File Your Appearance (Civil or Family) Electronically

If you are the person who filed a new civil or family case *electronically* in the Superior Court (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:** Dissolution of marriage, legal separation, annulment and civil union dissolution, legal separation and annulment cases are only e-filable if they were started on or after December 15, 2014.

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.

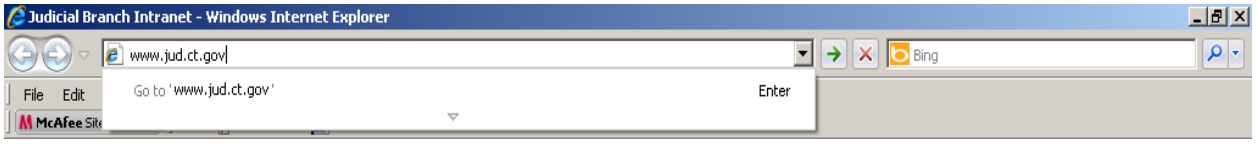
To file an appearance on-line on a case that you are a defendant in, you must:

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 main page (case detail page) for your case
6. Choose E-file an Appearance as your desired case activity
7. Fill in the required information in the system, and if it is filled in for you, make sure the information is correct
8. Sign your appearance by typing in your User ID
9. Review your appearance
10. Print a copy of your appearance to send to all other self-represented parties and attorneys of record
11. Print the confirmation page that gives you the information on what you filed with the court
12. 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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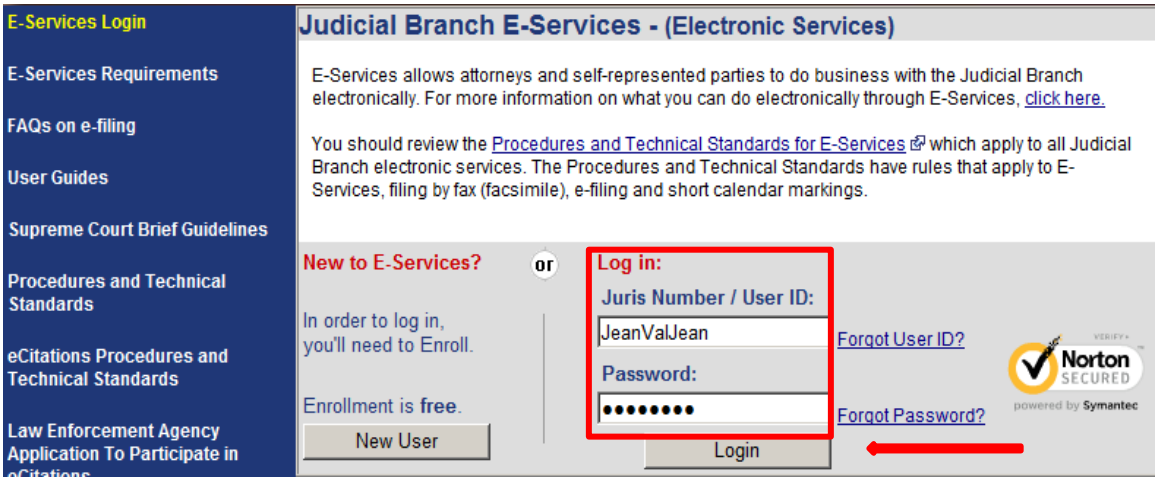
Firefox:

