



E-File in Housing Cases Quick Reference Guide

Effective 01/01/2017

Questions?

E-Services Help Line: (866) 765- 4452 or Eservices@jud.ct.gov

Signing up for E-Services

Type www.jud.ct.gov in the address bar of your browser.



- Select **E-Services** from the menu on the left of the screen.
- Select **Enroll**, complete and submit the enrollment form. If you are an attorney or law firm, a temporary system-generated password will be mailed to you within 5 – 7 business days. If you are a self-represented party, a link to activate your account will be emailed to you within a few minutes.

Important Information on Civil, Family & Housing e-filing

Before using **E-Services**, review the revised [Procedures and Technical Standards for E-Services](#). For appellate matters, review the [Procedures and Technical Standards for Appellate E-Filing](#). Go to the [E-Services Welcome Page](#) for information and help with e-filing by clicking on the **E-Services** link on the home page at www.jud.ct.gov.

Note: Use of the electronic filing system is limited to: (1) enrolled attorneys and law firms and the employees of the law office under the supervision of an enrolled attorney; (2) individuals designated by attorneys and law firms to file case initiation documents on their behalf; and (3) self-represented parties who have enrolled in E-Services and been given electronic access to their cases.

E-File a New Housing Case

Note: Designated filers e-filing a new case should refer to the information in the [Designated Filer Quick Reference Guide](#).

Before e-filing a new case, create separate PDF documents of the summons, complaint, return of service, a fully executed notice to quit or any other document you are filing. Different documents must be filed based on the type of case you are filing.

- **Log in** to E-Services and select **Civil/Family/Housing Menu** from the E-Services home page
- Select **E-file a New Case** from the menu.
- Select the **Case Category**: Civil/Housing
- Select the case type, and respond to the subsequent questions, which are intended to identify cases that cannot be e-filed.

Note: Summary Process (H00); Housing - Return of Security Deposit (H10); Housing - Rent and/or Damages (H12); Housing – Administrative Appeal (H50); Housing – Municipality Enforcement (H60); Housing – Bed Bug Infestation (H70); and Housing – All Other (H90) can be initiated electronically. Housing - Housing Code Enforcement (H20); Housing - Entry and Detainer (H30) and Housing - Audita Querela/Injunction (H40) cannot be initiated electronically.

- Enter the information from your summons on the **Basic Summons Information** page, including court location, return date, juris number, and party type and information.
- Enter information about the first-named plaintiff and defendant.

Note: A plaintiff self-represented party's information is supplied automatically by the system based upon the enrollment information. You may change this information if necessary.

- Browse and attach the supporting PDF documents from your files.
- Click **Continue** to check the accuracy of the information and the correctness and quality of the documents you have uploaded. To view all pages, select **View All Pages as PDF**. Then use the arrows in each document window to scroll through your document.

Note: Use only the grey buttons at the bottom of each page in the e-filing system to go from one screen to another.

- Enter your **individual** juris number or User ID to sign the certification.
- Click **Continue** to go to the Shopping Cart.

E-File a New Housing Case (continued)

Note: Do not select items for payment if you wish to pay later. Select **Return to Civil/Family Menu**. Unpaid items are not filed but remain in the shopping cart for 56 days before they are removed.

- Select the items you want to pay for and the payment method: credit card or electronic check for attorneys and law firms; credit card only for self-represented parties. A service fee is charged for credit card payments.
- Fill in the required information for each type of payment. You will have to enter this information each time you make a payment.
- Click on **Process Payment** for electronic check payments or on **Pay Now** for credit card payments. A confirmation page with information about the payment and the document filed will display.
- Print or save a copy of this confirmation page for your file

Note: When you pay by credit card, you will receive a receipt for the payment at the email address you enter during the payment process.

E-File an Appearance

If you are a self-represented party, you must request electronic access to your file before you can file electronically. Go to <http://www.jud.ct.gov/external/super/E-Services/efile/> for more information.

- **Log in** to E-Services and select **Civil/Family/Housing Menu**
- Choose **By Docket Number** or **By Party Name** from the options below **E-File on an Existing Case**.
- Enter the requested information and **Click Here** to go to the Case Detail page (by number) or to select a case from a list of cases (by name).
- Select **E-File an Appearance** as the case activity; click **Go**.
- Fill in the requested information; and select "yes" to indicate that you will accept certification by email rather than U.S. Mail or fax;
- Click **Continue**.
- Review the appearance that displays;
- Print or save the document that is created by the e-filing system.
- Print or save a copy of the **Confirmation Page** that displays once the document has been successfully e-filed.

Note: You must send copies of e-filed documents to other self-represented parties and attorneys under Practice Book Sec. 10-13. If a party has agreed to accept service electronically, you must provide the copies electronically.

[E-File Motions/Documents](#)

Self-represented parties are **permitted** to e-file and attorneys **must** e-file documents in cases with docket numbers that begin with a **5** or a **6**. (For example, HHD CV 15 5022125 or BPH CV 16 6031834.

- **Log in** to E-Services and select **Civil/Family/Housing Menu** on the E-Services home page

Note: Any activity is attributed to the logged-in juris number.

- Click on **By Docket Number, By Party Name** or **List My Cases** from the **Civil/Family Menu** below **E-File on an Existing Case** to go to the case detail page for your case.

