File a New Civil Case Electronically in the Superior Court

You can file almost all types of **civil cases** electronically (on-line). You can find a list of the types of cases that you cannot file on-line in the revised **Procedures and Technical Standards for E-Services**. You cannot file any type of civil case on-line if you are not paying the entry fee because the court granted your application for a fee waiver.

If you have not enrolled in E-Services yet, stop here. Before you can file a new case on-line, you must fill out and submit the enrollment application to set up your User ID and password, and make your account active. Then you can log in to E-Services.

Every case is different and the information in this manual is general. You should use the information as a guide only; if you think you need more help with your case, you may want to get an attorney. You can also go to a Court Service Center or contact the Connecticut Network for Legal Aid or find additional information at the Law Libraries.

To file a new case on-line, you must:

1. Enroll in E-Services to set up a User ID and password
2. Prepare the summons and complaint that you will have served on the defendant
3. Personally go to the clerk's office to have the summons signed by the clerk
4. Give the paperwork to a state marshal to have it served
5. Scan the original papers that have been served and returned to you by the state marshal into three separate PDF documents
6. Save the PDF documents on your computer
7. Log in to E-Services with your User ID and password
8. Choose **Civil / Family Menu**
9. Choose **E-file a New Case**
10. Enter the information on the case type into the system
11. Enter the information from your summons about the case, the court, and the parties in the case into the system
12. Browse and attach the PDF documents of the summons, the complaint and the marshal's return of service
13. Review the information that you have entered and the documents that you have attached
14. Enter your User ID to certify that the documents that you have attached are true copies of what the marshal served on the defendant
15. Pay the entry fee using a **Discover, Visa, MasterCard or American Express** credit card
16. Print the confirmation page that gives you the information on what you filed with the court

Instructions and pictures to tell you how to file a new case on-line

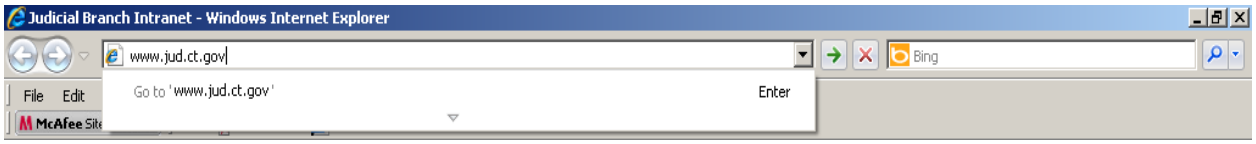
You must fill out your summons and complaint and any other documents that you will have the marshal serve on the defendants. Once you have filled out this paperwork, you must personally take it to the Superior Court Clerk's Office. The Clerk will sign the summons, and return the signed original summons and complaint to you. You then give the original summons and complaint to a state marshal, who serves the papers and gives the original documents back to you along with a return of service. When the marshal returns the documents to

you, you can scan them to convert the summons, the complaint and the marshal's return into three separate PDF documents. If you are suing more than four defendants, you will also have an "Additional Parties Page" to file. You must scan and convert the "additional parties page" as a ***separate*** *PDF document. You can electronically file PDF documents only.*

Note: *Some case types may require you to include other types of documents such as an application or an order for hearing and notice, or you may need to file documents before they are served on the defendant. This manual does not talk about how to file these case types.*

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®:



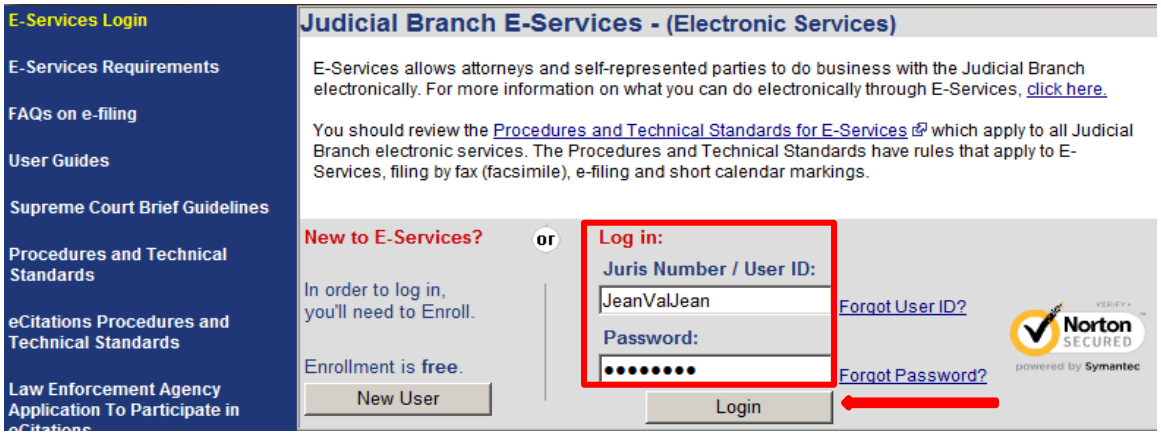
   Firefox:

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 Login page will appear.

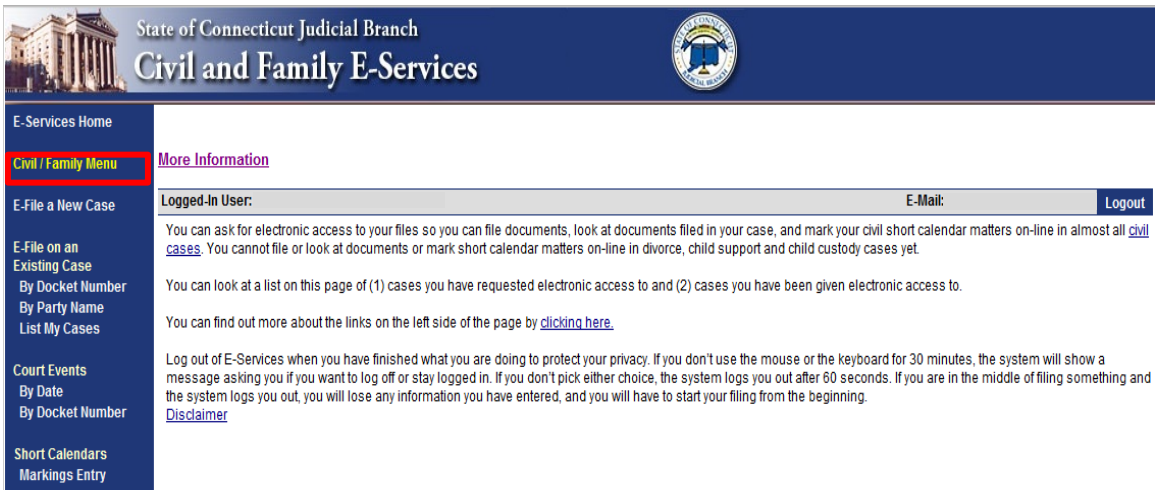
File a New Civil Case Electronically in the Superior Court (continued)

5. Enter your User ID and your password



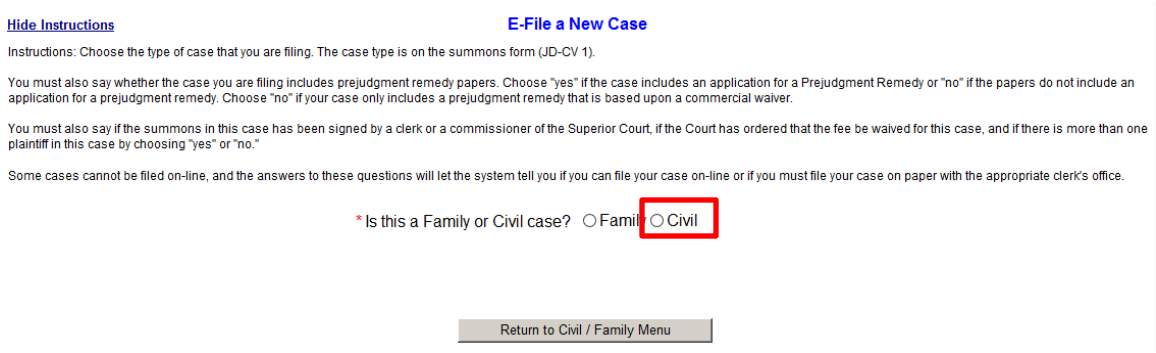
6. Click **Login** to go to the E-Services home page.

