commissioner, the Compensation Review Board, the Judicial Review Council, the federal court, the Council on Probate Judicial Conduct or the entity that decided the case from which you are appealing. You may enter up to 25 characters.

Here is an example of an appeal from the Compensation Review Board:

**Enter information about the first trial court docket number being appealed:**  
*You will have a chance to add additional docket numbers later in the process.*

\*What is the trial court case type?

\* In what year was the case filed?

Enter the trial court docket number of the case you are appealing:

Here is an example of an original jurisdiction action:

**Enter information about the first trial court docket number being appealed:**  
*You will have a chance to add additional docket numbers later in the process.*

\*What is the trial court case type?

\* In what year was the case filed?

Enter the trial court docket number of the case you are appealing:

The appeal form and the confirmation page will display the date and number that you entered and a number that is generated by the computer for internal use only.

## What if I am appealing from more than one docket number?

Click "Yes" in response to the question:

Are there any additional trial court docket numbers from which you are appealing? <input checked="" type="radio"/> Yes <input type="radio"/> No
---

Enter the following information:

Enter additional trial court docket numbers:				
* Are there any additional trial court docket numbers from which you are appealing?				
A05D	Select			S
<small>Location:</small>	<small>Category:</small>	<small>Year:</small>	<small>Docket:</small>	<small>Suffix:</small>
* The case was tried to or heard by: [Select]				
Please enter the full case name:				
* [ ] v. [ ]				
Examples: State of Connecticut v. John A. Smith In Re Joseph B. In the matter of Carl C.				
* Provide the name(s) of trial judge(s) whose decision(s) is/are being appealed:			* What is/are the date(s) of the judgment(s) being appealed?	
Add Judge(s)			Judgment Date(s)	
Last Name	First Name	Judge List	Judgment Date	Judgment Date List
[ ]	[ ]	no judges	[ ]	no judgment date
Add To List			Add To List	
Finish Cancel				

**What if I am appealing from more than one nonstandard docket number? For example, more than one workers' compensation matter.**

Click "Yes" in response to the question:

Are there any additional trial court docket numbers from which you are appealing?  Yes  No

Enter the case numbers that were assigned by the workers' compensation commissioner, the Compensation Review Board, the Judicial Review Council, the federal court, the Council on Probate Judicial Conduct, or the entity that rendered the judgment or decision from which you are appealing.

Enter additional information about the docket numbers you have added.

**Enter additional trial court docket numbers:**

\* Are there any additional trial court docket numbers from which you are appealing?

\* In what year was the case filed? [Select] v

\* Enter the trial court docket number of the case you are appealing:  
[Text Box]

\* The case was tried to or heard by: [Select] v

Please enter the full case name:

\* [Text Box] v. [Text Box]  
Examples: State of Connecticut v. John A. Smith  
In Re Joseph B.  
In the matter of Carl C.

\* Provide the name(s) of trial judge(s) whose decision(s) is/are being appealed:

**Add Judge(s)**

Last Name	First Name	Judge List
[Text Box]	[Text Box]	no judges

[Add To List]

\* What is/are the date(s) of the judgment(s) being appealed?

**Judgment Date(s)**

Judgment Date	Judgment Date List
[Text Box] [Calendar Icon]	no judgment date

MM/DD/YYYY  
[Add To List]

[Finish] [Cancel]

### **Why should I enter my docket number when it is easier to enter the case name?**

In many types of appeals, if you enter a trial court docket number correctly, the computer will fill in some of the information about your case automatically. If you do not enter your docket number correctly, you must fill in all of the information manually. This includes typing the names of all parties in the case you are appealing and the names and contact information for all counsel of record.

**What happens if I enter my docket number correctly but the computer can't find my case?**

The computer may not have access to certain types of cases, even if you enter your docket number correctly. In these cases, you must enter your responses to all of the questions that are used to create an appeal form. This includes typing the names of all parties in the case you are appealing and the names and contact information for all counsel of record.

## Do I need to pay a filing fee?

The following appellate filing fees are required:*	Fee	Statutory Authority
<b>1. Appeal or Writ of Error To Supreme or Appellate Court—Entry Fee</b>	\$250	52-259(a)
<b>2. Petition for Certification to Appeal to Supreme or Appellate Court</b>	\$75	52-259(e)
<b>3. Motion to open or reargue judgment in civil appeal to the Supreme or Appellate Court, to reconsider any other civil matter, or to rescind withdrawal of a civil appeal</b>	\$130	52-259c
<b>4. Motion for Permission to Appear Pro Hac Vice</b>	\$620	52-259(i)

\*See generally Connecticut General Statutes §§ 52-259, 52-259a, 52-259b, 52-259c, and the Official [Connecticut Practice Book](#) for complete details on filing fee exemptions.

Fees effective as of May 10, 2019.

**Am I required to pay a fee to resubmit a document that was returned?**

No. If the clerk's office asks you to resubmit a document, you do not need to pay the filing fee a second time. Check the box indicating that no fee is required.

Please certify one of the following *if applicable*:

This case is being filed on behalf of a state agency.

I certify that no fee is due in connection with this filing.

