

File Your Appearance (All Cases) Electronically

If you are the person who filed a new civil, family or housing case *electronically* (plaintiff), you will have electronic (on-line) access to the case *right away*. If you are the plaintiff in any existing e-filable case, or if you are filing a new case *on paper*, or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. (See the section on requesting electronic access.) Once you have electronic access to the case, you can file your appearance on-line. If you do not have electronic access to your case, you can only file your appearance on paper with the clerk of the court where your case is located.

Note: [You can find a list of the types of cases on which you can and cannot file on-line in the revised Procedures and Technical Standards for E-Services.](#)

An appearance form is a system-populated form so if you are already enrolled in E-Services and you are filing the appearance form electronically, you do not have to fill out the appearance form (JD-CL-12) yourself. The e-filing system will fill it in automatically with the information you gave when you enrolled in E-Services. However, if the information the system has from your enrollment has changed since you enrolled, you'll have an opportunity to change what automatically got filled out on the appearance form. You should also change it on your E-Services account. You must also provide some additional information to complete the form.

Here is a checklist of what you must do to file an appearance electronically.

To file an appearance on-line on a case that you are a defendant in, you must:

1. Enroll in E-Services to set up a User ID and password
2. Log in to E-Services with your User ID and password to request electronic access to your case
3. Be approved for electronic access by the clerk of the court
4. Log in to E-Services with your User ID and password
5. Go to the **Civil/Family/Housing Menu**
6. Go to the main page (case detail page) for your case
7. Choose E-file an Appearance as your desired case activity
8. Fill in the required information in the system, and if it is filled in for you, make sure the information is correct
9. Sign your appearance by typing in your User ID
10. Review your appearance
11. Print a copy of your appearance to send to all other self-represented parties and attorneys of record
12. Print the confirmation page that gives you the information on what you filed with the court
13. Send a copy of the appearance to all other self-represented parties and attorneys of record

Instructions and Pictures to tell you how to file your appearance electronically:

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®:



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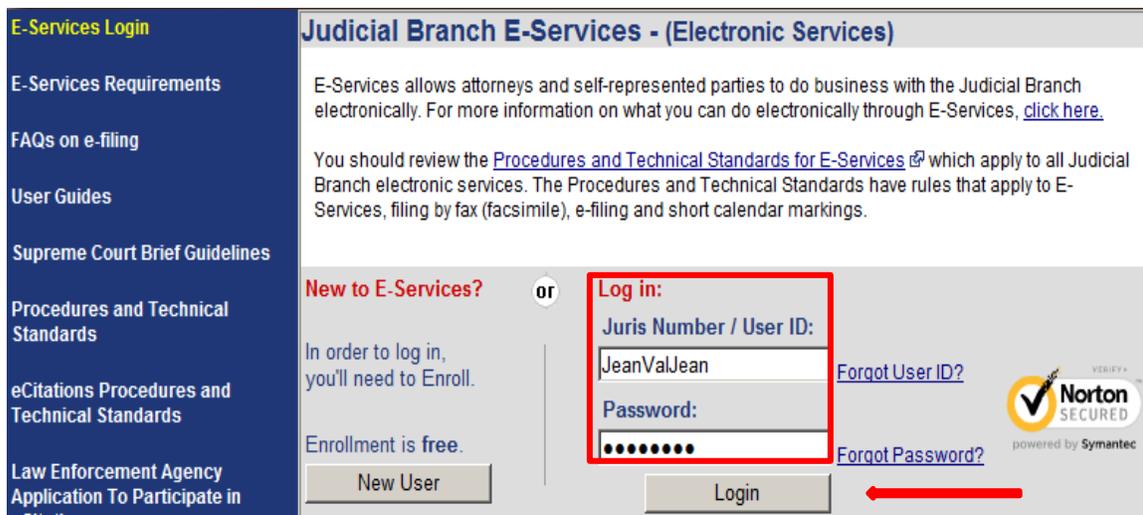
Firefox:



