

Connecticut Judicial Branch
FREQUENTLY ASKED QUESTIONS ABOUT E-FILING

GETTING STARTED

1. What do I need to e-file?

You should read the revised [E-Services Procedures and Technical Standards](#) before you begin. You may also find the information contained in the [Civil E-Filing Guide for External Users Manual](#) helpful to you.

- a. You must have a valid juris number that is enrolled in E-Services.
- b. You will also need to have or have access to:
 - A personal computer
 - Internet Access. Although High Speed Access such as Cable, DSL or T1 is not required, it is highly recommended.
 - Microsoft Internet Explorer® version 6 or higher, or Firefox 3.0 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.](#)
 - [Software to convert documents from a word processor format to Portable Document Format \(PDF\).](#)
 - PDF Reader software
 - PDF conversion software to file documents that you create

Please be advised that 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. The Judicial Branch provides some information on the [creation of PDF documents](#).

- Access to a scanner to image non-computerized documents or documents that must be fully executed prior to filing (i.e., medical records, service of process, or affidavits).

LOGIN

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

- If you have successfully logged in to E-Services with the initial system-generated password you received when you enrolled and changed that password, you may click on the **Forgot Password?** link from the [E-Services log-in page](#). Follow the system prompts, entering your juris number and date of birth (for individuals only) and the answer to the security question. Your password will be emailed to you automatically within thirty minutes.

- If your e-mail address is not up-to-date or if you have not logged in to E-Services and changed the initial system-generated password, please contact E-Services Support at (866) 765-4452 or at Eservices@jud.ct.gov to obtain the password. If you have never logged in, you will be sent your password by regular mail.

3. What does it mean if the system indicated that my juris number is inactive or invalid?

- If the “invalid juris number” message appears when you attempt to log in, you may have entered an incorrect number. Click on the **Forgot Juris Number?** link. Enter your last name or the firm name in order to view an alphabetical listing of names with juris numbers.
- If the “inactive juris number” message appears, you should contact the Statewide Grievance Committee at (860) 568-5157 or statewide.grievance@jud.ct.gov for help.

4. Which juris number should I use to log in to E-Services?

All activity in E-Services, including e-filing, will be attributed to the logged-in juris number. If you are an individual attorney working for a law firm, the general rule is that you would log in with the firm juris number and password to initiate cases or file documents so that any person working with the firm would be able to access the file, view documents and notices, and take action on behalf of the client at any time. The practice in the electronic world is consistent with the practice in the paper world, where you would file a firm appearance signed by an individual attorney in the firm.

If you have been appointed a Committee in a foreclosure action, you would log in with your individual juris number to file documents or view the file because the individual is appointed as a committee, not the firm.

Note: Regardless of the number that is used to log in to E-Services, you are required to use your individual juris number to sign e-filed documents.

5. What is a designated filer and how does a designated filer log in?

Attorneys registered with the Statewide Grievance Committee and law firms which have obtained a law firm juris number may [designate authorized individuals](#) to file case initiation documents on their behalf. A designated filer will have a UserID and password for use in accessing E-Services to maintain the designated filer’s account and to file case initiation documents electronically in the Superior Court on behalf of the attorney or law firm. **Note:** Any electronic transactions conducted by a designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used by the designated filer to conduct the electronic transaction.

6. When is the e-filing system available?

In general, **electronic services are available from 7:00 AM through 3:30 AM.** The hours between 3:30 AM and 7:00 AM are used for system maintenance and updating. The system may also be offline on the fourth Saturday of the month between 7:00 AM and 3:00 PM for routine system maintenance. If the system requires a scheduled outage, the Judicial Branch will make every effort to issue a prior announcement on the Branch’s web site. In the event of an outage, it is the Branch’s business continuity policy that parties, attorneys, and law firms conduct business with the courts in accordance with the Connecticut Practice Book or other court orders.

In accordance with [Connecticut Practice Book section 7-17](#), if a party is unable to electronically file a document because the court’s electronic filing system is non-operational for 30 consecutive minutes from 9 o’clock in the morning to 3 o’clock in the afternoon or for any period of time from 3 o’clock to 5 o’clock in the afternoon of the day on which the electronic filing is attempted, and such day is the last day for filing the document, the

document shall be deemed to be timely filed if received by the clerk's office on the next business day the electronic system is operational.