---

A fee waiver has been granted by the trial court for the filing of this matter.

I certify that I have obtained a fee waiver in accordance with the rules of practice.

Trial judge who granted the fee waiver:

Enter the date the judge granted the fee waiver.  

---

This filing does not require a fee. *Failure to pay required fees may result in dismissal.* For more information, click [here](#).

I certify that no fee is due in connection with this filing .

---

## What if I have a fee waiver?

If you have a valid fee waiver, check the box indicating that you have a fee waiver, enter the name of the judge who granted the fee waiver and enter the date that the judge granted the fee waiver. At the end of the e-filing transaction, upload a copy of the fee waiver form signed by the trial judge.

IF YOU UPLOAD AN INVALID FEE WAIVER OR FAIL TO PAY A REQUIRED FEE, YOUR DOCUMENT WILL BE RETURNED OR REJECTED.

Please certify one of the following *if applicable*:

This case is being filed on behalf of a state agency.

I certify that no fee is due in connection with this filing.

---

A fee waiver has been granted by the trial court for the filing of this matter.

I certify that I have obtained a fee waiver in accordance with the rules of practice.

Trial judge who granted the fee waiver:

Enter the date the judge granted the fee waiver.  

---

This filing does not require a fee. *Failure to pay required fees may result in dismissal.* For more information, click [here](#).

I certify that no fee is due in connection with this filing .

---

## What forms of payment can I use to pay a filing fee?

E-Filing payment can be made by credit card (MasterCard, Visa, American Express or Discover) or by electronic check. In addition to the court fee, you must pay a service fee of 2.45% for credit card transactions. The service fee is collected and retained by LexisNexis, which processes credit card transactions.

\* I certify that a copy of the document(s) I am filing has been delivered on   to each other counsel of record and I have included their names, addresses, e-mail addresses and telephone numbers; the document(s) have been redacted or do not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order or case law; and the document(s) comply with all applicable rules of appellate procedure in accordance with Practice Book Section 62-7.

\* Electronic Signature - Enter your individual juris number or self-represented party User Log In ID:

---

## Complete list of motions

Application to Appear as Amicus Curiae	Motion to Correct Rescript	Motion to Seal File
Application to Appear as Student Intern	Motion to Dismiss (other)	Motion to Set Aside Final Extension Order
Bill of Costs	Motion to Dismiss Amended Appeal	Motion to Set Aside Trial Court Judgment
Motion for Articulation (Trial Court Only)	Motion to Dismiss Appeal	Motion to Stay Appellate Proceedings
Motion for Clarification	Motion to Dismiss Cross Appeal	Motion to Stay Briefing pursuant to P.B. § 67-12
Motion for Further Articulation	Motion to Disqualify	Motion to Stay Pending Decision by U.S. Supreme Court
Motion for Further Rectification	Motion to Expedite	Motion to Stay Trial Court Proceedings
Motion for Immediate Hearing	Motion to File Brief	Motion to Strike
Motion for Judgment	Motion to File Brief Special Circumstance	Motion to Substitute Brief or Appendix
Motion for memorandum of Decision	Motion to File Late Appeal	Motion to Substitute Party
Motion for Order	Motion to File Late Appendix	Motion to Suspend Copy Requirements
Motion for Permission to File a Late Motion	Motion to File late Brief	Motion to Take Judicial Notice
Motion for Permission to file Handwritten Documents	Motion to File Late Certificate Re: Transcript	Motion to Terminate Stay
Motion for Reconsideration En Banc	Motion to File late Cross Appeal	Motion to Terminate Stay of Appellate Proceedings
Motion for Rectification	Motion to File Late Issue(s) after Grant of Certification by the Supreme Court	Motion to Unseal
Motion for Removal or Substitution of Counsel	Motion to File Late Motion	Motion to View Sealed File
Motion for Review	Motion to File Late Motion for Articulation	Motion to Waive Filing of Brief
Motion for Review Re: Decision to Withdraw as Appointed Counsel	Motion to File late Motion for Rectification	Motion to Withdraw Appeal After Oral Argument Only
Motion for Sanctions	Motion to File Late P.B. § 63-4 Papers	Motion to Withdraw Appearance
Motion for Security for Costs	Motion to File Late Response/Opposition	Motion to Withdraw as a Party

