Enrollment for Self-represented Parties

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.

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.

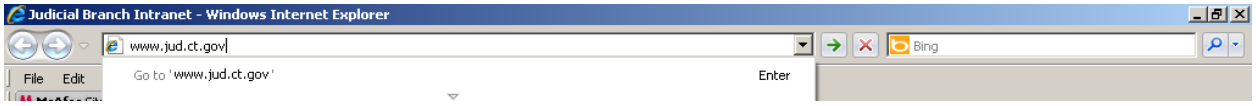
To activate your account, you must:

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:

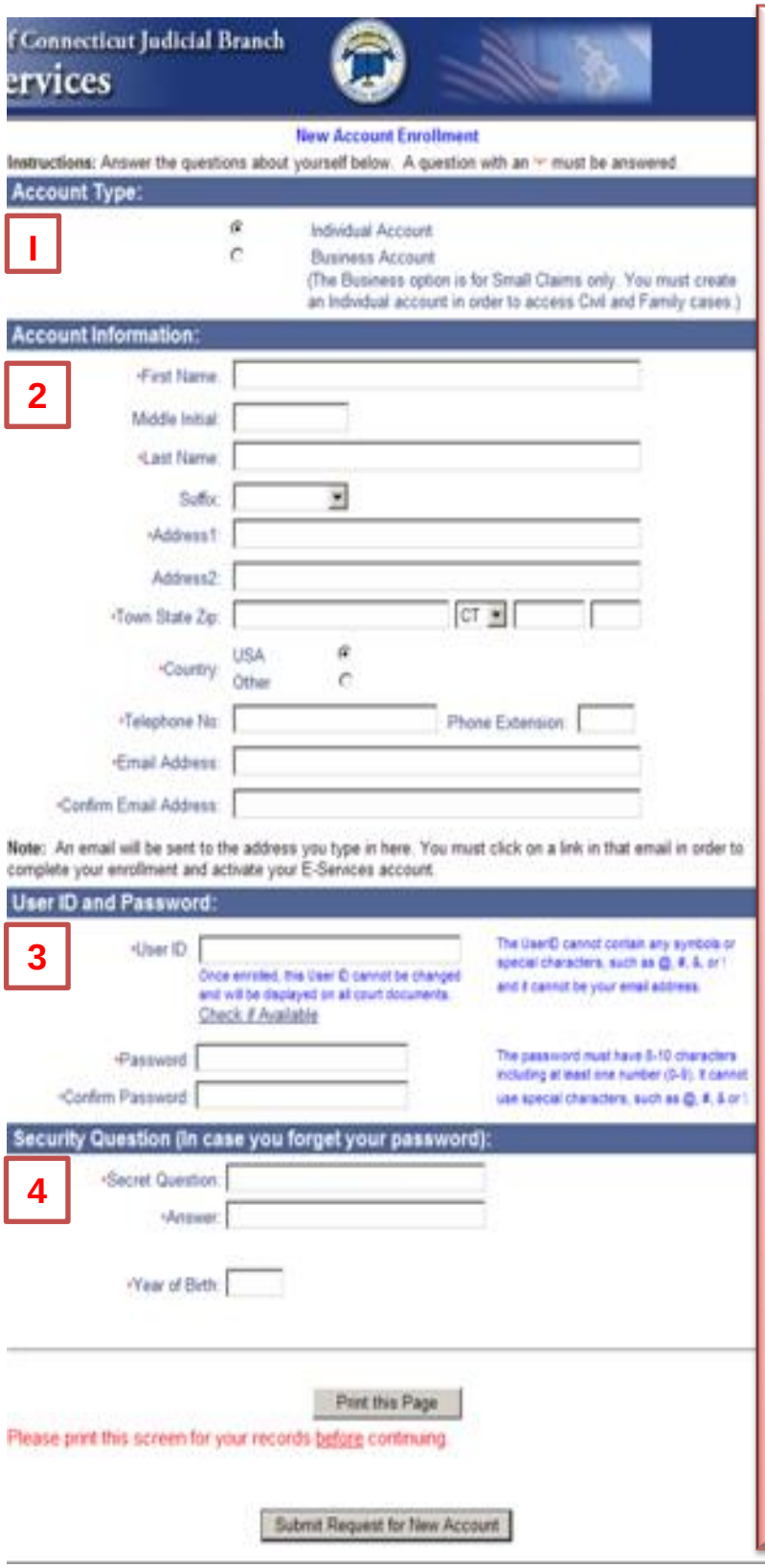
Note: Before you go to the enrollment page, you can check to be sure your computer browser will work with the E-Services site. You can use Microsoft Internet Explorer® version 6 or higher, or Firefox 3 or higher. To check your browser:

