



## STATE OF CONNECTICUT

### SUPREME COURT APPELLATE COURT

#### Frequently Asked Questions Electronically Submitting Supreme and Appellate Court Briefs

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**1. How do I electronically submit my brief?**

Login to E-Services, click on "Appellate E-filing," and search for your case by docket number or by case name. You can also find your case under "List My Cases" or "My E-Filed Items." Click on your case to view your Appeal Case Information page. From the drop-down menu at the top of this page select "Submit Electronic Version of a Brief or Appendix" and click "Go." From the drop-down menu of this page select "Brief" to upload both your brief and any party appendix as a single PDF.

**2. I submitted my brief electronically. Do I need to file it with the Office of the Appellate Clerk as well?**

Yes. After you submit your brief and any party appendix through Appellate E-filing, you must file the paper copies with the Office of the Appellate Clerk. Two paper copies are required. See Practice Book §§ 67-2 and 67-2A.

**3. What will happen if I have not electronically submitted my brief and any party appendix, and I attempt to file my brief and any party appendix with the Office of the Appellate Clerk?**

If you are not exempt or excluded from electronic filing, the Office of the Appellate Clerk will return your paper filings if you have not submitted an electronic copy. If you are exempt or excluded from electronic filing, the Appellate Clerk will review your brief for compliance with the relevant Practice Book rules.

**4. Does the electronic submission of my brief and any party appendix satisfy my obligation to meet a filing deadline?**

No. The brief and any party appendix are not considered filed until two paper copies, in full compliance with the rules, are filed with the Office of the Appellate Clerk.

**5. Can I electronically submit my brief and any party appendix together as one document?**

Yes. The electronic version of the brief and any party appendix *must* be submitted as one PDF document with a single paginated scheme (beginning with "Page 1 of x" on the cover page and ending on the last page of the document—including any party appendix).

**6. I am on a dismissal order for today. My brief and any party appendix are printed and ready for filing, but I cannot electronically submit my documents. What should I do?**

Please contact your case manager or call (860) 757-2200 for assistance.

**7. My appeal contains confidential protected information the disclosure of which is prohibited by statute, or has been sealed in part or in its entirety by a court order. Do I need to submit a redacted brief and appendix?**

Yes, you must redact the brief and any party appendix or omit the protected information. The responsibility for omitting or redacting protected information rests with the party who has prepared the brief and any party appendix. All briefs and appendices must include a certification that any name or other information that is prohibited from disclosure has been redacted or has not been revealed in the briefs or appendices. See General Statutes §§ 46b-124 and 54-86e; Practice Book §§ 67-2, 11-20A, 30a-8 and 77-2. For child protection appeals, see Practice Book § 79a-6.

- 8. My appeal contains personal identifying information, as defined by Practice Book § 4-7, such as a social security number. Do I need to submit a redacted brief and any party appendix?**

Yes, you must redact the brief and any party appendix or omit personal identifying information. The responsibility for omitting or redacting personal identifying information rests with the party who has prepared the brief and party appendix. All briefs and appendices must include a certification that any personal identifying information or other information that is prohibited from disclosure has been redacted or has not been revealed in the briefs or appendices. See Practice Book §§ 4-7, 11-20B and 67-2. For child protection appeals, see Practice Book § 79a-6.

- 9. Does the file I submit need to have a specific file name?**

No.

- 10. Do the brief and any party appendix that I submit electronically have to be identical to the paper copies I file at the Office of the Appellate Clerk?**

Yes. The content and pagination must be identical. Please note that there is currently a file size restriction of 50 megabytes.

- 11. I made an electronic submission error. What should I do?**

If you have not submitted the paper copies of your brief and any party appendix, you may electronically submit the corrected document and it will supersede the prior filing. Please contact your case manager or call (860) 757-2200 for assistance.

**12. What happens to my electronic submission if the Office of the Appellate Clerk returns my paper brief?**

If the paper copies of your brief are returned, the electronic filing will be rejected and need to be resubmitted after the requisite corrections are made to both the electronic and paper brief and any party appendix. If the paper copies of the brief and any party appendix are correct and the return reason is limited to the electronic submission, your paper copies may be temporarily held for a complying electronic copy to be immediately resubmitted.

**13. Do I need to provide new certifications with my paper and electronic resubmissions?**

Yes.

**14. Do I have to electronically submit my brief and any party appendix if an opposing party has been granted an exemption or is excluded from the requirements of e-filing?**

Yes.

**15. I am representing myself in my appeal. Do I need to electronically submit my brief and any party appendix?**

Yes, unless you are an incarcerated self-represented party or have been granted an exemption from e-filing.

**16. Where can I view the briefs and any party appendices filed in my appeal or in other appeals?**

Briefs and appendices electronically submitted on or after December 19, 2016, will appear in the case activity section of your “Appellate Case Information” page in Appellate E-filing. Briefs and appendices electronically submitted prior to December 19, 2016, will continue to be viewed on the [public website](#) only. In some protected cases, the briefs and/or appendices may not be available for public viewing.

**17. What is a bookmark and how does it differ from an internal hyperlink?**

A bookmark is a text link that allows readers to quickly navigate to different sections of a document. An internal hyperlink serves a similar function, but instead of being displayed in a navigation pane is embedded directly into text. See the example below for the bookmarks listed in the navigation pane. You should include a bookmark for at least each document referenced in the table of contents for the brief and any party appendix.