Motion for Stay	Motion to File Motion for Further Articulation	Motion to Withdraw as Appointed Counsel
Motion for Stay pursuant to P.B. § 61-14	Motion to File Substitute Brief/Appendix	Motion for Statement of Decision by Trial Court
Motion for Summary Disposition	Motion to File Supplemental Brief	Other Motion
Motion for Supervisory Order	Motion to File Transcript	Petition For Review of Court Closure or Sealing
Motion Re: Exhibits	Motion to File Under Seal	Request – Other
Motion to Adopt Brief	Motion to Intervene	Request for Additional Pages in Motion, Petition or Brief
Motion to Amend Appellate Order	Motion to Limit or Preclude Coverage	Request for Media Access
Motion to Amend Motion	Motion to Modify Issue(s) after Grant of Certification by the Supreme Court	Request Regarding Argument Time
Motion to Amend Response/Opposition	Motion to Raise Alternate Grounds	Request to Be Excused From Argument
Motion to Amend Transcript Order	Motion to Reargue	Request to Change Attorney Arguing Appeal (if both attorneys already appear in appeal)
Motion to Appear Pro Hac Vice	Motion to Reargue & to Reargue En Banc	Request to Have Exhibits in Courtroom for Appellate Argument
Motion to be Designated as a Party	Motion to Reargue and/or Reconsider	Request to Share/Split Argument Time
Motion to Change Counsel After Reply Brief Due Date	Motion to Reargue and/or Reconsider En Banc	Request to Supplement Appendix to Brief
Motion to Compel	Motion to Reargue En Banc	Request to Use Exhibits in Pending Appeal for Co-defendant at Trial
Motion to Consolidate	Motion to Reconsider	Request to Waive Argument
Motion to Correct	Motion to Reconsider & to Reconsider En Banc	Stipulation for Judgment
Motion to Correct Appeal Form	Motion to Reconsider Taxation of Costs	Writ of Mandamus
Motion to Correct Judgment File	Motion to Reopen	
Motion to Correct Opinion	Motion to Rescind Withdrawal	

## How do I file a motion to transfer from the Appellate Court to the Supreme Court?

1. On the Appellate E-Filing Home Page, select "E-File a Motion Before E-Filing an Appeal."

State of Connecticut Judicial Branch  
**Appellate/Supreme E-Filing**

Attorney/Firm : \_\_\_\_\_ Email: \_\_\_\_\_ [Logout](#)

**Welcome to Appellate E-Filing**

**Appellate E-Filing is mandatory for all non-exempt attorneys and non-exempt self-represented parties.**  
*Incarcerated self-represented parties cannot file documents electronically at this time.*

**HOW DO I ELECTRONICALLY FILE APPELLATE BRIEFS AND APPENDICES?** Effective December 19, 2016, appellate briefs and appendices must be electronically submitted through e-filing. Briefs and appendices submitted through e-filing will now appear in the case activity section of your "Appellate Case Information" page. Instructions on how to e-file briefs and appendices can be found in the "HOW DO I E-FILE DOCUMENTS IN MY CASE?" section below. Briefs electronically submitted prior to December 19, 2016 will continue to be viewed on the public website only.

**IMPORTANT:** Your brief and appendix are not considered filed until you submit paper copies of your brief and appendix to the Appellate Clerk's Office. The Appellate Court requires 10 copies and the Supreme Court requires 15 copies.

**HOW DO I FILE A NEW APPEAL/WRIT OF ERROR?** Select [E-File a New Appellate Matter](#) from the left-hand navigation bar.

**HOW DO I FILE A MOTION OR APPLICATION IN A MATTER THAT HAS NO APPEAL PENDING?** Select [E-File a Motion or Application Before E-Filing an Appeal](#) from the left-hand navigation bar.

2. When asked which court you are filing in, select "Supreme Court." Enter the 5-digit Appellate Court docket number of the appeal you are seeking to transfer. For cross or amended appeals, please enter the first five digits only. For example, if your docket number is AC 12345X01, enter 12345.

### E-File a New Pre Appeal Motion

\*In which court are you filing?  Appellate Court  Supreme Court

\*Do you have an Appellate Court docket number?

Yes

No

Enter your 5-digit Appellate Court docket number: AC:

45882

3. The computer will search for your case and display the case name if it finds a match.

AC 12345 AETNA LIFE & CASUALTY v UNION TRUST COMPANY  
Is this the case associated with this filing? If YES, [click here to continue](#).  
If NO, search again.

4. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again.
5. Select "Motion to Transfer" as the preappeal motion you are filing.

\* Name of Motion:

Motion to File Late Appendix
Motion to File Late Motion
Motion to File Transcript
Motion to File Under Seal
Motion to Intervene
Motion to Limit or Preclude Coverage
Motion to Reargue
Motion to Reargue & to Reargue En Banc
Motion to Reargue and/or Reconsider
Motion to Reargue and/or Reconsider En Banc
Motion to Reargue En Banc
Motion to Reconsider
Motion to Reconsider & to Reconsider En Banc
Motion to Rescind Withdrawal
Motion to Seal File
Motion to Set Aside Final Extension Order
Motion to Stay Trial Court Proceedings
Motion to Strike
Motion to Substitute Party
Motion to Suspend Copy Requirements
Motion to Transfer
Motion to View Sealed File
Motion to Withdraw Appearance
Motion to Withdraw as a Party
Other Motion
Petition For Review of Court Closure or Sealing
Petition For Review of Grand Jury Proceedings
Request - Other
Request for Additional Pages in Motion, Petition or Brief
Writ of Mandamus

6. Complete the remaining questions and submit your motion to transfer.

**The Supreme Court granted my petition for certification to appeal from the judgment of the Appellate Court. What steps do I take now?**

Now that the Supreme Court has granted your petition for certification to appeal from the judgment of the Appellate Court, you must file your appeal within twenty days from the issuance of notice that certification to appeal has been granted, the petitioner, who shall be considered the appellant, shall file the appeal in accordance with the procedure set forth in Practice Book section 63-3 and shall pay all required fees in accordance with the provisions of Practice Book sections 60-7 or 60-8. The appeal form generated at the time of the electronic filing will bear the Supreme Court docket number assigned to the appeal. Except for a docketing statement, parties need not file other Practice Book section 63-4 papers.

