

**E-FILING MANUAL**  
**FOR**  
**CIVIL, FAMILY AND HOUSING MATTERS**



*A Guide for Attorneys and Law Firms*

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## ENROLLMENT FOR ATTORNEYS OR LAW FIRMS

Before you enroll in E-Services you should check your browser requirements by selecting the **Getting Started** tab and clicking on **Hardware and Software Requirements**. There is no charge for enrollment.

1. In the address bar, type <http://www.jud.ct.gov>
2. Click on **E-Services** in the left menu to go to the E-Services Welcome Page:

The screenshot shows the State of Connecticut Judicial Branch E-Services Welcome Page. The header includes the State of Connecticut logo and the text "State of Connecticut Judicial Branch". A navigation bar contains links for Home, Attorney Regulation, E-File Frequently Asked Questions, Getting Started, How Do I?, Self-Represented, and Supreme/Appellate. The main content area features a "Welcome to Connecticut Judicial Branch E-Services" message, a "News and Announcements" section with a date of 08/08/14 and a "NEW" tag, and a "Self-Represented Parties and Attorneys" section with an "ENROLL" button. A search bar is located in the bottom left corner.

3. Click on **Enroll** below **Self-Represented Parties and Attorneys**; the following screen will appear:

The screenshot shows the State of Connecticut Judicial Branch E-Services Enrollment Page. The header includes the State of Connecticut logo and the text "State of Connecticut Judicial Branch E-Services". The page is divided into two main sections: "Self-represented Parties" and "Attorneys and Law Firms". Both sections have an "ENROLL" button. The "Self-represented Parties" section includes a red box around the text: "To see additional information on the enrollment application process, select this link: [Enrollment Application Process Overview for the Self-represented](#)". The "Attorneys and Law Firms" section includes the text: "To see additional information on the enrollment application process, select this link: [Enrollment Application Process Overview for Attorneys and Law Firms](#)". A navigation bar at the bottom contains links for Topic Search, Site Map, and Contact Us. The footer includes the text "Copyright © 2014, State of Connecticut Judicial Branch".

## ENROLLMENT FOR ATTORNEYS OR LAW FIRMS (CONTINUED)

4. Click the link to see additional information on the Enrollment Application Process.
5. Click **Enroll** to go directly to the enrollment page

**Note:** All required data is indicated by red asterisks.



The screenshot shows the 'E-Services Enrollment' page for the State of Connecticut Judicial Branch. The page has a blue header with the state seal and the text 'State of Connecticut Judicial Branch'. On the left, there is a dark blue sidebar with links for 'Procedures and Technical Standards' and 'Comments?'. The main content area is white and contains the following fields and instructions:

- E-Services Enrollment**
- Please [check your browser](#) and review our [Privacy Policy](#) before proceeding.
- \* Required Data**
- \* Juris Number:
- \* E-Mail Address:
- \* Contact Phone:  10 digits ex: 8605551234  
Extension:  up to 5 digits ex: 12345  
Fax Number:  10 digits ex: 8605551234
- \* Date of Birth:  (M/D/YY) **\*\*(except for firms)**
- If you forget your password, we'll verify your identity by asking you this question:
- \* Secret Question:
- \* Answer:  up to 15 letters

6. Click in each field and fill in the necessary information
7. Be sure to **Print** the E-Services Enrollment screen for your records before you click **Enroll**
8. Click on **ENROLL** at the bottom of the page
9. Verify your email address by clicking **OK**

**Note:** Your password will be mailed to you by U.S. Mail within seven days at the address that you have on file with the Statewide Grievance Committee.

## E-FILING A NEW CIVIL CASE

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Since December of 2009, with a few exceptions, all **civil case types** have been e-filable. A list of the exceptions to mandatory e-filing can be found in the revised [Procedures and Technical Standards for E-Services](#). All filers are strongly encouraged to review these procedures and technical standards, which contain important information and requirements on e-filing and E-Services.

**In all civil matters, with a few exceptions**, e-filing by attorneys and firms without an exclusion from electronic services requirements **is mandatory** for newly-filed cases and all existing e-filable cases. Self-represented Parties are allowed to enroll in E-Services and request electronic access to their Superior Court civil cases in order to file and look at documents and mark short calendar matters in their civil cases electronically.

**Note:** An e-filable case may 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 14 5001234 or FBT FA 14 6021015). If the number that follows the year is a 4, the case is not e-filable (for example, HHB CV 09 4000196 or FST FA 13-4001432).

Payment of **all court fees** for filing documents electronically in any e-filable cases must be made electronically through e-filing. Payment can be made by credit card (MasterCard, Visa, American Express or Discover) by attorneys, law firms and self-represented parties. Payment by attorneys and law firms may also be made by electronic check.

**In family matters**, on December 15, 2014, e-filing in newly-filed family matters will be available for the following case types: dissolution of marriage (F 00), legal separation (F 10), annulment (F 20) and civil union - dissolution, legal separation and annulment (F 50). Effective October 3, 2016, newly-filed family matters of the following case types must be initiated electronically and subsequent documents must also be filed electronically:

- Custody Application (F40)
- Visitation Application (F71)
- Paternity Petition (F80) (when filed by an attorney or the State)
- All other (F90)

The following family case types that must be initiated on paper but subsequent documents can be filed electronically:

- Change of Name (F30)
- Paternity Petition (F80) (filed by self-represented parties)
- Support Petition (F85) (can be initiated electronically only by the State)
- Agreement to Support (F86) (can be initiated electronically only by the State)
- (NEW) Appeal - Uniform Interstate Family Support Act (UIFSA) (F87)
- (NEW) Challenge to Acknowledgment of Paternity (F88)
- Transfers from small claims;

**In all family matters for which e-filing is available**, e-filing by attorneys and firms without an exclusion from electronic services requirements **is mandatory**. Self-represented Parties are allowed to enroll in E-Services and request electronic access to any e-filable Superior Court family cases to file and look at documents and mark short calendar matters in their cases electronically.

**In housing matters**, e-filing in newly-filed housing matters filed on or after March 1, 2016 in the housing sessions at Bridgeport, Hartford, New Britain, New Haven, Norwalk, and Waterbury, and on or after October 1, 2015 in the judicial districts of Danbury, Meriden, Middlesex, Norwich, and Tolland, became available. Case initiation documents and all other motions, pleadings or documents filed in newly-filed housing cases of the following types are e-filable: 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,  
*Judicial Branch, State of Connecticut*

motions, pleadings and documents filed in the following housing case types can be filed electronically: Housing – Housing Code Enforcement (H20); Housing – Entry and Detainer (H30) and Housing – Audita Querela/Injunction (H40).

**In all housing matters for which e-filing is available, e-filing by attorneys and firms without an exclusion from electronic services requirements is mandatory.** Self-represented Parties are allowed to enroll in E-Services and request electronic access to any e-filable housing cases to file and look at documents electronically.

### Initiate a New Civil Case

*Before you begin electronic filing, prepare the Summons and Complaint or other documents that you will be serving on the defendant or defendants and have the documents served on the appropriate party or parties. When the documents are returned to you by the marshal, scan and save the summons, complaint and any exhibits, and the marshal's return as three separate PDF documents. If you have an "Additional Parties Page," that document must be scanned and saved as a separate PDF document.*

### E-FILING A NEW CIVIL CASE (CONTINUED)

**Note:** *Sec. 52-45a of the Connecticut General Statutes provides: "Civil actions shall be commenced by legal process consisting of a writ of summons or attachment, describing the parties, the court to which it is returnable, the return day, the date and place for the filing of an appearance and information required by the Office of the Chief Court Administrator. The writ shall be accompanied by the plaintiff's complaint. The writ may run into any judicial district and shall be signed by a commissioner of the Superior Court or a judge or clerk of the court to which it is returnable." The provisions in these Procedures and Technical Standards do not permit the use of an electronic signature on legal process as described in this statute.*

**Note:** *Some case types require the inclusion of other types of documents such as an application or an order for hearing and notice, or the filing of documents prior to the service on the defendant. You would also prepare those documents and convert them to PDF and file them with the court prior to service so that the Clerk of the Court can enter a date or other necessary information.*

1. In the address bar, type <http://www.jud.ct.gov>
2. Click on **E-Services** in the left menu to go to the E-Services Welcome Page:

The screenshot shows the Connecticut Judicial Branch E-Services website. The header includes the State of Connecticut Judicial Branch logo and a 'Contact E-Services' button. The navigation bar contains links for Home, Attorney Regulation, E-File Frequently Asked Questions, Getting Started, How Do I?, Self-Represented, and Supreme/Appellate. The main content area is titled 'Welcome to Connecticut Judicial Branch E-Services' and contains a 'News and Announcements' section with a notice dated 08/08/14 regarding electronic filing of briefs and appendices. On the right side, there are buttons for 'ENROLL' and 'LOG-IN' under the heading 'Self-Represented Parties and Attorneys'. A search bar is located in the bottom left corner.

3. Click **Log-in**; a **Security Alert** may appear

4. Click **OK**
5. Enter the **juris number** and **password**

**Note:** All e-filing transactions are attributed to the logged-in juris number. Generally, you will login with the firm juris number for this reason. Use the individual juris number of the attorney to sign documents. If you forget the password, click on **Forgot Password?** for help.

6. Click **Login**; you will see the **E-Services Home Page**:
7. Choose **Civil/Family/Housing Menu** from the menu on the E-Services page

8. Choose **E-file A New Case** from the menu on the Civil/Family/Housing Menu page; you will see the following page:

9. Click the button to the left of **Civil**, and you will see the following page:

## E-FILING A NEW CIVIL CASE (CONTINUED)

Attorney/Firm: Perry Mason & Associates, P.C. (422729) E-Mail: susan.foley@jud.ct.gov Logout

[Show Instructions](#) **E-File a New Case**

\* Is this a Family or Civil case?  Family  Civil

**Case Type Information**

\* What is the case type for this case?

\* Does this case include Prejudgment Remedy documents?  Yes  No  
\*(If the prejudgment remedy is based on a commercial waiver, select "No")

\* Is this case being filed on behalf of a state agency?  Yes  No

I certify that no fee is due in connection with this filing under section 52-259a of the Connecticut General Statutes.

10. Click the drop down arrow to select the case type you wish to file from the list

11. Click “Yes” or “No” to indicate whether the case includes Prejudgment Remedy documents

**Note:** If you select “Yes,” you will be directed to file your action at the Clerks’ Office since you cannot electronically initiate cases that include prejudgment remedy documents. Documents filed in the case after this initial filing must be filed electronically. **Do not** select “yes” if the prejudgment remedy is **based upon a commercial waiver**. You can file a case with a PJR based upon a commercial waiver electronically. Include all documents with your complaint when filing a case with a PJR based upon a commercial waiver.

12. If the case type selected is an Administrative Appeal, the following screen will appear:

[Show Instructions](#) **E-File a New Case**

\* Is this a Family or Civil case?  Family  Civil

**Case Type Information**

\* What is the case type for this case?

\* Does this case include Prejudgment Remedy documents?  Yes  No  
\*(If the prejudgment remedy is based on a commercial waiver, select "No")

\* The Summons and Complaint are being filed as:

One document which will include both the Summons and Complaint

Two separate documents - a Summons document and a Complaint document

13. Click next to the format that matches your summons and complaint: one document or two separate documents;

14. You will also be asked to indicate whether the case is being filed on behalf of a state agency. If you select “yes,” you will be asked to certify that no fee is due in connection with your filing under section 52-259a of the Connecticut General Statutes. **Do not select “Yes” unless, under the statute, no court entry fee is due in connection with your filing.**

**Case Type Information**

\* What is the case type for this case?

\* Does this case include Prejudgment Remedy documents?  Yes  No  
\*(If the prejudgment remedy is based on a commercial waiver, select "No")

\* The Summons and Complaint are being filed as:

One document which will include both the Summons and Complaint

Two separate documents - a Summons document and a Complaint document

\* Is this case being filed on behalf of a state agency?  Yes  No

I certify that no fee is due in connection with this filing under section 52-259a of the Connecticut General Statutes.

**E-FILING A NEW CIVIL CASE (CONTINUED)**

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15. Choose **Continue**; the following screen will appear

Basic Summons Information	
Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)	
To which Judicial District and town is this case returnable?	<input type="text"/>
What is the Return Date for this case? (MM/DD/YYYY)	<input type="text"/>
What is the monetary demand for this case?	<input type="text"/>
Are you claiming other relief in addition to or in lieu of money or damages?	<input checked="" type="radio"/> No <input type="radio"/> Yes
What is the JURIS # of the Law Firm or Attorney appearing for the Plaintiff(s)?	<input type="text"/>
How many plaintiffs in this case?	<input type="text"/>
How many defendants in this case?	<input type="text"/>
How many garnishees in this case?	<input type="text"/>

**Enter Basic Summons Information**

The information that you enter must match the information in the summons that was served on the *defendant(s)*. You cannot correct any errors in your summons as served while you are entering your information here.