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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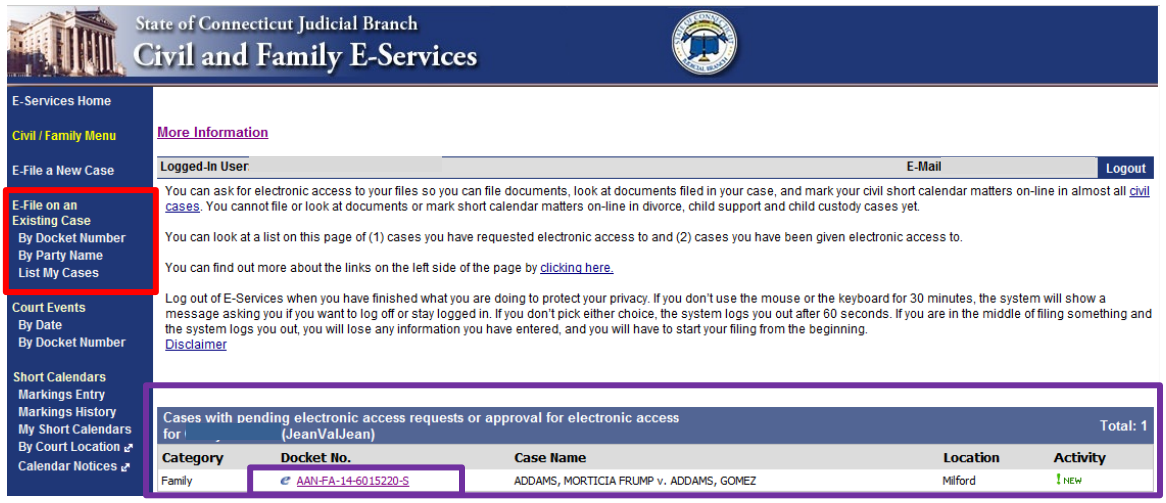
6. Click **Login** to log in to E-Services and go to the E-Services home page.

7. Select **Civil / Family Menu** from the menu options on E-Services home page

8. You will see the Civil / Family 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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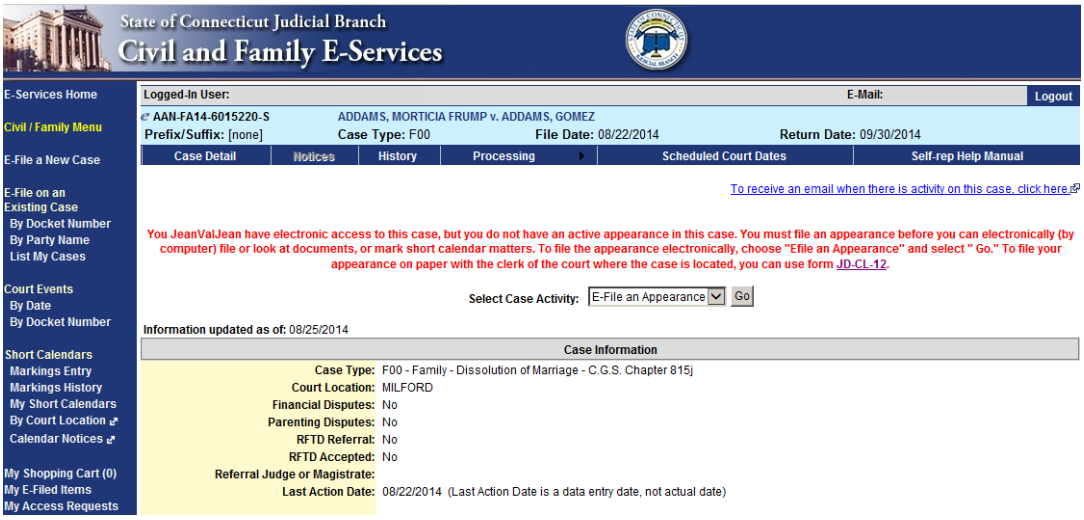
10. You will go to the case detail page for the case