1. On the Appellate E-Filing Home Page, select "E-File a New Appellate Matter."
2. Select "Supreme Court."
3. Select "Appeal after Certification by Supreme Court."
4. Provide the statutory basis for your appeal.
5. Click "Yes" if you are filing a joint appeal.
6. Enter your **Appellate Court** Docket number. If the computer is able to find your case, it will automatically fill in information about your case.

\*To which court are you appealing?  Supreme Court  Appellate Court

What is the statutory basis for your appeal to the Supreme Court?

51-197f

\*Select what you are filing from the following options:

Appeal after Certification by the Supreme Court

Is this matter being jointly filed?  Yes  No

Note: You and all joining parties must file a joint appeal consent form. URL TBD

**Enter information about the first trial court docket number being appealed:**

You will have a chance to add additional docket numbers later in the process.

Enter your 5-digit Appellate Court docket number: AC: 12345

45682

Search

AC 12345 AETNA LIFE & CASUALTY v UNION TRUST COMPANY

Is this the case you are appealing? If YES, [click here to continue.](#)

7. Answer all remaining questions, which are identical for all other types of appeals.

NOTE: The appellant's brief is due 45 days from the date the appeal is filed with the Supreme Court. In addition to the standard list of documents required to be included in the appellant's appendix part 1, the appellant shall also include the order granting certification and the opinion or order of the Appellate Court under review (See Practice Book section 67-8 (b)(1)).

**What if I can't find my Appellate Court docket number or can't enter it correctly?**

1. Select "No" if you cannot find your Appellate Court docket number or cannot enter it correctly:

\*Do you have an Appellate Court docket number?

Yes

No

2. Select the trial court case type from the drop down menu.

\*What is the trial court case type?

[Select]

- Child Protection
- Civil
- Family
- Criminal
- Motor Vehicle
- Housing - Summary Process
- Juvenile
- Small Claims
- Worker's Compensation

3. Enter the trial court docket number from which you are appealing and click "Search."

**Complete list of preappeal motions.**

Application for Certification pursuant to G.S. § 52-265a	Motion to Amend Transcript Order	Motion to Reconsider
Application to Appear as Amicus Curiae	Motion to Appeal pursuant to P.B. § 61-4	Motion to Reconsider & to Reconsider En Banc
Motion for Ext. of Time to File Response/Opposition to Appellate Court Petition for Certification	Motion to Appear Pro Hac Vice	Motion to Rescind Withdrawal
Motion for Extension of Time to File Appellate Court Petition for Certification	Motion to be Designated as a Party	Motion to Seal File
Motion for Further Articulation	Motion to Compel	Motion to Set Aside Final Extension Order
Motion for Rectification	Motion to Consolidate	Motion to Stay Trial Court Proceedings
Motion for Immediate Hearing	Motion to Correct	Motion to Strike
Motion for Order	Motion to Disqualify	Motion to Substitute Party
Motion for Permission to File a Late Motion	Motion to File Late Appeal	Motion to Suspend Copy Requirements
Motion for Permission to file Handwritten Documents	Motion to File Late Appendix	Motion to Transfer
Motion for Reconsideration En Banc	Motion to File Late Motion	Motion to View Sealed File
Motion for Review	Motion to File Transcript	Motion to Withdraw Appearance
Motion for Review Re: Decision to Withdraw as Appointed Counsel	Motion to File Under Seal	Motion to Withdraw as a Party
Motion for Sanctions	Motion to Intervene	Other Motion
Motion for Stay	Motion to Limit or Preclude Coverage	Petition For Review of Court Closure or Sealing
Motion for Stay pursuant to P.B. § 61-14	Motion to Reargue	Petition For Review of Grand Jury Proceedings
Motion for Supervisory Order	Motion to Reargue & to Reargue En Banc	Request – Other
Motion to Amend Appellate Order	Motion to Reargue and/or Reconsider	Request for Additional Pages in Motion, Petition, or Brief
Motion to Amend Motion	Motion to Reargue and/or Reconsider En Banc	Writ of Mandamus
Motion to Amend Response/Opposition	Motion to Reargue En Banc	

## **Do I need permission from the court to file an appeal?**

You must have permission to file the following types of appeals:

1. Appeal to Appellate Court Following Grant of Certification
  - a. This type of appeal may not be filed unless the Appellate Court has granted a petition for certification to appeal. In addition, only zoning or inland wetlands matters may be appealed in this manner.
2. Appeal to Supreme Court Following Grant of Certification
  - a. This type of appeal may not be filed unless the Supreme Court has granted a petition for certification to appeal. Only decisions of the Appellate Court may be appealed in this manner.
3. Certified Question of Law after Acceptance by Supreme Court
  - a. This type of appeal may not be filed unless the Supreme Court has granted another court's request to consider a certified question of law.
4. Reservation of Question of Law after Acceptance by Appellate Court or Supreme Court
  - a. This type of appeal may not be filed unless the Supreme Court or Appellate Court has granted a trial court's request to consider a question of law.
5. Appeal to Supreme Court on Questions Involving Public Interest
  - a. Any party to an action who is aggrieved by an order or decision of the Superior Court in an action which involves a matter of substantial public interest and in which delay may work a substantial injustice.

