

# Editing a Posted Foreclosure Advertisement

## Correcting, Deleting, Cancelling

### Editing an Ad

An Edit feature has been incorporated into the Foreclosure Ad Posting function to allow a Committee to make corrections to the data entered, to delete an ad for a sale that will not take place and has not been displayed to the public, or to cancel a sale that will not take place but has been displayed to the public on the website.

### Correcting Data Entered:

Log into E-Services and enter the docket number in the same manner as for posting an ad. On the **Foreclosure By Sale by Docket Number** screen, click on Edit on the right side of the screen, next to the appropriate property address. Provided it is prior to the "notice runs from (start date)", any information regarding the sale may be corrected. It is important that all information be accurate prior to the start date to be in compliance with the order of the court for posting of the ad. Whenever the information is changed a new **Foreclosure By Sale – Confirmation** page must be printed for submission to the court as part of the Committee Report.

State of Connecticut  
Judicial Branch

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Foreclosure By Sale by Docket Number

Case Caption: BANK v. JOHN DOE File Date: 03/20/2008  
Docket Number: AAN-CV08-5005540-S Return Date: 04/01/2008  
Disposition: Disposition Date:

Pending Foreclosure Sales for AAN-CV08-5005540-S [Add a New Foreclosure Sale](#)

#	Sale Date	Town	Type of Sale & Property Address	Action	Action
1	10/17/2009 12:00PM	Yourtown	PUBLIC AUCTION FORECLOSURE SALE: Residential ADDRESS: 2222 Street Name, Yourtown, CT	<a href="#">View Notice of Public Auction</a>	<a href="#">Edit</a>

### Deleting a Posted Ad:

Provided it is prior to the "notice to run start date" (the ad is not viewable to the public) a foreclosure ad that has been posted may be deleted. Log into E-Services and enter the docket number in the same manner as for posting an ad. On the **Foreclosure By Sale by Docket Number** screen, click on Edit on the right side of the screen, next to the appropriate property address. In the edit mode, there is an added function below the "notice runs through (end date)" field. Click on the dropdown, then click on **delete**. Scroll to the bottom of the page and click on continue. On the **Foreclosure By Sale – Validation** page, follow the instructions to be sure this is the ad to be deleted, then scroll to the bottom and click **submit** to delete the ad. If the incorrect ad was selected or if the delete function was selected in error, click on cancel to return to the **Foreclosure By Sale by Docket Number** screen, or click on modify to return to the posted ad.

If "Other", enter town name:  
Yourtown

Sale Date: Saturday, October 17, 2009  
Sale Time: 12:00 PM  
Inspection Commencing: 10:00 AM  
Notice Runs From (Start Date): Saturday, October 03, 2009  
Notice Runs Through (End Date): Sunday, October 18, 2009

Additional Actions: **Delete Sale**

Notice Heading:  
PUBLIC AUCTION  
FORECLOSURE SALE: Residential  
ADDRESS: 2222 Street Name, Yourtown, CT

Sample Format:  
PUBLIC AUCTION  
FORECLOSURE SALE:  
[Residential or Commercial  
Vacant lot]  
ADDRESS: [# Street Town  
State]

## Placing Cancellation Notice on Posted Ad

If a sale is cancelled (due to redemption or bankruptcy filing, etc.) a notice that the sale is cancelled may be placed on the posted ad. Log into E-Services and enter the docket number in the same manner as for posting an ad. On the **Foreclosure By Sale by Docket Number** screen, click on **Edit** on the right side of the screen, next to the appropriate property address. In the edit mode, there is an added function below the "notice runs through (end date)" field. Click on the dropdown, then click on **cancel**. Scroll to the bottom and click on continue. On the **Foreclosure By Sale – Validation** page, follow the instructions to be sure this is the ad to be cancelled, then scroll to the bottom and click **submit** to place the cancellation notice on the ad. A confirmation screen will verify that the cancellation notice has been placed on the ad. To see the ad, scroll to the bottom and click on Return to Current Case, then click on View Notice of Public Auction on the right next to the property address. The posted ad with the words "This Sale is Cancelled" at the top in red should be viewable.

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**Foreclosure By Sale - Validation**

<b>Case Caption:</b>	BANK v. JOHN DOE	<b>File Date:</b>	03/20/2008
<b>Docket Number:</b>	AAN-CV08-5005540-S	<b>Return Date:</b>	04/01/2008
<b>Disposition:</b>		<b>Disposition Date:</b>	

**Instructions: Are you sure you want to Cancel the Sale? If so please click the Submit button to finish the process. If not please click the Modify button to go back to the Add Notice page and select No Action from the Additional Actions options.**  
**Cancelled Sales will be available for the Public until the Notice End Date.**

**TOWN:** Yourtown  
**SALE DATE:** Oct 17, 2009  
**SALE TIME:** 12:00 PM  
**INSPECTION COMMENCING AT:** 10:00 AM  
**NOTICE RUNS FROM** Oct 03, 2009 **THROUGH** Oct 18, 2009

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**Foreclosure By Sale -Confirmation**

**Instructions:**  
**You have cancelled the sale.**  
**Current Date: 9/14/2009 11:38:28 AM**

<b>Case Caption:</b>	BANK v. JOHN DOE	<b>File Date:</b>	03/20/2008
<b>Docket Number:</b>	AAN-CV08-5005540-S	<b>Return Date:</b>	04/01/2008
<b>Disposition:</b>		<b>Disposition Date:</b>	

**TOWN:** Yourtown  
**SALE DATE:** Oct 17, 2009  
**SALE TIME:** 12:00 PM  
**INSPECTION COMMENCING AT:** 10:00 AM  
**NOTICE RUNS FROM** Oct 03, 2009 **THROUGH** Oct 18, 2009

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Click to view all Pending Foreclosure Sales for Docket # [AANCY085005540S](#) or for the town of [Yourtown](#)

**Notice of Public Auction**

<b>Case Caption:</b>	BANK v. JOHN DOE	<b>File Date:</b>	03/20/2008
<b>Docket Number:</b>	<a href="#">AAN-CV08-5005540-S</a>	<b>Return Date:</b>	04/01/2008

**This Sale is Cancelled.**

**TOWN:** [Yourtown](#)  
**SALE DATE:** Oct 17, 2009  
**SALE TIME:** 12:00 PM  
**INSPECTION COMMENCING AT:** 10:00 AM  
**NOTICE RUNS FROM** Oct 03, 2009 **THROUGH** Oct 18, 2009