

## Enrollment for Self-represented Parties

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*If you are a Self-represented Party, you can enroll in E-Services to create a User ID and password that you can use to log in to E-Services to look at and file documents in your case and to mark your motions or objections on the short calendar on-line (electronically). There is no charge for enrollment in E-Services.*

To find out if your case is electronic (paperless) or electronically filable, please go to the [Procedures and Technical Standards](#) or the [Frequently Asked Questions](#).

**Note:** Once you enroll in E-Services, if you want electronic (on-line) access to your case, you will need to request electronic (on-line) access and file an appearance in your case unless you are the plaintiff filing a new case electronically.

Here is a checklist of what you must do to enroll in E-Services and activate your account.

To enroll in E-Services, you must:

1. Go to the E-Services Welcome Page
2. Click **Enroll**
3. Fill out the information in the enrollment application
4. Choose a User ID and password. This User ID will appear on all of the documents you file with the court.
5. Choose a secret question and answer and enter your year of birth. We can use this information to identify you if you forget your User ID or password.
6. Print the page for your records
7. Submit your Request for New Account

You will see a message that tells you your enrollment application has been received. It will also tell you to check your e-mail for an e-mail from E-Services.

To activate your account, you must:

8. Check your e-mail for an e-mail from E-Services
9. Click on the link in the e-mail
10. Enter your User ID and password on the next screen
11. Look over the information that you gave in your application to be sure it is correct
12. Read through the Electronic Services (E-Services) User Agreement
13. Check the box next to "I agree."
14. Click **Activate Account** to be taken to the E-Services home page.

### **Instructions and Pictures of how to enroll in E-Services:**

1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports two browsers – Microsoft Internet Explorer® version 6 or higher, or Firefox 3 or higher. The address bar for those browsers is shown below:

Microsoft Internet Explorer®:



# Enrollment for Self-represented Parties (continued)

## Firefox:



2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page:



**Note:** Before you go to the enrollment page, you can check to be sure your computer browser will work with the E-Services site. You can use Microsoft Internet Explorer® version 6 or higher, or Firefox 3 or higher. To check your browser:

- Choose the **Self-represented Parties** tab on the E-Services Welcome Page;
- On the **Self-represented Parties** page, select **Getting Started**.

3. Click on **Enroll**; the following screen will appear. To read more about the enrollment application process, you can click the **Enrollment Application Process Overview for Self-represented Parties**.



## Enrollment for Self-represented Parties (continued)

4. Click **Self-represented Enrollment for E-Services** to go to the enrollment page. You will see the following screen. Fill in the four short sections

Connecticut Judicial Branch  
E-Services

New Account Enrollment

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

**1** Account Type:

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

Account Information:

**2** First Name:   
Middle Initial:   
Last Name:   
Suffix:   
Address 1:   
Address 2:   
Town/State/Zip:  CT   
Country:  USA  Other  
Telephone No:  Phone Extension:   
Email Address:   
Confirm Email Address:

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

User ID and Password:

**3** User ID:  The User ID cannot contain any symbols or special characters, such as @, #, &, or ! and it cannot be your email address.  
Once enrolled, this User ID cannot be changed and will be displayed on all court documents.  
[Check if Available](#)

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

Confirm Password:

Security Question (In case you forget your password):

**4** Secret Question:   
Answer:   
Year of Birth:

Print this Page

Please print this screen for your records **before** continuing.