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



3. Click **LOG-IN**
4. The log-in page will appear.
5. Enter your User ID and your password

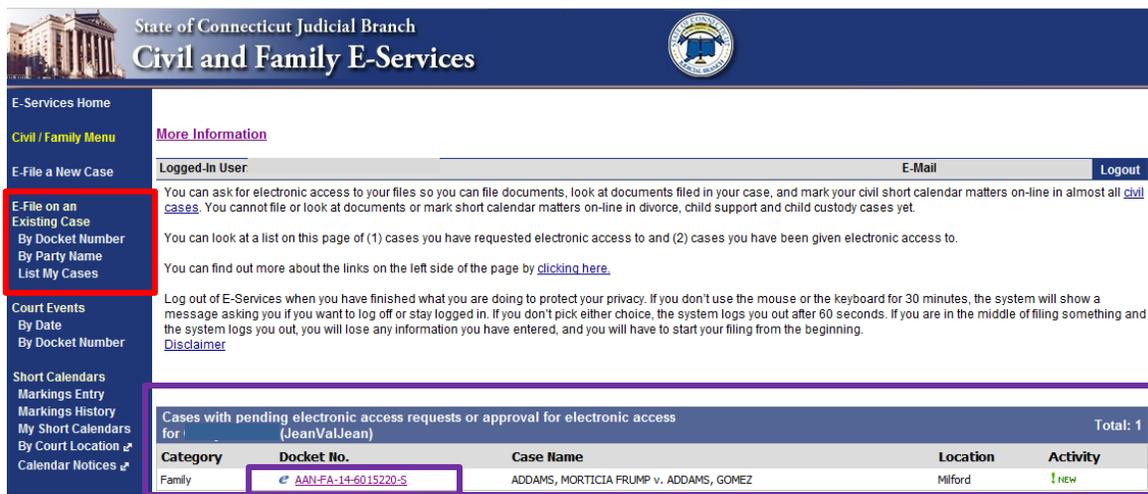


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6. Click **Login** to log in to E-Services and go to the E-Services home page.
7. Select **Civil/Family/Housing Menu** from the menu options on E-Services home page



8. You will see the Civil/Family/Housing Menu. To file an appearance in an existing case, you must go to the main page (case detail page) for the case.



Note: You can go to the case detail page of your case by:

- Clicking on the docket number of a case shown in the list of cases with pending electronic access requests or approval for electronic access (outlined in **purple** at the bottom of the page shown); or
- Choosing **By Docket Number** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
- Choosing **By Party Name** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
- Choosing **List My Cases** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown).

9. Click the docket number of the case shown in the list at the bottom of the page

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10. You will go to the case detail page for the case

The screenshot shows the 'State of Connecticut Judicial Branch Civil and Family E-Service' interface. The top navigation bar includes 'E-Service Home', 'Civil / Family Menu', and 'E-File a New Case'. The main content area displays case information for 'ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ' with a case type of 'F00' and a file date of '08/22/2014'. A red message states: 'You JeanVaJean have electronic access to this case, but you do not have an active appearance in this case. You must file an appearance before you can electronically (by computer) file or look at documents, or mark short calendar matters. To file the appearance electronically, choose "Efile an Appearance" and select "Go." To file your appearance on paper with the clerk of the court where the case is located, you can use form JD-CJ-12.' Below this message is a 'Select Case Activity' dropdown menu set to 'E-File an Appearance' and a 'Go' button. The page also shows a sidebar with various menu options and a 'Case Information' section with details like 'Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815' and 'Court Location: MILFORD'.

11. You will see a message in red on the case detail page telling you that you have electronic access to your case but you do not have an active appearance on this case.

12. Select **E-file an Appearance** and click **Go**.

Note: You can only file an appearance on this case.

13. You will see the following page:

The screenshot shows the 'E-File an Appearance' page. At the top, it displays the case information: 'ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ', 'Case Type: F00', 'File Date: 08/22/2014', and 'Return Date: 09/30/2014'. A prominent blue button labeled 'E-File an Appearance' is visible. Below this, there are instructions and a section for 'Party and Address Information'. A text box on the left explains: 'The e-filing system takes this information from your enrollment application. It fills in your name, address, e-mail address and telephone number for you.' The address form includes fields for 'Name of Party: D-01 GOMEZ ADDAMS', 'Business/Care Of/Institution', 'Street Address: 225 Spring Street', 'Post Office Box', 'Suite/Apt/Unit/Floor', 'City/Town: Wethersfield', 'State: CONNECTICUT', 'Zip Code: 06109', and 'Phone Number: 8605555555'. At the bottom, there are checkboxes for 'Are you filing your appearance in place of the appearance that is already in the file?' and 'Are you filing your appearance in addition to the appearance that is already in the file?'. There is also a section for 'I agree to accept papers (service) from other parties in this case electronically under Practice Book section 10-13.' with 'Yes' and 'No' radio buttons. The page concludes with 'Continue', 'Select a Different Case', and 'Cancel' buttons.