1. Under Basic Summons Information, click the drop-down arrow to select the **Judicial District** and **Town**

**Note:** You may use the **Tab** button on your keyboard to move from one field to the next one.

2. Click on the **Calendar** icon to the right of the field to select the return date

**Note:** Click on the *month* in the upper-right or left corners of the calendar to view other months

3. Click on the **Date** that is on your summons as a return date
4. Click the drop-down arrow to select the **monetary demand**
5. Click in the appropriate circle to respond to the query regarding other relief sought

**Note:** In a foreclosure action, please select “No Monetary Demand” and “yes” for other relief sought.

6. Enter the appropriate **JURIS #** in the field

**Note:** This JURIS # must be the same as the login JURIS # in order to successfully complete the filing process.

7. Click the drop-down arrow to select the **number of plaintiffs**
8. Click the drop-down arrow to select the **number of defendants**
9. Click the drop-down to select the **number of garnishees**, if appropriate.
10. As you scroll down, you will see the area where you will enter basic information about the first named plaintiff and first named defendant.



* How many plaintiffs in this case?	<input type="text" value="1"/>
* How many defendants in this case?	<input type="text" value="2"/>
How many garnishees in this case?	<input type="text" value="1"/>
<b>First Plaintiff</b>	
*Choose Party Type:	<input type="text" value="-Select One-"/>
<b>First Defendant</b>	
*Choose Party Type:	<input type="text" value="-Select One-"/>

### Enter First Plaintiff and First Defendant

1. Click the drop-down arrow to identify the **status of the First Named Plaintiff** (i.e., Person, Person PPA, Firm/Corporation, Government Entity or Executor/Administrator). Depending upon your selection, you will be asked to provide different information. For example, the following screen shows what information is required when you select **Person**:
2. If the First Named Plaintiff is a Person, enter the **Last Name** in the Last Name field
3. Enter the **First Name** in the First Name field
4. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
5. In the area marked "Name Info Continued," you could enter any additional information.
6. If the First Named Plaintiff is a *Person, Firm/Corporation, Government Entity or Executor/Administrator*, enter the name of the **corporation**, firm, or **government entity** in the field provided.
7. Click the drop-down arrow to identify the **status of the First Named Defendant**
8. If the First Named Defendant is a *person*, enter the **Last Name** in the Last Name field
9. Enter the **First Name** in the First Name field
10. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
11. If the First Named Defendant is a *Corporation, Firm or Government Entity*, enter the name of the **corporation**, firm, or **government entity** in the field provided.

The screenshot shows a form titled "First Plaintiff". At the top, there is a dropdown menu for "Choose Party Type" with "Person" selected. Below this is a section header "First Plaintiff's Name as indicated on the Summons or other documents". The form contains several input fields: "Prefix", "Last Name" (with "Simpson" entered), "First Name" (with "Homer" entered), "Middle Name", "Suffix" (a dropdown menu), "Name Info Continued" (with a note: "Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons"), and "Inmate Number".

### Attach Supporting Documents

*You must attach the documents for the case that you are returning. You may have a single document that is both summons and complain or a separate document for the summons and for the complaint, or you may have additional documents to attach, depending upon the case type you are filing. All documents must be in PDF format, a file format that retains the way a document appears regardless of the software that was used to create the file.*

*The Judicial Branch provides some information on creating a PDF document. Please click [creating a PDF document](#) for more information.*

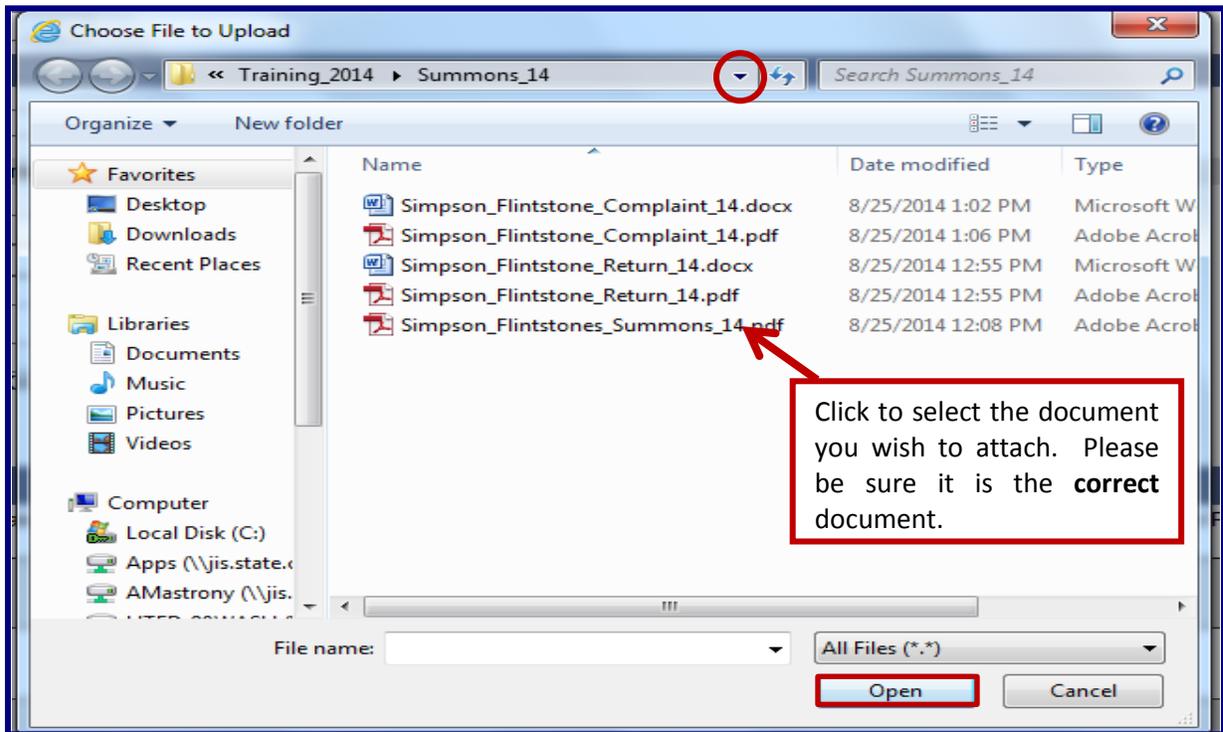
12. Click in the box next to the certification regarding the redaction of personal identifying information.
13. Click on the **Browse** button to locate the **Summons** file. If you are filing a single document (both summons and complaint), you must attach that document here.

**Note:** The Judicial Branch does not require any particular format when you name the PDF documents. However, avoid using special characters and do not include spaces in the name of your document.

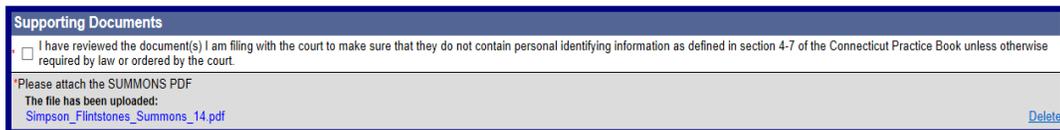
The screenshot shows a section titled "Supporting Documents". It begins with a checkbox and the text: "I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court." Below this are three rows, each with a "Please attach the..." label and a "Browse..." button. The first row is for the "SUMMONS PDF", the second for the "COMPLAINT PDF", and the third for the "RETURN OF SERVICE PDF". The "Browse..." button for the "SUMMONS PDF" is highlighted with a red box.

## E-FILING A NEW CIVIL CASE (CONTINUED)

- Click the down-arrow to choose the location in which the Summons file is stored.
- You will see the following screen appear:



- Click once to select the file and click **Open**; the file will appear in the box under Summons for this case (shown below)



- Click **Browse** to the right of the field to locate the **Complaint** file
- Click the down-arrow to choose the location in which the Complaint file is stored
- Click once to select the file and click **Open**; the file will appear in the box under Complaint for this case (shown below). You can also click twice on the file name, and the document will upload.
- Click **Browse** to the right of the field to locate the **Return of Service** file
- Click the down-arrow to choose the location in which the Return of Service file is stored
- Click once to select the file and click **Open**; the file will appear in the box under Return of Service for this case
- If you have an additional parties page, you would browse and attach that document in the same way that you have browsed and attached the prior three documents.

## E-FILING A NEW CIVIL CASE (CONTINUED)

24. Click the **Continue** button at the bottom of the page. Give the system time to upload your documents.

**Supporting Documents**

I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

\*Please attach the SUMMONS PDF  
The file has been uploaded:  
[Simpson\\_Flintstones\\_Summons\\_14.pdf](#) [Delete](#)

\*Please attach the COMPLAINT PDF  
The file has been uploaded:  
[Simpson\\_Flintstone\\_Complaint\\_14.pdf](#) [Delete](#)

Please attach the RETURN OF SERVICE PDF  
The file has been uploaded:  
[Simpson\\_Flintstone\\_Return\\_14.pdf](#) [Delete](#)

Please attach the ADDITIONAL PARTIES PAGE PDF

(NOTE: Maximum size for uploaded documents is 50 MB)

**Note:** If you realize that you have not attached the correct documents, you can click **Delete** to the right of the document to remove the uploaded document. Then click **Browse** to select and upload the correct one.

25. If you listed more than one plaintiff or defendant, you will see a screen that asks you to fill in fields with additional information about these parties.

**Note:** If you are not asked to provide information on all the parties named in your summons, make sure that you entered the correct number of parties at the top of the screen.

[Show Instructions](#) **Additional Parties**

Case Type: V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)

**Additional Defendants**

Party #
D-02
Choose Party Type   Select One- <input type="button" value="v"/>

26. Click the drop-down arrow to identify the **Status of the Additional Party** (i.e., Person, Person DBA, Corporation/Firm, Government Entity or Executor/Administrator). You will enter the information for each additional party that is requested.

27. If the party is a *person*, enter the **Last Name** in the Last Name field; enter the **First Name** in the First Name field; and enter the **Middle Initial** (if any) in the Middle Initial field (MI)

28. If the party is a *Corporation/Firm* or *Government Entity*, enter the name of the **corporation/firm** or **government entity** in the field provided for corporation or government parties

29. Click **Continue** at the bottom of the page to go to the verify data and documents page

**Note:** Remember to always use the gray buttons at the bottom of the page to navigate around the e-filing system. Do not use the **Back** button on your browser.

**E-FILING A NEW CIVIL CASE (CONTINUED)**

30. Review the summary information as well as the documents that you have attached. Be sure to review all information that you have entered regarding the case at this screen.

**Note:** You can check the location of the judicial district to which you are returning this case on this page.

Summary Data	
Case Caption:	SIMPSON, HOMER v. FLINTSTONE, FRED ET AL
Judicial District:	FBT - Fairfield at Bridgeport 
Return Date:	SEP-30-2014
Appearing Juris # & Name:	422729 - Perry Mason & Associates, P.C.
Case Type:	V01 - Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)
Case contains PJR Documents:	No
Filing on behalf of a State Agency:	No
Monetary Demand:	\$2,500 or more
Claiming Other Relief:	No
# of Plaintiffs:	1
# of Defendants:	2
# of Garnishees:	0

31. Check to be sure that you have selected the correct documents by scrolling in each window. Each document that you are filing appears in a separate window.

32. The documents will each display in a separate window.

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

**SUMMONS - CIVIL** STATE OF CONNECTICUT  
JD-CV-1 Rev. 10-09  
 C.G.S. §§ 51-346, 51-347, 51-349, 51-350, 52-45a,  
 52-48, 52-250, P.B. Secs. 3-1 through 3-21, 3-1  
**SUPERIOR COURT**  
www.jud.ct.gov

See page 2 for instructions

"X" if amount, legal interest or property in demand, not including interest and costs is less than \$2,500.  
 "X" if amount, legal interest or property in demand, not including interest and costs is \$2,500 or more.  
 "X" if claiming other relief in addition to or in lieu of money or damages.

TO: Any proper officer; BY AUTHORITY OF THE STATE OF CONNECTICUT, you are hereby commanded to make due and legal service of this Summons and attached Complaint.

Address of court clerk where writ and other papers shall be filed (Number, street, town and zip code) (C.G.S. §§ 51-346, 51-350)	Telephone number of clerk (with area code)	Return Date (Must be a Tuesday)
1061 Main Street, Bridgeport, CT	(203) 579-6527	September 30, 2014 <small>Month Day Year</small>
<input checked="" type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session	G.A. Number: Fairfield at Bridgeport	Case type code (See list on page 2) Major: V Minor: 01

**For the Plaintiff(s) please enter the appearance of:**

Name and address of attorney, law firm or plaintiff if self-represented (Number, street, town and zip code)	Juris number (to be entered by attorney only)
Perry Mason & Associates P.C., 225 Spring Street, Wethersfield, CT 06109	422729
Telephone number (with area code)	Signature of Plaintiff (If self-represented)
(203) 555-5555	

Number of Plaintiffs: 1      Number of Defendants: 2       Form JD-CV-2 attached for additional parties

Parties	Name (Last, First, Middle Initial) and Address of Each party (Number, Street, P.O. Box; Town; State; Zip; Country, if not USA)
Name:	

P-01

## E-FILING A NEW CIVIL CASE (CONTINUED)

**Note:** E-filing does not screen your documents, so you must check them yourself.

**COMPLAINT** Zoom In 100% Zoom Out View All Pages as PDF

RETURN DATE: September 30, 2014 : SUPERIOR COURT  
SIMPSON, HOMER : J.D. FAIRFIELD  
VS. : AT BRIDGEPORT  
FLINTSTONE, FRED ET AL : August 25, 2014

**COMPLAINT**

**FIRST COUNT**

1. On May 20, 2013, the plaintiff was the operator of a motor vehicle which was stopped facing in a easterly direction on U.S. Route 1 ("Post Road") at its intersection with Mill Plain Road, both public highways in Fairfield, Connecticut.