7. Choose **Civil / Family Menu** from the menu options on the E-Services home page
8. You will see the Civil / Family Menu
9. Choose **E-file a New Case**

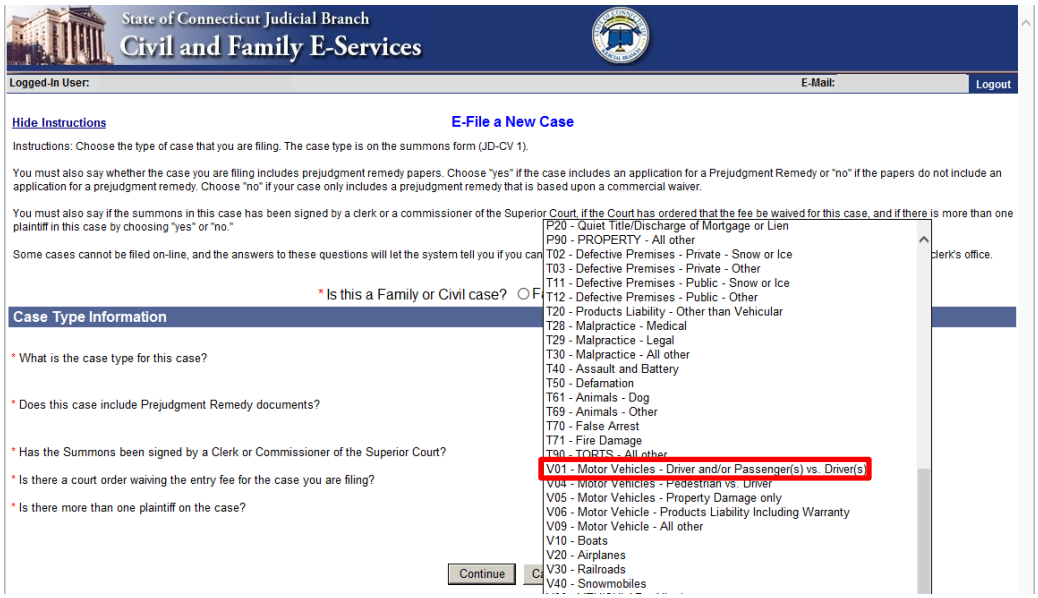


Enter Case Type Information

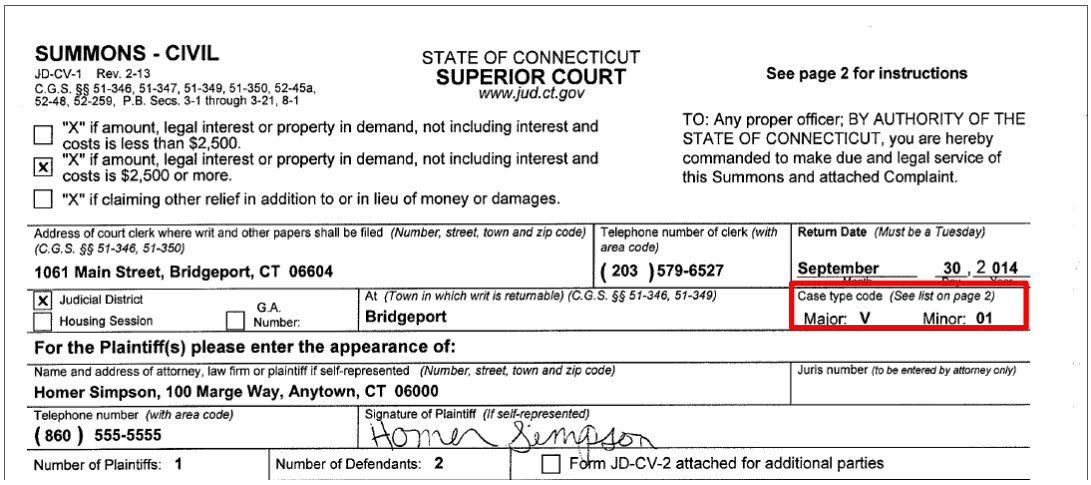
1. You will see the following screen. Choose **Civil** to indicate that you are filing a civil case.



2. Click the down arrow to show the list and click on the correct case type



Note: The case type should be on your summons. The summons for this example is shown below:



SUMMONS - CIVIL
JD-CV-1 Rev. 2-13
C.G.S. §§ 51-346, 51-347, 51-349, 51-350, 52-45a, 52-48, 52-259, P.B. Secs. 3-1 through 3-21, 8-1

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

See page 2 for instructions

☐ "X" if amount, legal interest or property in demand, not including interest and costs is less than $2,500.
☒ "X" if amount, legal interest or property in demand, not including interest and costs is $2,500 or more.
☐ "X" if claiming other relief in addition to or in lieu of money or damages.

TO: Any proper officer; BY AUTHORITY OF THE STATE OF CONNECTICUT, you are hereby commanded to make due and legal service of this Summons and attached Complaint.

Address of court clerk where writ and other papers shall be filed *(Number, street, town and zip code) (C.G.S. §§ 51-346, 51-350)*	Telephone number of clerk *(with area code)*	**Return Date** *(Must be a Tuesday)*
1061 Main Street, Bridgeport, CT 06604	**(203) 579-6527**	**September 30, 2014**
☒ Judicial District ☐ Housing Session ☐ G.A. Number:	At *(Town in which writ is returnable) (C.G.S. §§ 51-346, 51-349)* **Bridgeport**	Case type code *(See list on page 2)* Major: **V** Minor: **01**

For the Plaintiff(s) please enter the appearance of:

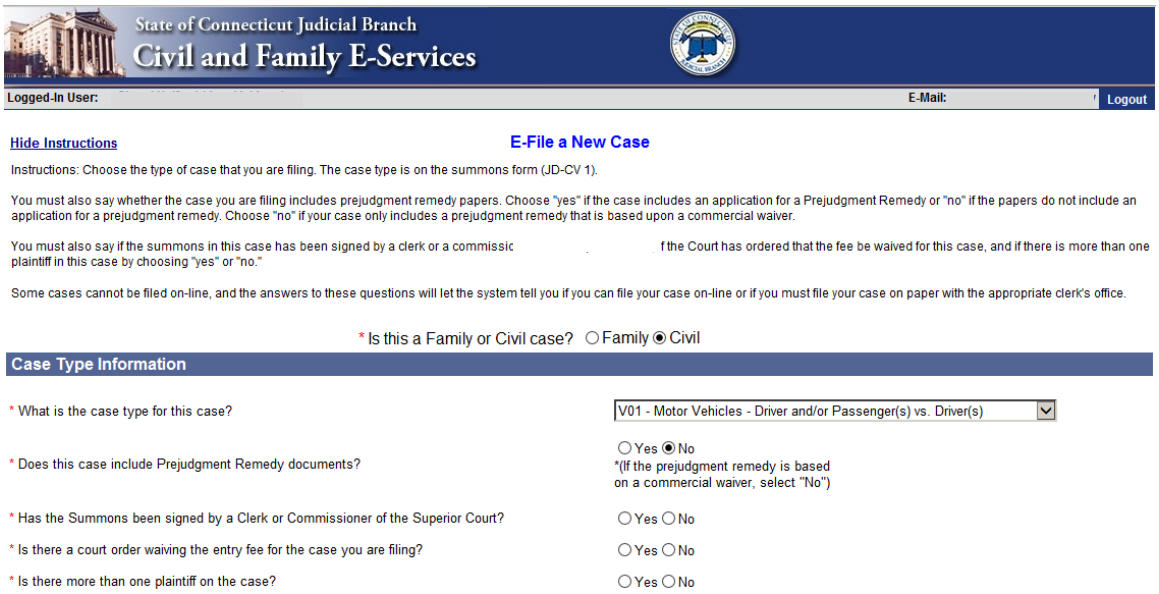
Name and address of attorney, law firm or plaintiff if self-represented *(Number, street, town and zip code)*	Juris number *(to be entered by attorney only)*
Homer Simpson, 100 Marge Way, Anytown, CT 06000	
Telephone number *(with area code)* **(860) 555-5555**	Signature of Plaintiff *(If self-represented)* Homer Simpson

