

Connecticut Judicial Branch

FREQUENTLY ASKED QUESTIONS ABOUT E-FILING

GETTING STARTED

1. What is E-Services?

The Judicial Branch allows you interact with the courts online through E-Services. You must first enroll in E-Services to create a User ID and password. Once you enroll, you can log in to E-Services and go to the **Civil/Family/Housing Menu** to request electronic access to your case. Electronic access means that you can (1) file documents in your case on-line; (2) look at documents in your case on-line; or (3) mark short calendar matters in your case on-line.

Read the revised [Procedures and Technical Standards for E-Services](#) for more information. You can also look at the **E-Filing Manual for Civil, Family and Housing Matters – A Guide for Self-represented Parties**, which is found on the E-Services Welcome Page under the Self-Represented Parties tab.

2. What is required to be able to file on-line?

- a. You must be enrolled in E-Services.
- b. You must request electronic access to your case if you did not start the case on-line.
- c. You also need to have or be able to use:
 - Internet access (DSL or high speed Internet access is suggested for Civil e-filing);
 - A personal computer with a 128-bit encryption version of Microsoft Internet Explorer® 9 or higher, or Firefox 25.0 or higher;
 - To access the secure areas of our website, such as the electronic services section, your browser **must** support 128-bit encryption and Secure Sockets Layer (SSL) version 2.0 protocol. Please visit the Judicial Branch's Website to access links which will allow you to [check your browser and if necessary, without cost, upgrade your current browser or download a high-security browser.](#)
 - PDF Reader software. If you are using Adobe Acrobat® Reader ® for viewing documents, it is recommended that you use Adobe Acrobat® Reader ® 9.0 or higher.
 - [Software to convert documents from a word processor format to Portable Document Format \(PDF\).](#) If you are using Adobe Acrobat® for PDF document creation, it is recommended that you use Adobe Acrobat® 9.0 through 11.0

Note: Some PDF conversion software embeds links or images in documents during the conversion process. If your PDF document contains any link or image that is not directly related to the substance of the document you are filing or to the substance of your case, you may wish to choose a different PDF conversion method or software to avoid including the link or image in your filed document. The Judicial Branch is not responsible for any links or images embedded in documents filed with the Courts.

- Access to a scanner to create a PDF version of paper documents or documents that must be signed pen-to-paper before you file them, such as the marshal's return of service or an affidavit.

ENROLL IN E-SERVICES

Note: E-filing is available for family matters (dissolution of marriage, legal separation or annulment, and civil union – dissolution, legal separation or annulment) filed on or after December 15, 2014 and for most civil matters. If a case is a paper file, then you will not be able to file or view documents in it.

Check the docket number of your case before you enroll in E-Services. The docket number in an e-filable case begins with a 5 or 6 right after the year – such as FBT FA 14 5012345 or HHB CV 15 6001234. If the docket number of your file has *any* other number right after the year, such as FBT FA 15 0012789 or TTD FA 14 4001543, you can only file on paper and only view documents at the courthouse.

3. How do I enroll in E-Services?

- Go to the [E-Services Welcome Page](#)
- Click **Enroll**
- Fill out the information in the enrollment application
- Choose a User ID and password. This User ID will appear on all of the documents you file with the court.

Note: You cannot change the User ID you select.

- Choose a secret question and answer and enter your year of birth. We can use this information to identify you if you forget your User ID or password.
- Print the page for your records
- Submit your Request for New Account

You will see a message that tells you your enrollment application has been received. It will also tell you to check your e-mail for an e-mail from E-Services.

To activate your account, you must:

- Check your e-mail for an e-mail from E-Services
- Click on the link in the e-mail
- Enter your User ID and password on the next screen
- Look over the information that you gave in your application to be sure it is correct
- Read through the Electronic Services (E-Services) User Agreement
- Check the box next to “I agree.”
- Click **Activate Account** to be taken to the E-Services home page.

REQUEST ELECTRONIC ACCESS TO MY CASE

4. How do I request electronic access to my case?

If you are the person who is filing a new case on-line (*electronically*) in the Superior Court (plaintiff), you will have electronic (on-line) access to the case *right away*.

You must ask the Clerk to give you electronic access to the case, if you are:

1. a plaintiff in an e-filable case that was already filed; or
2. a plaintiff filing a new case *on paper*; or
3. a person who is being sued (defendant),

To request electronic access:

1. Log in to E-Services with your User ID and password
2. Choose Civil/Family/Housing Menu
3. Find your case on **By Docket Number** or **By Party Name** under **E-File on an Existing Case**
4. Choose **Request Electronic Access** on the case detail page for the case
5. Fill out the request form
6. Print the request form
7. Bring the form that you print out and photo identification, like a driver's license, a passport or another government ID, to the Clerk's Office of the court where the case is located

Or

Mail the form and a notarized copy of the photo identification to the Clerk's Office of the court where the case is located.

Note: The notary's statement must be placed directly on the page with the photo. It cannot be attached as a separate page.

8. The clerk will make sure that you are a party in the case that you are requesting access to. If you are, the clerk will give you electronic access to the file. If the identification you give the clerk is not enough to show that you are the person in the case, the clerk cannot give you electronic access to the file.
9. The clerk will send you an e-mail about your access request once it is acted on.

LOGIN

5. If I forget my password, how can I get the password or have the password reset?

- If you are a Self-represented Party and you have activated your account, you may click **Forgot Password?** on the [E-Services log-in page](#).
- Enter either your User ID or your e-mail address on the page that appears.
- You will receive an e-mail with a link within a few minutes. Click the link in the e-mail, and you will be asked to give the answer to the security question. Once you give the answer, you will be able to reset your password.

Note: If your e-mail address is not up-to-date or if you cannot remember the answer to the security question, please contact E-Services Support at (866) 765-4452 for help.

6. What if I forget my User ID?

- If you forget your User ID, you may click on **Forgot User ID?** on the [E-Services log-in page](#).
- Enter your e-mail address on the page that appears.
- You will receive an e-mail with a link within a few minutes. Click the link in the e-mail, and you will be asked to give the answer to the security question.
- When you click **Submit**, you will see your User ID on the page that appears.

7. When is the e-filing system available?

In general, **electronic services are available from 7:00 AM through 3:30 AM.** The Judicial Branch uses the hours between 3:30 AM and 7:00 AM for system maintenance and updating. The system may also be unavailable on the fourth Saturday of the month between 7:00 AM and 3:00 PM for routine system maintenance.

The Judicial Branch usually posts a message that E-Services will not be available if the outage is a scheduled outage.

If the clerk's office receives a document electronically for filing after 5:00 p.m. on a day that the clerk's office is open or at any time on a day that the clerk's office is closed, the document is considered filed on the next business day that the clerk's office is open.