## **What is a preliminary paper or appeal document?**

Preliminary papers are documents required by Practice Book § 63-4. They include a preliminary statement of issues, a docketing statement, a certificate regarding the transcript order, a pre-argument conference form, a constitutionality notice, and a sealing notice. Appeal documents are other documents filed in connection with an appeal that are not required by Practice Book § 63-4 and do not constitute motions, preappeal motions, appearances or petitions. For example, a notice to the Appellate Clerk indicating that a party does not intend to file a brief would be e-filed as a "Preliminary Paper or Appeal Document," rather than as a motion, petition or preappeal motion.

**Complete list of preliminary papers and appeal documents.**

Alternative Grounds for Affirmance	Constitutionality Notice	Preliminary Statement of Issues
Appeal Transcript Filing Form to Accompany Transcripts and/or Land Use Regulations	Correspondence to Court	Reservation – supporting document(s)
Appeal Transcript Order Acknowledgment from Court Reporter	Correspondence to Court Regarding Request to Mark Over Oral Argument	Response to Citation of Supplemental Authorities
Appeal Transcript Order Form	Correspondence to Court Regarding Waiver of Oral Argument	Sealing Notice
Appeal Transcript Order Form with Certificate of Completion	Docketing Statement	Statement that Factual or Legal Issues do not Implicate the Child’s Interest. See Practice Book Section 67-13
Appeal Transcript Order Form with Revised Estimated Date of Delivery	Errata Document Correcting Error(s) in Brief	Supreme Court Appeal from Counsel on Probate Judicial conduct – supporting document(s)
Appellate Electronic Access Form	Joint Appeal Consent Form	Supreme Court Appeal from Judicial Review Council – supporting document(s)
Assignment Form (Response to Docket)	Notice Adopting Brief of Another Party	Supreme Court Certified Question(s) of Law – supporting documents
Bankruptcy Notice	Notice Adopting Brief or Detailed Statement Required by Counsel for the Minor Child and/or Counsel for Guardian ad Litem in Matters Involving Minor Children	Withdrawal
Certificate Regarding Transcripts	Notice of Removal	Writ of Error – supporting documents
Citation of Supplemental Authorities After Brief if Filed	Other Preliminary Paper or Appeal Document	Writ of Error with Signed Marshal's Return
Citation of Supplemental Authorities after filing of Brief – Response	Pre Argument Conference Statement	Other Document

## How do I search for a preappeal motion or petition on the appellate home page?

1. Use "List My Cases," "My E-Filed Items," or "Search by Docket Number or Case Name" once logged into E-Services.



2. If you search by docket number, enter the court and the 6-digit preappeal motion number or petition number.

### **Supreme and Appellate Court Docket Number Search**

---

Court	Docket*
SC	140215
Ac, SC	12345
<input type="button" value="Search"/>	

3. Click on the preappeal motion or petition number to access your case.

Criteria: Docket: SC 140216

Records: 2

<u>Docket Number</u>	Case Name	Trial Court Docket Number	Appeal Filed Date	Status
<a href="#">SC 140216</a>	Case Name not available at this time.	HHDFA124061374S	11/03/2014	Denied
<a href="#">SC 140216</a>	Case Name not available at this time.	NNHCV146048796S	11/13/2014	Denied

**Am I required to redact or omit personal identifying information from documents I file?**

Yes. To protect your privacy and the privacy of other and to comply with court rules:

1. Do *not* include *personal identifying information* in any document filed with the court unless you are required to by law or ordered by the court.
2. Use caution when filing a document that contains *sensitive personal, medical, or financial information*, including:
  - a. Information about medical or psychiatric treatment, diagnosis, or prognosis;
  - b. Individual financial information;
  - c. Employment history;
  - d. Home address, telephone numbers or cell phone numbers;
  - e. Proprietary or trade secret information

If you are filing documents that have this type of sensitive information, think about whether the information is necessary and relevant to the case. You may also think about removing (redacting) any parts of the document that are not relevant and necessary.

***The Appellate Clerk does not review documents to see if personal identifying information or any other sensitive personal, medical, or financial information is included. The filer is responsible for omitting or removing (redacting) personal identifying information that is not required by law or court order, or sensitive personal, medical, or financial information.***

\* I certify that a copy of the document(s) I am filing has been delivered on   to each other counsel of record and I have included their names, addresses, e-mail addresses and telephone numbers; **the document(s) have been redacted or do not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order or case law;** and the document(s) comply with all applicable rules of appellate procedure in accordance with Practice Book Section 62-7.

