

## Foreclosure Advertisement Posting

### *A Quick Card for Committees appointed for Foreclosure Sales*

First Issued October 09

## Need Help?

For all issues concerning posting of foreclosure advertisements on the Judicial Branch website, call or email:

[foreclosures@jud.ct.gov](mailto:foreclosures@jud.ct.gov)

Peggy George (860) 263-2734 Ext. 3036

## Overview

The Foreclosure Ad Posting function is available only to attorneys who have been appointed as a Committee upon the entry of a Judgment of Foreclosure By Sale. Each attorney is only allowed to serve as Committee in one Judicial District; the appointment being an individual appointment, not a firm appointment. An individual appearance for the "Committee" must be filed in order to access the Foreclosure Ad Posting function. If a picture is to be posted in the ad, the committee must have the picture saved in their computer system prior to accessing the Foreclosure Ad Posting function.

## Posting an Ad

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The Committee should log into E-Services using attorney's individual (Type A) juris number and password. Then click on **Foreclosure Ad Posting** in left column.

State of Connecticut  
Judicial Branch

E-Services - 308825 MARGARET ROSE GEORGE

There are 0 future calendar items for juris number 308825

Matters that have been individually scheduled can be accessed by [Date](#) or by [Juris Number](#)

E-Services has been developed to permit the development and expansion of electronic services.

The electronic services currently available are listed on the menu bar on the left of this page.

Your juris number, name, and email address on file with E-Services is shown above. To change your email address or other information in your enrollment form (telephone number, fax number, or security question and answer), please click on the email address listed above.

To change information in your attorney registration form, please select **Attorney Change of Information**.

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Foreclosure Ad Posting

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Check the case name and docket number on the screen to be sure it is the correct case, then click on **Add A New Foreclosure Sale**.

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Back to Docket Number Search

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:

Pending Foreclosure Sales for AAN-CV08-5005540-S

[Add a New Foreclosure Sale](#)

NO PENDING SALES

Expired Foreclosure Sales for AAN-CV08-5005540-S

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On the **Foreclosure By Sale – Docket Number Search** screen type in the location and docket number for the case for which the ad is to be posted, then click GO.

State of Connecticut  
Judicial Branch

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Foreclosure By Sale - Docket Number Search

Location	Category	Year	Number	Suffix	Task
Ansonia/Milford	CV	09	6000032	S	GO

For use by foreclosure committees only.  
Instruction: To view, add or edit a Foreclosure By Sale advertisement for a case enter the docket number in the fields above and click GO.

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Following the screen fill in the town where the property is located. The dropdown can be used to select many towns in the State of CT, however, if the town is not listed in the dropdown, the word "other" is listed at the end. Select other, then type in the name of the town in the box below. Click on the calendar to select the sale date and the dates for the notice to run as ordered by the court. The time of sale and inspection time default to 12:00 pm and 10:00 am, respectively, however if the court has ordered different times, these can be changed by clicking on the dropdowns.

Foreclosure By Sale - Add/Edit Data Entry

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

Enter the information for the foreclosure sale notice in the fields below

Town: [Dropdown] | If "Other", enter town name:

Sale Date: [Calendar]

Sale Time: 12:00 PM

Inspection Commencing: 10:00 AM

Notice Runs From (Start Date): [Calendar]

Notice Runs Through (End Date): [Calendar]

## Posting an Ad (con't)

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In the **Notice Heading** box, following the sample on the right side of the screen, fill in the type of property and the property address. Check the information in the **Committee Information** box. If that information is incorrect, the attorney registration or E-Services information needs to be changed; see E-Services home page for further information.

<b>Notice Heading:</b> PUBLIC AUCTION FORECLOSURE SALE: Residential ADDRESS: 2222 Street Name, Yourtown, CT	<b>Sample Format:</b> PUBLIC AUCTION FORECLOSURE SALE: [Residential or Commercial Vacant lot] ADDRESS: [#Street Town State]
<b>Committee Information:</b> MARGARET R. GEORGE Committee 225 SPRING STREET WETHERSFIELD, CT 06109 PHONE: 860-000-0000 FAX: 860-000-0000 EMAIL: myemailaddress.com	<b>Sample Format:</b> First Name Last Name, Committee Law Offices of L Firm # Street Town, State Zip Code PHONE: Phone Number FAX: Fax Number EMAIL: name@address
<b>Notice Body:</b>	

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In the **Notice Body** fill in the date of sale, the location of the sale (box defaults to "on the premises" but can be changed if the sale will take place at another location), and the amount of the deposit. In the **Additional Information About the Property** box specific information about the property may be inserted; this is optional.

**Notice Body:**  
 Pursuant to a judgment of the Superior Court for the Judicial District of Ansonia/Milford at Milford in BANK v. JOHN DOE Docket No. AAN-CV08-5005540-S, the property named above will be sold, subject to court approval, at public auction on [ ] at [12:00] PM [ ] on the premises.

The successful bidder shall deposit with the Committee, at the time of the sale, a certified check or bank check made payable to the [ ] in the amount of \$ [ ]

The balance of the proceeds is to be paid no later than thirty (30) days from the approval of the sale by the Court. If the purchaser is unable to complete the sale within the thirty (30) day period, the deposit shall be forfeited.

Further description of the property and further terms of the sale may be obtained from the Committee or from the court file.

**Additional Information about the property (optional):**

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If a picture of the property is available, the picture may be uploaded as part of the ad. Click on browse to locate and open the picture, then click on upload image. Once the picture is uploaded, or if no picture is going to be going to be uploaded, click on continue.

The balance of the proceeds is to be paid no later than thirty (30) days from the approval of the sale by the Court. If the purchaser is unable to complete the sale within the thirty (30) day period, the deposit shall be forfeited.

Further description of the property and further terms of the sale may be obtained from the Committee or from the court file.

**Additional Information about the property (optional):**

Do you have an image to upload? If so please browse and click Upload Image Button

[ ] Browse... Upload Image

Continue Cancel

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On the **Foreclosure By Sale – Validation** page, follow the instructions to check all information that has been entered. Once all information is correct, click submit to post the ad.

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**Foreclosure By Sale - Validation**

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:

**Instructions: Verify that the following information is correct. To make changes, select the MODIFY button. To post the ad, select the SUBMIT button.**

TOWN: Ansonia  
 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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Print the **Foreclosure By Sale Confirmation** page, as instructed, for filing with the Court as part of the Committee Report.

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**Foreclosure By Sale -Confirmation**

**Instructions:**  
 The posting has been completed.  
 Please print a copy of this page for submission to the court.  
 Current Date: 9/11/2009 4:32:17 PM

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:

TOWN: Ansonia  
 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 on **Select New Case** to post an ad for a foreclosure sale on another case or **Return to Current Case** if you want to view the ad or Edit the ad that was posted or to post another ad for the same case; or click on Back to E-Services Homepage at top of screen to logout.

The successful bidder shall deposit with the Committee, at the time of the sale, a certified check or bank check made payable to the bidder in the amount of \$20,000

The balance of the proceeds is to be paid no later than thirty (30) days from the approval of the sale by the Court. If the purchaser is unable to complete the sale within the thirty (30) day period, the deposit shall be forfeited.

Further description of the property and further terms of the sale may be obtained from the Committee or from the court file.

Put additional information in this area.

MARGARET R. GEORGE  
 Committee  
 225 SPRING STREET  
 WETHERSFIELD, CT 06109  
 PHONE: 860-000-0000  
 FAX: 860-000-0000  
 EMAIL: myemailaddress.com

Select New Case Return to Current Case