The [Civil](#) or [Family](#) Short Calendar Standing Orders have the times when short calendar marking can be entered (marking periods). The marking periods are also shown on the notice of the calendar.

What happens if the e-filing system is unavailable and I cannot file a document?

If you are not able to file a document electronically because the court's electronic filing system is not working for 30 minutes in a row, between 9:00 a.m. and 3:00 p.m., or for any amount of time between 3:00 p.m. and 5:00 p.m., the court rules, [Practice Book Section 7-17](#), say that the document is deemed to be filed on time if the clerk's office receives the document electronically on the next business day that the system is working.

FORMAT AND SIZE OF DOCUMENTS

8. Can I e-file a Word or WordPerfect document?

No, you can only file a PDF document on-line. PDF is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it.

9. How do I create a PDF document?

You can create a PDF document using three different methods.

You can change (convert) a Word or a Word Perfect document to PDF by using software on your computer. Newer versions of Word, such as Microsoft Word 2010® let you change (convert) a document from Word to PDF.

You can scan a Word or a Word Perfect document and save it as a PDF document.

You can also create the document using PDF software.

Some software that converts Word or Word Perfect document to PDF document embeds links or images in documents during the conversion process. If your PDF document contains any link or image that is not directly related to the substance of the document you are filing or to the substance of your case, you may want to choose a different PDF conversion method or software to avoid including the link or image in your filed document. The Judicial Branch is not responsible for any links or images embedded in documents filed with the Courts.

The Judicial Branch also provides information on the [creation of PDF/A documents](#). PDF/A documents are self-contained and do not rely on or access information outside of the document itself to display the information contained within the document. The use of PDF/A will reduce security risks and improve the compatibility of documents for long-term storage.

10. What if my document has a lot of pages? Is there a limit on the number of pages I can file on-line?

The e-filing system accepts documents that have an electronic file size of up to 50 MB. The electronic size means that your document could contain over 1000 pages of unformatted text. If your document has pictures or other graphics, it will increase the size.

Do not scan your documents in color. Do not use colored paper for your documents. Scanning in color or using colored paper increases the size of your scanned document.

FILE AND RETURN A CASE TO COURT

11. What types of cases can be filed electronically (on-line)?

Self-represented Parties are allowed to e-file in almost *all civil* (including housing) and most family case types.

A. In civil (including housing) and family matters, except for those listed in subsection B.1. – 4 (below), it is mandatory for attorneys and law firms without an exclusion from electronic services requirements and optional for self-represented parties to file electronically all cases, motions, pleadings and documents for:

1. *all* existing and newly initiated e-filable civil case types;
2. newly-initiated e-filable family case types returned to the court on or after October 3, 2016, of the following types: Custody Application (F40), Visitation Application (F71), Paternity Petition (F80) (when filed by an attorney or the State); and All Other (F90);
3. newly-initiated e-filable family case types returned to court on or after December 15, 2014, of the following case types are: dissolution of marriage (F00), legal separation (F10), annulment (F20) and civil union – dissolution, legal separation and annulment (F50); and
 - newly-initiated e-filable family case types returned to the court on or after October 3, 2016 of the following types: Custody Application (F40), Visitation Application (F71), Paternity Petition (F80) (when filed by an attorney or the State); and All Other (F90);
 - newly-initiated e-filable family case types returned to court on or after December 15, 2014 of the following types: Dissolution of Marriage (F00), Legal Separation (F10), Annulment (F20) and Civil Union – Dissolution, Legal Separation and Annulment (F50); and
 - newly-initiated e-filable housing case types formerly filed in on paper in the Geographical Area locations of G.A. 5 at Derby, G.A. 18 at Bantam, G.A. 10 at New London, G.A. 11 at Danielson, on or after January 1, 2017, must be filed electronically in the Judicial Districts of Ansonia/Milford (Derby), Litchfield (Bantam), New London (New London) and Windham (Danielson); newly-initiated e-filable housing case types filed in the Housing Sessions in Bridgeport, Hartford, New Britain, New Haven, Norwalk and Waterbury on or after March 1, 2016, and in the Judicial Districts of Danbury, Meriden, Middlesex, New London at Norwich, and Tolland on or after October 1, 2015. E-filable housing case types are: Housing – Summary Process (H00); Housing – Security Deposit (H10); Housing – Rent/Damages (H12); Housing – Administrative Appeal (H50); Housing – Municipality Enforcement (H60); Housing – Bed Bug Infestation (H70); and Housing – All Other (H90). Housing – All Other does not include the following case types that cannot be initiated electronically: Housing – Housing Code Enforcement (H20); Housing – Entry and Detainer (H30); Housing – Audita Querela/Injunction (H40). Electronic filing is permitted in these three housing case types after the case has been initiated.

B. The exceptions are:

1. The following cases cannot be initiated electronically, but subsequent motions, pleadings or documents are required to be filed electronically:
 - a. Any case for which a fee waiver has been granted.

- b. Application for a subpoena to a Connecticut resident for an out-of-state proceeding or any motion to compel compliance with such subpoena (C.G.S. Sec. 52-148e (f)(2) as amended by P.A. 15-211, Sec. 29)
- c. Application for Proceeds from a Tax Sale;
- d. Cases that include a prejudgment remedy except for a prejudgment remedy based upon a **commercial waiver**;
- e. Eminent domain cases (including state highway condemnation and redevelopment condemnation);
- f. Housing – Housing Code Enforcement (H20); Housing – Entry and Detainer (H30); and Housing – Audita Querela/Injunction (H40);
- g. Nonadversarial Dissolution of Marriage (F05); and
- h. Petition To Open Parking Violations Or Citation Assessment**

Note: all documents required for the court to enter judgment in a nonadversarial dissolution of marriage are filed at case initiation.

- a. Change of Name (F30)
 - b. Paternity Petition (F80) (filed by self-represented parties)
 - c. Support Petition (F85) (can be initiated electronically only by the State)
 - d. Agreement to Support (F86) (can be initiated electronically only by the State)
 - e. (NEW) UIFSA Appeal (F87)
 - f. (NEW) Challenge to Acknowledgment of Paternity (F88)
 - g. Transfers from small claims;
2. Cases that are commenced by private individuals on behalf of the State of Connecticut under the Connecticut False Claims Act as amended by Public Act 14-217 – Sec. 1 – 18 cannot be initiated electronically but motions, pleadings or documents filed subsequent to the statutorily required sealing period are required to be filed electronically in these cases.
3. The following civil (including housing) cases cannot be initiated electronically, and subsequent motions, pleadings or documents cannot be filed electronically:
- a. Asset forfeitures;
 - b. Firearm Safety Hearings (C.G.S. §29-38c)
 - c. Foreign civil judgments (C.G.S. §§ 52-604, 52-605);
 - d. Foreign protective orders;
 - e. Habeas cases;
 - f. Lottery Assignment cases;
 - g. Summary Process and Housing civil matters in the Bantam, Danielson, Derby and New London geographical areas filed prior to January 1, 2017; and the
 - h. Vehicle forfeitures (pursuant to C.G.S. 22a-250 and 250a).
4. The following family case types cannot be initiated electronically, and subsequent motions, pleadings or documents cannot be filed electronically:
- a. Relief from Physical Abuse – C.G.S. 46b-15 (F65)
 - b. Foreign Matrimonial/Foreign Paternity Judgments – C.G.S. 46b-70 & C.G.S. 46b-179 (F70)
 - c. Paternity Acknowledgment With Support Agreement – C.G.S. 46b-172 (F81)
 - d. Uniform Child Custody Jurisdiction and Enforcement Act – C.G.S. 46b-115 (F72)
12. **How do I e-file a case that includes a prejudgment remedy based upon a commercial waiver?**