A document that is electronically received by the clerk's office for filing after 5:00 PM on a day on which the clerk's office is open or that is electronically received by the clerk's office for filing at any time on a day on which the clerk's office is closed shall be deemed filed on the next business day on which such office is open.

The hours for submitting short calendar markings online are governed by the [Civil](#) or [Family](#) Short Calendar Standing Order.

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

If the e-filing system is unavailable for thirty consecutive minutes from 9 o'clock in the morning to 3 o'clock in the afternoon or for any period of time from 3 o'clock to 5 o'clock in the afternoon of the day on which the electronic filing is attempted, and such day is the last day for filing the document, then the last day for filing shall be the next business day the system is available, in accordance with [Connecticut Practice Book section 7-17](#).

FORMAT AND SIZE OF DOCUMENTS

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

No, you can only file a PDF document. 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?

To file a case electronically with the Judicial Branch, you will need to create PDF documents. There are three methods you may use to create a PDF document: conversion, scanning, and original creation using PDF software. Please be advised that 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. The Judicial Branch provides some information on the [creation of PDF documents](#) on the website.

10. Is there a limitation on the size of documents that can be filed electronically?

The e-filing system will accept documents up to 50 MB, which is in excess of 1000 pages of unformatted text. Be sure that you are not scanning your documents in color and avoid using colored paper since color scanning and colored paper will use up a tremendous amount of space.

FILING AND RETURNING A CASE TO COURT

11. What case types may be initiated electronically?

As of December 5, 2009, e-filing of [all civil case types](#) is mandatory for attorneys and firms without an exclusion from electronic services requirements with the following exceptions:

- Cases that cannot be initiated electronically, but subsequent motions, pleadings or documents are required to be filed electronically:
 - Cases that include a prejudgment remedy except for a prejudgment remedy based upon a **commercial waiver**;
 - Cases that include more than 48 plaintiffs or 48 defendants
 - Transfers from small claims; and
 - Eminent domain cases (including state highway condemnation and redevelopment condemnation).

- Cases that are commenced by private individuals on behalf of the State of Connecticut under C.G.S. 17b-301d (but note that motions, pleadings or documents filed subsequent to the statutorily required sealing period are required to be filed electronically)

- Cases that cannot be initiated electronically, and subsequent motions, pleadings or documents cannot be filed electronically:
 - Application for Proceeds from a Tax Sale
 - Asset forfeitures;
 - Firearm Safety Hearings (C.G.S. §29-38c)
 - Foreign civil judgments (C.G.S. §§ 52-604, 52-605);
 - Foreign protective orders;
 - Habeas cases;
 - Lottery Assignment Cases
 - Proceedings for enforcement of municipal regulations and ordinances (C.G.S. §§ 7-152b and 7-152c, form JD-CV-20);
 - Summary Process and Housing civil matters; and
 - Vehicle forfeitures (pursuant to C.G.S. 22a-250 and 250a).

12. How do I e-file a case that includes a prejudgment remedy based upon a commercial waiver?

A case which includes a prejudgment remedy based upon a commercial waiver can be filed electronically because the case contains no 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. The name of the first named plaintiff or the first named defendant begins with a number, such as 170 Spring Street, LLC, but the e-filing system will not accept the name when I enter it as the party name. How do I enter the name?

To enter a name that begins with a number, you will have to type out the number in words. For example, enter it as: One Hundred Seventy (170) Spring Street, LLC.

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

You are required to retain the signed original paper documents throughout the pendency of the action, any appeal period, and any applicable appellate process for all cases initiated with a return date of December 31, 2009 and earlier. For cases initiated with a return date of January 1, 2010 and in the future, with the exception of a bond filed in any action, the signed original paper documents are not required to be retained by the filer

16. 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?

You would 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**. The affidavit of publication can be put together with the Marshal's return and scanned as a single PDF.

17. How do I e-file a case for which I have obtained a fee waiver?

If you are filing a case for which you have obtained a court order waiving the entry fee, you must file the case on paper with the court. A case for which an entry fee has been waived cannot be filed electronically at this time.