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14. Check your name, address, e-mail address and telephone number, which have already been entered by the e-filing system based on the information you gave when you enrolled.
15. If you are filing your appearance in addition to or in place of an appearance that is already in the file for you, you must check the box to tell the court what you are doing.
16. Click next to **Yes** or **No** to tell other parties and the court whether you agree to accept papers from other parties in this case electronically.
Note: The rules of court (Practice Book) say that anyone who files documents with the court has to serve copies of the documents on all the other appearing parties and attorneys of record in the case. The service can be made in different ways, such as U.S. Mail, e-mail or fax. Service can be made by e-mail only if a party agrees to accept electronic service. If someone agrees to accept service electronically (by e-mail), the other parties *must* e-mail copies of documents they file on-line.
17. Click **Continue** to go on to the certification and signature page

Note: You can click **Select a Different Case** to go back to the Civil/Family/Housing menu page and choose a different case. You can click **Cancel** to go back to the case detail page for the case you are in.

You are entering a Self-represented appearance for:
D-01 GOMEZ ADDAMS

Law Offices of Atticus Finch JURIS # 423079

Party # P-01 MORTICIA FRUMP ADDAMS

Address of Attorney:
225 Spring Street
Wethersfield, CT 06109

Address of Service (if different from attorney address above):

Other Service Information
If you have served anyone else, provide the name and address for each person in the box below.

Certification of Service

I certify that a copy of the above was or will immediately be mailed or delivered electronically or non-electronically on the date entered below to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served.

* Electronic Signature - Enter your User ID:

* Telephone: (xxx-xxx-xxxx)

* Enter Date Mailed/Delivered: (mm/dd/yyyy)

18. Click **Continue** if you have finished entering your information. You will be able to look at your appearance before you file it. You can click **Change this Appearance Information** to go back to the page before this one and change the information on that page. You can click **Cancel** to go back to the case detail page for the case you are in.

Note: If you want to move between the different pages in e-filing, always use the grey buttons that are on the bottom of each page. If you use the back or forward arrows in your browser (see picture below), you may lose all the information you have entered in the system.



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19. The system will show you the appearance form that you will file

State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-in User: AAN-FA14-6015220-S ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ E-Mail: Logout

Prefix/Suffix: [none] Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014

[Hide Instructions](#) [Display of Appearance Form](#)

Instructions: Review the appearance form JD-CL-12 with information filled in. Check to be sure the information is correct.

You can choose "Change this Appearance Information" to return to an earlier screen to make changes or choose "Cancel" to end this transaction without e-filing an appearance. The information will not be saved.

To file your appearance, choose "E-File this Appearance."

Please do not use pipe characters (|) or double dashes (--) when you are entering information into the system. The system cannot save those characters and will automatically remove them.

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

Check the information in the Appearance form shown in the window below before you file it:

Review Document [Zoom In](#) [100%](#) [Zoom Out](#) [View All Pages as PDF](#)

APPEARANCE
JD-CL-12 Rev. 1-12
P.B. §§ 3-1 thru 3-6, 3-8, 10-13, 25A-2

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

Instructions — See Back/Page 2

Notice To Self-Represented Parties
A self-represented party is a person who represents himself or herself. If you are a self-represented party and you filed an appearance before and you have since changed your address, you must let the court and all attorneys and self-represented parties of record know that you have changed your address by checking the box below:
 I am filing this appearance to let the court and all attorneys and self-represented parties of record know that I have changed my address. My new address is below.

Name of case (Full name of Plaintiff; Full name of Defendant)
ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ

Judicial Housing Small Claims Geographic District Session Claims Area number
Address of Court (Number, street, town and zip code)
14 WEST RIVER STREET PO BOX 210 MILFORD, CT 06460

Scheduled Court date (Criminal/Motor Vehicle Matters)

Return date: Sep-30-2014
Doclet number: AAN-FA-14-6015220-S

Please Enter the Appearance of

20. Review the form to be sure that the information is correct.

21. Print a copy of this form for your records and to send to other self-represented parties and attorneys of record.

Note: The e-filing system shows your User ID in the signature area of this appearance form.