If the case you are filing asks for a prejudgment remedy based upon a commercial waiver, you *can* file it electronically because the case doesn't have an application for a prejudgment remedy and does not require the payment of a fee for the filing of a prejudgment remedy. After selecting the type of case, respond "no" to the question, "Does this case include prejudgment remedy documents?" Continue to file the documents as you would file any other case initiation documents.

13. How do I return the prejudgment remedy documents to the court after I have served the defendant(s)?

Once you have filed the prejudgment remedy documents with the Court, obtained a hearing date, and served the papers on the defendant(s), you will return the documents to the Court as **Return Of Prejudgment Remedy As Served**. In the area where you can add a further description of the document being filed, you can refer to the papers included in the filing. For example: "including PJR order for hearing and marshal's return."

14. What do I do with the signed original paper case initiation documents?

You are not required to keep the original signed paper case initiation documents except for the following documents:

- (a) A bond filed in any action; and
- (b) The original unredacted document, if you file a document that has been redacted.

15. How do I file an action for which I have an application for order of notice, the order of notice and the affidavit of publication?

After you have applied for and obtained an order of notice, and have an affidavit of publication, you are able to e-file the case. You create a single PDF including the application for order of notice, the order of notice and the summons. File that single PDF document as the **Summons**. You would file your complaint as a separate PDF document. You can scan the affidavit of publication with the Marshal's return and save them as a single PDF document. File that PDF document as Return of Service.

16. How do I file a family action for which I have a motion for order of notice in family cases ([JD-FM-167](#)), an order of notice in family cases ([JD-FM-168](#)), and proof of service?

You would create a single PDF including the motion for order of notice in family cases and the order of notice in family cases and the summons. File that single PDF document as the **Summons**.

17. How do I file the Certification of Notice in Family Cases (Public Assistance) ([JD-FM-175](#)) when I am returning my case initiation documents to the court?

You must create a separate PDF of the completed form, and file it as the certification in the field provided in the e-filing system for family case initiations.

18. How do I file a motion or motions for orders before judgment that I have had served on the defendant along with the case initiation documents?

Once you have filed your new case, you will return to the case detail page and select **E-file a Pleading or Motion** as your case activity. File each motion as a separate transaction. **Note:**

To find the correct name for your motion(s), enter **pendente** in the search criteria area. This search will generate a list of options for you to choose from.

Note: *Do not file multiple documents, including motions for pendente lite orders, as a single PDF document unless you are using form [JD-FM-176](#) – Motion for Orders Before Judgment (Pendente Lite) or have a single motion that deals with multiple issues, such as a Motion for Alimony, Custody and Child Support Pendente Lite.*

19. How do I file a case on-line (e-file) if I have a fee waiver granted by the Court?

You cannot file a case on-line (e-file) if the Court has waived the payment of the entry fee. You must file the case on paper with the court at the appropriate location.

20. Does the e-filing confirmation page mean that I filed everything correctly?

The confirmation page means that you have successfully filed with the court whatever document you uploaded or whatever system-populated form you created. The system does not review the documents you file electronically for content or for any other problems. You must look at the documents you are filing to be sure you have attached the right document, and that the Court can read the document. You should check to be sure that the document is right-side up and contains only the pages that should be included in the filing. You are also responsible for removing any personal identifying information that is not required by court order, rule or statute from the document before you file it.

What you see in the document review window is what the Judge or the clerk will see when looking at the file. Be sure to take time to look at the document you are filing before you submit it.

FILE RETURN OF SERVICE DOCUMENTS

21. How do I e-file a state marshal's return of service?

You must scan and save the original signed state marshal's return of service as a PDF document before you e-file it. For cases initiated with a return date of January 1, 2010 and in the future, you do *not* have to keep the original signed paper document.

22. How do I e-file a supplemental return of service?

A supplemental return of service, including a green card from the Post Office, the receipt for the certified mail, and the unopened envelope returned as unclaimed, can be filed electronically. Make a photocopy of both sides of the envelope or other items to be filed, and scan the copy and save it as a PDF document before you file it electronically as "Supplemental Return of Service."

PAY FEES

23. What forms of payment are acceptable?

You can pay the court fee and service fee for documents or cases by *credit card only*. You can use Master Card, Visa, American Express or Discover to make your payment in **My Shopping Cart**. To pay by credit card, you must enter the first and last name from the card, the e-mail address (to receive an electronic receipt), the account number, and the expiration date for the credit card. You must also check the box at the bottom of the page to authorize the payment of the court fee and the LexisNexis service fee.

A service fee is charged for payments of court fees or other payments to the court made by credit card. Filers who are using a credit card (MasterCard, Visa, American Express and Discover) to pay electronically for court fees through E-Services will be charged this service fee. It is currently set at the greater of \$1.00 or 2.2% of the total amount owed. The service fee will be collected and retained by LexisNexis, the payment processor for these transactions. The service fee will also be added to payments of court fees or other payments to the court made by credit card at the local courthouses.

Each time you make a payment, you must enter the payment information. The Judicial Branch does not store your payment information.

If you have a fee waiver granted by the Court, you must file your case (or your document) on paper with the clerk.

Note: You must certify that, by entering the credit card account number and submitting the payment, you are authorizing the Connecticut Judicial Branch to charge the account for the amount of the fee.

24. Can I file electronically and pay later at the clerk's office or by mail?

No. You must pay the court fee and any service fee at the time you are filing the document or case if a fee is due. *Your document or case is not filed until you pay the fee.* **Note:** You must file the case on paper if the court has granted a fee waiver for your case.

25. Can I pay for more than one thing at a time?

Yes. If you must pay a court fee, the item you are filing will be put in the "Shopping Cart" to wait for you to make the payment. You can see the number of items in your shopping cart on the Civil/Family/Housing Menu home page. The number will be in parenthesis after **My Shopping Cart**. You can click on **My Shopping Cart** to go to that page and make your payment for one or all of the items in the shopping cart. The confirmation page will show each item you paid for.