18. Does the e-filing Confirmation Screen mean that everything was submitted properly?

The confirmation screen means that you have successfully filed with the court whatever documents you provided by uploading a document or creating a system-populated form. Documents filed electronically are not screened by the system for content, legibility or any other problems. You should review any document to ensure that it is the correct document, contains the correct case caption, is readable, displays right-side up, contains only the pages that are part of the filing, and complies with the non-inclusion and redaction of personal identifying information requirements of section 4-7 of the Connecticut Practice Book. What you see in the document review window is what the Judge or the clerk will see when looking at the file. Therefore, it is important that you take the time to review all documents before you submit them.

FILING RETURN OF SERVICE DOCUMENTS

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

A return of service is a document that is required to be scanned and converted to a PDF document in order to e-file it. You are required to retain the original signed paper document throughout the pendency of the action, including any applicable appeal period and appellate process for all cases initiated with a return date of December 31, 2009 and earlier. For cases initiated with a return date of January 1, 2010 and in the future, you are not required to retain the original signed paper document.

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

A supplemental return of service, including such documents as the green card, the receipt for the certified mail, and the unopened envelope returned as unclaimed is filed electronically. Make a photocopy of both sides of the envelope or other items to be filed, and scan the copy to convert it to a PDF document.

PAYING FEES

21. What forms of payment are acceptable?

Payment by means of **credit card or electronic check** is now also available. Payments are made for items in **My Shopping Cart**.

Note: In cases where there is a statutory fee exemption under Section 52-259a of the Connecticut General Statutes, the filer may initiate a case electronically without paying a fee. The filer is required to certify that the case is being initiated on behalf of a state agency and that no fee is due under Section 52-259a. Before claiming a statutory fee exemption, please review the statute, which specifically identifies the persons, or agencies on whose behalf a person must be acting, and the fees from which a filer can be statutorily exempt.

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

Note: Payment of court fees by credit card or by electronic check must be made at the time of filing. Filers are required, as part of the payment process, to certify that, by entering the bank account and routing number or by entering the credit card account number and security code, and submitting the payment, they are authorized to permit the Connecticut Judicial Branch to debit or charge the account for the amount indicated.

22. How do I pay by electronic check?

Payments are made for items in **My Shopping Cart**. To pay by electronic check, you will enter the name printed on the check (the name of the account holder), the routing number from the check, and the account number from the check. You will be asked to enter the routing number and the account number twice. Once you process the payment, the funds are taken from the account for which you provided the information. You do not set up any account with the Judicial Branch.

Each time you make a payment, you will be required to enter the same information. The Judicial Branch does not retain your payment information.

Note: If you (the account holder) have a debit filter on your account that permits only specific people or companies to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, your bank will not allow the debit and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452 or Eservices@jud.ct.gov.

23. What credit cards does the Judicial Branch accept for electronic payments?

The Judicial Branch accepts MasterCard or Visa for credit card payments for e-filing. To pay by credit card, you will select the credit card provider, enter the account number, the three-digit security code from the back of the card, the expiration date, and the credit card billing address.

Each time you make a payment, you will be required to enter the same information. The Judicial Branch does not retain your payment information.

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

No. When a document requires a fee, you are required to pay the fee at the time of filing. Without the payment, your filing is not complete.

Note: If the court has granted a fee waiver for a case, you must file it on paper with the clerk.

25. Can I pay for multiple transactions at one time?

Yes. All electronic filings that require the payment of a fee may be placed in the "Shopping Cart" pending payment. The number of items in the shopping cart will be displayed on the e-

filing homepage in parenthesis after **My Shopping Cart**. You may click on the shopping cart link and make your payment for all or part of the items in the shopping cart in a single transaction. If you pay for multiple items at the same time, only one confirmation number (transaction number) will be generated for the payment although each transaction will be listed individually on the Confirmation Screen.

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

Items remain in the shopping cart until you have processed payment for the item, deleted the item, or 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 measures have been taken to secure my credit card information?

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 the attorney's or law firm's computer and the Electronic Services section of the Branch.