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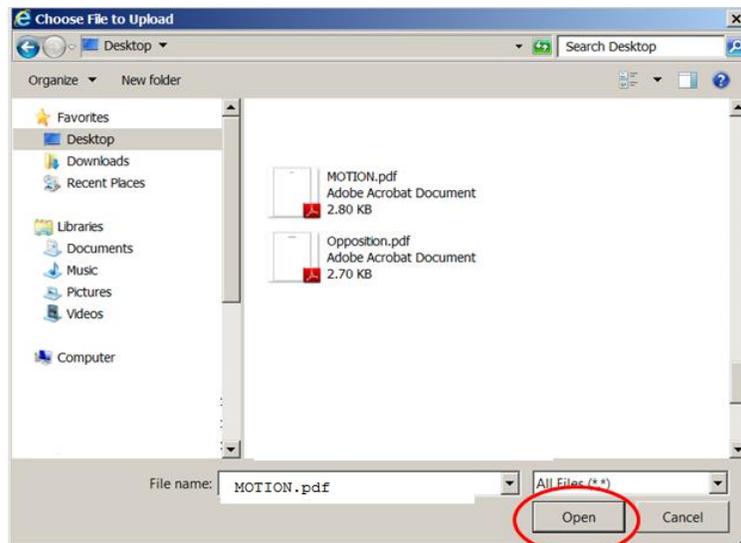
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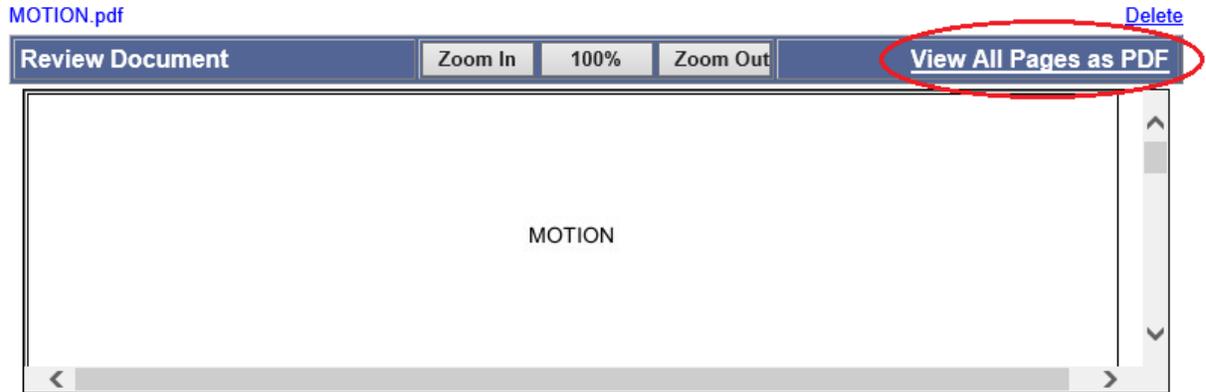
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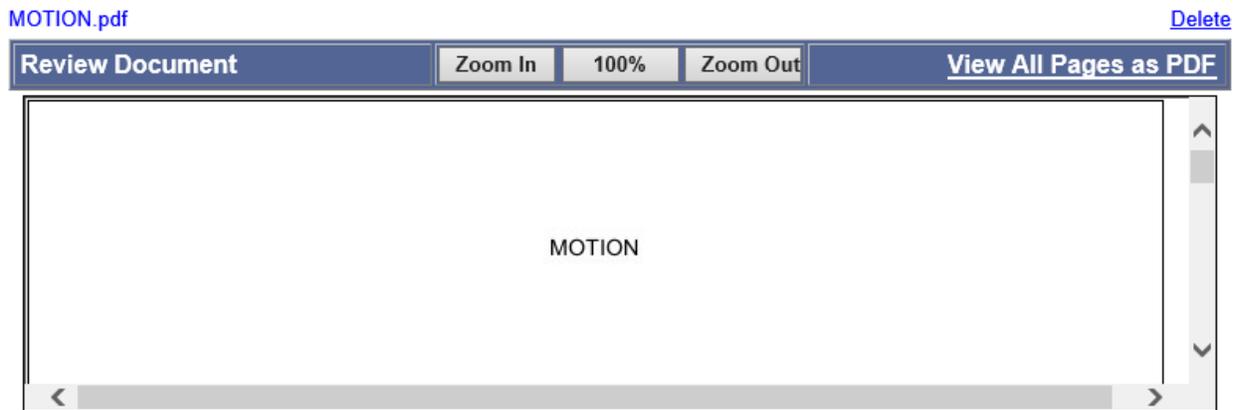
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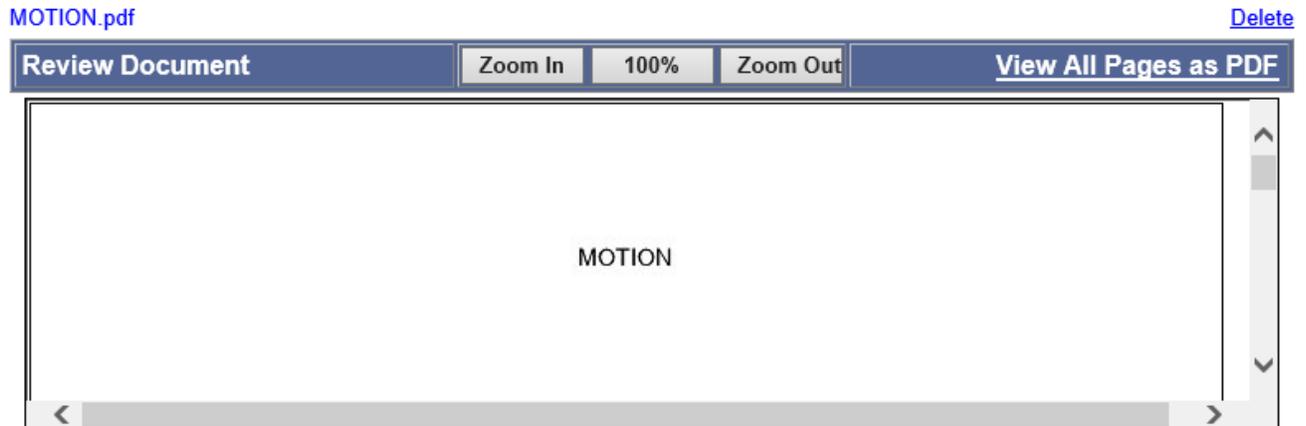
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The Office of the Appellate Clerk recommends that you first upload your motion or petition as a single PDF document and that you then upload any supporting documents as separate PDF documents. To the extent possible, supporting documents should be submitted in as few uploads as possible. An exception to this is when filing supporting documents under seal, such as under P.B. § 62-9(d)(1), where sealed documents must be filed separately.