26. How long do items remain in the shopping cart?

Items stay in the shopping cart until you pay for them or delete them, but only for a maximum of 56 days. The date the items will no longer be in the shopping cart is displayed to the right of the item in the shopping cart.

27. What does the Judicial Branch do to keep my credit card information secure?

The Judicial Branch has adopted encrypted security and firewall protective measures to safeguard information transmitted through electronic transactions from loss, misuse or alteration from outside influences. The use of security software and a security certificate on the Judicial Branch web site establishes a direct Single Socket Layer (SSL) connection between your computer and the Electronic Services section of the Branch.

28. Can I file an application for a fee waiver on-line?

No. You can't file an application for a fee waiver on-line. You must file the application on paper. If you are filing any documents that a fee waiver was granted for, you must also file those documents on paper.

29. What can I do if I accidentally pay a fee that I did not have to pay?

You can file a motion asking for a refund. The motion should be filed electronically as "Motion for Order" and refer to a "refund" in the area where you can add an additional description of what you are filing. Refunds are possible only in very limited circumstances and only upon order of a Superior Court judge.

30. Who do I contact if I am having a problem with my credit card payment?

If you are having a problem in getting the credit card payment to go through properly, you should contact LexisNexis Payment Solutions at (866) 628-9244, option 2, or at paymentsolutions@lexisnexis.com.

If you have other questions about the payment you have made, such as the amount of a payment or what case the charge on your credit card is related to, you can contact eservices@jud.ct.gov for assistance.

31. What if I do not print a copy of my confirmation page when I am filing and paying for my document or case?

To view the confirmation page for any filing, you can go to the **Civil/Family/Housing Menu** page and select **My E-Filed Items**. That link will take you to a page that will display a list of the documents you have e-filed during a specific time period or a time period of up to thirty days. The display will include the name and docket number of the case, the date of the filing, the type of document filed, and information about any payment made.

To the right of each item, you will see **Details**. Choose this link to go to the confirmation page for the filing of the item, and you can view or print the confirmation page any time.

You will also see the confirmation number to the right of each item. Choose this link to see the display of *all* items paid for in the payment transaction.

LOOK AT CASE DOCUMENTS

32. Who can look at documents in a civil case?

Any person can look at documents in court files for civil cases, unless the document is not available to the public because of court order, rule, or statute.

Anyone can look at documents filed in electronic civil (including housing) files that have a return date on or after January 1, 2014 on the Internet from any computer, using the Case Look-up link on the Judicial Branch website (www.jud.ct.gov). You can also look at electronically available documents filed in civil files at any judicial district courthouse.

Anyone can look at electronically available documents in civil files that have a return date *before* January 1, 2014 only from a computer at any judicial district courthouse unless the person is an attorney with an appearance in the file or a self-represented party with electronic access to the file. A person does not have to be in the specific Judicial District courthouse in which the matter is pending to look at electronically available documents from the public access computers. Anyone will continue to be able to look at orders and memos of decision on the Internet in these civil cases.

An attorney or law firm with an appearance in an e-filable case or a self-represented party with electronic access to the file can look at the electronic court file on the Internet to view documents that have been filed in that case by logging in to E-Services with an appearing juris number or a User ID and password. **Note:** If a document was filed on paper in an e-filable case prior to December 5, 2009, it will not be electronically viewable. Also, any documents that have been sealed cannot be viewed electronically.

If a document was filed on paper in an e-filable case prior to December 5, 2009 or if a document was filed on paper in any other civil case, the document can only be viewed at the courthouse where the file is located.

33. Who can look at documents in a family case?

- Documents and court orders in family cases are not available publicly over the internet.
- Documents and court orders in paper files of family cases can be viewed at the Clerk's Office in the Judicial District where the case is located during normal business hours.
- If there is an  in front of the docket number of a case, the court file for that case is electronic. Documents and court orders in electronic files of family cases can be viewed at public access computers in any judicial district courthouse and at some geographical area courthouses during normal business hours.

Note: Any documents that are protected by law or by court order are not open to the public and cannot be viewed online or in person.

An attorney or law firm with an appearance in an e-filable case, or a self-represented party with an appearance and electronic access to the file can look at the electronic court file on any computer to view documents that have been filed in that case by logging in to E-Services with an appearing juris number or a User ID. However, with the exception of financial affidavits, any documents that have been sealed cannot be viewed electronically through E-Services.

34. How do I look up information on a case through the e-filing system?

- Log in to E-Services with your User ID and password
- Select Civil/Family/Housing Menu
 1. Choose **By Docket Number** if you have the docket number for the case; or
 2. Choose **By Party Name** to enter the name of any party and get a list of cases to choose from; or
 3. Choose one of the cases that you have electronic access to by clicking on the docket number in the list of cases at the bottom of the Civil/Family/Housing Menu Home Page.

Unless you are looking up a case that you have filed an appearance in and have been given electronic access to, you will not be able to view any of the e-filed documents. You can only see the list of the documents in the file.

Also, the federal Violence Against Women Act of 2005 requires that cases for relief from physical abuse, foreign protective orders and motions that would be likely to publicly reveal the identity or location of a protected party cannot be displayed on-line and may be available only at the courts.

FILE DOCUMENTS - GENERAL INFORMATION

Note: You must comply with court rules, including [Practice Book section 4-7](#), which prohibits the filing of documents with the court that include personal identifying information unless it is otherwise required by law or ordered by the court. Personal identifying information as defined in Sec. 4-7 (a) is to be removed (redacted) from the document being filed with the court.

Any person can look at documents in court files, unless the document is protected by a court order, rule, or statute.

To protect your privacy and the privacy of others and to comply with court rules:

- Do *not* include *personal identifying information* in any document filed with the court unless you are required to by law or ordered by the court.
- Do *not* attach *medical records, medical reports or reports of expert witnesses* to a disclosure of expert witness filed with the court.
- Do *not* file *hospital, psychiatric and medical records* with the clerk of the court unless they are filed on paper in a sealed envelope as required in by Section 7-18 of the Connecticut Practice Book.
- Do use caution when filing a document that contains *sensitive personal, medical, or financial information*, including:
 - Information about medical or psychiatric treatment, diagnosis or prognosis;
 - Individual financial information;
 - Employment history;
 - Home addresses, telephone numbers or cell phone numbers;
 - Proprietary or trade secret information.

If you are filing documents that have this type of sensitive information, think about whether the information is necessary and relevant to the case. You may also think about removing (redacting) any parts of the document that are not relevant and necessary.

The Clerk of the Court does not review documents to see if personal identifying information or any other sensitive personal, medical, or financial information is included. The responsibility for omitting or removing (redacting) personal identifying information that is not required by law or court order, or sensitive personal, medical, or financial information is on the filer.