Number of Plaintiffs: **1** | Number of Defendants: **2** | ☐ Form JD-CV-2 attached for additional parties

3. Click next to **No** if your case does not include prejudgment remedy documents, such as an application for prejudgment remedy or an order for hearing and notice. Click next to **Yes** if your case does include prejudgment remedy documents and

   You must file the case *on* paper with the clerk of the court at the appropriate location if your case includes prejudgment remedy documents.

4. Click next to **Yes** to confirm that the summons was signed by a Clerk or a Commissioner of the Superior Court



***Note*:** If your summons was not signed by a Clerk or Commissioner of the Superior Court, your paperwork may not have been served properly, and you may not be able to obtain a judgment.

5. Click **No** if you do not have a court order waiving the entry fee for this case. If you have an order waiving the entry fee for this case, click **Yes** and

   You must file the case *on* paper with the clerk of the court at the appropriate location if you have an order waiving the entry fee.

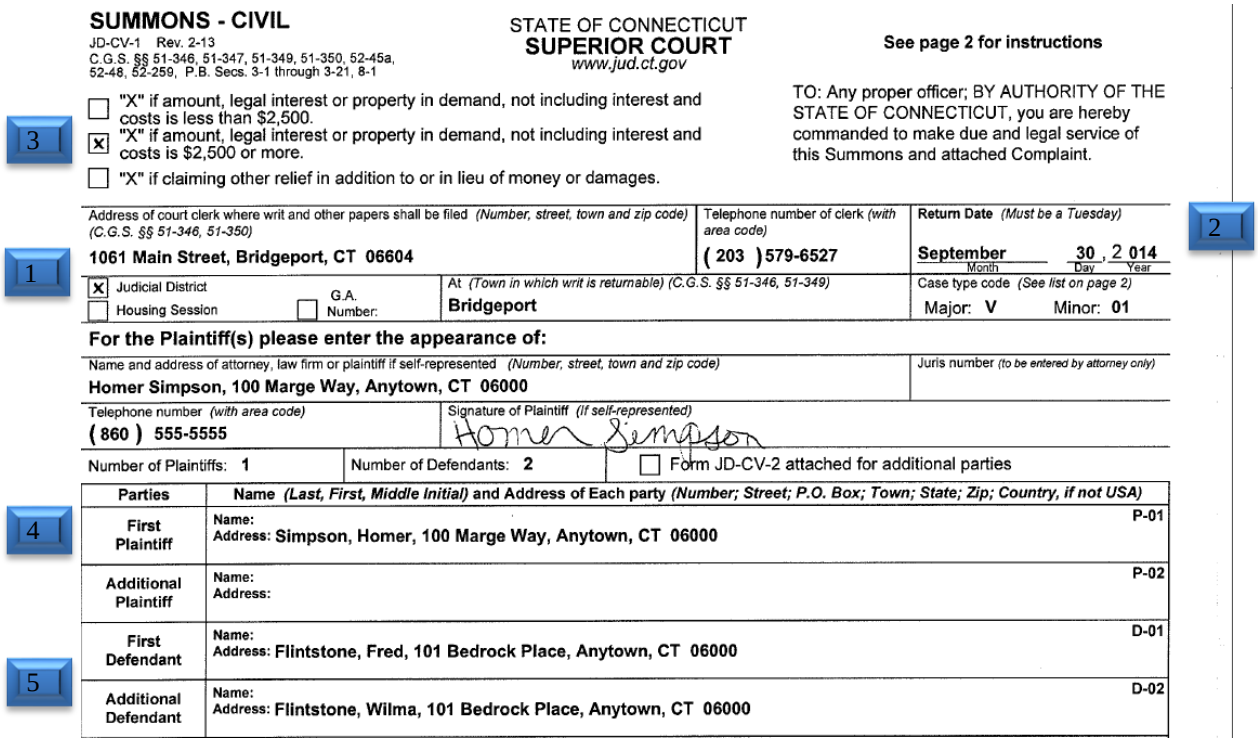
6. Click next to **No** if there is only one plaintiff in the case you are filing. If there is more than one plaintiff, click next to **Yes,** and

   You must file the case *on* paper with the clerk of the court at the appropriate location if there is more than one plaintiff.

7. Click **Continue** to go to the next page to enter *Basic Summons Information*

Enter Basic Summons Information

8. You must use the information on the summons for the case you are filing to answer the questions on this page. You can see the information in the summons in the case that is being filed on the next page. The information you need to file your case on-line is numbered on this summons. The numbers on this summons match the numbers next to the questions on the page in e-filing



SUMMONS - CIVIL
JD-CV-1 Rev. 2-13
C.G.S. §§ 51-346, 51-347, 51-349, 51-350, 52-45a, 52-48, 52-259, P.B. Secs. 3-1 through 3-21, 8-1

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3
☐ "X" if amount, legal interest or property in demand, not including interest and costs is less than $2,500.
☒ "X" if amount, legal interest or property in demand, not including interest and costs is $2,500 or more.
☐ "X" if claiming other relief in addition to or in lieu of money or damages.

TO: Any proper officer; BY AUTHORITY OF THE STATE OF CONNECTICUT, you are hereby commanded to make due and legal service of this Summons and attached Complaint.

1 Address of court clerk where writ and other papers shall be filed *(Number, street, town and zip code) (C.G.S. §§ 51-346, 51-350)*: **1061 Main Street, Bridgeport, CT 06604**

Telephone number of clerk *(with area code)*: **(203) 579-6527**

2 Return Date *(Must be a Tuesday)*: **September 30, 2014** (Month Day Year)

☒ Judicial District ☐ Housing Session ☐ G.A. Number:

At *(Town in which writ is returnable) (C.G.S. §§ 51-346, 51-349)*: **Bridgeport**

Case type code *(See list on page 2)*: Major: **V** Minor: **01**

For the Plaintiff(s) please enter the appearance of:

Name and address of attorney, law firm or plaintiff if self-represented *(Number, street, town and zip code)*: **Homer Simpson, 100 Marge Way, Anytown, CT 06000**

Juris number *(to be entered by attorney only)*

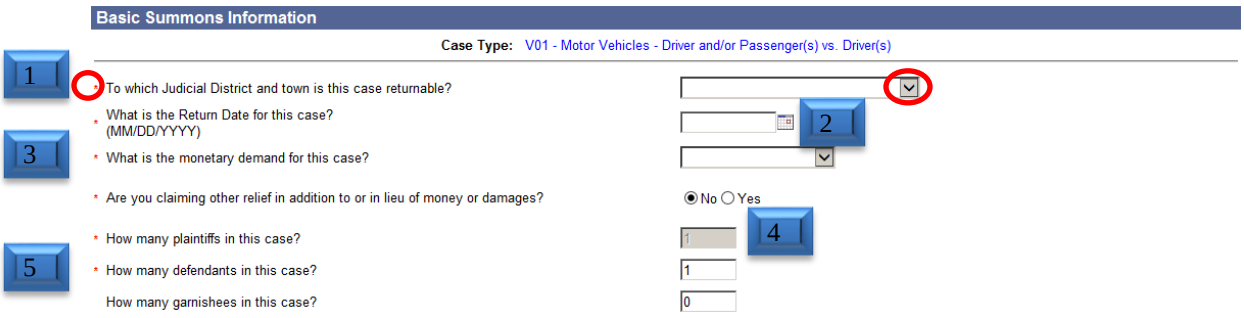
Telephone number *(with area code)*: **(860) 555-5555**