- 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



1 *Account Type*: If you are enrolling in E-Services so that you can file documents and look at documents on-line in civil and family cases in the Superior Court, 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.

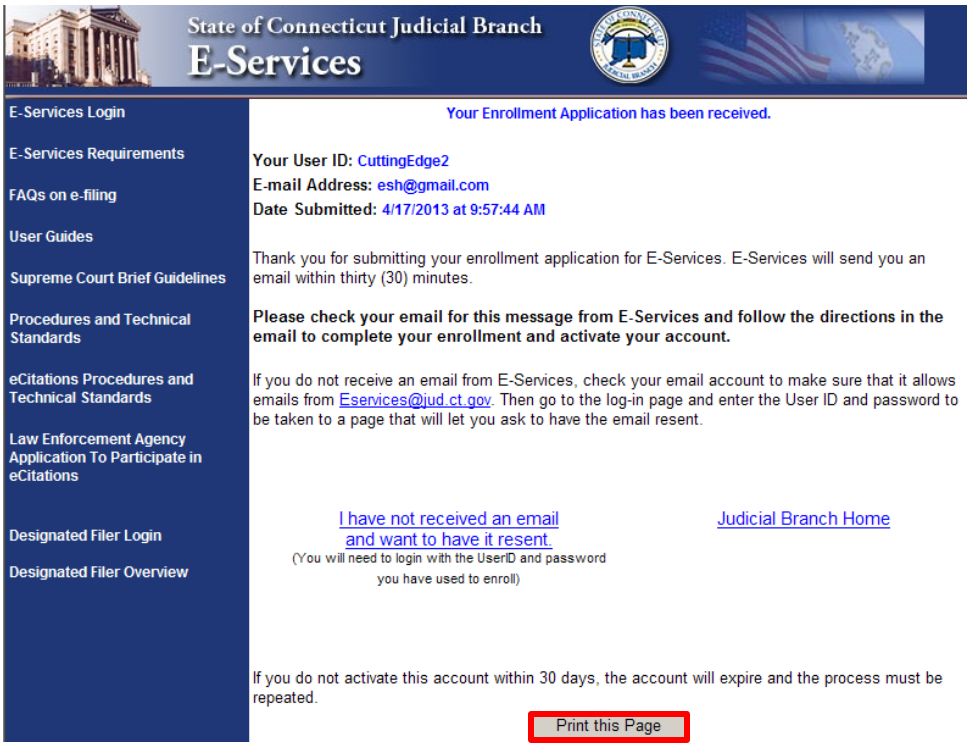
User ID - You cannot use symbols, punctuation marks or any other special characters, such as @, #, & or * in your User ID. You also cannot use your e-mail address as your User ID. The system will tell you if your User ID is available.