35. If the case was originally filed on paper, can subsequent filings be electronically submitted?

Self-represented Parties are not required to file documents electronically in any case. They can file documents on paper or electronically in any e-filable case. Attorneys and law firms are required to file documents electronically in an e-filable case. You can look at the docket number of the case to see if it is an e-filable case. Documents can be filed on-line in cases that have docket numbers beginning with a **5** or a **6**, such as HHD CV 13 5011125 or FBT CV 12 6001124.

36. Are there any documents that cannot be filed electronically?

Note: The clerk will scan any document filed on paper after December 5, 2009 into an electronic image, and place it in the electronic file. You must include a self-addressed, postage pre-paid,

return envelope with the paper document when you file it if you want the *original* paper document returned to you.

The following documents cannot be filed electronically and must be filed in paper format:

- a. Any document for which a fee waiver has been granted
- b. Any documents associated with a restraining order
- c. Any documents filed by a non-party
- d. Any documents required by the Family Trial Management Standing Order
- e. Appearance by a non-party
- f. Appearance limited to specific event or proceeding (Practice Book Section 3-8 (b))
- g. Appearance by an attorney admitted pro hac vice
- h. Application for Ex Parte Orders
- i. Application for Order of Notice (pre-service)
- j. Application for Prejudgment Remedy (at case initiation or during a case)
- k. Appraisal Report of the disinterested appraiser (if filed by the appraiser with the court)
- l. Case Input Record Non IV-D Income Withholding (JD-FM-150)
- m. Certificate of Completion of Limited Appearance (JD-CL-122)
- n. Certificate of Judgment – Foreclosure by Sale (JD-CV-46)
- o. Certificate of Judgment – Strict Foreclosure (JD-CV-47)
- p. Claim of Exemption – Summary Process (Eviction) (JD-HM-3)
- q. Committee Deed (original deed)
- r. Decree of Foreclosure - No Redemption (JD-CV-150)
- s. Dissolution of Marriage Report (JD-FM-181)
- t. Ex Parte Application for Permission to Use Pseudonyms
- u. Foreclosure Return of Sale – *with proceeds*
- v. Income Withholding Order for Support (JD-FM-1)
- w. Letters of No Interest
- x. Lodged Records (pursuant to Practice Book Sections 7-4B and 7-4C)
- y. Motion for Pre-Return Date Hearing (Sec. 46b-64)
- z. Motion for Protective Order (on behalf of non-appearing witness)
- aa. Motion to Appear Amicus Curiae
- bb. Motion to be Made a Party (defendant or plaintiff)
- cc. Motion to Close a Courtroom Proceeding
- dd. Motion to Consolidate (filed by a non-party)
- ee. Motion to Intervene
- ff. Motion to Open in cases that may have been destroyed or stripped under Practice Book Sections 7-10 or 7-11
- gg. Motion/Application for Permission to Use Pseudonyms
- hh. Motion to Quash (on behalf of non-appearing witness)
- ii. Motion to Substitute Party/Executor (if filed by a non-party)
- jj. Offer of judgment
- kk. Petition for Automatic Ninety-day Extension of Statute of Limitations (C.G.S. 52-190a (b))
- ll. Qualified Domestic Relations Order
- mm. Request For Nondisclosure Of Location Information (JD-FM-188)
- nn. 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)
- oo. Small claims documents other than those filed for case initiation and executions; and
- pp. Writ of Error.

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

37. Can I file more than one motion in a case at the same time?

No. You must file each motion or document as a separate transaction. At the end of each filing, you will get a confirmation page that contains the date and time that you completed the process and the date and time of filing. You can then file another motion or document.

Note: *Do not file multiple documents, including motions for pendente lite orders, as a single PDF document unless you are using form [JD-FM-176](#) – Motion for Orders Before Judgment (Pendente Lite) or have a single motion that deals with multiple issues, such as a Motion for Alimony, Custody and Child Support Pendente Lite.*

38. How soon may I e-file a motion or document on my newly e-filed case?

You can file a document in a newly e-filed case immediately. You can click on the docket number that appears on the confirmation page to return to the case detail page for your case and select **E-File a Pleading/Motion** as your case activity. .

39. When will I see what I filed electronically?

You can see what you have filed electronically right away. Go back to the Case Detail page and click on the icon next to the document that you have just filed in order to look at the document. You can also click on **My E-filed Items** on the menu bar to see the documents that you have filed in any case. To display a list of documents you filed during a specific time period, enter the beginning and ending dates and click **Submit**. You cannot make the dates more than thirty days apart.

40. Do I have to send a copy of the documents I file on-line with the Court to all attorneys of record and self-represented parties?

You must send a copy of any document you file, whether on paper or on-line to all other Self-represented Parties and attorneys in the case under the court rules on certification. [Practice Book Section 10-13](#) lets parties enter into a written agreement to provide copies of documents filed with the court to each other by email. You can agree to accept delivery of documents from other parties in the case when you file your appearance or on the summons when you initiate a case. You can also fill out form, [JD-ES-268](#) to tell other parties that you will or will not accept electronic service.

At this time, judicial notices (JDNOs) will continue to be sent by U.S. mail, but they are viewable on-line.

41. What type of information should I put in the additional description field on the “Select Pleading/Motion” page?

The [E-Services Procedures and Technical Standards](#) tell you that you must put the entry number or entry numbers of any other documents that are related to the document you are filing. For example, if you are filing an objection to another party’s motion, you must include the entry number of the other party’s motion. If you are filing a motion for continuance, include the date and type of event that you are asking the court to postpone (continue). If you are withdrawing a document, include the entry number and name of the document. When you are filing a pendente lite motion that was served along with the summons and complaint in a family action immediately after initiating the case, you can include language such as the following: “see return of service filed with case initiation documents.”

Note: You can find the entry number for a motion or document on the case detail page for the case, to the left of the name of the motion or document.

42. What are system-populated forms?

There are six types of [system-populated forms](#): appearances, reclaims, motions for continuance, withdrawals (except for withdrawals of appearance), certificates of closed pleadings, and jury claims. The filer does not fill out and attach these forms. These forms are created by the e-filing system. The e-filing system takes information already in the file and fills in most of the parts of the form. You will need to add some information, but most of it will be done for you.

43. How can I obtain another copy of the confirmation page if I forget to print it out when I file documents electronically?

If you forget to print a copy of the confirmation page, you can return to the **Civil/Family/Housing Menu** home page and select **My E-Filed Items**. That link will take you to a page that will display a list of the documents you have e-filed during a specific time period or up to thirty days. To the right of any item, you will see a link called **Details**. Click on the link and you can see and print a copy of the confirmation page.