28. Can I file an application for a fee waiver electronically?

No. Applications for fee waivers cannot be filed electronically. The application would be filed on paper and any subsequent documents for which a fee waiver was granted must also be filed on paper.

Note: In cases where there is a statutory fee exemption under Section 52-259a of the Connecticut General Statutes, the filer may initiate a case electronically without paying a fee. The filer is required to certify that the case is being initiated on behalf of a state agency and that no fee is due under Section 52-259a. Before claiming a statutory fee exemption, please review the statute, which specifically identifies the persons, or agencies on whose behalf a person must be acting, and the fees from which a filer can be statutorily exempt.

29. What can I do if I inadvertently file and pay the entry fee for the same case twice?

If you file a duplicate case, you can file a motion asking for a refund of the entry fee. The motion should be filed electronically as "Motion – See File" with a reference to a refund in the further description area. Refunds of fees paid to the court are possible only in very limited circumstances and only upon order of a Superior Court judge. A person requesting a refund must file an appropriate motion with the clerk of the court, who will docket the motion and notify the parties whether a hearing will be required. The motion should include the information that the case was inadvertently filed twice and the representation of counsel that the duplicate case will be withdrawn once the motion for a refund is acted on by the judge.

VIEWING CASE DOCUMENTS

30. Who can access a case?

An attorney or law firm with an appearance in an e-filable case can access the electronic court file via the internet to view documents that have been filed in that case by logging in to E-Services with an appearing juris number 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.

Public access to all non-sealed electronic documents in matters pending statewide is available at public access computers in every Judicial District courthouse. You do not have to be in the specific Judicial District courthouse in which the matter is pending to view e-filed items from one of the public access computers. You would go to the Case Look-Up on the Judicial Branch home page at www.jud.ct.gov and locate your case by party name, docket number or by your juris number.

Public access from a location other than the judicial district courthouse is limited to case detail information, including appearances, scheduling information and a list of documents, available through the [Case Look Up](#) feature on the Judicial Branch website

31. Can several people from my firm view the case simultaneously?

Yes. Multiple people in your office may access a case at the same time while logged in to E-Services with the same juris number and password.

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

Once you have logged in to E-Services with a juris number and password and selected Civil E-filing, you have three ways to locate a case from the menu bar. The first option is **Select Case**, which requires you to enter the docket number, including location code. The second option is **List My Cases**, which generates a list of cases filed by the logged in juris number. The third option is **Party Search**, which requires you to enter the name or portion of the name of a party. Once you find the case, you may click on the docket number to view the case details. Please note that if you do not have an appearance in the case you will not be able to view any of the e-filed documents, but will be able to view a list of documents only. In accordance with the federal Violence Against Women Act of 2005, 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 may not be displayed and may be available only at the courts.

33. Can I view all of my firm's cases using my individual juris number?

No. If the cases were initiated under your firm's juris number, you will not be able to access them if you are logged in to E-Services using your individual juris number. Only an appearing juris number will have online access through E-Services to e-filed documents.

FILING DOCUMENTS - GENERAL INFORMATION

Note: Filings with the court must comply with [Connecticut 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 redacted from the document being filed with the court.

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

As of December 5, 2009, regardless of how a case was initiated, documents in an efileable civil case must be filed electronically. The docket number will indicate whether you must file electronically in a case. Documents are required to be filed electronically in cases that have docket numbers beginning with a **5** or a **6**, e.g., HHD CV 06 5000125 or FBT CV 06 6000024.

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

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

- Any document for which a fee waiver has been granted
- Appearance and any other documents filed by a non-party
- Application for Order of Notice (pre-service)
- Application for Prejudgment Remedy (at case initiation or during a case)
- Appraisal Report of the disinterested appraiser (if filed by the appraiser with the court)
- Certificate of Judgment – Foreclosure by Sale (JD-CV-46)
- Certificate of Judgment – Strict Foreclosure (JD-CV-47)
- Committee Deed (original deed)
- Ex Parte Application for Permission to Use Pseudonyms
- Foreclosure Return of Sale – with proceeds
- Lodged Records (pursuant to Practice Book Sections 7-4B and 7-4C)
- Motion for Protective Order (on behalf of non-appearing witness)
- Motion to Appear Amicus Curiae
- Motion to be Made a Party (defendant or plaintiff)
- Motion to Close a Courtroom Proceeding
- Motion to Consolidate (filed by a non-party)
- Motion to Intervene
- Motion to Quash (on behalf of non-appearing witness)
- Motion to Substitute Party/Executor (if filed by a non-party)
- Motion/Application for Permission to Use Pseudonyms
- Offer of judgment
- Petition for Automatic Ninety-day Extension of Statute of Limitations (C.G.S. 52-190a (b))
- 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)