**RETURN OF SERVICE** Zoom In 100% Zoom Out View All Pages as PDF

SIMPSON  
vs.  
FLINTSTONE, FRED and FLINTSTONE, PEBBLES

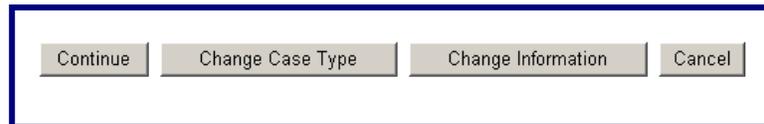
State of Connecticut )  
County of Fairfield ) SS. Fairfield, AUGUST 25, 2014

Then and by virtue hereof, and by direction of the plaintiff's attorney, on

To view the entire document, click on **View All Pages** at the top of each window.

Click the down-arrow to move through the document when there is only a single page.

33. If you find any mistakes in the information you have entered or in the documents you have attached, use the gray buttons at the bottom of the screen to navigate through the e-filing system to correct the mistakes.



**Note:** DO NOT click the *Back* button on your browser or the *Cancel* button to return to the previous page. Clicking either button will clear the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first screen in case initiation; **Change Information** will return you to the last screen, where you entered the information from the summons and attached the documents. If you need to change the information that you entered regarding additional parties, you will have to click the **Change Information** button and then click the **Continue** button on the bottom of that page to return to the **Additional Parties** page.

34. If all information is correct, click in the box under **Certification**.

The screenshot shows a window titled "Certification" with a blue header. Below the header, there is a checked checkbox followed by the text "I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes." Below this, there is a label "My Juris # is:" followed by a text input field containing the number "101751". Underneath that is a label "Shopping Cart Note (Optional):" followed by a text area containing the note "Do not return to court until I talk to the adjuster." and a small "x" icon to the right. At the bottom of the window, there are four buttons: "Continue", "Change Case Type", "Change Information", and "Cancel".

35. Enter the **individual** juris number in the field provided

**Note:** The juris number cannot be a firm number. It must be an **individual** juris number to comply with P.B. Sections 4-2 and 4-4 which require that a filer sign documents with an individual juris number.

36. You may also enter notes that will appear in the shopping cart and can be seen only by the logged-in juris number. For example, you could enter a client file number or indicate that this case should not be filed before a certain date.

37. Click the **Continue** button to move to the payment screen

**Process a Payment**

You can look at the documents you are filing by clicking on the links. If you find any errors, you will have to remove the item from the shopping cart and begin again. To remove the item, click on the **Remove Item from Shopping Cart** link beneath the **Payment Amount**. You will be asked to confirm that you want to delete the item and cancel the transaction.

1. Click in the box to the left of the item you are paying for:

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input type="checkbox"/>	SIMPSON, HOMER v. FLINTSTONE, FRED ET AL FBT-CV14-Case # Not Yet Assigned Electronic Documents: <a href="#">See SUMMONS</a> <a href="#">See COMPLAINT</a> <a href="#">See RETURN OF SERVICE</a> Attorney/Firm: Individual Juris # 101751 Shopping Cart Notes: Do not return to court until I talk to the adjuster.	Case Type: V01 10/20/2014	Filing Fee \$350.00 <a href="#">Remove Item from Shopping Cart</a>
			<b>Total Amount: \$0.00</b>

[Refund Policy](#)

**Note:** If you want to process payment on several items simultaneously, you can click next to each item you want to pay for. If you want to file additional cases or documents, do not click in the box. Instead, click on **Return to Civil/Family Menu** to return to the menu and file new cases or new documents in other cases. Unpaid Items will remain in the shopping cart for 56 days. These items are not filed until the fee is paid.

2. Select either **Pay by Credit Card** or **Pay by Check** at the bottom of the screen
3. To pay by check, fill in the required fields for **Name, Routing/Transit Code, and Bank Account number**. You will enter account and routing code numbers twice.

**Note:** The Judicial Branch does not capture this information in its database. Therefore, you will have to enter this information each time you file an item that requires payment.