Signature of Plaintiff *(If self-represented)*: Homer Simpson

Number of Plaintiffs: **1** Number of Defendants: **2** ☐ Form JD-CV-2 attached for additional parties

Parties	Name *(Last, First, Middle Initial)* and Address of Each party *(Number; Street; P.O. Box; Town; State; Zip; Country, if not USA)*
4 First Plaintiff	Name: Address: **Simpson, Homer, 100 Marge Way, Anytown, CT 06000** P-01
Additional Plaintiff	Name: Address: P-02
First Defendant	Name: Address: **Flintstone, Fred, 101 Bedrock Place, Anytown, CT 06000** D-01
5 Additional Defendant	Name: Address: **Flintstone, Wilma, 101 Bedrock Place, Anytown, CT 06000** D-02

9. Click the down arrow next to the Judicial District field to show a list of the Judicial Districts

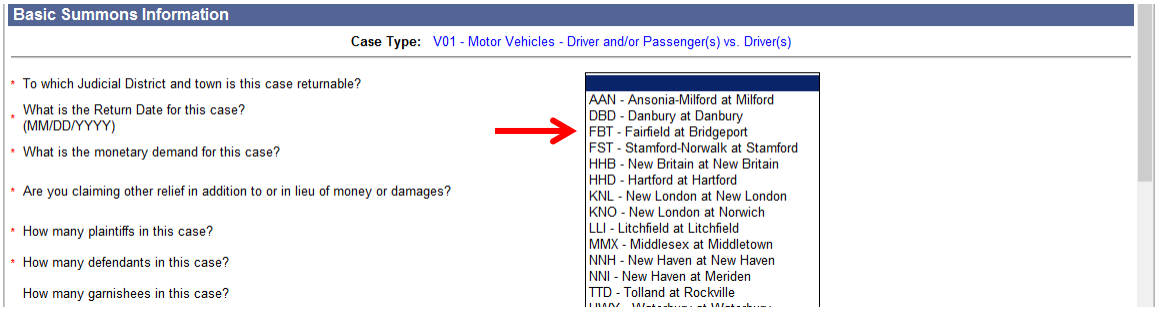


Basic Summons Information

Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

1 * To which Judicial District and town is this case returnable?
2 * What is the Return Date for this case? (MM/DD/YYYY)
3 * What is the monetary demand for this case?
* Are you claiming other relief in addition to or in lieu of money or damages? ◉ No ○ Yes
4 * How many plaintiffs in this case? 1
5 * How many defendants in this case? 1
How many garnishees in this case? 0

10. Click on the location that you have on your summons. In this example, the location is Bridgeport 1



Basic Summons Information

Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

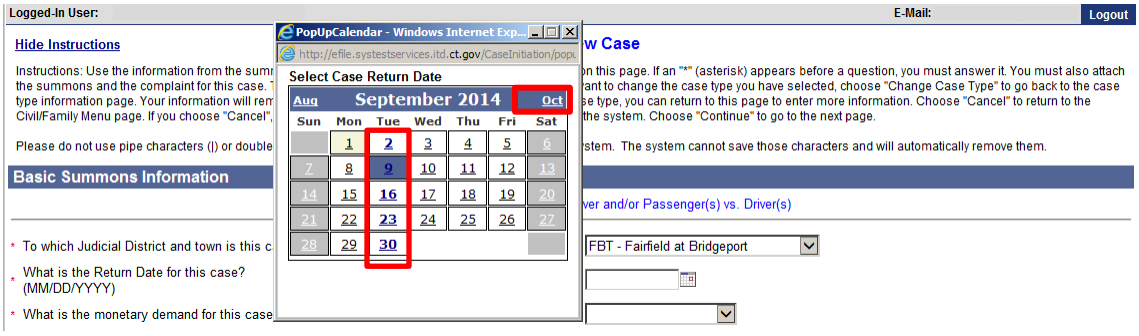
* To which Judicial District and town is this case returnable?
* What is the Return Date for this case? (MM/DD/YYYY)
* What is the monetary demand for this case?
* Are you claiming other relief in addition to or in lieu of money or damages?
* How many plaintiffs in this case?
* How many defendants in this case?
How many garnishees in this case?

AAN - Ansonia-Milford at Milford
DBD - Danbury at Danbury
FBT - Fairfield at Bridgeport
FST - Stamford-Norwalk at Stamford
HHB - New Britain at New Britain
HHD - Hartford at Hartford
KNL - New London at New London
KNO - New London at Norwich
LLI - Litchfield at Litchfield
MMX - Middlesex at Middletown
NNH - New Haven at New Haven
NNI - New Haven at Meriden
TTD - Tolland at Rockville

File a New Civil Case Electronically in the Superior Court (continued)

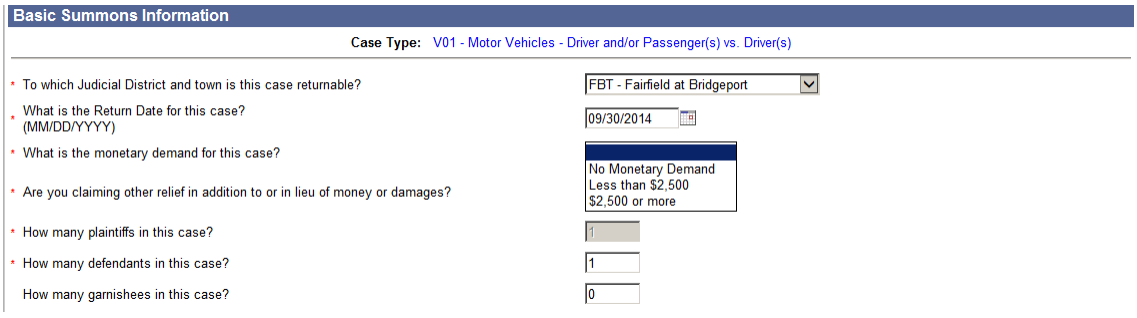
11. Click on the calendar next to the Return Date field to see a calendar and click on the correct date. You can move the calendar to the next month or the month before by clicking on the name of the month in the blue bar. In this example, the return date is September 30, 2014. 2

    Note: The return date for most civil actions must be a Tuesday. That is why the Tuesdays appear **blue** on the calendar. You must enter the date that you have on your summons.

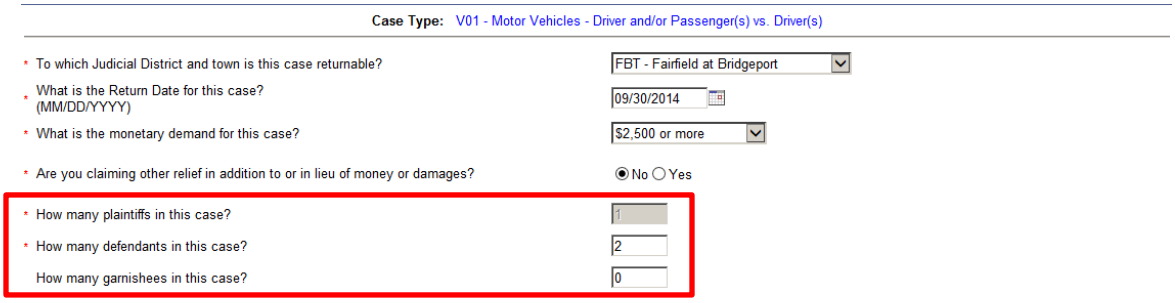


12. Click the down arrow next to the monetary demand field

13. Click on the correct amount in demand. You can choose *no monetary demand*, *less than $2,500* or *$2,500 or more*. In this example, the amount in demand is more than $2,500.00 3