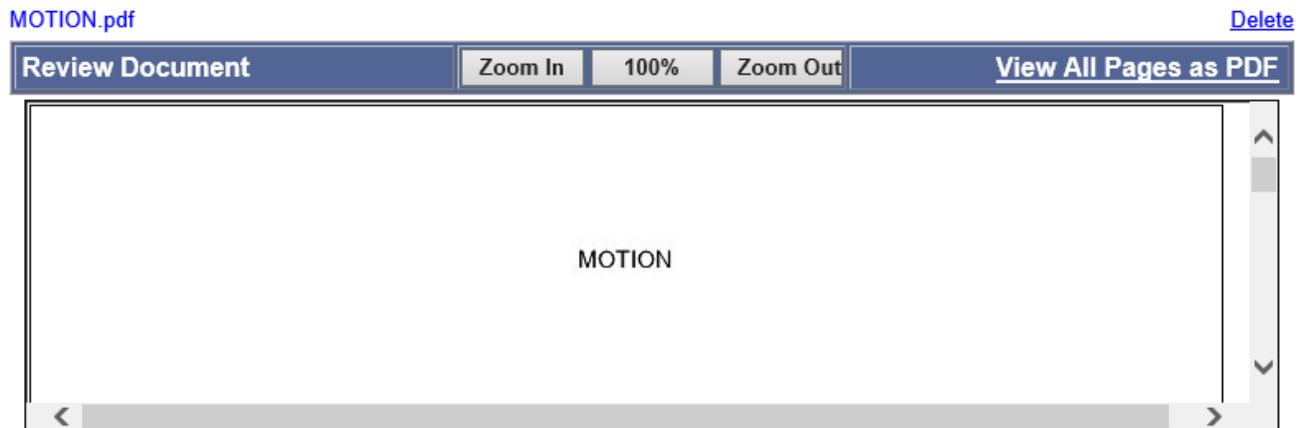


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## Can I file multiple documents in one transaction?

No. Each appeal, appearance, preliminary paper, appeal document, motion, petition, preappeal motion, or motion opposition/response/withdrawal must be filed during a separate e-filing transaction so that the system can assign a number and provide a confirmation of filing. If you are filing a motion or petition that is accompanied by supporting documents, such as an affidavit, you may upload the supporting documents during the same e-filing transaction.



\* I certify that a copy of the document(s) I am filing has been delivered on   to each other counsel of record and I have included their names, addresses, e-mail addresses and telephone numbers; the document(s) have been redacted or do not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order or case law; and the document(s) comply with all applicable rules of appellate procedure in accordance with Practice Book Section 62-7.

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**I'm not appealing from a trial court matter. What case type do I select?**

Select the "Civil" case type if you are filing an original jurisdiction action, an appeal from the decision of the Judicial Review Council or an appeal from the Council on Probate Judicial Conduct. If you are filing a certified question of law from another jurisdiction, select the type of case decided by the federal or state court.

**My case was decided by the Compensation Review Board or by a federal judge. Will the computer be able to find information about my case?**

The computer only has access to information about cases that were decided by the Superior Court or the Appellate Court and cannot access information about cases that were decided by other courts or entities. You will manually enter all information about your case.

