



# E-File in Civil, Family, Housing and Small Claims Quick Reference Guide

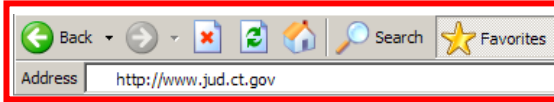
Revised 10/16/17

## Questions?

E-Services Help Line: (866) 765- 4452 or  
[Eservices@jud.ct.gov](mailto:Eservices@jud.ct.gov)  
 Alice Mastrony (860) 706-5321 or (860) 573-6413  
[alice.mastrony@jud.ct.gov](mailto:alice.mastrony@jud.ct.gov)

### Signing up for E-Services

Type [www.jud.ct.gov](http://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 to receive a temporary system-generated password by mail if you are an attorney or law firm. If you are a self-represented party, you will receive an email with a link to validate your account.

### Important Information on 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 from the **E-Services** link on the home page at [www.jud.ct.gov](http://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-Filing a New Civil, Housing, Family or Small Claims 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 such as the summons, complaint, notice of automatic orders, small claims writ and notice of service, or return of service. Different case types can require different documents.

- **Log in** to E-Services and select **Superior Court E-Filing** from the E-Services home page

**Note:** Any activity is attributed to the logged-in juris number or User ID.

- Select **E-file a New Case** from the **Superior Court E-Filing** page.
- Select the **Case Category**: *Family or Civil/Housing/Small Claims*.
- Select the case type, and respond to the subsequent questions, which are intended to identify cases that cannot be e-filed.
- Enter the information from your summons on the **Basic Summons Information** page, including court location, return date, juris number, and party type and information. For family cases, you will also be asked to provide information on any public assistance received by parties or children.
- Enter the information about the first-named plaintiff and first-named defendant.
- **Note:** *If you are a self-represented party, the plaintiff's information will be automatically supplied by the system based upon your 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 attached documents. Use the navigation buttons in each document window to scroll through your document.

**Note:** Use only the navigation buttons at the bottom of each page in the e-filing system to go to prior screens to make corrections or changes to avoid losing the information you entered.

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

### E-Filing a New Case (continued)

**Note:** Do not select items for payment if you wish to pay later. Select **Return to Superior Court E-Filing Menu**. Unpaid items are not filed but remain in the shopping cart for 56 days before removal.

- Select items you will pay for, and then select your payment method: MasterCard, Visa, American Express, Discover, or electronic check.
- Fill in the required information for each type of payment. You will have to enter this information each time you make a payment.

**Note:** A service fee is charged for credit card payments.

- 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 be sent a receipt for the payment by e-mail.

### 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 **Superior Court E-Filing**
- 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;
- Choose **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 may e-file and attorneys **must** e-file documents in cases with docket numbers that begin with a **5** or a **6**. (For example, HHD FA 14 **5**022125 or BPH CV 16 **6**021834.

**Important:** If you are filing an Application for Execution (Wage/ Property/ Financial Institution), Execution Refiled as Corrected, Return of Execution (satisfied, partially satisfied, unsatisfied), Affidavit of Lost Execution or Execution Returned Unserved in a small claims case that was started before October 16, 2017, but has not been transferred to a judicial district or housing session location and assigned a new docket number, file the execution through **Centralized Small Claims E-Filing**. The case will then be transferred to the appropriate court location and you will receive notice of the new docket number. File any other document on paper with the appropriate court location.

- **Log in** to E-Services and select **Superior Court E-Filing** on the E-Services home page
- Choose **By Docket Number, By Party Name** or **List My Cases** from the **Superior Court E-Filing** page below **E-File on an Existing Case** to go to the case detail page for your case.
- Select **E-File A Pleading Or Motion** as the case activity
- Choose **GO**. Instructions appear at the top of the page.
- Use the search mechanism, choose a category, or choose **I Need Help** (in family cases only) to find the name of the document you wish to e-file. Use only a few letters from a main word in the name of your document to search in the search field.
- Once you have located and selected the type of document you wish to file, click **Continue**.
- 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. This information appears on the Case Detail screen under the name of the document. It is required by the revised [Procedures and Technical Standards for E-Services](#).
- Depending on kind of document you chose, the system will create a system-populated form or require you to attach your PDF document.

**Note:** To e-file an affidavit, you must scan the original, fully executed affidavit and convert it to PDF before attaching it.

- Choose continue to see the document displayed for review in a window. Choose **View All Pages as PDF** to review the document.

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

- Click the box next to **Certification** and enter your **individual** juris number or User ID in the appropriate box and choose **Efile this Document**.
- Print or save a copy of the **Confirmation Page** displayed on the next page.
- Send copies of the document to self-represented parties and counsel of record. If a party has agreed to accept service electronically, you must provide the copies electronically.
- If a fee is required, pay for all or some items at the end of your e-filing session. Unpaid items remain in the shopping cart for up to 56 days, but they *are not filed* until the fees are paid.

**Note:** The number of items in your cart is displayed on the menu next to **My Shopping Cart** when you go to **Superior Court E-Filing**.

- Select the items to pay for and the payment method: credit card or electronic check for attorneys and law firms; credit card only for self-represented parties. *Credit card payments require a service fee.*

## [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 FST CV 13 Case # Not Yet Assigned Electronic Documents: SEE SUMMONS SEE COMPLAINT SEE PETITION OF SERVICE Shopping Cart Notes: Designated Filer:JOHNHARRINGTON Data Entry Notes: test one	Case Type: C00 11/19/2013	Filing Fee \$350.00 <a href="#">Remove Item from Shopping Cart</a>
<input type="checkbox"/>	BETTY, WALTER v. PHANTOM OFFICE LLC FST CV 13 Case # Not Yet Assigned Electronic Documents: SEE SUMMONS & COMPLAINT SEE PETITION OF SERVICE Shopping Cart Notes: Designated Filer:JOHNHARRINGTON Data Entry Notes: second test	Case Type: A00 11/19/2013	Filing Fee \$350.00 <a href="#">Remove Item from Shopping Cart</a>
			<b>Total Amount: \$0.00</b>

[Pay by Credit Card](#) [Pay by Check](#) [Return to Call / 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. If you pay by credit card, you will be sent a payment receipt by e-mail.

## [Quick Questions on E-Filing](#)

### **What cases are e-filable?**

You can initiate and file document in most types of civil, housing, family and small claims cases electronically. You can find a complete list of the types of cases that you can and cannot initiate electronically in the revised Procedures and Technical Standards for E-Services.

Once filed, an e-filable case can be identified by its docket number. If the number that follows the year is a 5 or a 6, the case is e-filable (for example, HHD CV 17 5031234 or BPH CV 16 6021015). If the number that follows the year is a 4, or if the prefix is SCC, the case is not e-filable (for example, HHD CV 09 4000196, FST FA 16-4001432 or SCC 129533).

Filers are strongly encouraged to review the [Procedures and Technical Standards for E-Services](#), which contain important information and requirements on e-filing and E-Services.

**Note:** E-filing is mandatory for attorneys and law firms without an exclusion from electronic services requirements. Self-represented parties are permitted, but not required, to e-file.

### **What are system-populated forms?**

Six forms are created by the e-filing system: 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 or data entry?**

You may withdraw an incorrectly-filed document or revise or amend documents in accordance with Practice Book rules.

If you make an error entering data from your summons in case initiation, to request a correction, use form JD-CL-96 for civil, family or housing summonses, or form JD-CL-116 for a Small Claims Writ and Notice of Suit. Detailed information on corrective measures can be found in the [Procedures and Technical Standards for E-Services](#).