14. Enter the number of plaintiffs, the number of defendants and the number of garnishees (if your case has any garnishees) in each field. In this example, there is one plaintiff and two defendants. 4

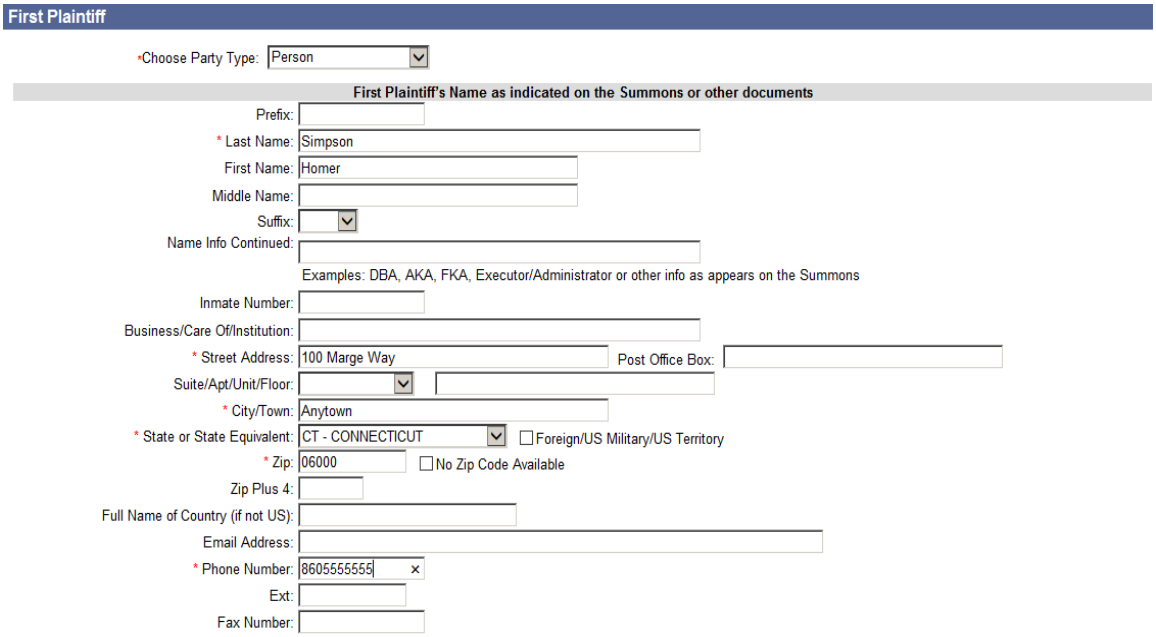


Enter First Plaintiff and First Defendant Information

You must now enter the information about the first plaintiff and the first defendant in your case. Choose the type of party for the plaintiff and the defendant. Party type choices for a plaintiff are person, person PPA, or executor or administrator. For a defendant, party type choices are person, firm or corporation, government entity or executor or administrator.

15. Click the down arrow to choose the party type for the First Plaintiff:

16. Choose **Person** from the list of options.



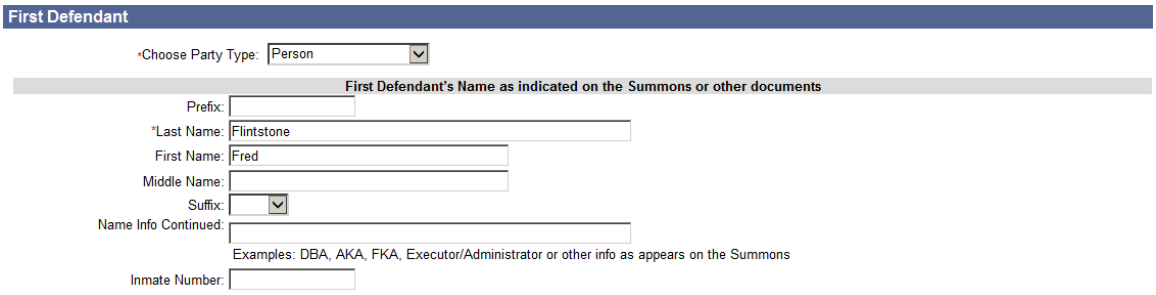
***Note*:** The e-filing system will automatically enter the information that you gave in your enrollment application, including your name, address, e-mail address and telephone number. You can make any changes to the information that is shown here if you need to. You should also update your E-Services account with changes.

17. Review your information and make any changes you need to make.

18. Click the down arrow to choose the party type for the First Defendant:

19. Choose whether the first defendant is a Person, Firm/Corporation, Government Entity or Executor/Administrator. In this example, the defendant is a Person.

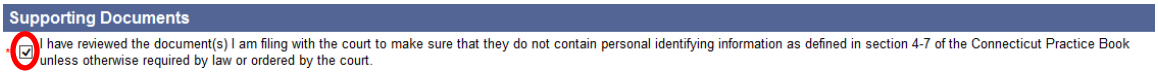
20. Enter the name of the defendant as it is shown on the summons



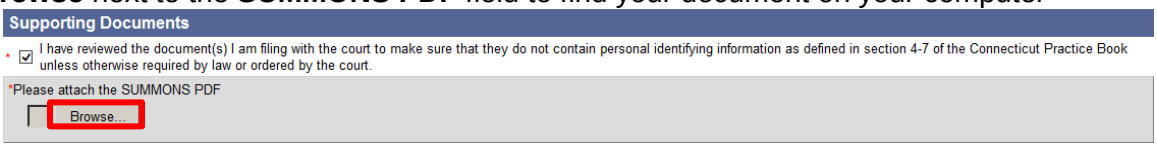
Attach your Documents

You must attach the documents for the case that you are filing. You will usually have two documents; one is the summons, and the other is the complaint. You must be sure that each document is in PDF format. For information on PDF creation, click here. You can also attach the return of service from the marshal.

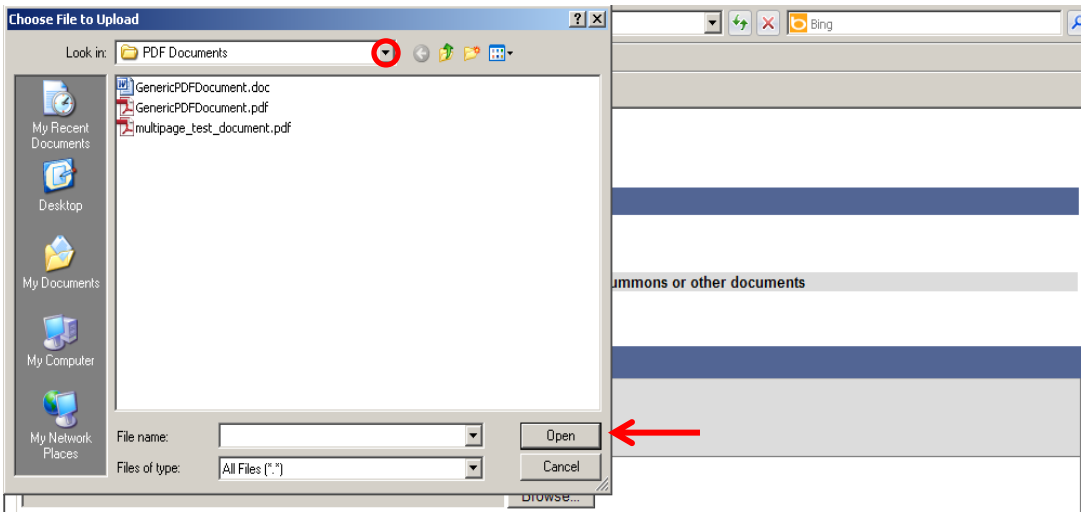
21. Check the box to indicate that the documents that you are filing do not contain personal identifying information



22. Click **Browse** next to the **SUMMONS PDF** field to find your document on your computer



23. Click the down arrow to find your document in the files on your computer



24. Click once to select the PDF document and click **Open**; the information about the document will appear in the area under **Summons** for this case (shown below)

25. Click **Browse** next to the **Complaint** field and select the file and click **Open;** the information about the document will appear.