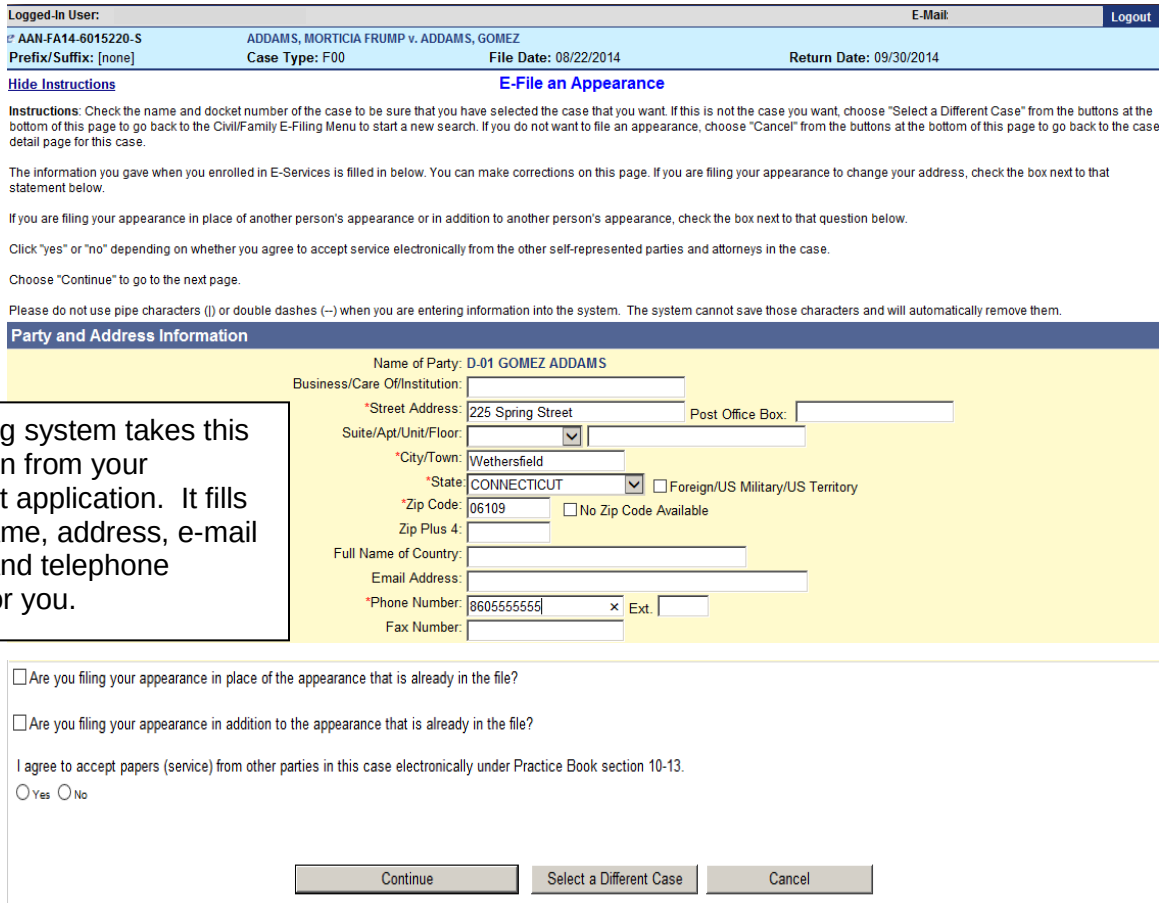


11. You will see a message in red on the case detail page telling you that you have electronic access to your case but you do not have an active appearance on this case.

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 e-filing system takes this information from your enrollment application. It fills in your name, address, e-mail address and telephone number for you.

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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.

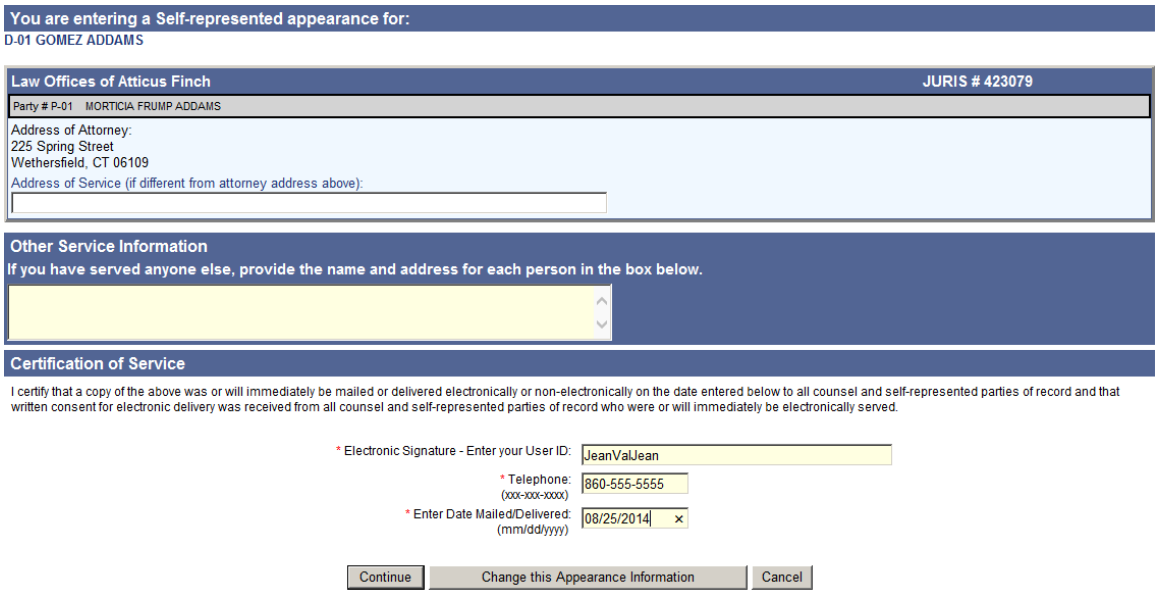
15. If you are filing your appearance in addition to or in place of an appearance that is already in the file for you, you must check the box to tell the court what you are doing.

