



Mandatory e-Filing Requirements and Exceptions

With some exceptions, **e-filing of all civil case types became mandatory as of December 5, 2009.** Mandatory civil e-filing does **not** include **family** cases.

A. Exceptions to the mandatory e-filing requirements for civil case types are:

1. Cases that cannot be initiated electronically (but note that subsequent motions, pleadings or documents in these cases are required to be filed electronically):
 - Cases that include a prejudgment remedy except for a prejudgment remedy based upon a **commercial waiver**;
 - Cases that include more than 48 plaintiffs or 48 defendants
 - Transfers from small claims; and
 - Eminent domain cases (including state highway condemnation and redevelopment condemnation).
2. Cases that are commenced by private individuals on behalf of the State of Connecticut under C.G.S. 17b-301d (but note that motions, pleadings or documents filed subsequent to the statutorily required sealing period are required to be filed electronically)
3. Case types that cannot be initiated electronically (and note that subsequent motions, pleadings or documents cannot be filed electronically in these cases):
 - Application for Proceeds from a Tax Sale
 - Asset forfeitures;
 - Firearm Safety Hearings (C.G.S. §29-38c)
 - Foreign civil judgments (C.G.S. §§ 52-604, 52-605);
 - Foreign protective orders;
 - Habeas cases;
 - Lottery assignment cases
 - Proceedings for enforcement of municipal regulations and ordinances (JD-CV-20);
 - Summary Process and Housing civil matters; and
 - Vehicle forfeitures (pursuant to C.G.S. 22a-250 and 250a).

B. Although most motions, pleadings and documents in civil cases are required to be e-filed, certain exceptions to this requirement do exist. The items listed below cannot be filed electronically at this time. These items will continue to be filed on paper or by fax.

1. Any document for which a fee waiver is requested
2. Appearance by a non-party
3. Application for Order of Notice (pre-service)
4. Application for Prejudgment Remedy (at case initiation or during a case)
5. Appraisal Report of the disinterested appraiser (if filed by the appraiser with the court)
6. Certificate of Judgment – Foreclosure by Sale (JD-CV-46)
7. Certificate of Judgment – Strict Foreclosure (JD-CV-47)
8. Committee Deed (original deed)

9. Ex Parte Application for Permission to Use Pseudonyms
10. Foreclosure Return of Sale – with proceeds
11. Lodged Records (pursuant to Practice Book Sections 7-4B and 7-4C)
12. Motion for Protective Order (on behalf of non-appearing witness)
13. Motion to Appear Amicus Curiae
14. Motion to be Made a Party (defendant or plaintiff)
15. Motion to Close Courtroom Proceedings
16. Motion to Consolidate (filed by a non-party)
17. Motion to Intervene
18. Motion/Application for Permission to Use Pseudonyms
19. Motion to Close a Courtroom Proceeding
20. Motion to Quash (on behalf of non-appearing witness)
21. Motion to Substitute Party/Executor (if filed by a non-party)
22. Offer of judgment
23. Petition for Automatic Ninety-day Extension of Statute of Limitations (C.G.S. 52-190a (b))
24. Sealed Documents (any document that is sealed, for which sealing is requested, or documents filed during the statutorily required sealing period in actions commenced under C.G.S. 17b-301d)

Note: Any document that is filed with the clerk in paper format after December 5, 2009 will be scanned by the clerk into an electronic image, and placed in the electronic file. The original paper document will be destroyed unless the filer includes with the paper document at the time of filing a self-addressed, postage pre-paid, return envelope.

C. Return of Record – The Return of Record in an administrative appeal may continue to be filed on paper at the option of the filer until further notice.

If an attorney or law firm without an exclusion from E-Services requirements submits, on paper, any document that is required to be filed electronically, the clerk will not file the document and will write “Not Accepted” across the file stamp on the document. The clerk will then return the document to the sender with a notice explaining why it was not filed.