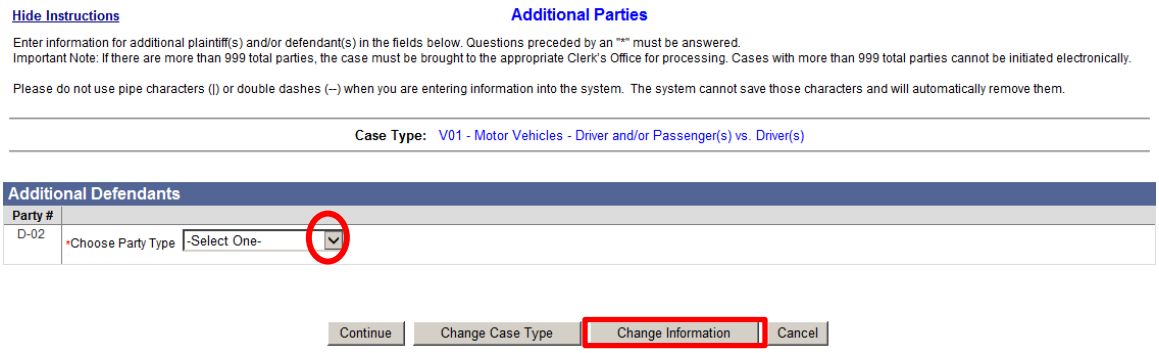
26. Click **Browse** next to the **Return of Service** field and select the file and click **Open;** the information about the document will appear.

Note: If you have an "additional parties page," you would browse and attach that document in the same way that you have browsed and attached the other documents.

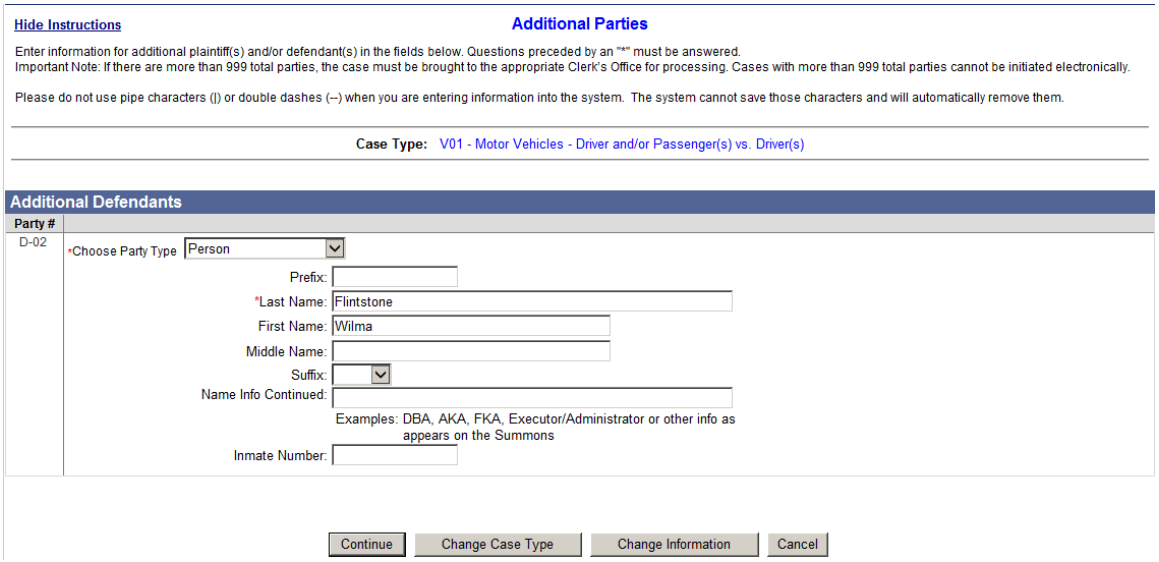
27. Click **Continue** at the bottom of the page

28. If you are suing more than one defendant, you will see a screen that asks you to fill in information about the other defendant or other defendants.

Note: If you are suing more than one defendant and the system does not take you to this page, click **Change Information** at the bottom of the page to go back and make sure that you entered the correct number of parties on the page before this one. You can change the number of defendants and come right back to this page.



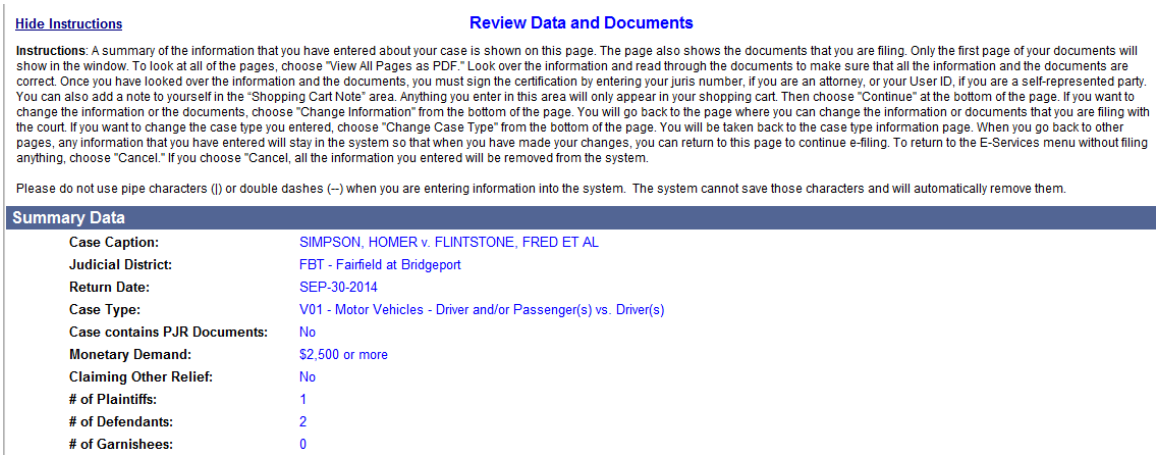
29. Choose the Party Type and enter the name:



30. Click **Continue** to go to the page where you can look at the information you have given and the documents that you have attached

Review Information (Data) and Documents

31. You must check the summary of the information that you entered in the system to be sure you entered the information from your summons about the court, the parties, the case type, the amount you are asking for and the return date correctly.



Hide Instructions

Review Data and Documents

Instructions: A summary of the information that you have entered about your case is shown on this page. The page also shows the documents that you are filing. Only the first page of your documents will show in the window. To look at all of the pages, choose "View All Pages as PDF." Look over the information and read through the documents to make sure that all the information and the documents are correct. Once you have looked over the information and the documents, you must sign the certification by entering your juris number, if you are an attorney, or your User ID, if you are a self-represented party. You can also add a note to yourself in the "Shopping Cart Note" area. Anything you enter in this area will only appear in your shopping cart. Then choose "Continue" at the bottom of the page. If you want to change the information or the documents, choose "Change Information" from the bottom of the page. You will go back to the page where you can change the information or documents that you are filing with the court. If you want to change the case type you entered, choose "Change Case Type" from the bottom of the page. You will be taken back to the case type information page. When you go back to other pages, any information that you have entered will stay in the system so that when you have made your changes, you can return to this page to continue e-filing. To return to the E-Services menu without filing anything, choose "Cancel." If you choose "Cancel, all the information you entered will be removed from the system.