- Click the drop-down arrow to select **E-File A Pleading Or Motion** as the desired case activity

- Click **GO**. Instructions appear at the top of the page.

- Click on **Housing** as the **category** to view the names of documents most often filed in housing matters. You may also use the search function to find the name of the document you wish to e-file: enter a few letters from a main word in the name of your document in the search field.

- Once you have located the name of the document you wish to file, click **Select** to the left of the name.

- Provide information about the document in the additional description field. Include the name and entry number of other related filings such as the request to which an objection is being filed or the motion to which a memorandum of law is related. It is required by the revised [Procedures and Technical Standards for E-Services](#).

- Depending on your selection, the system will create a system-populated form or you will be required to attach your own PDF document.

Note: To e-file an affidavit, agreement or Notice to Quit, you must scan the original, fully executed document to PDF before uploading it.

- You will see the document displayed for review in a window. Click on **View All Pages as PDF** to review the document before filing it.

Note: Review your *entire* document for accuracy and readability.

- Complete the certification section by clicking in the box next to **Certification** and entering your **individual** juris number or **User ID** in the appropriate box.

- Print or save a copy of the **Confirmation Page** that displays once the document has been successfully e-filed.

Note: You must send copies of your e-filed documents to other self-represented parties and attorneys in your case under Practice Book Sec. 10-13. If a party has agreed to accept service electronically, you must provide the copies electronically if you file electronically.

- If a fee is required, you may pay for all or some of the items in the shopping cart. Unpaid items will remain in the shopping cart for up to 56 days, but they are *not* filed until the fees are paid.

Note: If you have items in the shopping cart, you will see a number displayed on the menu next to **My Shopping Cart** when you go to the **Civil/Family/Housing Menu**.

- Select the items you want to pay for and the payment method: credit card or electronic check for attorneys and law firms; credit card only for self-represented parties. A service fee is charged for credit card payments.

[My Shopping Cart](#)

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input type="checkbox"/>	MAYBERRY BANK AND TRUST v. GRIFFITH, ANDY FBI CV 13 Case # Not Yet Assigned Electronic Documents: See SUPPLEMENTAL COMPLAINT See PETITION OF SERVICE Shopping Cart Notes: Designated Filer:JOHNHARRINGTON Data Entry Notes: test one	Case Type: C00 11/19/2013	Filing Fee \$250.00 Remove Item from Shopping Cart
<input type="checkbox"/>	BETTY, WALTER v. PHANTOM OFFICE LLC FBI CV 13 Case # Not Yet Assigned Electronic Documents: See SUPPLEMENTAL COMPLAINT See PETITION OF SERVICE Shopping Cart Notes: Designated Filer:JOHNHARRINGTON Data Entry Notes: second test	Case Type: A00 11/19/2013	Filing Fee \$250.00 Remove Item from Shopping Cart
			Total Amount: \$0.00

[Pay by Credit Card](#) [Pay by Check](#) [Return to Civil / Family Menu](#)

- Fill in the required information for each type of payment. You must enter this information each time you make a payment.

Note: Credit Cards accepted for e-filing are: MasterCard, Visa, American Express and Discover.

- Click on **Process Payment** for electronic check payments or on **Pay Now** for credit card payments.
- Print or save a copy of the **Confirmation Page** that displays once the document has been successfully e-filed.

Note: When you pay by credit card, you will be sent a receipt for the payment by e-mail.

[Quick Questions on E-filing](#)

What housing case types can be filed electronically?

You can e-file housing matters filed on or after January 1, 2017 in the judicial districts of Ansonia/Milford, Litchfield, New London and Windham (formerly filed on paper in G.A. locations in those districts), since March 1, 2016 in the housing sessions, and since October 1, 2015 in the judicial districts of Danbury, Meriden, Middlesex, Norwich, and Tolland. Case initiation documents and all other pleadings or documents filed in newly-filed housing cases of the following types are e-fileable: Summary Process (H00); Housing - Return of Security Deposit (H10); Housing - Rent and/or Damages (H12); Housing – Administrative Appeal (H50); Housing – Municipality Enforcement (H60); and Housing – All Other (H90). After initiation, you can e-file pleadings and documents in the following housing case types: Housing – Housing Code Enforcement (H20); Housing – Entry and Detainer (H30) and Housing – Audita Querela/Injunction (H40).

Note: Attorneys and law firms without an exclusion from electronic services requirements are *required* to e-file, and self-represented parties are *permitted* to e-file in civil, family or housing matters.

How large a document can I file electronically?

You can e-file documents of up to 50 MB in size.

What are system-populated forms?

The forms created by the e-filing system are appearances, reclaims, motions for continuance, withdrawals (except withdrawals of appearance), certificates of closed pleadings, and jury claims. You cannot upload any of these forms in e-filing.

How can I correct misfiled or incorrect documents?

You may withdraw an incorrectly-filed document or revise or amend documents in accordance with Practice Book rules. Information on other corrective measures in e-filing can be found in the [Procedures and Technical Standards for E-Services](#).

What if I forget to print the confirmation page?

Go to **My E-Filed Items** on the **Civil/Family/Housing Menu**. Enter dates (up to thirty days) to see a list of documents you have filed. Click **Details** or the **Confirmation Number** to print the confirmation.