**Please be advised your filing is not processed until payment is made.**

Name as it appears on your check

Pay To The Order Of State of Connecticut Judicial Branch \$ 300.00  
 ~~~ Three Hundred and No/100 ~~~ US Dollars

Routing/Transit Code Bank Account Number  
 123123123

Re-type your Routing/Transit Code for verification Re-type your Bank Account Number for verification

**Total Fee Amount: \$300.00**

Select the button below to submit your court filing(s) and pay by check.

[Refund Policy](#)

## E-FILING A NEW CIVIL CASE (CONTINUED)

**Note:** If you have a debit filter on your account, which means that the account holder has told the bank that only certain people/companies are allowed to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

To pay by credit card, fill in the fields for **first name and last name, e-mail address, telephone number (optional), credit card number, and expiration date.** **Note:** The Judicial Branch accepts **Visa, American Express, MasterCard and Discover** credit cards.

| Payment Summary Information |                 |
|-----------------------------|-----------------|
| Shopping Cart Total:        | \$350.00        |
| LexisNexis Service Fee:     | \$7.70          |
| <b>Total Due (USD):</b>     | <b>\$357.70</b> |

| Enter Your Payment Information                                                                                                     |                      |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Agency Amount                                                                                                                      | \$350.00             |
| LexisNexis Service Fee                                                                                                             | \$7.70               |
| <b>Total Payment Amount</b>                                                                                                        | <b>\$357.70</b>      |
| First Name*                                                                                                                        | Last Name*           |
| <input type="text"/>                                                                                                               | <input type="text"/> |
| Email Address*                                                                                                                     |                      |
| <input type="text"/>                                                                                                               |                      |
| Phone Number                                                                                                                       |                      |
| <input type="text"/>                                                                                                               |                      |
| Credit Card Number*                                                                                                                |                      |
| <input type="text"/>                                                                                                               |                      |
|                                                   |                      |
| Card Expiration*                                                                                                                   |                      |
| 1 - January                                                                                                                        | 2013                 |
| <input type="checkbox"/> By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee |                      |
| <input type="button" value="Pay Now"/>                                                                                             |                      |
| Secure payments by  LexisNexis                  |                      |
| <a href="#">Privacy</a> <a href="#">Terms</a> <a href="#">Contact Us</a>                                                           |                      |

4. Click **Pay Now** after filling in all required information; a confirmation screen will appear with payment information on the total payment and document summary information on each document filed.

| You have successfully e-filed!                                                       |                                                        |
|--------------------------------------------------------------------------------------|--------------------------------------------------------|
| <a href="#">Show Instructions</a>                                                    | <input type="button" value="Print This Page"/>         |
| <b>Confirmation of E-filed Transaction (print this page for your records)</b>        |                                                        |
| For questions regarding this payment: <a href="#">Contact Us</a>                     |                                                        |
| <b>Payment Information</b>                                                           |                                                        |
| Confirmation Number: JUDCT0265163                                                    |                                                        |
| Total Court Fees: \$350.00                                                           |                                                        |
| LexisNexis Service Fee: \$0.00                                                       |                                                        |
| Total Transaction Amount: \$350.00                                                   |                                                        |
| Payment Method: Check                                                                |                                                        |
| Payment Date: 08/25/2014 3:45PM                                                      |                                                        |
| Payment By: PERRY MASON & ASSOCIATES, P.C. (422729)                                  |                                                        |
| <b>Document Summary</b>                                                              |                                                        |
| Confirmation Number: JUDCT0265163                                                    |                                                        |
| Docket Number: <a href="#">FBT-CV-14-60405155</a>                                    |                                                        |
| <a href="#">To receive an email when there is activity on this case, click here.</a> |                                                        |
| Case Name: SIMPSON, HOMER v. FLINTSTONE, FRED ET AL                                  |                                                        |
| Type of Transaction: E-File New Case                                                 |                                                        |
| Court Fee: \$350.00                                                                  |                                                        |
| Date Filed: AUG-25-2014                                                              |                                                        |
| Filed By: Perry Mason & Associates, P.C. Juris# 422729                               |                                                        |
| Document Filed: SUMMONS<br>COMPLAINT<br>RETURN OF SERVICE                            |                                                        |
| Date and Time of Transaction: Monday, August 25, 2014 3:46:01 PM                     |                                                        |
| <input type="button" value="Return to Civil / Family Menu"/>                         | <input type="button" value="Return to Shopping Cart"/> |
| <input type="button" value="File Additional Documents On This Case"/>                |                                                        |

## **E-FILING A NEW CIVIL CASE (CONTINUED)**

---

**Note:** A service fee is charged on payments made by credit card. The service fee is computed on the amount of the total payment. The service fee is not broken down for each individual item paid for in a single transaction.

5. Print or save this confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Civil/Family/Housing Menu**, choosing a time frame of up to thirty days at a time, and selecting **Details** to the right of the item for which you need the confirmation page. If you select the payment number, you will see the **Payment Information** for the whole payment transaction.

**Note:** You can sign up for e-mail updates by clicking on the link on this confirmation page.

## E-FILING A NEW HOUSING CASE

Many newly-initiated housing matters 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, Norwich, and Tolland on or after October 1, 2015 are e-filable. E-filable housing case types are: 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). 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. The exceptions to mandatory e-filing can be found in the revised [Procedures and Technical Standards for E-Services](#). Review these procedures and technical standards that contain information and requirements on e-filing and E-Services.

In housing matters, it is mandatory for attorneys/firms without an exclusion from electronic services requirements and permitted for self-represented parties to e-file in e-filable cases. Self-represented Parties can enroll in E-Services and request electronic access to their housing case to file and look at documents in their housing cases.

**Note:** An e-filable case may 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, BPH CV 16 5001234 or DBD CV 15 6021015). If the number that follows the year is a 4, the case is not e-filable (for example, HFH CV 09 4000196 or MMX CV 13-4001432).

**All court fees** for filing documents electronically must be made electronically through e-filing. Attorneys/firms can pay by credit card (MasterCard, Visa, American Express or Discover) or electronic check. Self-represented parties can pay only by credit card.

### Initiate a New Housing Case

*Before you start filing electronically, prepare the Summons and Complaint or other documents that you will be serving on the defendant(s) and have the documents served on the appropriate party or parties. When the documents are returned to you by the marshal, scan and save the summons, complaint and any exhibits, and the return of service as three separate PDF documents. If you have an “Additional Parties Page,” that document must be scanned and saved as a **separate** PDF document. You can also scan the Notice to Quit as a separate PDF document and upload it separately.*

**Note:** *Sec. 52-45a of the Connecticut General Statutes provides: “Civil actions shall be commenced by legal process consisting of a writ of summons or attachment, describing the parties, the court to which it is returnable, the return day, the date and place for the filing of an appearance and information required by the Office of the Chief Court Administrator. The writ shall be accompanied by the plaintiff’s complaint. The writ may run into any judicial district and shall be signed by a commissioner of the Superior Court or a judge or clerk of the court to which it is returnable.” The provisions in these Procedures and Technical Standards do not permit the use of an electronic signature on legal process as described in this statute.*

1. In the address bar, type <http://www.jud.ct.gov> and Click on **E-Services** in the left menu

The screenshot shows the Connecticut Judicial Branch E-Services website. The top navigation bar includes links for Home, Attorney Regulation, E-File Frequently Asked Questions, Getting Started, How Do I?, Self-Represented, and Supreme/Appellate. The left sidebar menu lists various services and resources. The main content area displays a welcome message and a news announcement dated 08/08/14 regarding electronic filing requirements for appeals. Two prominent buttons are visible: 'ENROLL' for self-represented parties and attorneys, and 'LOG-IN' for self-represented parties and attorneys.

## E-FILING A NEW HOUSING CASE (CONTINUED)

2. Click **Log-in**; a **Security Alert** may appear
3. Click **OK**
4. Enter the **juris number** and **password**

**Note:** All e-filing transactions are attributed to the logged-in juris number. Generally, you will login with the firm juris number for this reason. Use the individual juris number of the attorney to sign documents. If you forget the password, click on **Forgot Password?** for help.

**New to E-Services?** or **Log in:**

In order to log in, you'll need to Enroll.

Enrollment is free.

[New User](#)

**Juris Number / User ID:**  
101751 [Forgot User ID?](#)

**Password:**  
..... [Forgot Password?](#)

[Login](#)

5. Click **Log in**; you will see the **E-Services Home Page**:
6. Choose **Civil/Family/Housing Menu** from the menu on the E-Services page

State of Connecticut Judicial Branch  
**E-Services**

Attorney/Firm: ALICE HARRINGTON MASTRONY (101751) E-Mail: ALICE.MASTRONY@JUD.CT.GOV Logout

**E-Services Menu**

- Civil / Family / Housing Menu**
- Appellate Filing
- Upload Supreme/Appellate Briefs & Appendices
- Small Claims Filing
- Designated Filers
- Account Maintenance

Welcome to E-Services. The links on the left side of this page show the electronic services available to attorneys and law firms. For case-specific electronic services, choose **Civil/Family Menu**. For other electronic services, choose one of the options listed on the menu bar on the left side of this page.

For more information on E-Services, please visit the [E-Services Welcome Page](#).

Filers should review the revised [Procedures and Technical Standards for E-Services](#), which apply to all electronic services offered by the Judicial Branch. Specific procedures that apply to E-Services, Facsimile Filing, e-filing and short calendar markings are contained in the revised Procedures and Technical Standards.

For questions, comments or suggestions [CONTACT US](#).

To change information in your attorney registration form, please select **Attorney Change of Information**.

7. Choose **E-file A New Case** from the menu on the menu page.

State of Connecticut Judicial Branch  
**Civil and Family E-Services**

Attorney/Firm: ALICE HARRINGTON MASTRONY (101751) E-Mail: ALICE.MASTRONY@JUD.CT.GOV Logout

**E-Services Home**

- Civil / Family Menu**
- E-File a New Case**
- E-File on an Existing Case
  - By Docket Number
  - By Party Name
  - List My Cases
- Court Events
  - By Date
  - By Juris Number
  - By Docket Number
- Short Calendars
  - Markings Entry
  - Markings History
  - My Short Calendars

There are 0 future Civil / Family calendar items for juris number 101751.

Civil / Family Matters that have been individually scheduled can be accessed by [Date](#), [Docket Number](#) or by [Juris Number](#).

With some exceptions, e-filing of all civil case types became mandatory as of December 5, 2009. The exceptions to mandatory civil e-filing together with specific procedures that apply to E-Services and e-filing are contained in the revised [E-Services Procedures and Technical Standards](#), which all filers are encouraged to review. E-filing for family matters of the following case types: dissolution of marriage, legal separation, annulment, and civil union - dissolution, legal separation and annulment, is mandatory for attorneys and law firms in all cases filed on and after December 15, 2014.

An e-filable case can be identified by its docket number. Each docket number begins with a three-letter location code, followed by two-letters that identify the case as civil (CV) or family (FA) and the two-number year of the case initiation. In e-filable cases, the number that follows the year of initiation is a 5 or a 6 (i.e., HHD-CV-14-5015001-S or HHD-FA-15-6032471-S).

Select **E-File a New Case** from the menu on the left side of this page to begin the case initiation process. Each method of accessing a specific existing case is listed in the menu bar on the left side of this page.

You can see a list of Civil/Family events that have been individually scheduled by scheduled by [Date](#), [Docket Number](#) or by [Juris Number](#). Events include pretrial conferences, trial management conferences and trials. Short calendar and family support magistrate calendar matters are generally not shown as individually scheduled court events. You can see information on matters appearing on short calendars and family support magistrate calendars by choosing [My Short Calendars](#).

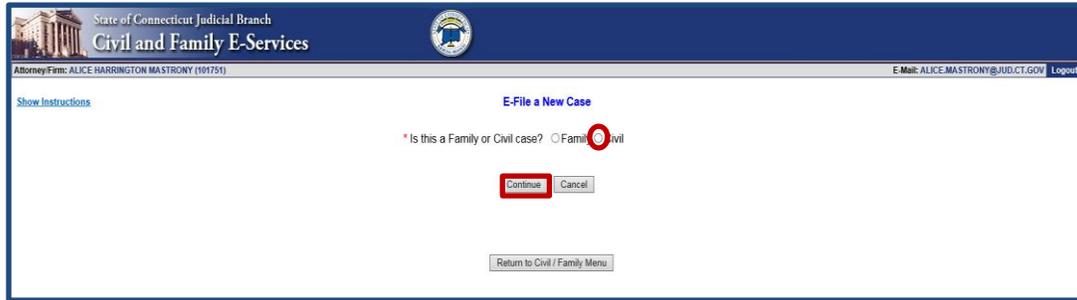
Select one of the options listed beneath E-File on an Existing Case from the menu to file pleadings in an existing case. An e-filable case can be identified by its docket number. Each docket number begins with a three-letter location code, followed by two-letters that identify the case as civil (CV) or family (FA) and the two-number year of the case. In e-filable cases, the number that follows the year of initiation is a 5 or a 6 (For example: HHD-CV-13-5300001-S or FBT-CV-14-600001-S).

Select [By Property Address](#) from the menu to find the docket number or name of a case regarding a specific property. Select [Pending Foreclosure Sales](#) from the menu to see information on pending property foreclosures.

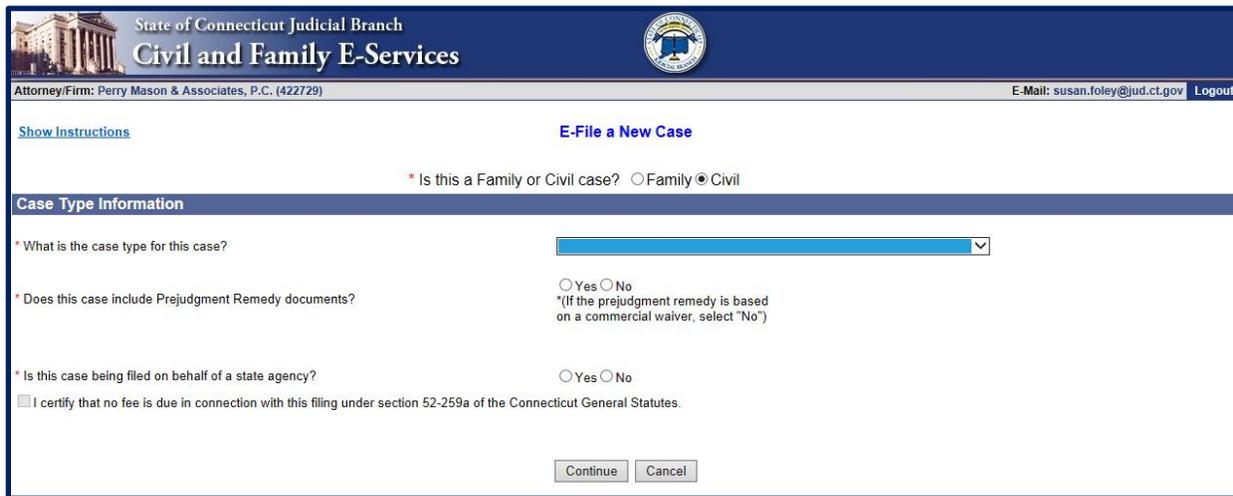
For more information about specific procedures that apply to E-Services and e-filing, read the revised [E-Services Procedures and Technical Standards](#). Mandatory civil e-filing does not include family cases.

## E-FILING A NEW HOUSING CASE (CONTINUED)

8. The following page displays:



9. Click the button to the left of **Civil**, and then choose **Continue**, and the following will appear:



10. Click the drop down arrow to select the case type you wish to file from the list

**Note:** New case types have been created for housing matters, including H00 for summary process, H10 for Housing - Return of Security Deposit; and H12 for Housing – Rent and/or Damages. If you select a housing case type that cannot be initiated electronically, you will see an error message when you try to continue, directing you to file the case on paper with the appropriate clerk’s office. Electronic filing in Housing – Housing Code Enforcement (H20); Housing – Entry and Detainer (H30); Housing – Audita Querela/Injunction (H40) is only permitted on these three housing case types *after* the case has been initiated.

11. Click “Yes” or “No” to indicate whether the case includes Prejudgment Remedy documents

**Note:** If you select “Yes,” you will be directed to file your action at the Clerks’ Office since you cannot electronically initiate cases that include prejudgment remedy documents. Documents filed in the case after this initial filing must be filed electronically. **Do not** select “yes” if the prejudgment remedy is **based upon a commercial waiver**. You can file a case with a PJR based upon a commercial waiver electronically. Include all documents with your complaint when filing a case with a PJR based upon a commercial waiver.

12. You will also be asked to indicate whether the case is being filed on behalf of a state agency. If you select “yes,” you will be asked to certify that no fee is due in connection with your filing under section 52-259a of the Connecticut General Statutes. **Do not select “Yes” unless, under the statute, no court entry fee is due in connection with your filing.**

## E-FILING A NEW HOUSING CASE (CONTINUED)

### 13. Choose **Continue**

[Show Instructions](#) E-File a New Case

\* Is this a Family or Civil case?  Family  Civil

---

**Case Type Information**

\* What is the case type for this case? H00 - Summary Process

\* Does this case include Prejudgment Remedy documents?  Yes  No  
\*(If the prejudgment remedy is based on a commercial waiver, select "No")

\* Is this case being filed on behalf of a state agency?  Yes  No

I certify that no fee is due in connection with this filing under section 52-259a of the Connecticut General Statutes.

### 14. The following screen will appear:

[Show Instructions](#) E-File a New Case

---

**Basic Summons Information**

Case Type: H00 - Summary Process

\* To which Court location is this case returnable?   
Only the locations listed are currently available for electronic filing of housing matters. Cases for other locations must be filed on paper with the appropriate Clerks Office

\* What is the Return Date for this case? (MM/DD/YYYY)

\* What is the monetary demand for this case?

\* Are you claiming other relief in addition to or in lieu of money or damages?  No  Yes

\* What is the JURIS # of the Law Firm or Attorney appearing for the Plaintiff(s)?

\* How many plaintiffs in this case?

\* How many defendants in this case?

How many garnishees in this case?

**Enter Basic Summons Information**

The information that you enter must match the information in the summons that was served on the *defendant(s)*. You cannot correct any errors in your summons as served while you are entering your information here.

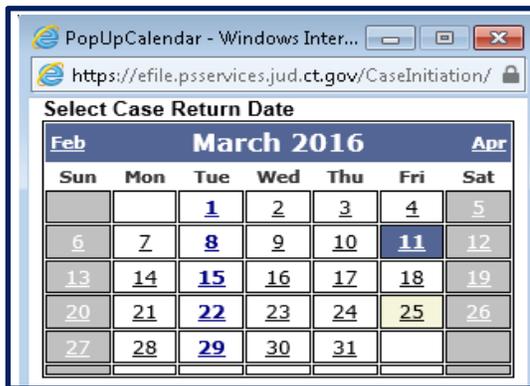
15. Under Basic Summons Information, click the drop-down arrow to select the **appropriate court location**.

**Note:** Only the Judicial Districts and Housing Sessions where you can file a housing matter will appear in the dropdown list.

16. Click on the **Calendar** icon to the right of the field to select the return date

**Note:** Click on the *month* in the upper-right or left corners of the calendar to view other months

17. Click on the **Date** that is on your summons as a return date



**Note:** If you choose any day but Tuesday, you will see a warning message telling you that the return date is not a Tuesday. This warning does not prevent you from continuing to file your case. Just choose **Continue** again. Click the drop-down arrow to select the **monetary demand**

**Note:** For summary process cases, select “No Monetary Demand.”

18. Click in the appropriate circle to respond to the query regarding other relief sought

**Note:** In a summary process action, please select “No Monetary Demand” and “yes” for other relief sought.

19. Enter the appropriate **JURIS #** in the field

**Note:** This JURIS # must be the same as the login JURIS # in order to successfully complete the filing process.

20. Click the drop-down arrow to select the **number of plaintiffs**

21. Click the drop-down arrow to select the **number of defendants**

22. Click the drop-down to select the number of garnishees, if appropriate.

23. As you scroll down, you will see the area where you will enter basic information about the first named plaintiff and first named defendant.

### Enter First Plaintiff and First Defendant

24. Click the drop-down arrow to identify the **status of the First Named Plaintiff** (i.e., Person, Person PPA, Firm/Corporation, Government Entity or Executor/Administrator). Depending upon your selection, you will be asked to provide different information. For example, the following screen shows what information is required when you select **Person**:
25. If the First Named Plaintiff is a Person, enter the **Last Name** in the Last Name field
26. Enter the **First Name** in the First Name field
27. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
28. In the area marked "Name Info Continued," you could enter any additional information.
29. If the First Named Plaintiff is a *Person, Firm/Corporation, Government Entity or Executor/Administrator*, enter the name of the **corporation, firm, or government entity** in the field provided.
30. Click the drop-down arrow to identify the **status of the First Named Defendant**
31. If the First Named Defendant is a *person*, enter the **Last Name** in the Last Name field
32. Enter the **First Name** in the First Name field
33. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
34. If the First Named Defendant is a *Corporation, Firm or Government Entity*, enter the name of the **corporation, firm, or government entity** in the field provided.

The screenshot shows a form titled "First Plaintiff". At the top, there is a dropdown menu labeled "Choose Party Type:" with "Person" selected. Below this is a section header "First Plaintiff's Name as indicated on the Summons or other documents". The form contains several input fields: "Prefix:" (empty), "\* Last Name:" (containing "Simpson"), "First Name:" (containing "Homer"), "Middle Name:" (empty), "Suffix:" (dropdown menu), "Name Info Continued:" (empty), and "Inmate Number:" (empty). Below the "Name Info Continued:" field, there is a note: "Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons".

### Attach Supporting Documents

You must attach the documents for the case that you are returning. You may have documents for the summons and for the complaint, or you may have additional documents to attach, such as a motion for use and occupancy payments or a notice to quit. All documents must be in PDF format, a file format that retains the way a document appears regardless of the software that was used to create the file.

**Note:** Sec. 52-45a of the Connecticut General Statutes requires that the writ of summons "shall be signed by a commissioner of the Superior Court or a judge or clerk of the court to which it is returnable." The provisions in these Procedures and Technical Standards do not change this requirement or permit the use of an electronic signature on any writ of summons directing a proper officer to serve papers. Service of process occurs before the case is returned electronically to the court.

The Judicial Branch provides some information on creating a PDF document: [creating a PDF document](#)

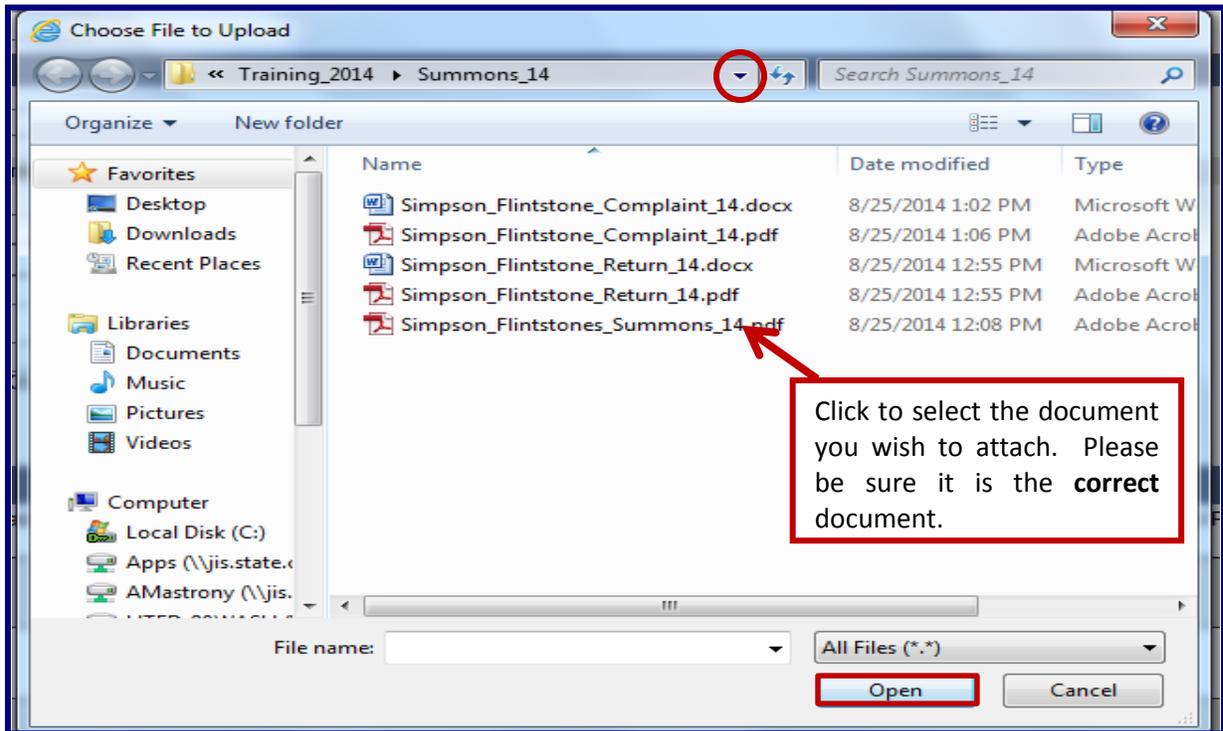
35. Click in the box next to the certification regarding the redaction of personal identifying information.
36. Click on the **Browse** button to locate the **Summons** file. If you are filing a single document (both summons and complaint), you must attach that document here.

**Note:** The Judicial Branch does not require any particular format when you name the PDF documents. However, avoid using special characters and do not include spaces in the name of your document.

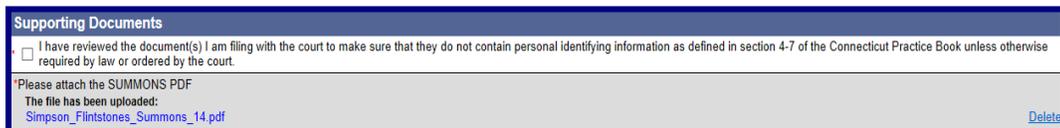
The screenshot shows a section titled "Supporting Documents". It contains a checkbox with the text: "I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court." Below this is a red-bordered box containing the text "Please attach the SUMMONS PDF" and a "Browse..." button.

## E-FILING A NEW HOUSING CASE (CONTINUED)

37. Click the down-arrow to choose the location in which the Summons file is stored.
38. You will see the following screen appear:



39. Click once to select the file and click **Open**; the file will appear in the box under Summons for this case (shown below)



40. Click **Browse** to the right of the field to locate the **Complaint** file
41. Click the down-arrow to choose the location in which the Complaint file is stored
42. Click once to select the file and click **Open**; the file will appear in the box under Complaint for this case (shown below). You can also click twice on the file name, and the document will upload.
43. Click **Browse** to the right of the field to locate the **Return of Service** file
44. Click the down-arrow to choose the location in which the Return of Service file is stored
45. Click once to select the file and click **Open**; the file will appear in the box under Return of Service for this case
46. If you have an additional parties page, a motion for use and occupancy or a notice to quit, for example, you would browse and attach those documents in the same way that you have browsed and attached the prior documents.
47. Click the **Continue** at the bottom of the page. Give the system time to upload your documents.

## E-FILING A NEW HOUSING CASE (CONTINUED)

| Supporting Documents                                                                                                                                                                                                                                                                       |        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <input checked="" type="checkbox"/> I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court. |        |
| *Please attach the HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32) PDF<br>The file has been uploaded:<br><a href="#">SP_Summons_hm032.pdf</a>                                                                                                                                                   | Delete |
| *Please attach the COMPLAINT PDF<br>The file has been uploaded:<br><a href="#">SP_Compl_NonPymt_hm008.pdf</a>                                                                                                                                                                              | Delete |
| Please attach the MOTION FOR USE AND OCCUPANCY PAYMENTS SUMMARY PROCESS PDF<br><input type="button" value="Browse..."/>                                                                                                                                                                    |        |
| Please attach the NOTICE TO QUIT POSSESSION - ORIGINAL SUMMARY PROCESS PDF<br>The file has been uploaded:<br><a href="#">SP_Not_Quit_hm007.pdf</a>                                                                                                                                         | Delete |
| Please attach the RETURN OF SERVICE PDF<br>The file has been uploaded:<br><a href="#">Generic_PDF_Document.pdf</a>                                                                                                                                                                         | Delete |
| Please attach the RETURN OF SERVICE PDF<br>The file has been uploaded:<br><a href="#">Generic_PDF_Document.pdf</a>                                                                                                                                                                         | Delete |
| Please attach the CONTINUATION OF PARTIES PDF<br><input type="button" value="Browse..."/>                                                                                                                                                                                                  |        |
| (NOTE: Maximum size for uploaded documents is 50 MB)                                                                                                                                                                                                                                       |        |

**Note:** If you realize that you have not attached the correct document, you can click **Delete** to the right of the document to remove the uploaded document. Then click **Browse** to select and upload the correct one.

48. If you listed more than one plaintiff or defendant, you will see a screen that asks you to fill in fields with additional information about these parties.

**Note:** If you are not asked to provide information on all the parties named in your summons, make sure that you entered the correct number of parties at the top of the screen.

49. Click the drop-down arrow to identify the **Status of the Additional Party** (i.e., Person, Person DBA, Corporation/Firm, Government Entity or Executor/Administrator). You will enter the information for each additional party that is requested.
50. If the party is a *person*, enter the **Last Name** in the Last Name field; enter the **First Name** in the First Name field; and enter the **Middle Initial** (if any) in the Middle Initial field (MI)
51. If the party is a *Corporation/Firm* or *Government Entity*, enter the name of the **corporation/firm** or **government entity** in the field provided for corporation or government parties
52. Click **Continue** at the bottom of the page to go to the verify data and documents page
- Note:** Remember to always use the gray buttons at the bottom of the page to navigate around the e-filing system. Do not use the **Back** button on your browser.
53. Review the summary information as well as the documents that you have attached. Be sure to review all information that you have entered regarding the case at this screen.
- Note:** Check the location to which you are returning this case on this page.

| Summary Data                        |                                     |
|-------------------------------------|-------------------------------------|
| Case Caption:                       | SIMPSON, HOMER v. FLINTSTONE, FRED  |
| Judicial District:                  | BPH - Housing Session at Bridgeport |
| Return Date:                        | APR-06-2016                         |
| Appearing Juris # & Name:           | 101751 - ALICE HARRINGTON MASTRONY  |
| Case Type:                          | H00 - Summary Process               |
| Case contains PJR Documents:        | No                                  |
| Filing on behalf of a State Agency: | No                                  |
| Monetary Demand:                    | No Monetary Demand                  |
| Claiming Other Relief:              | Yes                                 |
| # of Plaintiffs:                    | 1                                   |
| # of Defendants:                    | 1                                   |
| # of Garnishees:                    | 0                                   |

**E-FILING A NEW HOUSING CASE (CONTINUED)**

- 54. Check to be sure that you have selected the correct documents by scrolling in each window. Each document that you are filing appears in a separate window.
- 55. The documents will each display in a separate window.

**HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32)**      Zoom In    100%    Zoom Out      [View All Pages as PDF](#)

**SUMMONS SUMMARY PROCESS (Evection)**  
JD-HM-32 Rev. 2/14  
C.G.S. §17-368 P.B. Sec. § 8.1

**INSTRUCTIONS**

1. Type or printlegibly sign the summons.
2. If there is more than one defendant, make an exact copy of the summons for each additional defendant. Each copy of the summons must show who signed the original summons and when it was signed.
3. Attach the original summons to the original complaint, and attach a copy of the summons to each copy of the complaint. Also, if there are more than 2 plaintiffs or 4 defendants fill out form JD-CV-2 and attach it to the original and all copies of the complaint.
4. After service has been made by proper officer, file the original papers and the attach return with the clerk of court.

TO: Any proper officer: **By Authority of the State of Connecticut, you are hereby commanded to make due and legal service of this Summons and attached Complaint.**

Return Date: Month Day, Year (Any day but Sunday and legal holidays)

|                   |                   |                                                               |                                            |
|-------------------|-------------------|---------------------------------------------------------------|--------------------------------------------|
| Judicial District | Geographical Area | A: (Town in which will be returnable) C.G.S. §17-368, §17-369 | Case Type (Print Judicial Branch case no.) |
| Housing Session   | Area              | Major                                                         | Minor                                      |

Address of Court Clerk Where Will and Other Papers Shall Be Filed (Number, street, town and zip code): C.G.S. §17-368, §17-369 Telephone Number of Clerk

Parties: Name and Complete Address of Each Party (Number, street, town and zip code)  Form JD-CV-2 attached

First Named Plaintiff: \_\_\_\_\_

**STATE OF CONNECTICUT SUPERIOR COURT**  
[www.jud.ct.gov](http://www.jud.ct.gov)

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation to access this website, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

**NOTICE TO OCCUPANT(S) NOT NAMED ON THE SUMMONS**

If you claim to have a right to continue to occupy the premises you should complete and file with the Clerk's Office a Claim of Exemption form JD-HM-3 as soon as possible. You can get the Claim of Exemption from the Clerk at the address listed below or on-line at [www.jud.ct.gov](http://www.jud.ct.gov).

Note: Only the first page of your document is showing in the window. Choose "View All Pages as PDF" to see all the pages of the document.

**COMPLAINT**      Zoom In    100%    Zoom Out      [View All Pages as PDF](#)

**SUMMARY PROCESS (EVICTION) COMPLAINT NONPAYMENT OF RENT**  
JD-HM-7 Rev. 12/13  
C.G.S. §17-32a  
P.B. § 10.2b

**INSTRUCTIONS TO PLAINTIFF (LANDLORD)**

1. Attach this complaint to the Summons, form JD-HM-32, and follow the instructions on that form.
2. Attach the original Notice to Quit, form JD-HM-7, to this complaint.
3. If there is a written lease, do not attach a copy of the lease to this complaint. If you want to make the lease a part of your complaint, refer to the lease as an exhibit (for example "Exhibit A") and file it separately with the court no later than the return date. Serve a copy of the exhibit upon each party who appears in the matter at the first court session of the matter or no later than seven days after receipt of notice of the appearance of the party, whichever is earlier. Service must be made as provided in Sections 15-12 through 15-17 of the Practice Book.

Return Date: \_\_\_\_\_

Plaintiff(s) name(s): \_\_\_\_\_

vs.

Defendant(s) name(s): \_\_\_\_\_

**Complaint**

Address of premises, including apartment number, if any: \_\_\_\_\_

**STATE OF CONNECTICUT SUPERIOR COURT**  
[www.jud.ct.gov](http://www.jud.ct.gov)

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation to access this website, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

Return Date: \_\_\_\_\_

Judicial District of \_\_\_\_\_

Judicial District Housing Session at \_\_\_\_\_

Town/City: \_\_\_\_\_

Geographical Area Number \_\_\_\_\_

at \_\_\_\_\_

Town/City: \_\_\_\_\_

Note: Only the first page of your document is showing in the window. Choose "View All Pages as PDF" to see all the pages of the document.

**NOTICE TO QUIT POSSESSION - ORIGINAL SUMMARY PROCESS**      Zoom In    100%    Zoom Out      [View All Pages as PDF](#)

**NOTICE TO QUIT (END) POSSESSION**  
JD-HM-7 Rev. 3/12  
C.G.S. §17-32

**INSTRUCTIONS TO LANDLORD**

1. Fill out this notice and give it to a state marshal or any proper officer with enough copies for each adult occupant and tenant you want to evict.
2. After service (delivery to the tenant(s) and occupant(s)) is made, the original Notice to Quit will be returned to you. If you do not want to include your address on this form, give this information to the marshal or other proper officer on a separate sheet so that the officer can return the original notice to you promptly after making service.

To: Name(s) of renter/tenant(s) and occupant(s): \_\_\_\_\_

Address of premises, including apartment number, if any: \_\_\_\_\_

**ADA NOTICE**

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation to access this website, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

## E-FILING A NEW HOUSING CASE (CONTINUED)

**Note:** E-filing does not screen your documents, so you must check them yourself.

HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32) Zoom In 100% Zoom Out View All Pages as PDF

**SUMMONS SUMMARY PROCESS (Eviction)** STATE OF CONNECTICUT SUPERIOR COURT  
JD-HM-32, Rev. 2-14  
C.G.S. § 51-34b, P.B. Sec. § 8-1  
www.jud.ct.gov

**INSTRUCTIONS**  
1. Type or print legibly, sign the summons.  
2. If there is more than one defendant, make an exact copy of the summons for each additional defendant. Each copy of the summons must show who signed the original summons and when it was signed.  
3. Attach the original summons to the original complaint, and attach a copy of the summons to each copy of the complaint. Also, if there are more than 2 parties or 4 defendants, fill out form JD-CV-2 and attach it to the original and all copies of the complaint.  
4. After service has been made by a proper officer, file the original papers and the officer's return with the clerk of court.

**TO: Any proper officer. By Authority of the State of Connecticut, you are hereby commanded to make due and legal service of this Summons and attached Complaint.** Return Date: (Month, day, year) (Any day but Sunday and legal holidays)

Judicial District: \_\_\_\_\_ Geographical Area: \_\_\_\_\_ (See Instructions to Plaintiff & Returning) (C.G.S. § 51-34b, § 51-34b)  
Housing Session:  Area  Other Case Type: (From Judicial Branch website) Major M Minor 81  
Address of Court Clerk Where Will and Other Papers Shall Be Filed: (Number, street, town and zip code) (C.G.S. § 51-34b, § 51-35b) Telephone Number of Clerk: \_\_\_\_\_

Parties Name and Complete Address of Each Party (Number, street, town and zip code)  Form JD-CV-2 attached  
First Named Plaintiff: \_\_\_\_\_

Note: Only the first page of your document is showing in the window. Choose "View All Pages as PDF" to see all the pages of the document.

COMPLAINT Zoom In 100% Zoom Out View All Pages as PDF

**SUMMARY PROCESS (EVICTON) COMPLAINT NONPAYMENT OF RENT** STATE OF CONNECTICUT SUPERIOR COURT  
JD-HM-3, Rev. 12-13  
C.G.S. § 47a-23a  
P.B. § 10-29  
www.jud.ct.gov

**INSTRUCTIONS TO PLAINTIFF (Lessor)**  
1. Attach this complaint to the Summons, form JD-HM-32, and follow the instructions on that form.  
2. Attach the original Notice to Quit, form JD-HM-7, to this complaint.  
3. If there is a written lease, do not attach a copy of the lease to this complaint. If you want to make the lease a part of your complaint, refer to the lease as an exhibit (for example, "Exhibit A") and file it separately with the court no later than the return date. Serve a copy of the exhibit upon each party who appears in this matter at the first court session of the matter or no later than seven days after receipt of notice of the appearance of the party, whichever is earlier. Service must be made as provided in Sections 10-72 through 10-77 of the Practice Book.

Return Date: \_\_\_\_\_  
 Judicial District of \_\_\_\_\_  
 Judicial District Housing Session at \_\_\_\_\_  
Town/City: \_\_\_\_\_  
 Geographical Area Number \_\_\_\_\_  
at \_\_\_\_\_  
Town/City: \_\_\_\_\_

Complaint

Note: Only the first page of your document is showing in the window. Choose "View All Pages as PDF" to see all the pages of the document.

NOTICE TO QUIT POSSESSION - ORIGINAL SUMMARY PROCESS Zoom In 100% Zoom Out View All Pages as PDF

56. If you find any mistakes in the information you have entered or in the documents you have attached, use the gray buttons at the bottom of the screen to navigate through the e-filing system to correct the mistakes.

Continue Change Case Type Change Information Cancel

**Note:** DO NOT click the *Back* button on your browser or the *Cancel* button to return to the previous page. Clicking either button will clear the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first screen in case initiation; **Change Information** will return you to the last screen, where you entered the information from the summons and attached the documents. If you need to change the information that you entered regarding additional parties, you will have to click the **Change Information** button and then click the **Continue** button on the bottom of that page to return to the **Additional Parties** page.

## E-FILING A NEW HOUSING CASE (CONTINUED)

57. If all information is correct, click in the box under **Certification**.

| Plaintiffs    | Party # |
|---------------|---------|
| HOMER SIMPSON | P-01    |

| Defendants      | Party # |
|-----------------|---------|
| FRED FLINTSTONE | D-01    |

**Certification**

I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes.

\* My Juris # is:

Shopping Cart Note (Optional):

58. Enter the **individual** juris number in the field provided

**Note:** The juris number cannot be a firm number. It must be an **individual** juris number to comply with P.B. Sections 4-2 and 4-4 which require that a filer sign documents with an individual juris number.

59. You may also enter notes that will appear in the shopping cart and can be seen only by the logged-in juris number. For example, you could enter a client file number or indicate that this case should not be filed before a certain date.

60. Click the **Continue** button to move to the payment screen

**Process a Payment**

You can look at the documents you are filing by clicking on the links. If you find any errors, you will have to remove the item from the shopping cart and begin again. To remove the item, click on the **Remove Item from Shopping Cart** link beneath the **Payment Amount**. You will be asked to confirm that you want to delete the item and cancel the transaction.

61. Click in the box to the left of the item you are paying for:

| Select Item                         | Documents Summary                                                                                                                                                                                                                                                                                                                                                                                        | Will Remain in Shopping Cart Until | Payment Amount                                                           |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | SIMPSON, HOMER v. FLINTSTONE, FRED<br>BPH-CV16-Case # Not Yet Assigned<br>Electronic Documents:<br><a href="#">See RETURN OF SERVICE</a><br><a href="#">See RETURN OF SERVICE</a><br><a href="#">See COMPLAINT</a><br><a href="#">See HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32)</a><br><a href="#">See NOTICE TO QUIT POSSESSION- ORIGINAL SUMMARY PROCE</a><br>Attorney/Firm: Individual Jurs # 101751 | Case Type: H00<br>5/24/2016        | Filing Fee<br>\$175.00<br><a href="#">Remove Item from Shopping Cart</a> |
|                                     |                                                                                                                                                                                                                                                                                                                                                                                                          |                                    | <b>Total Amount: \$175.00</b>                                            |

Pay by Credit Card    Pay by Check    Return to Civil / Family Menu

[Refund Policy](#)

62. **Note:** If you want to process payment on several items simultaneously, you can click next to each item you want to pay for. If you want to file additional cases or documents, do not click in the box. Instead, click on **Return to Civil/Family Menu** to return to the menu and file new cases or new documents in other cases. Unpaid Items will remain in the shopping cart for 56 days. These items are not filed until the fee is paid.

63. Select either Pay by Credit Card or Pay by Check at the bottom of the screen

64. To pay by check, fill in the required fields for **Name, Routing/Transit Code, and Bank Account number**. You will enter account and routing code numbers twice.

**Note:** The Judicial Branch does not capture this information in its database. Therefore, you will have to enter this information each time you file an item that requires payment.

**Please be advised your filing is not processed until payment is made.**

Name as it appears on your check: \_\_\_\_\_

Pay To The Order Of: State of Connecticut Judicial Branch      \$ 300.00  
 ~~~ Three Hundred and No/100 ~~~      US Dollars