1. This appearance is in place of the appearance of the following attorney, firm or self-represented party on file (P.B. Sec. 3-8): _____ (Name and Juris Number)

2. This appearance is in addition to an appearance already on file.

I agree to accept papers (service) electronically in this case under Practice Book Section 10-13 Yes No

Signed (Individual attorney or self-represented party) Name of person signing at left (Print or type) Date signed
Jean ValJean _____ Aug 25 2014

Certification
I certify that a copy of this document was mailed or delivered electronically or non-electronically on (date) Aug 25 2014 to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties receiving electronic delivery.

Name and address of each party and attorney that copy was mailed or delivered to: Law Offices of Atticus Finch - 225 Spring Street Wethersfield, CT 06109 For Court Use Only

Signed (Signature of filer) Date signed Telephone number
Jean ValJean Aug 25 2014 860-555-5555

Necessarily, additional non-confidential results with the name of each party and the address which the copy was mailed or delivered to.

[E-File this Appearance](#) [Change this Appearance Information](#) [Cancel](#)

22. Click **E-File this Appearance** to file the appearance with the court. You can click **Change this Appearance Information** to go back to the page before this one and change the information on that page. You can click **Cancel** to go back to the case detail page for the case you are in.

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23. You will see the **Confirmation Page**.

The screenshot shows the 'Confirmation of E-filed Transaction' page. At the top, it says 'State of Connecticut Judicial Branch Civil and Family E-Services'. Below that, it displays the logged-in user information: 'AAN-FA14-6015220-S', 'ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ', 'Case Type: F00', 'File Date: 08/22/2014', and 'Return Date: 09/30/2014'. A message states 'You have successfully e-filed!'. A 'Print' button is highlighted with a red box. Below this, the 'Confirmation of E-filed Transaction (print this page for your records)' section contains the following information: 'Docket Number: AAN-FA-14-6015220-S', 'Case Name: ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ', 'Type of Transaction: Appearance', 'Date Filed: Aug 25 2014', and 'Appearance by: (JeanVaJean)'. A table below shows the party information: 'Party # D-01' and 'Party Name GOMEZ ADDAMS'. At the bottom, it says 'Document Filed: JD-CL-12 Appearance' and 'Date and Time of Transaction: Aug 25 2014 4:31:22 PM'. A 'Return to Civil / Family Menu' button is also visible.

24. *Print and keep* a copy of this confirmation page, using the **Print** button.

25. Remember to send a copy of the appearance form to all attorneys of record and other self-represented parties. You do not have to send a copy of the confirmation page to anyone else.

26. To return to the case detail page for this case, click on the docket number on the **Confirmation Page**. A **!New** icon (red) next to a document tells you that the document was filed in the past 3 days. A **!New** icon (green) next to a document tells you that the document was filed in the past 14 days.

Note: If you forget to print a copy of the appearance form, you can always print a copy by going to the case detail page for the case and clicking on the link to the appearance.

The screenshot shows the 'Viewing Documents on Family Cases' page. It includes a header with the text: 'Viewing Documents on Family Cases: You can see pleadings, court orders, judicial notices and other documents in family cases during normal business hours at the Clerk's Office in the Judicial District where the case is. Pleadings, orders and other documents in family cases are all paper-filed and are not available online. Some pleadings, court orders, judicial notices and other documents are protected by court order and can be seen at the Clerk's Office in the Judicial District where the case is, only by attorneys or parties on the case.' Below this is a table with the following columns: 'Entry No', 'File Date', 'Filed By', and 'Description'. The table contains four rows of data: '08/22/2014 P SUMMONS !NEW', '08/22/2014 P COMPLAINT !NEW', '08/22/2014 P NOTICE OF AUTOMATIC COURT ORDERS !NEW', and '08/25/2014 D APPEARANCE !NEW Appearance'. The 'APPEARANCE !NEW' row is highlighted with a red box.

27. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:

The screenshot shows the 'State of Connecticut Judicial Branch Civil and Family E-Services' page. At the top, it says 'State of Connecticut Judicial Branch Civil and Family E-Services'. Below that, it displays the logged-in user information: 'HHB-FA14-6023671-S', 'PETRIE, LAURA M. v. PETRIE, ROBERT S.', 'Case Type: F00', 'File Date: 08/27/2014', and 'Return Date: 09/16/2014'. A message states 'You have successfully e-filed!'. A 'Logout' button is highlighted with a red box.

Need help? If you have any other questions about filing an appearance on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.