FILE APPEARANCES

44. How do I file an appearance on-line?

Log in to E-Services with your User ID and password and then go to the case detail page of a case that you have been given electronic access to. You then choose **E-file An Appearance** as the Case Activity. Click **GO** and provide the required information.

An appearance is a system-populated form (a form created within the e-filing system). The system takes the information you enter in the system and the information that is already in the file and fills in the fields in the form. You cannot create and attach a PDF document for this document.

Note: Section 3-4 of the Practice Book requires you to mail or deliver a copy of any appearance you file to the other self-represented parties and any attorneys of record in the case.

FILE DOCUMENTS IF I AM NOT A PARTY

45. Can I e-file an appearance and a motion to be made a party to a case, a motion to intervene in a case or a motion to be made a substitute plaintiff or defendant?

If you are not a party to the action yet, you cannot file electronically. You would have to file your appearance and motions on paper or by fax. Once your motion is granted, you would be able to file electronically if you have been approved for electronic access to the case.

FILE MOTIONS FOR CONTINUANCE (POSTPONEMENT)

46. How do I file a motion for continuance?

The **Motion for Continuance** can be found under the **General** category, from a list of document names generated by typing **contin** in the search criteria field, or by selecting **I Need Help** and then choosing **Request to have my court date changed (Continuance JD CV 21)**. A motion for continuance is a system-populated form so the system takes the information you enter in the system along with information that is already in the file and fills in the fields in the form.

Type the name and the date of the event that you are asking the court to postpone (continue) in the additional description area (For example, type "**Pretrial– 5-24-15**")

You can only file the motion for continuance that the system creates. You cannot make your own motion and attach it.

47. What do I do if I have to attach a doctor's note or a longer explanation in connection with my Motion for Continuance?

If you have an explanation that is too long to fit in the space provided in the form or you must include other documents with your motion, you can file the explanation or documents as a **Notice**.

- In the explanation area on the form, indicate that the explanation will be filed separately as an exhibit immediately after the Motion for Continuance.
- File the explanation on a document that includes the case heading (Practice Book form101) and references the Motion for Continuance.
- File any explanatory documents with a coversheet that includes the case heading (Practice Book form101) and references the Motion for Continuance.
- In the further description area for the **Notice**, type the name and entry number of the motion for continuance.

FILE EXHIBITS

48. How do I file exhibits?

To file exhibits in connection with a Motion for Summary Judgment, Memorandum of Law or similar documents, you should include the exhibits in a single PDF document with the pleading itself. The option to file **Exhibits** separately has been provided in e-filing to permit the filing of exhibits separately from the related pleading if the exhibits filed together with the motion or memorandum create a document too large to file electronically.

49. How do I file exhibits that are over 50 MB in size?

Exhibits that are over 50 MB in size can be broken down into sections and filed separately. Choose **Exhibits** as the name of the document you are filing, and in the further description area, note that the exhibit is "Part I of V" or similar language to tell the person reviewing the file that the exhibits are being filed in separate parts. It is also suggested that you include a table of contents as part of your filing, showing which exhibits are included in Part I, II, III, etc.

Note: If you are filing multiple exhibits as a single PDF document, it is helpful to insert a page with the reference number for the exhibit before each document to allow the Judge or staff to easily scroll through the PDF document and locate the specific document.

50. How do I file exhibits if I did not attach them to the related document?

If you are filing exhibits separately from the related document, file them with a coversheet that includes the case heading ([Practice Book form101](#)), is titled "Exhibits" and includes the name and entry number of the related document. You will select **Exhibits** when naming the document in e-filing. In the further description area, indicate the name and entry number of the related document.

51. What do I do if I have an exhibit as a part of my filing that cannot be filed electronically? For example, if I have a large map that cannot be reduced in size and scanned in as a PDF document?

If you are filing a document that contains an exhibit that cannot be filed electronically, you may file the document without the exhibit. In place of the exhibit that is not being filed electronically, put a page that contains language similar to the following: "Exhibit __, a 36" x 24" Map of the property at 100 Elm Hill Drive, West Hartford, CT, cannot be filed electronically with this document. It is being mailed to the Clerk's Office this ___ day of _____, 2012, to be placed in the court file." When you file the exhibit on paper, file it with a cover sheet that includes the case heading ([Practice Book form101](#)), is named "Cover Sheet for Exhibit" and includes the reference to the related electronic filing, including the entry number.

FILE JURY AND TRIAL LIST CLAIMS AND CERTIFICATES OF CLOSED PLEADINGS (CIVIL CASES ONLY)

52. How do I file a Claim to the Hearing in Damages List?

To claim a civil case to the hearing in damages list, you would file a [Certificate of Closed Pleadings](#). This pleading is a system-populated form so the system takes information you enter in the system along with information that is already in the file and fills in most of the fields on the form. You would select either "Hearing in Damages to the Court" or "Hearing in Damages to the Jury." The same form is used in administrative appeals, jury, non-jury and hearing in damages claims.

53. How do I file a Jury Claim?

The Claim for Jury, which can only be filed in a civil case, can be found under the **Pleadings** category or from a list generated by typing **jury** in the search criteria field. It is a system-populated form so the system takes the information you enter in the system along with information that is already in the file and fills in the fields in the form. You must provide the requested information and pay the required fee in order to file the [Claim for Jury of 6](#).

54. How do I file a Certificate of Closed Pleadings?

The Certificate of Closed Pleadings can be found under the **Pleadings** category or from a list generated by typing **closed** in the search criteria field when you are filing documents in a civil case. It is a system-populated form so the system takes the information you enter in the system along with information that is already in the file and fills in the fields in the form. If you want to claim the case to the jury list, you must pay for and file the [Claim for Jury of 6](#) before filing the Certificate of Closed Pleadings claiming a matter to the jury list.

55. Can I file a second Certificate of Closed Pleadings?

If you have filed a certificate of closed pleadings in a civil case, you can file a subsequent certificate of closed pleadings electronically in many situations. For example, if you initially claimed the case to a hearing in damages to the court, but the defendant subsequently appeared and filed an answer, you can file a second certificate of closed pleadings to claim the matter to a non-jury trial or to a jury trial, once you file and pay for a [Claim for Jury of 6](#). However, if you filed a jury claim that is subsequently withdrawn or stricken, you cannot file a second certificate of closed pleadings claiming the case for a court trial or hearing in damages to the court electronically. You would have to file the certificate of closed pleadings on paper.

FILE OTHER KINDS OF DOCUMENTS

56. How do I file an affidavit?

Note: *If you are filing a financial affidavit in a family case, you must select the correct name for your document in order to have the financial affidavit sealed as provided in Practice Book Section 25-59A (h). Please see the next section for information on filing a financial affidavit.*

To e-file an affidavit, you must scan in the fully executed (signed and sworn) original document and save it as a PDF document. You can then file it as a document through the e-filing system.