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.

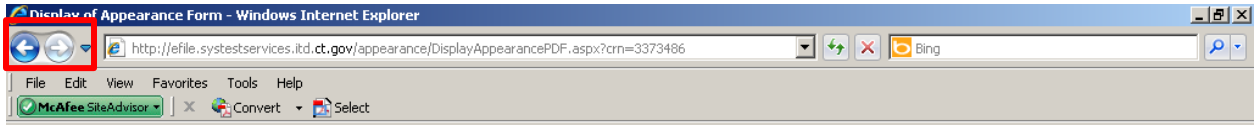
17. Click **Continue** to go on to the certification and signature page

    Note: You can click **Select a Different Case** to go back to the Civil / Family 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.



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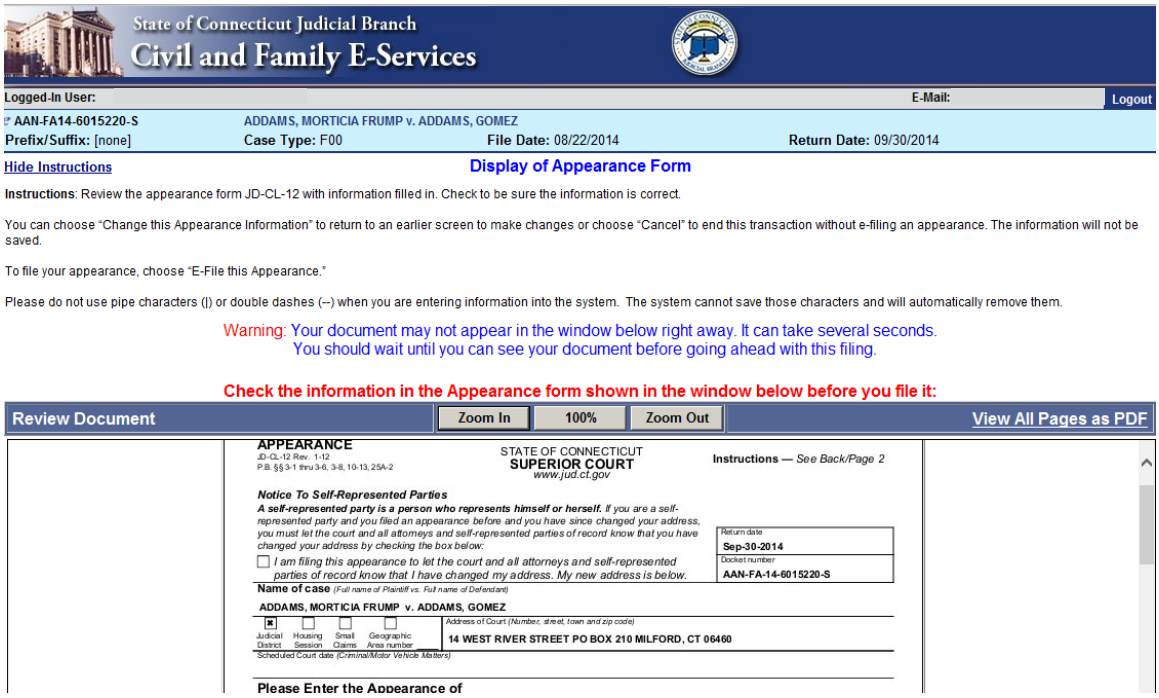
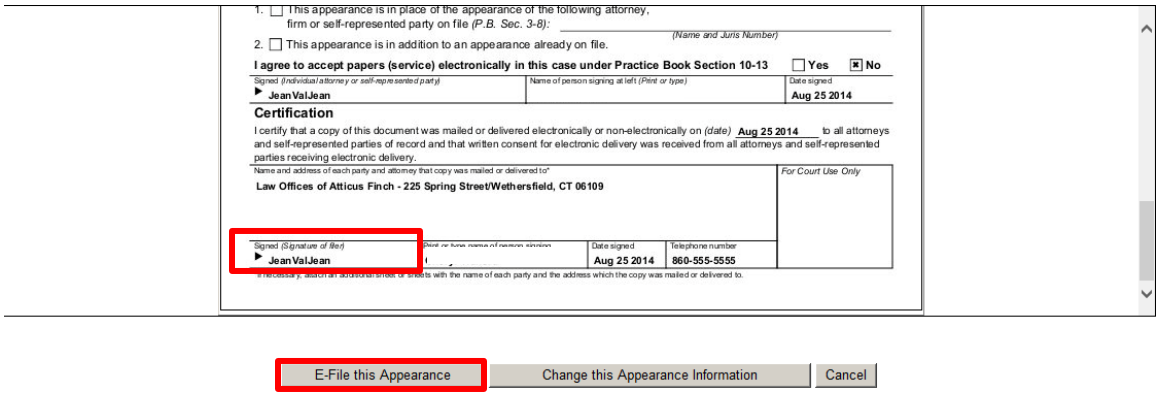
19. The system will show you the appearance form that you will file