Submit Request for New Account

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

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

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

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

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

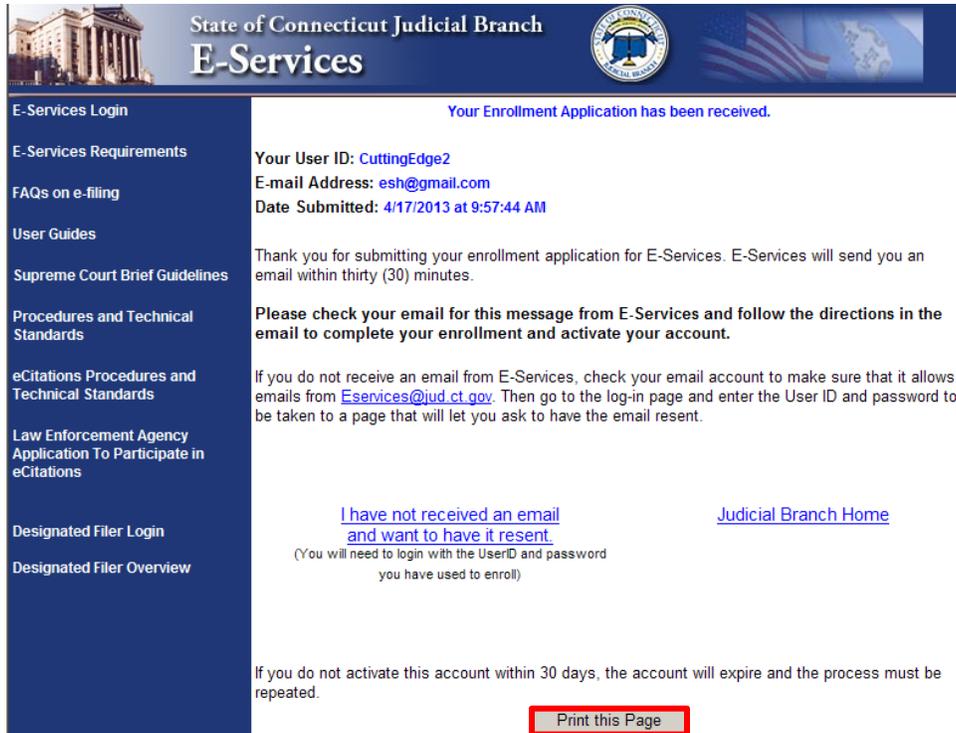
Password - You must create a password that has no fewer than 8 characters and no more than 10 characters. **It must contain at least one number.**

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

## Enrollment for Self-represented Parties (continued)

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5. Be sure to print the page for your records by clicking **Print this Page**.
6. Click **Submit Request for New Account** at the bottom of the page; you will see the following screen:



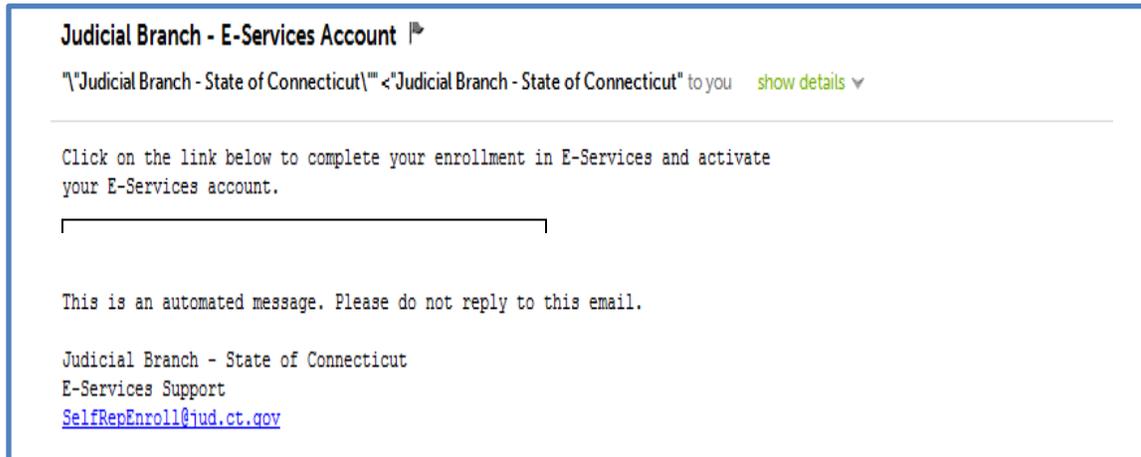
The screenshot shows the State of Connecticut Judicial Branch E-Services enrollment confirmation page. The header includes the state seal and the text "State of Connecticut Judicial Branch E-Services". A navigation menu on the left lists various links such as "E-Services Login", "E-Services Requirements", and "User Guides". The main content area displays the message: "Your Enrollment Application has been received." followed by the user ID "CuttingEdge2", email address "esh@gmail.com", and submission date "4/17/2013 at 9:57:44 AM". A thank-you message states that an email will be sent within 30 minutes. A bold instruction asks the user to check their email for a message from E-Services and follow the directions to complete enrollment and activate the account. A note mentions that if no email is received, the user should check their email account and allow emails from "Eservices@jud.ct.gov". A link is provided for users who have not received an email and want to have it resent, with a note that they will need to login with their User ID and password. A "Judicial Branch Home" link is also present. At the bottom, a warning states that the account will expire if not activated within 30 days. A "Print this Page" button is highlighted with a red box.