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)

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:



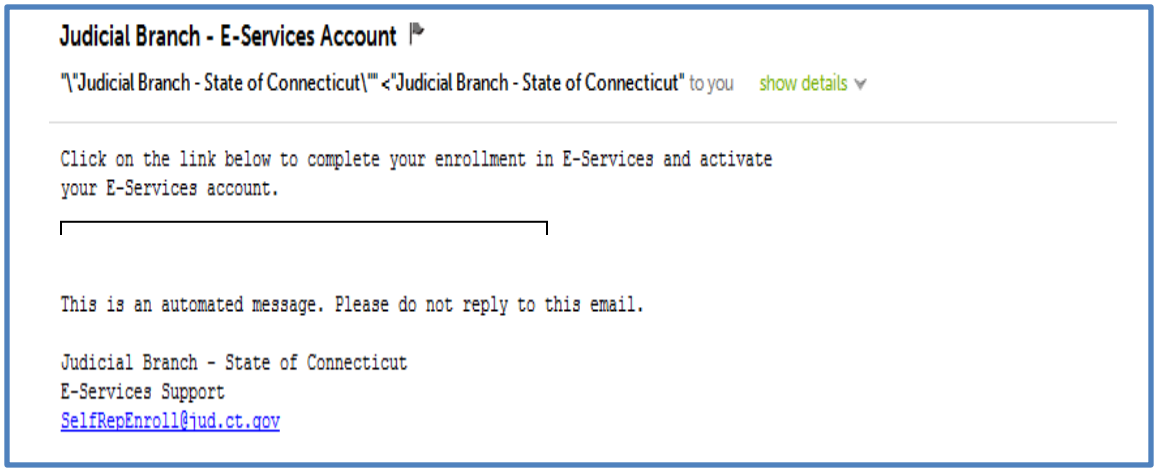
7. Print this page for your records by clicking **Print this Page**.

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.



Judicial Branch - E-Services Account

"\"Judicial Branch - State of Connecticut\"" <"Judicial Branch - State of Connecticut" to you show details

Click on the link below to complete your enrollment in E-Services and activate your E-Services account.

This is an automated message. Please do not reply to this email.

Judicial Branch - State of Connecticut
E-Services Support
SelfRepEnroll@jud.ct.gov

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**.**

State of Connecticut Judicial Branch
E-Services

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

New Account Activation

Instructions: To activate your account, enter your User ID and password and click Continue.

Validate Account:

*User ID:
*Password:

Continue...

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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

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 Menu** to go to your case or file a new case electronically.

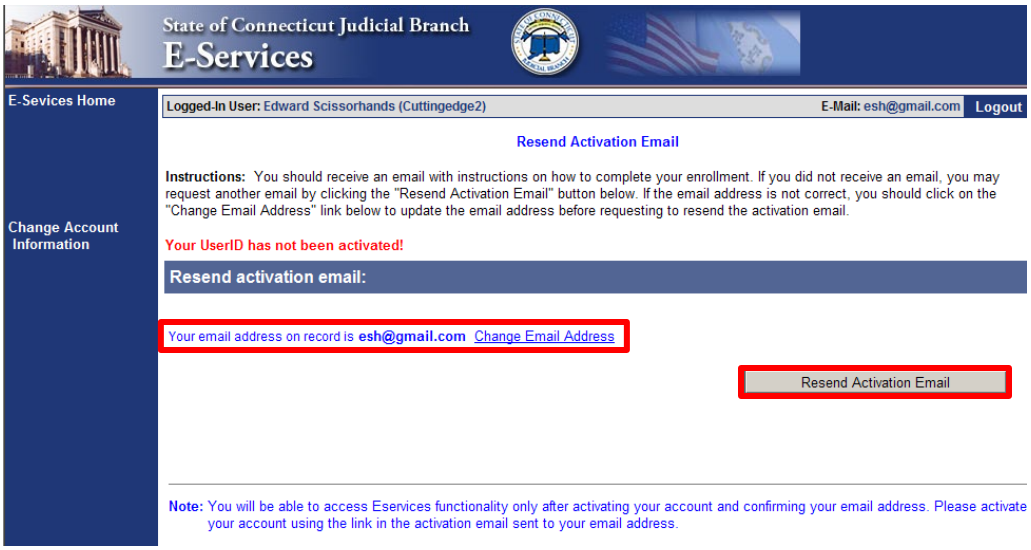
What if I don't get an e-mail from E-Services?

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
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:



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.