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

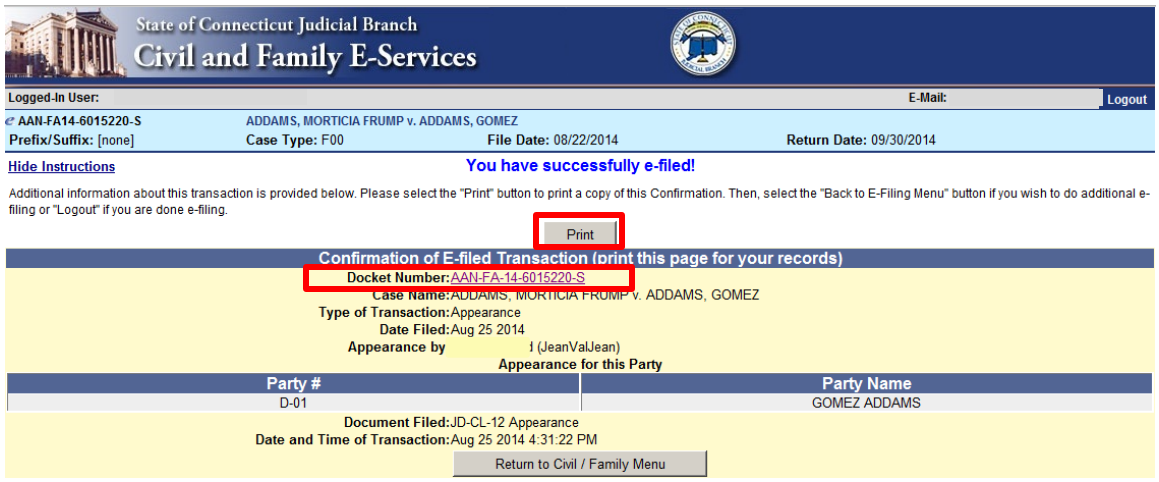
21. Print a copy of this form for your records and to send to other self-represented parties and attorneys of record.

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



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.

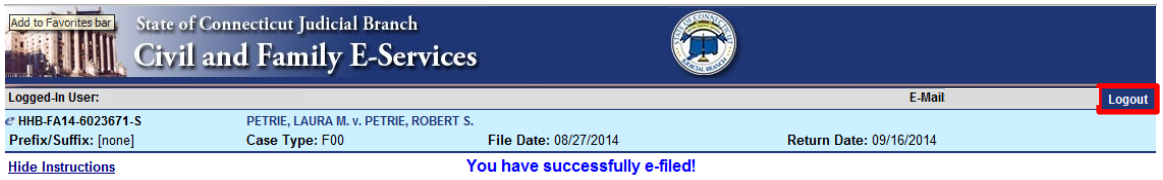
23. You will see the **Confirmation Page**.



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.

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



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.