7. Print this page for your records by clicking **Print this Page**.
8. Within 30 minutes, you will receive an e-mail from E-Services. You must click on the link in that e-mail to complete your enrollment and activate your account.

# Account Activation for Self-represented Parties

1. You will receive an e-mail from E-Services with the link to activate your account.

**Note:** The link in this e-mail will be active for only 30 days. If you do not click on the link and complete the enrollment process within thirty days, your information will be removed from the system and you will have to enroll again.



2. Click the link in the e-mail to go to the New Account Activation page
3. On the New Account Activation page, enter your User ID and password.



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

# Account Activation for Self-represented Parties (continued)

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

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

[Verify Account Information](#)

**Activate Account:**

Your User ID: [CuttingEdge2](#)  
E-mail Address: [esh@gmail.com](#)  
Date Submitted: 4/17/2015 at 9:57:44 AM

**Terms and Conditions:**

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

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

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

**System Security**  
You have read the General Security Policy Statement and agree to abide by its terms.  
You will not introduce viruses, breach system security, maliciously tamper with any Judicial Branch system, or attempt to commit any of these acts. Committing any of these acts is a computer crime and will make you subject to criminal penalties under the Connecticut General Statutes.  
You will report all security problems immediately to the Judicial Branch Helpdesk by phone at (860) 202-6555 or by email at [Helpdesk@jud.ct.gov](mailto:Helpdesk@jud.ct.gov).

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

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

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

I AGREE

## 6. Click in the box next to **I Agree**

## 7. Click **Activate Account**; you will be taken to the E-Services home page where you can select **Civil/Family/Housing Menu** to go to your case or file a new case electronically.

### **What if I don't get an e-mail from E-Services?**

If you do not receive an e-mail from E-Services with the link to activate your account, you should:

1. Check your e-mail account to make sure that it will allow you to receive e-mails from E-Services
2. Go to the Judicial Branch website at [www.jud.ct.gov](http://www.jud.ct.gov)
3. Choose **E-Services** from the menu on the left side of the page to go to the E-Services Welcome Page
4. Click **Log-in**
5. Enter your User ID and password.

## Account Activation for Self-represented Parties (continued)

6. You will see the following screen:

The screenshot shows the State of Connecticut Judicial Branch E-Services interface. At the top, there is a header with the text "State of Connecticut Judicial Branch E-Services" and a logo. Below the header, a navigation bar displays "Logged-In User: Edward Scissorhands (Cuttingedge2)" and "E-Mail: esh@gmail.com" with a "Logout" link. The main content area features a "Resend Activation Email" link and a message: "Instructions: You should receive an email with instructions on how to complete your enrollment. If you did not receive an email, you may request another email by clicking the 'Resend Activation Email' button below. If the email address is not correct, you should click on the 'Change Email Address' link below to update the email address before requesting to resend the activation email." Below this, a red message states "Your UserID has not been activated!". A form field labeled "Resend activation email:" contains the text "Your email address on record is esh@gmail.com" followed by a "Change Email Address" link. A "Resend Activation Email" button is located to the right of the form field. A note at the bottom reads: "Note: You will be able to access Eservices functionality only after activating your account and confirming your email address. Please activate your account using the link in the activation email sent to your email address."

7. Check your e-mail address on this page to be sure it is correct.
8. Click on **Change Email Address** if you need to make any change to your address
9. Click **Resend Activation Email**
10. You will receive an e-mail from E-Services with the link to activate your account.

**Need Help?** If you do not receive the e-mail or you have any other questions about enrollment or account activation, call the E-Services Support Line at (866) 765-4452 or e-mail [SelfRepEnroll@jud.ct.gov](mailto:SelfRepEnroll@jud.ct.gov).