

Appellate E-Filing Quick Card

All self-represented parties* and attorneys must have an account with E-Services and must file all appellate documents electronically unless they are excluded or have an exemption from the electronic filing requirements. The trial court will not accept payment for your appellate filing unless you are excluded or have an exemption. Self-represented parties may pay court fees by credit card and electronic check.

*Incarcerated self-represented parties cannot e-file at this time.

Getting Started

- Enroll in E-Services.
 - If you already have an active E-Services account, you do not need to create a new account to e-file appellate matters. To create an account, go to the Judicial Branch home page <https://www.jud.ct.gov/>, choose E-Services, and click Enroll.
- Log in to your E-Services Account.
- Select **Appellate E-Filing** and from the left hand menu select one of the following options: E-File a New Appellate Matter, E-File a Petition for Certification to Appeal, or E-File a Motion or Application Before E-Filing an Appeal.
- Once an appellate matter has been created and you have accessed your Appeal Case Information under "List My Cases" or by searching for your case, you may select from the dropdown menu to e-file additional or future documents.
 - Briefs must be submitted electronically and on paper.

Do I need to file an appearance when initiating the matter?

If you appeared in the case at the time the matter was filed, you do not need to file an appearance. If you do not have an appearance, you will be prompted to enter the required appearance information.

Note: An appellate matter will be docketed upon filing, but it may be returned or rejected for failure to pay the required fees or comply with the rules of practice.

Certifications: Please note papers shall include a certification that a copy has been delivered to each other counsel of record, which shall include names, addresses, e-mail addresses, and telephone numbers. See Section 62-7(b) regarding other required certifications. Briefs and appendices require additional certifications pursuant to Section 67-2 (g) and (i). Other certifications may be required by the rules under which specific documents are filed.

Self-Represented Parties

- 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.
- To submit the appellate electronic access form:
 - Go to the Judicial Branch Website <https://www.jud.ct.gov/>.
 - Choose Forms.
 - Choose Supreme/Appellate.
 - Print and complete the Appellate Electronic Access Form ([JD-AC-015](#)) in a family or child protection appellate matter, or an appellate matter that involves protected information.
 - Bring the completed form and a photo ID to the Appellate Clerk's Office.
 - If you cannot go to the Appellate Clerk's Office, mail a notarized copy of your photo ID with your form. Do *not* send your original photo ID in the mail. The notary's signature and statement must be on the copy of the ID.
 - The name on your ID must match the name of the party in the case file. If the names are different, you must also deliver proof of name change to the Appellate Clerk's Office.
 - Any other self-represented party whose user identification number has not been previously submitted must submit this form through Appellate E-Filing.

For More information visit the Judicial Branch Website:

- [Procedures and Technical Standards for Appellate E-Filing](#)
- [Appellate E-Filing Instruction Manual](#)
- [Appellate E-Filing Frequently Asked Questions](#)
- [Frequently Asked Questions - Electronically Submitting Supreme and Appellate Court Briefs and Appendices](#)
- [Handbook of Appellate Procedure](#)
- [Rules of Appellate Practice](#)