Routing/Transit Code: 123123123      Bank Account Number: \_\_\_\_\_

Re-type your Routing/Transit Code for verification: \_\_\_\_\_  
 Re-type your Bank Account Number for verification: \_\_\_\_\_

Total Fee Amount: \$300.00      Select the button below to submit your court filing(s) and pay by check.

   [Refund Policy](#)

## E-FILING A NEW HOUSING CASE (CONTINUED)

**Note:** If you have a debit filter on your account, which means that the account holder has told the bank that only certain people/companies are allowed to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

To pay by credit card, fill in the fields for **first name and last name, e-mail address, telephone number (optional), credit card number, and expiration date.** **Note:** The Judicial Branch accepts **Visa, American Express, MasterCard and Discover** credit cards.

**Payment Summary Information**

|                         |                 |
|-------------------------|-----------------|
| Shopping Cart Total:    | \$350.00        |
| LexisNexis Service Fee: | \$7.70          |
| <b>Total Due (USD):</b> | <b>\$357.70</b> |

**Enter Your Payment Information**

|                             |                 |
|-----------------------------|-----------------|
| Agency Amount               | \$350.00        |
| LexisNexis Service Fee      | \$7.70          |
| <b>Total Payment Amount</b> | <b>\$357.70</b> |

First Name\*  Last Name\*

Email Address\*

Phone Number

Credit Card Number\*



Card Expiration\*  
1 - January  2013

By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee

**Pay Now**

Secure payments by  LexisNexis

[Privacy](#) [Terms](#) [Contact Us](#)

65. Click **Pay Now** after filling in all required information; a confirmation screen will appear with payment information on the total payment and document summary information on each document filed.

State of Connecticut Judicial Branch  
**Civil and Family E-Services**

Attorney/Firm: ALICE HARRINGTON MASTRONY (101751) E-Mail: ALICE.MASTRONY@JUD.CT.GOV Logout

**You have successfully e-filed!**

[Print This Page](#)

**Confirmation of E-filed Transaction (print this page for your records)**  
For questions regarding this payment: [Contact Us](#)

**Payment Information**

Confirmation Number: JUDC10385702  
Total Court Fees: \$175.00  
LexisNexis Service Fee: \$0.00  
Total Transaction Amount: \$175.00  
Payment Method: Check  
Payment Date: 03/29/2016 10:55AM  
Payment By: ALICE HARRINGTON MASTRONY (101751)

**Document Summary**

Confirmation Number: JUDC10385702  
Docket Number: [BPH-CV-16-60010075](#)  
To receive an email when there is activity on this case, click here. 

Case Name: SIMPSON, HOMER v. FLINTSTONE, FRED  
Type of Transaction: E-File New Case  
Court Fee: \$175.00  
Date Filed: MAR-29-2016  
Filed By: ALICE HARRINGTON MASTRONY Juris# 101751  
Document Filed: HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32)  
COMPLAINT  
NOTICE TO QUIT POSSESSION - ORIGINAL SUMMARY PROCESS  
RETURN OF SERVICE  
RETURN OF SERVICE

Date and Time of Transaction: Tuesday, March 29, 2016 10:56:01 AM

[Return to Civil / Family Menu](#) [Return to Shopping Cart](#) [File Additional Documents On This Case](#)

## **E-FILING A NEW HOUSING CASE (CONTINUED)**

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**Note:** A service fee is charged on payments made by credit card. The service fee is computed on the amount of the total payment. The service fee is not broken down for each individual item paid for in a single transaction.

66. Print or save this confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Civil/Family/Housing Menu**, choosing a time frame of up to thirty days at a time, and selecting **Details** to the right of the item for which you need the confirmation page. If you select the payment number, you will see the **Payment Information** for the whole payment transaction.

**Note:** You can sign up for e-mail updates by clicking on the link on this confirmation page.

## E-FILING A NEW FAMILY CASE

Beginning **October 3, 2016**, e-filing in newly-initiated family matters of additional case types will be permitted by self-represented parties and mandatory for attorneys and law firms without an exclusion from electronic services requirements. Since December 15, 2014, newly-initiated Dissolution of marriage (F00); Legal Separation (F10); Annulment (F20); and Civil Union – dissolution, legal separation or annulment (F50) case types have been e-filable.

The case types that must be initiated electronically and on which subsequent documents must also be filed electronically are:

- Custody Application (F40)
- Visitation Application (F71)
- Paternity Petition (F80) (when filed by an attorney or the State)
- All other (F90)

The case types that must be initiated on paper but on which subsequent documents can be filed electronically are:

- Change of Name (F30)
- Paternity Petition (F80) (filed by self-represented parties)
- Support Petition (F85) (can be initiated electronically only by the State)
- Agreement to Support (F86) (can be initiated electronically only by the State)
- (NEW) Appeal - Uniform Interstate Family Support Act (UIFSA) (F87)
- (NEW) Challenge to Acknowledgment of Paternity (F88)
- Transfers from small claims;

### Initiate a New Family Case

*Before you begin electronic filing, prepare the Summons, Complaint, Notice of Automatic Orders or other documents that you will be serving on the defendant or defendants and have the documents served on the appropriate party or parties. When the documents are returned to you by the marshal, scan and save the Summons, Complaint, Notice of Automatic Orders, and the marshal's return as four separate PDF documents. If you have any pendente lite motions, those documents must be scanned and saved as a **separate** PDF documents, and filed after you finish initiating your new case.*

*Note: Sec. 52-45a of the Connecticut General Statutes provides: "Civil actions shall be commenced by legal process consisting of a writ of summons or attachment, describing the parties, the court to which it is returnable, the return day, the date and place for the filing of an appearance and information required by the Office of the Chief Court Administrator. The writ shall be accompanied by the plaintiff's complaint. The writ may run into any judicial district and shall be signed by a commissioner of the Superior Court or a judge or clerk of the court to which it is returnable." The provisions in these Procedures and Technical Standards do not permit the use of an electronic signature on legal process as described in this statute.*

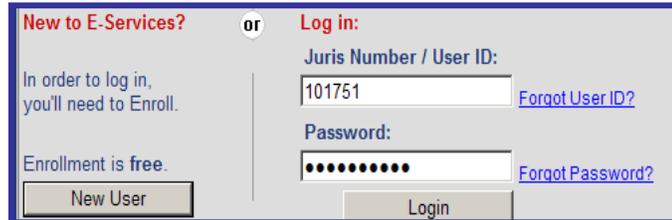
1. In the address bar, type <http://www.jud.ct.gov>
2. Click on **E-Services** in the left menu to go to the E-Services Welcome Page:

The screenshot shows the Connecticut Judicial Branch E-Services website. The navigation menu on the left includes: Attorneys, Case Look-up, Courts, Directories, Educational Resources, E-Services, Español, FAQ's, Juror Information, Online Media Resource Center, Opinions, Opportunities, Self-Help, and Home. The main content area is titled "Welcome to Connecticut Judicial Branch E-Services" and includes a description of electronic services. A "News and Announcements" section highlights a new effective date for electronic filing of briefs and appendices in appeals. On the right, there are buttons for "ENROLL" and "LOG-IN" for self-represented parties and attorneys.