Note: Any document that is filed with the clerk in paper format after December 5, 2009 will be scanned by the clerk into an electronic image, and placed in the electronic file. The original paper document will be destroyed unless the filer includes with the paper document at the time of filing a self-addressed, postage pre-paid, return envelope.

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

36. Can I file more than one motion in a case simultaneously?

No. Each motion or document must be treated as a separate transaction. Each filing will generate a confirmation screen that contains the date and time of the transaction as well as the date and time of filing. You may then return to the same case to file additional motions without logging out of the system.

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

You can access a newly e-filed case immediately after you file your case and receive the confirmation screen. Similarly, you may file documents in a case immediately after filing an appearance. 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.

38. When will I see what I filed electronically?

If you are logged in to E-Services, you can see what you have filed electronically immediately after you file the document. Return to the Case Detail screen and click on the icon next to the document that you have just filed in order to view the entire document. You may 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**. The date range cannot exceed thirty days.

39. Am I required to send a copy of the documents I file with the Court electronically to all counsel of record and self-represented parties?

The filer must send a copy of any document filed to appearing parties in accordance with the Practice Book rules on certification. [Practice Book Sec. 10-13](#) provides that the parties may enter into a written agreement to provide copies of documents filed with the court to each other by email. The appearance form provides the option to the filer to indicate that delivery by email is acceptable.

Note: New language has been added to the [appearance](#) regarding accepting service by email. That language refers to the certification that filed documents have been sent to all appearing parties and counsel of record. It does not refer to notices sent by the Court. If the filer checks “yes,” it means that the other party can send copies of pleadings filed by email rather than by fax or U.S. Mail.

At this time, judicial notices (JDNOs) for all case types, which are viewable online through E-Services by attorneys with an appearance in the file, will continue to be sent by U.S. mail.

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

The revised [E-Services Procedures and Technical Standards](#) requires you to include in the description field that is provided in the e-filing system the entry number or numbers of any other documents that are relevant to the document being filed. For example, if you are filing an objection or a memorandum, include the title and entry number from the case detail screen for the related motion or request. If filing a Request to Revise, include the title and entry number of the pleading sought to be revised. If you are filing a motion for continuance, include the date and nature of the event for which a continuance is being sought. If you are withdrawing a document, include the entry number and name of the document.

41. 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 pleading, and jury claims. These forms are created within the e-filing system, which takes information already in the file and fills in the majority of the fields in the form.

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

The confirmation page will only appear at the time you file your document. You will only be able to print the confirmation page at that time. You cannot return to the confirmation page once you have left it by returning to the E-Services home page, the case detail page for the case or by logging out of E-Services.

If you forget to print a copy of the confirmation page, you can return to the **Civil E-Filing** home page and select **My E-Filed Documents**. That link will take you to a page where you can display a list of the documents you have e-filed during a specific time period or 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. The information provided includes almost all of the same information that can be found on the confirmation page.

FILING APPEARANCES

43. How do I file an appearance?

Once you have logged in to E-Services and arrived at the Civil e-filing homepage, you will need to locate the case in which you wish to file an appearance by means of **Select Case**, if you know the docket number of the case, or by means of **Party Search**, using the name of any of the parties to the action. Click on the docket number hyperlink which will take you to the Case Detail page. At that page, you will click on **E-file An Appearance** from the Select Desired Case Activity dropdown. Click **GO** and provide the required information. Since this is a system-populated form (a form created within the e-filing system), 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 cannot create and attach a PDF document for this document.

If you are filing an appearance on behalf of a Committee, but you do not see Committee listed as a party, please contact the foreclosure clerk at the court where the action is pending.