57. How do I file an amended complaint after it has been served on a defendant who has been added to a case pursuant to a Motion to Cite In?

If you are returning an amended complaint that was served pursuant to a Motion to Cite in, please return the amended complaint, summons and other documents as **Amended Complaint as served**. In the area in which you can add a further description of what you are filing, you will refer to the motion to cite and the summons. The marshal's return of service should be filed as **Return of Service**. In the further description area, you will refer to the amended complaint as served.

58. How do I file a Notice to Quit?

To e-file a Notice to Quit, you must scan in the fully executed (signed and sworn) original documents and save it as a PDF. You can then file it as (1) as part of the case initiation process; or (2) subsequent to the initiation of the case as a "motion, pleading or document."

59. How do I file an objection to discovery requests and the required cover sheet?

A cover sheet is no longer required by P.B. §§ 13-8 or 13-10. To file your objection, you create a PDF document that contains your objection and file it as **Objection to Motion or Request for Discovery PB CH13**.

60. How do I ask the Court for a nonsuit or default for failure to comply with a discovery request?

You can enter "**compli**" in the search area on the page where you select a motion name, and you will see the following list that you can choose from:

- Motion for Order of Compliance – PB Sec 13-14 (disclose assets PJR – 13-13)
- Motion for Order of Compliance –PB Sec 13-14 (fail appear dep)
- Motion for Order of Compliance – PB Sec 13-14 (interr/prod – 13-6/13-9)
- Motion for Order of Compliance – PB Sec 13-14 (phys/men exam-PB 13-11)

61. How do I file a Pretrial Memo electronically?

A **Pretrial Memo** cannot be filed electronically. It is usually brought by the attorneys or Self-represented Parties to the pretrial for the use of the Judge at the pretrial and not filed with the Court. The form for a pretrial memo is [JD-ES-47](#)

62. How do I file documents required by the Family Trial Management Standing Order electronically?

Documents required by the [Family Trial Management Standing Order](#) cannot be filed electronically. The standing order requires counsel and self-represented parties to give to the family caseflow office and to exchange with each other documents that comply with the Trial Management Order so that they are received by the caseflow office and each other not less than 10 (ten) calendar days before the assigned trial date. These documents are not to be electronically filed or placed in the court file.

63. How do I file a motion for which a show cause, citation or order for hearing and notice was issued after the motion has been served by a process server?

Any motion for which a show cause, citation or order for hearing and notice was issued that is being returned to the court after being served by a process server should be filed as a single PDF document that includes the motion and the return of service. Select "Return of Service" as the name of the document when you file it.

FILE FINANCIAL AFFIDAVITS

64. Can I file a financial affidavit electronically?

Yes, you can file a financial affidavit electronically. You must select the correct name for the financial affidavit so that it is sealed upon filing, as provided in Practice Book section 25A (h).

65. How can I file the financial affidavit so that it is sealed when I file it and disclosed only to the people permitted to see the document by Practice Book Sec. 25-59A (h)?

Do not file a Financial Affidavit attached to any other document. You must select the correct name for your document in order to have the financial affidavit sealed as provided in Practice Book Section 25-59A (h). Choose one of the following names, as appropriate:

- FINANCIAL AFFIDAVIT
- FINANCIAL AFFIDAVIT JD-FM-6-LONG
- FINANCIAL AFFIDAVIT JD-FM-6-SHORT

The e-filing system is programmed to seal these documents when they are filed electronically. You will see the following message on the confirmation page when you file a financial affidavit correctly: **“This document is sealed pursuant to PB §25-59A (h). It shall be disclosable only to the judicial authority, to court personnel, to the parties to the action and their attorneys, and to any guardians ad litem and attorneys appointed for any minor child involved in the matter, except as otherwise ordered by the judicial authority.”**

66. Can I include a financial affidavit as part of a packet of documents that I am filing? For example, can I attach the financial affidavit to a case management agreement, and file the packet as *Case Management Agreement* and add “including Financial Affidavit” in the additional description area?

No. *Do not* file a Financial Affidavit attached to any other document. Each document must be e-filed individually. If you do not use the specific correct name for the financial affidavit, the financial affidavit will not be sealed. Choosing Case Management Agreement as the name of the filing, and entering “including Financial Affidavit” in the additional description area is not sufficient. The financial affidavit will not be sealed unless you file it correctly.

FILE A RECLAIM OR A WITHDRAWAL

67. How do I file a reclaim electronically?

To reclaim a matter, log in to E-Services and select **Civil/Family/Housing Menu** and go to the case with the motion or objection that you want to reclaim. On the case detail page, click on the down arrow and choose **E-File a Reclaim** as the activity. This selection takes you to a list of the items in the file and allows you to check the box next to the item that you want to reclaim.

Reclaims in a case that is not e-filable cannot be filed electronically.

68. How do I file a withdrawal?

A withdrawal is a system-populated document. A system-populated document will only allow you to enter certain information. You cannot include information that the form does not require. For example, you will not be provided the opportunity to add “with prejudice” or “pending the receipt of the check” or similar restrictions.

Be sure to select the correct type of withdrawal from the options provided.

- To withdraw an action as to all defendants without costs, you must select **Withdrawal of Action** from the available withdrawal options.
- To withdraw an incorrectly-filed document, you may file a withdrawal of the document. From the withdrawal options, select **Withdrawal** if the filing is not a motion, or **Withdrawal of Motion** if the filing is a motion. If you choose “Withdrawal,” add, as the additional description, the entry number and name of the incorrectly-filed document. If you choose “Withdrawal of Motion,” enter the entry number and name when you are asked to list the motion that you are withdrawing.

FILE DOCUMENTS IN A CIVIL CASE AFTER JUDGMENT IS ENTERED

69. How do I file an execution? Do I file the exemption claim form separately?

To file an execution, you must fill out the execution form from the website, including the appropriate exemption claim form if the debtor is a natural person and save both forms as a single PDF document. You do not need to file three copies of the execution.

Log in to E-Services, and go to the Select Pleading/Motion page. Enter the letters **EXEC** in the search criteria field on the Select a Pleading/Motion page and click **Search**. You will see the various options for filing an application for a wage, property or financial institution execution.

Note: Be sure to attach the exemption claim form if it is required and create a single PDF document containing both the execution and the exemption claim form. No option exists in e-filing for filing the exemption claim form separate from the Execution form.

70. How do I file a corrected execution when I have already paid the filing fee?

If you have been directed to re-file when the clerk has returned an execution to you after the fee has been paid either for corrections or because you originally filed the execution on paper, enter the letters **EXEC** in the search criteria field on the Select a Pleading/Motion page, and click **Search**. You will see the option for filing an execution as **Execution Refiled As Corrected - No Fee**.