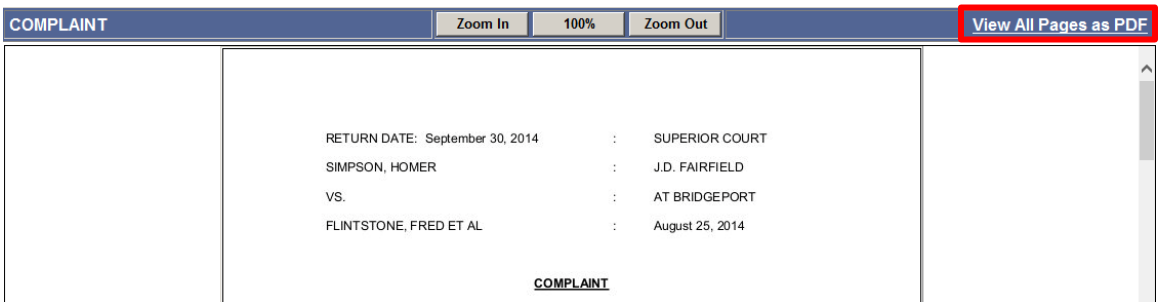
Please do not use pipe characters (|) or double dashes (--) when you are entering information into the system. The system cannot save those characters and will automatically remove them.

Summary Data

Case Caption:	SIMPSON, HOMER v. FLINTSTONE, FRED ET AL
Judicial District:	FBT - Fairfield at Bridgeport
Return Date:	SEP-30-2014
Case Type:	V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)
Case contains PJR Documents:	No
Monetary Demand:	$2,500 or more
Claiming Other Relief:	No
# of Plaintiffs:	1
# of Defendants:	2
# of Garnishees:	0

32. You must also look at each of the documents that you attached to make sure that it is the right document. The first page appears in the window. Click **View All Pages as PDF** to see all the pages in a separate window.

    Note: The system takes several seconds to show the document so wait to see the whole document before you try to continue with the filing.



COMPLAINT | Zoom In | 100% | Zoom Out | View All Pages as PDF

RETURN DATE: September 30, 2014 : SUPERIOR COURT

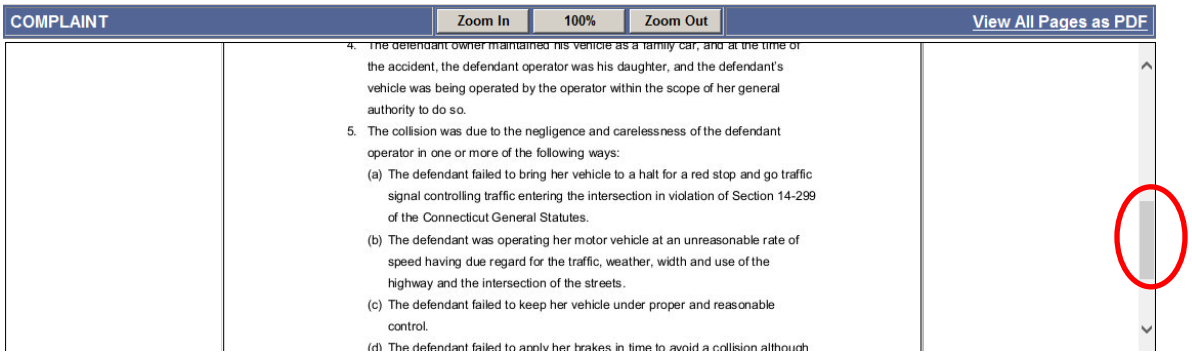
SIMPSON, HOMER : J.D. FAIRFIELD

VS. : AT BRIDGEPORT

FLINTSTONE, FRED ET AL : August 25, 2014

COMPLAINT

33. You can use the bar on the side of the window to move through all pages of the document

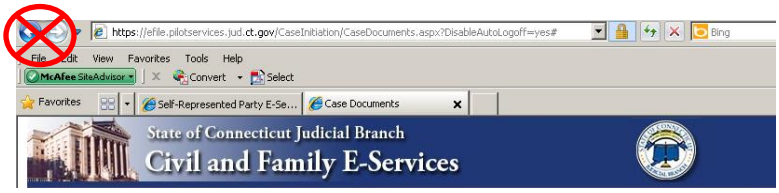


COMPLAINT | Zoom In | 100% | Zoom Out | View All Pages as PDF

4. The defendant owner maintained his vehicle as a family car, and at the time of the accident, the defendant operator was his daughter, and the defendant's vehicle was being operated by the operator within the scope of her general authority to do so.
5. The collision was due to the negligence and carelessness of the defendant operator in one or more of the following ways:
   (a) The defendant failed to bring her vehicle to a halt for a red stop and go traffic signal controlling traffic entering the intersection in violation of Section 14-299 of the Connecticut General Statutes.
   (b) The defendant was operating her motor vehicle at an unreasonable rate of speed having due regard for the traffic, weather, width and use of the highway and the intersection of the streets.
   (c) The defendant failed to keep her vehicle under proper and reasonable control.
   (d) The defendant failed to apply her brakes in time to avoid a collision although

34. If you need to change the document that you attached, click **Change Information** to go to the page where you can browse and attach a different document.

Note: DO NOT click the *Back* button on your browser to return to the previous page. Clicking that browser button clears the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first page in case initiation; **Change Information** will return you to the page where you entered the information from the summons and attached the documents. If you need to change the information that you entered about additional defendants, you must click the **Change Information** button and then click the **Continue** button on the bottom of that page to return to the **Additional Parties** page.



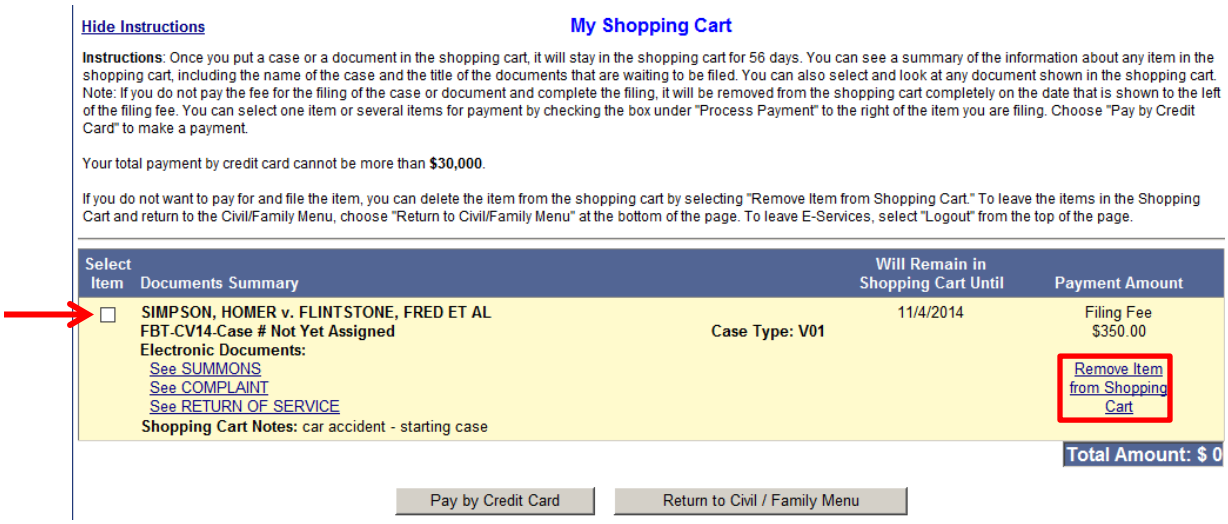
35. Click in the box to certify that the documents that you are attaching are true copies of the signed documents that were served under the Connecticut General Statutes.
36. Enter your *User ID*, which is your signature
37. You can enter a shopping cart note that will appear in the shopping cart with your case. The note is only for you. It is not part of what you are filing with the Superior Court.