Note: Section 3-4 of the Practice Book was amended, effective January 1, 2012. The rule now requires a party filing an appearance in any civil or family action, including appearances filed in addition to or in place of another appearance, to mail or deliver a copy to all counsel and self-represented parties of record.

44. I cannot find a Motion to Appear Pro Hac Vice. Can that motion be filed electronically?

Yes, a motion to appear as a pro hac vice attorney can be filed electronically. It appears in e-filing as **Motion for Permission for Out-of-State Counsel to Appear**. The motion title can be found under the **General** category or from a list generated by typing **out of** in the search criteria field.

Note: An attorney who is appearing *pro hac vice* cannot file electronically. An appearance on behalf of the attorney must be filed on paper.

45. How do I file an appearance if I am out-of-state counsel admitted *pro hac vice*?

Once the motion for permission for out-of-state counsel to appear has been granted, the out-of-state counsel is assigned a juris number. Counsel can then file his or her appearance on paper only. A person admitted *pro hac vice* cannot enroll in E-Services and cannot file electronically.

46. How do I file a “limited appearance”?

An attorney who wants to file a “limited appearance” can enter information in the e-filing system that will appear on the appearance form. For example, to indicate that he or she is appearing for a “plaintiff as the defendant on the counterclaim only”, the attorney must select the plaintiff as the party for whom the appearance is being filed, and then select “Other” and enter additional information in the area provided. Similarly, to indicate that an attorney is appearing for the “defendant in his official capacity only”, the attorney must select the defendant as the party for whom the appearance is being filed, and then select “Other” and enter the additional information.

47. How do I file an appearance as the committee in a foreclosure action?

When a committee is appointed by the court, the clerk will enter “Committee” as a party in the case. If you go to file an appearance in your case, and you do not see “Committee” as a party for which you can file an appearance, please contact the foreclosure clerk at the court where the action is pending. The clerk must add “Committee” as a party before you can file your appearance electronically.

Once "Committee" is entered as a party, you can log in to E-Services with your individual juris number, select **Civil E-filing**, locate the case by docket number or party name, and select **E-file an Appearance** as the desired case activity.

FILING DOCUMENTS FOR A NON-PARTY

48. 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.

49. How do I file an appearance on behalf of a non-party witness?

If you are not a party to the case, you would have to file your appearance and any motions, such as a motion to quash or a motion for protective order on paper with the clerk.

50. Can I fax file my appearance on behalf of a non-party?

Yes, you can fax file an appearance on behalf of a non-party.

FILING MOTIONS FOR CONTINUANCE

51. How do I file a motion for continuance?

The **Motion for Continuance** can be found under the **General** category or from a list generated by typing **contin** 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.

To assist the court staff in timely processing your motion, type in the further description area the name and the date of the event for which you are seeking a continuance. (For example, type "**Pretrial – 5-24-10**") You cannot create and attach a PDF document that you have created when you are filing a motion for continuance.

52. 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 exceeds the space provided in the form or you must include other documents with your motion, you can file the explanation or documents as an **Exhibit**. 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 **Exhibit**, type the title and entry number of the motion for continuance.

FILING EXHIBITS

53. 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.

54. 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 title 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 title and entry number of the related document.

55. 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 00 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 _____, 2009, to be placed in the court file." When you file the exhibit on paper, select **Exhibit** as the document you are filing, file it with a cover sheet that includes the case heading ([Practice Book form101](#)), is titled "Cover Sheet" and includes the reference to the related electronic filing, including the entry number.

FILING JURY AND TRIAL LIST CLAIMS AND CERTIFICATES OF CLOSED PLEADINGS

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

To claim a 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.

57. 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. 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 file the Jury Claim prior to filing the Certificate of Closed Pleadings.

Note: If you have already filed a Certificate of Closed Pleadings, you will not be able to file a second one electronically. For example, if you have filed the certificate and the defendant is subsequently defaulted, you would have to file your certificate of closed pleadings to claim the matter to a hearing in damages list on paper with the clerk.

58. How do I file a Jury Claim?

The Claim for Jury 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](#).