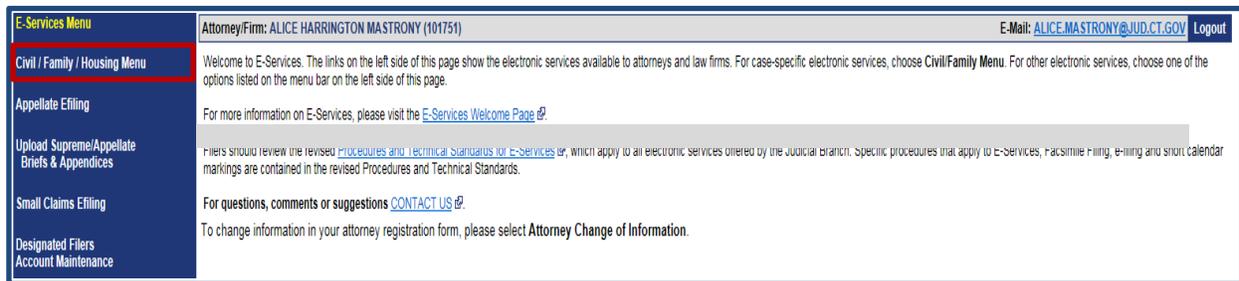
## E-FILING A NEW FAMILY CASE (CONTINUED)

3. Click **Log-in**; a **Security Alert** may appear
4. Click **OK**
5. Enter the **juris number** and **password**

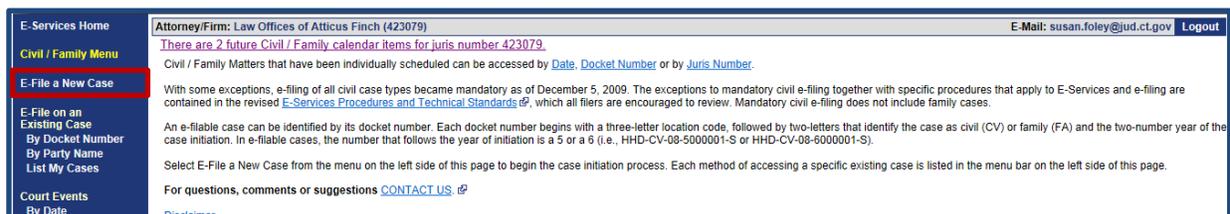
**Note:** All e-filing transactions are attributed to the logged-in juris number. Generally, you will login with the firm juris number for this reason. Use the individual juris number of the attorney to sign documents. If you forget the password, click on **Forgot Password?** for help.



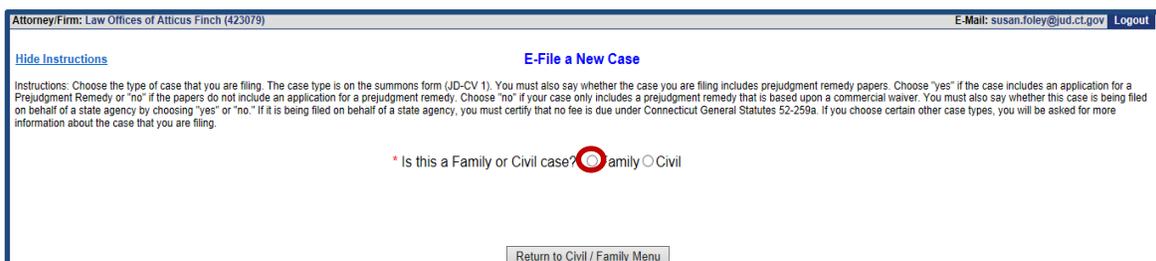
6. Click **Login**; you will see the **E-Services Home Page**:
7. Choose **Civil/Family/Housing Menu** from the menu on the E-Services page



8. Choose **E-file A New Case** from the menu page;



9. Click the button to the left of **Family** on the page that displays to go to the **E-file a New Case** page:



## E-FILING A NEW FAMILY CASE (CONTINUED)

10. Click the drop down arrow to select the case type you wish to file from the list. **Note:** Only case types listed in the drop down are currently available for electronic filing family matters. If your case type is not listed, you must file it on paper with the appropriate clerk's office.

Attorney/Firm: ALICE HARRINGTON MASTRONY (101751) E-Mail: aehdjm524@aol.com Logout

[Hide Instructions](#) **E-File a New Case**

Instructions: Click the button to choose whether you are filing a Family or a Civil case. Then select the specific case type that you are filing by clicking the down arrow and selecting one of the listed case types. This information can be found on the summons form.

If you are filing a family case, choose **No** if there is only one plaintiff or **Yes** if there is more than one plaintiff.

If you are filing a civil case, choose **Yes** if your case includes prejudgment remedy documents such as an application and order for hearing. A case with prejudgment remedy documents must be filed on paper with the clerk. Choose **Yes** if the case is being filed on behalf of a state agency, and then certify that no fee is due by clicking in the box.

Then choose **Continue**.

\* Is this a Family or Civil / Housing case?  Family  Civil / Housing

**Case Type Information**

\* What is the case type for this case?

F00 - Dissolution of Marriage - C.G.S. Chapter 815j  
F05 - Nonadversarial Dissolution of Marriage  
F10 - Legal Separation - C.G.S. Chapter 815j  
F20 - Annulment - C.G.S. Chapter 815j  
F30 - Change of Name - C.G.S. 52-11  
F40 - Custody Application - C.G.S. 46b-61  
F50 - Civil Union - Dissolution / Legal Separation / Annulment  
F71 - Visitation Petition/Application - C.G.S. 46b-59/46b-61  
F80 - Paternity Petition - C.G.S. 46b-160  
F85 - Support Petition - C.G.S. 46b-215  
F86 - Agreement to Support - C.G.S. 46b-215  
F87 - Appeal - Uniform Interstate Family Support Act (UIFSA)  
F88 - Challenge to Acknowledgment of Paternity (CGS 46b-172(a))  
F90 - Family - All other - C.G.S. 46b-1

11. Click "Yes" or "No" to indicate whether the case includes more than one plaintiff.

**Note:** This question may not appear but a different question may appear, depending upon the case type you have selected.

Attorney/Firm: Law Offices of Atticus Finch (423079) E-Mail: susan.foley@jud.ct.gov Logout

[Show Instructions](#) **E-File a New Case**

\* Is this a Family or Civil case?  Family  Civil

**Case Type Information**

What is the case type for this case?

Only case types listed above are currently available for electronic filing.  
All other case types must be filed on paper with the appropriate clerk's office.

Is there more than one plaintiff on the case?  Yes  No

12. Select **Continue**; the following screen will appear:

**Basic Summons Information**

Case Type: F00 - Dissolution of Marriage - C.G.S. Chapter 815j

\* To which Judicial District and town is this case returnable?

\* What is the Return Date for this case? (MM/DD/YYYY)

\* What is the JURIS # of the Law Firm or Attorney appearing for the Plaintiff(s)?

\* How many plaintiffs in this case?

\* How many defendants in this case?

How many garnishees in this case?

\* Are there biological and/or adopted children of this marriage/civil union under the age of 23?  Yes  No

\* Are the plaintiff, defendant or any of the child(ren) involved in this case receiving or have they received from the State of Connecticut:

Financial Support?

HUSKY Health Insurance?

If you answer "Yes" to either question, you must send a copy of the Summons, Complaint, Notice of Automatic Court Orders and any other documents filed with this Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file the Certification of Notice (JD-FM-175) with the court clerk.

As indicated on the summons, this appearance shall also be entered on behalf of the plaintiff for any matters in this case involving Title IV-D Child Support pursuant to P.B. 25a-3(g).

**Enter Basic Summons Information**

The information that you enter must match the information in the summons that was served on the *defendant*. You cannot correct any errors in your summons as served while you are entering your information here.

- Under Basic Summons Information, click the drop-down arrow to select the **Judicial District** and **Town**

**Note:** You may use the **Tab** button on your keyboard to move from one field to the next one.

- Click on the **Calendar** icon to the right of the field to select the return date

**Note:** Click on the *month* in the upper-right or left corners of the calendar to view other months

- Click on the **Date** that is on your summons as a return date
- Enter the appropriate **JURIS #** in the field

**Note:** This JURIS # must be the same as the login JURIS # in order to successfully complete the filing process.

- The **number of plaintiffs** defaults to 1 for these case types
- The **number of defendants** defaults to 1 for these case types
- The **number of garnishees** defaults to 0.



- Click “Yes” or “No” to indicate whether there are biological and/or adopted children of the marriage or civil union under the age of 23.
- Click the drop-down arrow to respond to each question regarding plaintiff, defendant or child(ren) receiving financial support or HUSKY Health Insurance from the State of Connecticut.

**Note:** If you respond “Yes” to either question, you must send a copy of the Summons, Complaint, Notice of Automatic Court Orders and any other documents filed with the Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file the Certification of Notice (JD-FM-175) with the court clerk.

Are there biological and/or adopted children of this marriage/civil union under the age of 23?  Yes  No

Are the plaintiff, defendant or any of the child(ren) involved in this case receiving or have they received from the State of Connecticut:

Financial Support?

HUSKY Health Insurance?

If you answer "Yes" to either question, you must send a copy of the Summons, Complaint, Notice of Automatic Court Orders and any other documents filed with this Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file the Certification of Notice (JD-FM-175) with the court clerk.

As indicated on the summons, this appearance shall also be entered on behalf of the plaintiff for any matters in this case involving Title IV-D Child Support pursuant to P.B. 25a-3(g).

- Check the box to indicate that, as indicated on the summons, the appearance shall also be entered on behalf of the plaintiff for any matters in this case involving Title IV-D Child Support pursuant to P.B. 25a-3(g).
- As you scroll down, you will see the area where you will enter basic information about the parties.

## E-FILING A NEW FAMILY CASE (CONTINUED)

### Enter First Plaintiff and Defendant

1. Click the drop-down arrow to identify the **status of the First Named Plaintiff** (i.e., Person or Person PPA). Depending upon your selection, you will be asked to provide different information. For example, the following screen shows what information is required when you select **Person**:
2. Enter a **Prefix**, if applicable
3. If the First Named Plaintiff is a Person, enter the **Last Name** in the Last Name field
4. Enter the **First Name** in the First Name field
5. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
6. Enter a **Suffix** by clicking the drop-down arrow.
7. Enter an **Inmate Number**, if applicable.
8. Enter a **Prefix**, if applicable
9. The **status of the First Named Defendant** defaults to **Person**.
10. Enter the **Last Name** in the Last Name field
11. Enter the **First Name** in the First Name field
12. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
13. Enter a **Suffix**, if applicable, by clicking the drop-down arrow.
14. Enter an **Inmate Number**, if applicable.

The screenshot shows a form titled "First Plaintiff". At the top, there is a dropdown menu labeled "Choose Party Type:" with "Person" selected. Below this, a header reads "First Plaintiff's Name as indicated on the Summons or other documents". The form contains the following fields: "Prefix:" (text input), "\* Last Name:" (text input with "Addams" entered), "First Name:" (text input with "Gomez" entered), "Middle Name:" (text input), "Suffix:" (dropdown menu), and "Inmate Number:" (text input).

### Attach Supporting Documents

You must attach the documents for the case that you are returning. You could have five separate documents: the summons, the complaint, the notice of automatic court orders, the return of service and the certification of notice. All documents must be in PDF format, a file format that retains the way a document appears regardless of the software that was used to create the file. **Note:** In certain family case types, you will be able to separately upload a motion, such as a motion for genetic testing, as part of the case initiation process. If the option to upload a specific motion is **not** provided as part of the case initiation process, then you must complete the case initiation before returning to the case detail page to upload the motion.

The Judicial Branch provides some information on creating a PDF document. Please click [creating a PDF document](#) for more information.

15. Click in the box next to the certification regarding the redaction of personal identifying information.
16. Click on the **Browse** button to locate the **Summons** file.

**Note:** The Judicial Branch does not require any particular format when you name the PDF documents. However, avoid using special characters and do not include spaces in the name of your document.