71. How do I file an Application for Examination of Judgment Debtor?

To locate the name under which you will file this application, type **DEBT** in the search criteria field on the Select a Pleading/Motion and click on **Search**. You will see **Application for Examination of Judgment Debtor** as an option for filing. Once the document is served, return it electronically to the court under **Application For Examination Of Judgment Debtor (As Served)** and include in the description area reference to the EJD and the subpoena.

72. Can I file a Satisfaction of Judgment electronically?

A satisfaction of judgment can be filed electronically by the judgment creditor. From the case detail page, select **E-file Pleading or Motion** as the desired case activity. **Satisfaction of Judgment** can be found under the **Pleadings** category or by entering the letters **satis** in the search criteria field on the Select a Pleading/Motion page.

CORRECT FILING MISTAKES

73. If I enter a party's name incorrectly or enter the wrong return date from my summons while I am entering the data into the e-filing system, how can I correct the error?

If you make a mistake in entering the information from the summons into the e-filing system, a **Request to Conform Case Initiation Data Entry to Summons** ([JD-CL-96](#)) can be filed. This is a form that is available on the Judicial Branch website. It can only be used to correct a mistake in data entry. If the incorrect spelling or date is on the summons form itself, you cannot correct the errors using this form.

74. If I file a motion, pleading or document and realize that I have attached an incorrect or illegible document, how can I correct that filing error?

You are always given the opportunity to review the documents that you intend to file *before* you e-file them. This step is important. Please be sure to **View All Pages** of any document to be certain that you are filing the correct document, the document is legible, and the document contains only the pages of the document you are filing.

But, if you do file an incorrect or illegible document, you have several options. For a full description of these and additional options, please review the section on correcting errors in the [Procedures and Technical Standards for E-Services](#).

- a. You can seek a substitution of the document by way of a written Motion to Substitute. The "Proposed Document for Substitution" must be attached to a Motion to Substitute. The motion will be taken on the papers, but it will print on a calendar to allow other parties an opportunity to object to the granting of the motion.

If the motion is granted, the e-filing system will retain as viewable the originally-filed document for those who have access to the electronic file and a notice of the substitution will be provided to all appearing parties by means of a judicial notice. The originally-filed document is not available for reclaim or ruling.

- b. You may also follow the Practice Book provisions regarding amendments to correct an error in filing a document during the case initiation process.
- c. You may withdraw the incorrectly-filed document by filing a withdrawal. This is a system-populated document. Log in to [E-Services](#), select **Civil/Family/Housing Menu**. Click on the docket number of the case on the bottom of the Civil/Family/Housing Menu page. Select **E-file A Pleading, Motion or Document** as the desired case activity. Click on Withdrawals from the choices of categories. From the list that is displayed, select "Withdrawal of Motion" or "Withdrawal," depending on what kind of document you want to withdraw.

Note: The document you have filed will not be taken out of the file. It can still be seen, but it is not available for reclaim or ruling.

75. What if I choose the wrong name in filing my pleading with the court?

The name that you choose for the document cannot be changed. If you choose an incorrect name (for example, calling a pleading a "request" instead of a "motion"), you can withdraw the document and re-file it if you would not miss the deadline for filing the document when you re-file it.

76. What do I do if I return my case to the incorrect court?

If you return your case to the incorrect court, you must file a Motion to Transfer the case to the correct court.

Note: When you look at the information you entered before you file the case, you will be able to see the Judicial District to which you have made the matter returnable. Be sure you are returning the case to the correct Judicial District.

77. What do I do if I check my case initiation documents while the case is in the Shopping Cart and find that I have attached an incorrect document?

Once the case is in the Shopping Cart, you can only check the documents and the information. If you see that you attached the wrong document, you must remove the transaction from the shopping cart and begin to e-file your case from the start.

Note: You can look at your documents before you get to the Shopping Cart. Remember that the e-filing system does not check your documents. You must check your documents yourself. **Once you file the document, it is part of the court file.**

78. Can I amend my certification of service if I incorrectly list the people to whom I have sent a copy of the pleading I am filing?

There are two options if you have made an error in the certification. You could withdraw and re-file the entire document or you could file a corrected **Certification of Service** and refer to the pleading or motion you filed with the wrong certification in the additional description area.

FILE DOCUMENTS IN FORECLOSURES

79. **In a foreclosure action, the plaintiff is required to file additional documents. How do I file those documents electronically when the only options available are summons, complaint, return of service and additional parties page?**

Include any additional required documents with the summons in a single PDF document when you return the case to court.

80. **The Mortgage Foreclosure Standing Order - Federal Loss Mitigation Programs ([JD-CV-117](#)) requires that all mortgage foreclosure complaints be accompanied by a fully executed Affidavit Federal Loss Mitigation Programs form ([JD-CL-114](#)). Do I need to file the Affidavit as part of the case initiation documents returned to the court?**

You should only file documents served on the defendants by the marshal as part of the case initiation documents. You are not required to have the marshal serve the affidavit ([JD-CL-114](#)) on the defendants along with the complaint. After the case is returned to the court, you can file the affidavit as a separate document. A specific name is provided for filing this affidavit: **Affidavit Federal Loss Mitigation Programs (JD-CL-114)**.

If the affidavit was served by the marshal, you would return it with the case initiation documents. Once the case is returned to the court, file the affidavit again as a separate document named: **Affidavit Federal Loss Mitigation Programs (JD-CL-114)**.

81. **Do I attach a lis pendens to the complaint or file it separately when initiating a foreclosure case?**

If the lis pendens was served, include it with the complaint in a single PDF document.

82. **How do I request a change for the date of a foreclosure mediation through e-filing?**

To request a date change for a mediation, file a Motion for Continuance ([JD-CV-21](#)), a system-populated document. The motion will be brought to the attention of the foreclosure caseflow coordinator who will obtain the judge's ruling on it. Be sure to include the name and date of the mediation in the additional description area when you file the motion.

83. **I filled out the Motion for Permission to Request Mediation Later Than 15 Days After Return Date or to Change Mediation Period ([JD-CV-96](#)) but I don't know what name to choose in e-filing to file the motion.**

To request mediation more than 15 days after the return date, you file the form [JD-CV-96](#) as Petition to Participate in Mediation Process by Aggrieved Person. If you are filing [JD-CV-96](#) to extend or shorten the mediation period, you file it as either Foreclosure Mediation - Motion for Modification of Mediation Period or Foreclosure Mediation-Motion for Modification to Shorten Mediation Period, respectively.

84. **The standing order on foreclosure by sale and on strict foreclosure require the plaintiff to send a letter by regular and certified mail to all non-appearing defendant owners of the equity and a copy of the letter to the clerk's office, and to file the return receipt with the court. How do I file this electronically?**

This letter and return receipt are generally filed as **Compliance**.