FILING MISCELLANEOUS DOCUMENTS

59. How do I file an affidavit?

To e-file an affidavit, you must scan in the fully executed original document and convert it to a PDF file. You may then file it as a document through the e-filing system. You are required to retain the original signed paper document throughout the pendency of the action, including any applicable appeal period and appellate process for all cases initiated with a return date of December 31, 2009 and earlier. For cases initiated with a return date of January 1, 2010 and in the future, you are not required to retain the original signed paper document.

60. 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.

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

To file your objection, you may create a single PDF document that contains the cover sheet and your objection and file it as **Objection to Motion or Request for Discovery PB CH13**. In the area where you are able to add a further description, you may put "including cover sheet." You may also file the cover sheet separately, if you wish.

62. How do I file a Pretrial Memo electronically?

A [Pretrial Memo](#) cannot be filed electronically. It is usually brought by the attorneys to the pretrial for the use of the Judge at the pretrial and is not formally filed with the Court.

FILING A RECLAIM OR A WITHDRAWAL

63. How do I file a reclaim electronically?

To reclaim a matter, log in to E-Services and select **Civil E-Filing** and locate the case in which you wish to file the reclaim. On the case detail page, you will see **Select Desired Case Activity** near the top of the page. Click on the down arrow and choose **E-File a Reclaim**. This selection will take you to a screen that lists the items in the file and allows you to click in a box next to the item that you wish to reclaim. If you need additional assistance, please watch the tutorial on [e-filing a reclaim](#).

Reclaims in a case that is not e-filable cannot be filed electronically. For example, a reclaim in a family case cannot be filed electronically.

64. 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 further description, the entry number and caption of the incorrectly-filed document. If you choose “Withdrawal of Motion,” enter the entry number and caption when you are asked to list the motion that you are withdrawing.

To withdraw an action on behalf of one plaintiff, but allow it to continue for the other plaintiffs, the plaintiff filer will fill in the [withdrawal form](#) with the correct information, save it as a PDF document, and select **Withdrawal in Part**, which will allow the attachment of the user-created form.

FILING POST-JUDGMENT DOCUMENTS

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

To file an execution, you would fill out the appropriate form from the website, including the appropriate exemption claim form if the debtor is a natural person as part of the single PDF execution 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. No option exists in e-filing for filing the exemption claim form separate from the Execution form.

66. 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 No Fee**.

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

To locate the caption under which you will file this application, please 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.

68. Can I file a Satisfaction of Judgment electronically?

A satisfaction of judgment can be filed electronically. From the case detail page, select **Efile 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.

CORRECTING FILING MISTAKES

69. 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.

70. 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 [E-Services Procedures and Technical Standards](#). You may:

- a. Seek a substitution of the document by way of a written Motion to Substitute. The "Proposed Document for Substitution" must be appended 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. Withdraw the incorrectly-filed document by filing a withdrawal. This is a system-populated document. Log in to [E-Services](#), select **Civil E-filing**, locate the case by docket number or party name, and 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," as appropriate.

The originally-filed document cannot be removed from the file. It will remain viewable, but it is not available for reclaim or ruling.

71. What if I choose the wrong caption in filing my pleading with the court?

The caption that you choose for the document cannot be changed. If the filer selects an incorrect caption (for example, identifies a pleading as a "request" rather than a "motion") the document can be withdrawn and re-filed.

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

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

Note: When the case is in the Shopping Cart, check the partial docket number that appears under the case name. The docket number displayed will contain the three-letter location code for the district that you have selected. If that three-letter location code is incorrect, you can delete the transaction, and re-enter the data before you file the case.

73. 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 find that you have attached an incorrect document, you would have to delete the transaction and return to the **Civil E-Filing** home page and begin to e-file your case from the start.

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

74. 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 reference the pleading or motion to which it refers in the area where you can provide a further description of the document you are filing.

FILING DOCUMENTS IN FORECLOSURES

75. In a foreclosure action, the plaintiff is required to file additional documents such as the Notice to Defendant ([JD-CV 103](#)), Foreclosure Mediation Certificate form ([JD-CV-108](#)), the Foreclosure Mediation Notice ([JD-CV-94](#)) and Appearance form ([JD-CL-12](#)). How do I file those documents electronically when the only options available are summons, complaint, return of service and additional parties page?