38. Click **Continue** to go to the Shopping Cart and pay the entry fee for this case

Make a Payment from the Shopping Cart

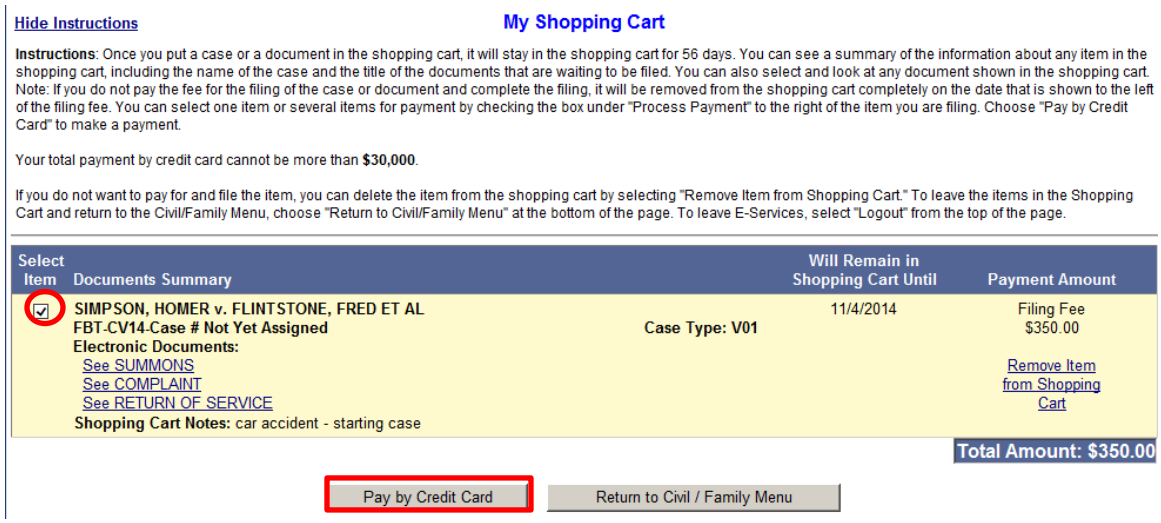
Before paying for items, you can check your documents by clicking on the links. If you see that you have attached a document that is not correct, you must delete the item and start again. Click the link to ***Remove Item from Shopping Cart*** *to the right of the case name and case type to delete it. This link is outlined in red in the picture below. You will be asked to confirm that you want to delete the item and cancel the transaction.*

39. To continue the payment process, choose the item you want to pay for by checking the box to the left of the case name in the Shopping Cart

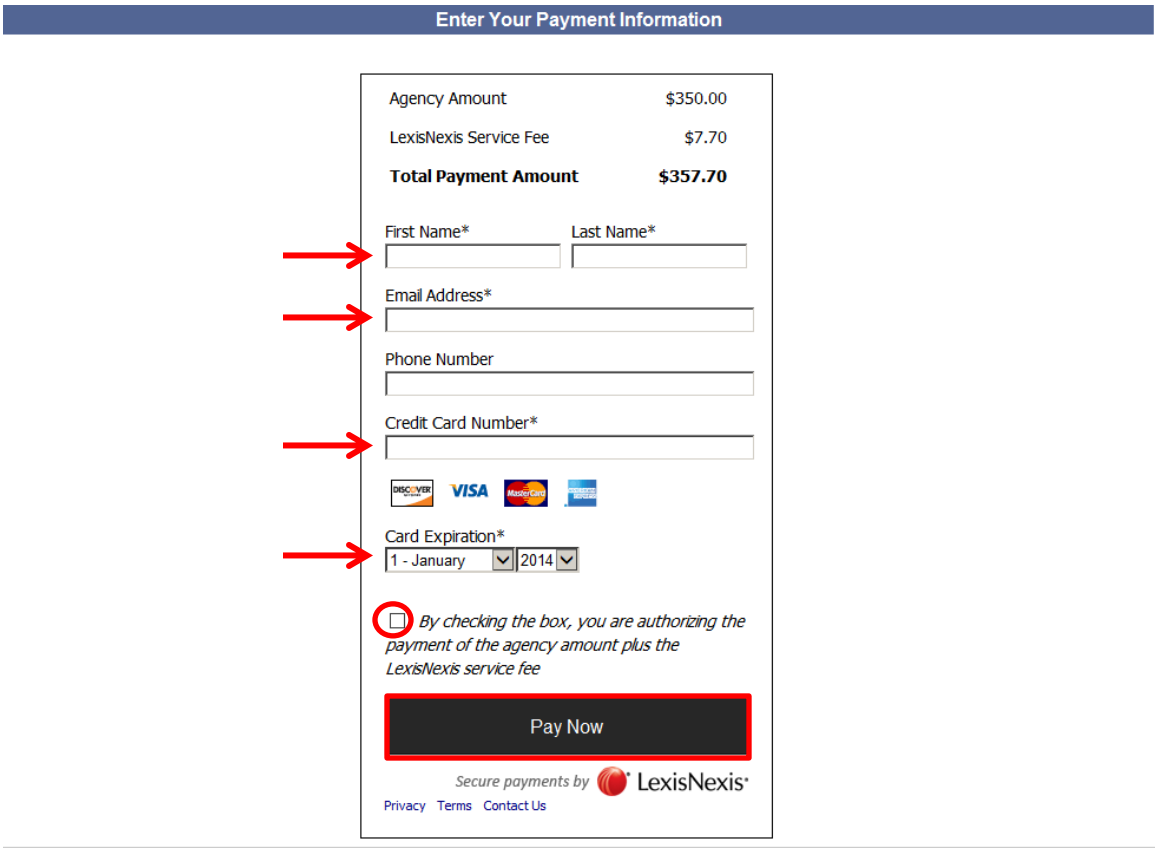


Note: If you want to process payment on several items in a single payment, you can check the box next to more than one item. The example shows only one item in the shopping cart. If you want to file additional items, click on **Return to Civil / Family Menu**. If you do not pay for an item, it remains in the shopping cart for 56 days. An item *is not filed* until you pay the fee.

40. Click **Pay by Credit Card** – Discover, Visa, MasterCard or American Express are accepted.



41. Enter your payment information in the required fields, and check the box authorizing payment. Then click **Pay Now** to pay the entry fee and file your new case.

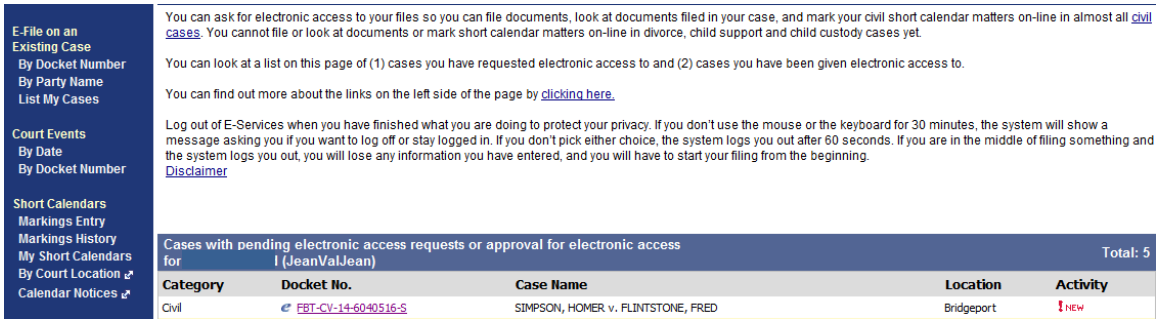


Note: The Judicial Branch does not keep your credit card information so you must enter the credit card number and the expiration date for the card any time you are paying a fee.

42. You will see the confirmation page, which includes the docket number for your new case.

43. Print this page by clicking **Print This Page**

44. Keep a copy of the confirmation page for your records.
45. Click **Return to Civil / Family Menu** and you can see the case you just filed in your list of cases on the **Civil / Family Menu** home page.



46. Click the docket number to go to the case detail page for your new case. You have electronic access to your case as soon as you file it electronically. You do not need to request electronic access to your case.

47. 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 questions about filing your new case 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.