**My case was not decided by a trial court judge. What name should I enter in the field for the name of the trial judge?**

Enter the name of the workers' compensation commissioner, the small claims commissioner, the federal district court judge, the member of the Compensation Review Board or the names of any individuals who rendered the judgment or decision from which you are appealing. If you do not have the name of a specific individual, enter the name of the decision-making body. *If you are filing an original jurisdiction action, enter "other."*

\*Provide the name(s) of trial judge(s) whose decision(s) is/are being appealed:

— Add Judge(s) —

Last Name	First Name	<input type="button" value="Add To List"/>	Judge List
<input type="text"/>	<input type="text"/>		<input type="text" value="no judges"/>

Provide the name(s) of other trial judge(s) who were involved in the case:

— Add Other Judge(s) —

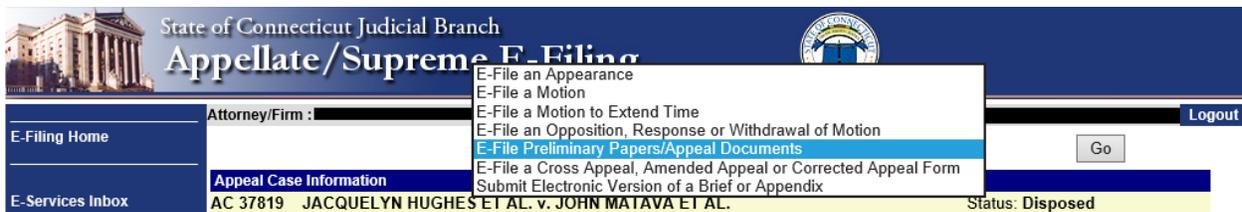
Last Name	First Name	<input type="button" value="Add To List"/>	Other Judge List
<input type="text"/>	<input type="text"/>		<input type="text" value="no judges"/>

**I am filing an original jurisdiction matter and don't have a filing date or judgment date.  
How do I answer these questions?**

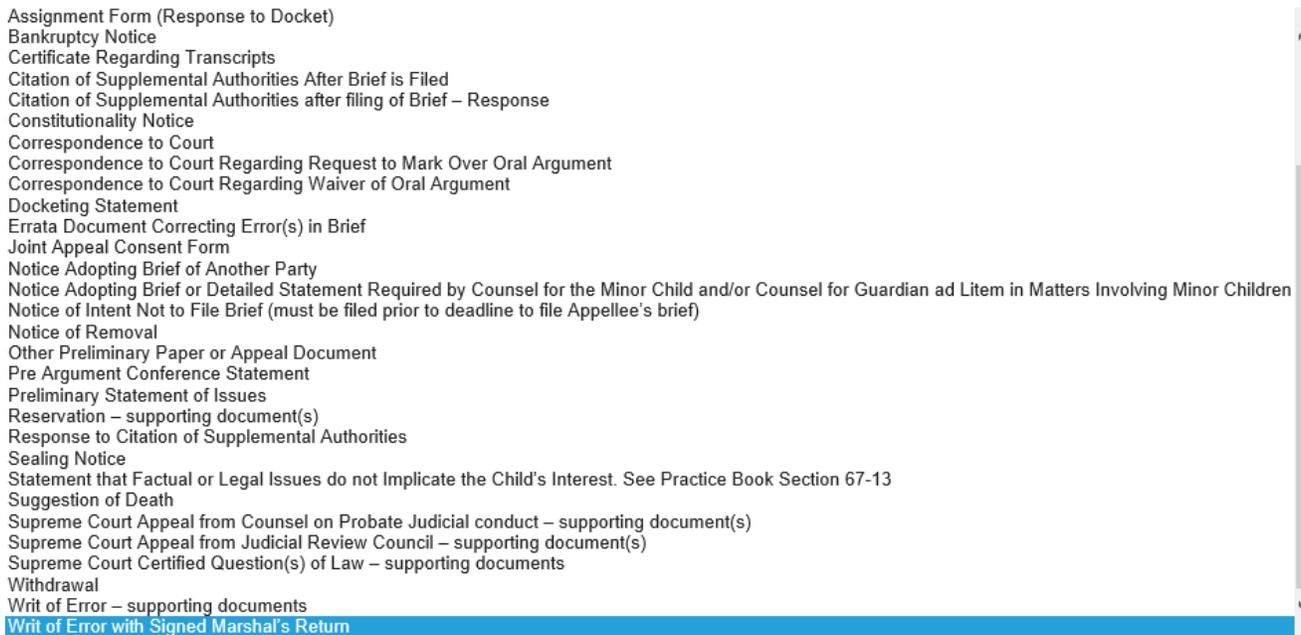
Enter the current year as the year in which the case was filed. Enter the current date as the judgment date.

**I have filed a writ of error and need to upload the writ, the return, and other documents. How do I upload these documents?**

1. Immediately after you e-file your appeal form and pay your fee, you must scan and save the writ and the marshal's return as a PDF document in order to e-file it. You must keep the original signed papers throughout the pendency of the action.
2. On the Appellate E-Filing Home Page, search for your case using "List My Cases," "My E-Filed Items," or "Case Search." A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.
3. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File Preliminary Papers/Appeal Documents" from the drop down menu at the top of the page.



4. Select "Writ of Error with Signed Marshal's Return" or "Writ of Error – supporting documents" as the type of preliminary paper/appeal document to correspond with what you are filing.



5. Upload your document. **NOTE: You must file each supporting document separately.**