In returning the foreclosure case to the court, include the additional documents listed in the question with the summons in a single PDF document.

76. 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](#)). Does the Affidavit have to be filed as part of the case initiation documents returned to the court?

No, only documents that were served on the defendants by the marshal should be filed as part of the case initiation documents. The Affidavit (JD CL 114) is not required to be served on the defendants along with the complaint. After the case is returned to the court, the affidavit should be filed with the Court as a separate document. A specific docket legend code is provided for the filing of this affidavit: **Affidavit Federal Loss Mitigation Programs ([JD-CL-114](#))**.

If the marshal has already served the Affidavit together with the other case initiation documents, you will return the affidavit together with the other case initiation documents since it is part of the papers that were served on the defendant(s). After the case is returned to the court, file the affidavit again as a separate document. A specific docket legend code is provided for the filing of this affidavit: **Affidavit Federal Loss Mitigation Programs ([JD-CL-114](#))**.

77. Do I attach the lis pendens to the complaint or do I file it separately when I am initiating a foreclosure case?

If the lis pendens was served along with the complaint, it should be included with the complaint in a single PDF document.

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

In order to change the date of a mediation, you must file a Motion for Continuance (JD-CV-21). This is a system-populated document. Your motion will be brought to the attention of the foreclosure mediator. When you file your motion for continuance, be sure to include the name and date of the mediation in the further description area provided in the system.

79. 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 caption 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 in e-filing as **Foreclosure Mediation – Motion for Modification of Mediation Period**.

80. 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. It also requires the plaintiff to file the return receipt with the court. How do I file this electronically?

Most attorneys file this letter and return receipt as **Compliance**.

81. How do I file an appearance on behalf of the Committee in a foreclosure matter?

When a committee is appointed by the court, the clerk will enter "Committee" as a party in the case. If you go to file an appearance in your case, and you do not see "Committee" as a party for which you can file an appearance, please contact the foreclosure clerk at the court where the action is pending. The clerk must add "Committee" as a party before you can file your appearance electronically.

Once "Committee" is entered as a party, you can log in to E-Services with your individual juris number, select **Civil E-filing**, locate the case by docket number or party name, and select **E-file an Appearance** as the desired case activity.

82. I attempted to access the Foreclosure Ad Posting function and received the message: "The logged-in Juris number is not an active committee. Access to the Foreclosure Ad Posting function has been denied." How can I post an advertisement?

Please verify that you have logged in to E-Services with your individual juris number. If that information is correct, you may contact the clerk of the court where the foreclosure case is pending. The clerk will be able to add you to the Committee List so that you can log in and post the ad. Further information is available on the website: [Foreclosure Ad Posting](#).

83. When a motion to open and extend a sale date is filed and granted or if the sale is canceled, how do I update the information posted on the Judicial Branch website?

To change the information that has been posted, you must edit the ad. Further information is available on the website: [Foreclosure Ad Posting](#), including a tutorial on correcting or deleting an ad, or for canceling a sale.

84. When a Committee is filing a [report](#) in a foreclosure action, should all documents be attached and submitted as a single filing?

All documents associated with the report can be included in a single PDF document, filed as **Committee Report**.

85. When the Committee is filing the Motion for Approval ([JD-CV 99](#)), should the affidavit in support of the committee fees be included in the document?

The affidavit regarding the fees and expenses may be included as a part of the motion in a single PDF document, but it may also be filed separately as **Affidavit**.

86. Is the Committee required to e-file a proposed committee deed with the Motion for Approval ([JD-CV 99](#))? Is the original committee deed required to be filed on paper?

The committee is not required to file a proposed committee deed but the proposed committee deed can be filed electronically with the Motion for Approval. An original committee deed must be mailed to the Clerk by U.S. Mail so that the Judge can sign the deed.

87. How do I file the return of sale?

If there are proceeds with the return of sale, a [Return of Sale with Proceeds](#) must be filed on paper. If there are no proceeds, then the [Return of Sale – No Proceeds](#) must be filed electronically.