#### Supporting Documents

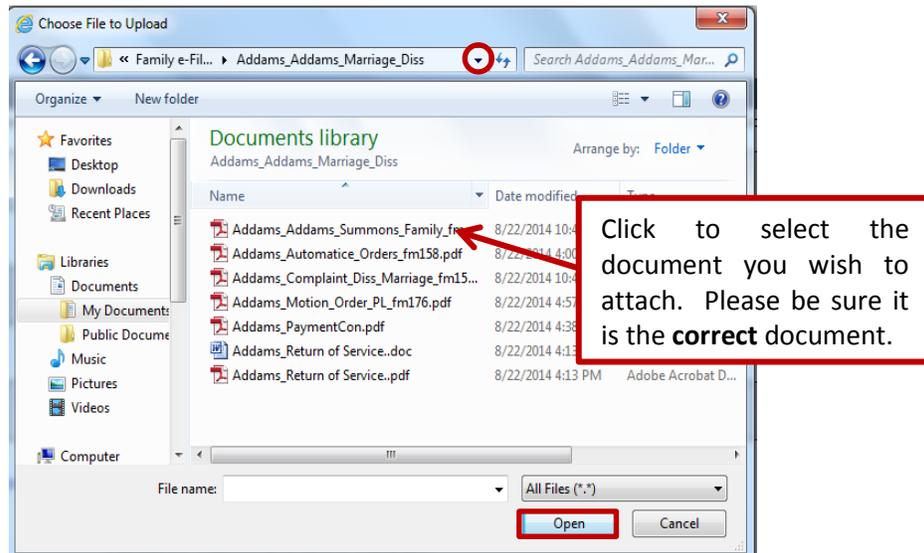
I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

Please attach the SUMMONS PDF

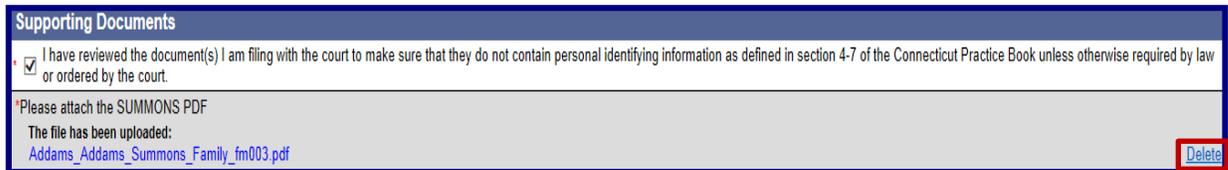
**Browse...**

## E-FILING A NEW FAMILY CASE (CONTINUED)

17. Click the down-arrow to choose the location in which the Summons file is stored.
18. You will see the following screen appear:



19. Click once to select the file and click **Open**; the file will appear in the box under Summons for this case



20. Click **Browse** to the right of the field to locate the **Complaint** file
21. Click the down-arrow to choose the location in which the Complaint file is stored
22. Click once to select the file and click **Open**; the file will appear in the box under Complaint for this case. You can also click twice on the file name, and the document will upload.
23. Click **Browse** to the right of the field to locate the **Notice of Automatic Court Orders** file
24. Click the down-arrow to choose the location in which the Notice of Automatic Court Orders file is stored
25. Click once to select the file and click **Open**; the file will appear in the box under Notice of Automatic Court Orders
26. Click **Browse** to the right of the field to locate the **Return of Service** file
27. Click the down-arrow to choose the location in which the Return of Service file is stored
28. Click once to select the file and click **Open**; the file will appear in the box under Return
29. If you have a **Certification – Public Assistance**, you would browse and attach that document in the same way that you have browsed and attached the prior three documents.  
**Note:** If you have selected the incorrect file, you can delete the file you have attached by clicking **Delete** which is found all the way to the right
30. Click **Continue** at the bottom of the page; allow the system time to upload your documents.

## E-FILE A NEW FAMILY CASE (CONTINUED)

31. Review the summary information and the documents that you have attached. Be sure to review all the information that you have entered regarding this case.

| Show Instructions         |   | Review Data and Documents |  |
|---------------------------|---|---------------------------|--|
| <b>Summary Data</b>       |   |                           |  |
| Case Caption:             | ADDAMS, GOMEZ v. GOMEZ, MORTICIA FRUMP              |                           |  |
| Judicial District:        | AAN - Ansonia-Milford at Milford                    |                           |  |
| Return Date:              | SEP-30-2014   |                           |  |
| Appearing Juris # & Name: | 423079 - Law Offices of Atticus Finch               |                           |  |
| Case Type:                | F00 - Dissolution of Marriage - C.G.S. Chapter 815j |                           |  |

32. The documents will display separately in the windows.

**SUMMONS**      Zoom In    100%    Zoom Out      View All Pages as PDF

**SUMMONS FAMILY ACTIONS**  
JD-FM-3 Rev. 9-12  
C.G.S. § 52-45a, Pr. Bk. § 8-1

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov

Case Type Minor Codes  
00 Dissolution of Marriage  
10 Legal Separation  
20 Annulment  
50 Civil Union - Dissolution, Legal Separation, Annulment  
90 All Other

**Instructions**  
1. Type or print legibly; sign summons.  
2. Attach the original summons to the original complaint, and Notice of Automatic Court Orders (JD-FM-138) and attach a copy of the summons and a copy of the Notice of Automatic Court Orders to each copy of the complaint.  
3. After service has been made by proper officer, file original papers and officer's return with the clerk of the court at least six days before the return date.  
4. Do not use this form for actions in which an attachment or garnishment is being sought or for petitions for paternity or for support orders, or for actions in which an application for relief from abuse is being sought.

To: Any proper officer  
By Authority of the State of Connecticut, you are hereby commanded to make due and legal service of this Summons and attached Complaint and Notice of Automatic Orders.

|   |   |         |                                  |                   |
|---|---|---------|----------------------------------|-------------------|
| Judicial district of                    | Ansonia/Milford                         | Milford | Return date (Month, day, year)   | 09/30/2014        |
| Address of Court (Number, street, city) | 14 West River Street, Milford, CT 06460 |         | Case management date*            | 01/07/2015        |
|   |   |         | Case type (From code list above) | Major F, Minor 00 |
|   |   |         | PTY No.                          |                   |

To scroll through a single-page document, click on the bar on the right of the window.

**SUMMONS**      Zoom In    100%    Zoom Out      View All Pages as PDF

**SUMMONS FAMILY ACTIONS**  
JD-FM-3 Rev. 9-12  
C.G.S. § 52-45a, Pr. Bk. § 8-1

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
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Case Type Minor Codes  
00 Dissolution of Marriage  
10 Legal Separation  
20 Annulment  
50 Civil Union - Dissolution, Legal Separation, Annulment  
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**Instructions**  
1. Type or print legibly; sign summons.  
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3. After service has been made by proper officer, file original papers and officer's return with the clerk of the court at least six days before the return date.  
4. Do not use this form for actions in which an attachment or garnishment is being sought or for petitions for paternity or for support orders, or for actions in which an application for relief from abuse is being sought.

To: Any proper officer  
By Authority of the State of Connecticut, you are hereby commanded to make due and legal service of this Summons and attached Complaint and Notice of Automatic Orders.

|   |   |         |                                  |                   |
|---|---|---------|----------------------------------|-------------------|
| Judicial district of                    | Ansonia/Milford                         | Milford | Return date (Month, day, year)   | 09/30/2014        |
| Address of Court (Number, street, city) | 14 West River Street, Milford, CT 06460 |         | Case management date*            | 01/07/2015        |
|   |   |         | Case type (From code list above) | Major F, Minor 00 |
|   |   |         | PTY No.                          |                   |

To view a multi-page document, click on **View All Pages as PDF** at the top of each window.

33. If you find any mistakes in the information that you have entered or in the documents you have attached, use the gray buttons at the bottom of the screen to navigate through the e-filing system to return to the screen where you can correct the mistakes.

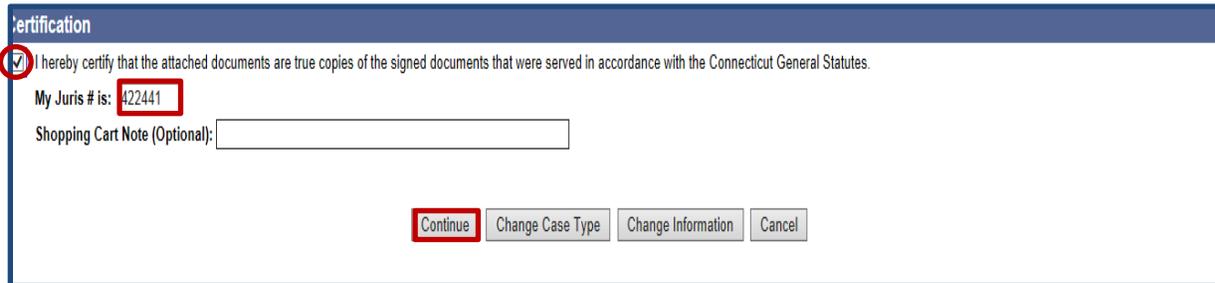
|          |                  |                    |        |
|----------|------------------|--------------------|--------|
| Continue | Change Case Type | Change Information | Cancel |
|----------|------------------|--------------------|--------|

**Note:** DO NOT click the *Back* button on your browser or the *Cancel* button to return to the previous page. Clicking either button will clear the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing. **Change Case Type** will return you to the first screen in case initiation. **Change Information** will return you to the last screen, where you entered the information from the summons and attached the documents.

## E-FILING A NEW FAMILY CASE (CONTINUED)

34. If the information that you have entered and the documents that you have attached are correct, click in the box to certify that the documents attached are true copies of what was served on the defendant.
35. Enter the **individual** juris number in the field provided.

**Note:** The juris number cannot be a firm juris number. It must be an **individual** juris number to comply with the Practice Book sections 4-2 and 4-4 which require that a filer sign documents in e-filing with an individual juris number.



The screenshot shows a certification window with a blue header and a white body. The header contains the word "certification" in white text. The body contains a checked checkbox followed by the text "I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes." Below this, there is a label "My Juris # is:" followed by a text input field containing the number "422441". Underneath is a label "Shopping Cart Note (Optional):" followed by an empty text input field. At the bottom of the window, there are four buttons: "Continue", "Change Case Type", "Change Information", and "Cancel". The "Continue" button is highlighted with a red border.

36. You may also enter notes that will appear in the shopping cart and can be seen only by the logged-in juris number. For example, you could enter a client file number or indicate that this case should not be filed before a certain date.
37. Click **Continue** to move to the payment screen.

**Process a Payment**

You can look at the documents you are filing by clicking on the links. If you find any errors, you will have to remove the item from the shopping cart and begin again. To remove the item, click on the **Remove Item from Shopping Cart** link beneath **Payment Amount**. You will be asked to confirm that you want to delete the item and cancel the transaction.

38. Click in the box to the left of the item you are paying for.

| Select Item                         | Documents Summary   | Will Remain in Shopping Cart Until | Payment Amount   |
|-------------------------------------|---|------------------------------------|--|
| <input checked="" type="checkbox"/> | ADDAMS, GOMEZ v. GOMEZ, MORTICIA FRUMP<br>AAN-FA14-Case # Not Yet Assigned<br>Electronic Documents:<br><a href="#">See SUMMONS</a><br><a href="#">See COMPLAINT</a><br><a href="#">See NOTICE OF AUTOMATIC COURT ORDERS</a><br><a href="#">See RETURN</a><br>Attorney/Firm: Individual Juris # 422441 | Case Type: F00<br>10/24/2014       | Filing Fee<br>\$350.00<br><a href="#">Remove Item from Shopping Cart</a> |
| <input type="checkbox"/>            | MAYBERRY SAVINGS BANK v. TAYLOR, ANDY<br>FBT-CV14-Case # Not Yet Assigned<br>Electronic Documents:<br><a href="#">See SUMMONS</a><br><a href="#">See COMPLAINT</a><br>Attorney/Firm: Individual Juris # 101751<br>Shopping Cart Notes: Client #145672   | Case Type: C40<br>10/22/2014       | Filing Fee<br>\$350.00<br><a href="#">Remove Item from Shopping Cart</a> |

Total Amount: \$0.00

Pay by Credit Card    Pay by Check    Return to Civil / Family Menu

[Refund Policy](#)

**Note:** If you want to process payment on several items at the same time, you can click next to each item you want to pay for. If you are paying by credit card, the service fee will not be shown for each individual item in a multi-item payment transaction. You will only see the total service fee for the transaction. If you need to have the service fee for each item you are filing, then file each item separately.

If you want to file additional cases or documents, do not click in the box. Instead, click on **Return to Civil/Family Menu** to return to the menu and file new cases or documents in other cases. Unpaid items will remain in the shopping cart for 56 days. These items in the shopping cart are *not* filed until the filing fee is paid.

39. Select **Pay by Credit Card** or **Pay by Check** at the bottom of the shopping cart.

40. To pay by check, fill in the required fields for **Name, Routing/Transit Code, and Bank Account Number**. You will be asked to enter the routing code and account number twice for verification purposes.

**Note:** The Judicial Branch does not capture any payment information in its database. Therefore, you will have to enter this information each time you file an item that requires payment.

[Show Instructions](#)    **Payment by Check**

Warning: If you have a debit filter on your account which means that you (the account holder) have told the bank that only certain people/companies are allowed to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

\*Name as it appears on your check: \_\_\_\_\_

Pay To The Order Of: State of Connecticut Judicial Branch    \$ 350.00  
 US Dollars

~~~~ Three Hundred Fifty and No/100 ~~~~

\*Routing/Transit Code: 123123123    \*Bank Account Number: \_\_\_\_\_

Re-type your Routing/Transit Code for verification: \_\_\_\_\_  
 Re-type your Bank Account Number for verification: \_\_\_\_\_

Total Fee Amount: \$350.00    Select the button below to submit your court filing(s) and pay by check. By providing this account number and routing number and submitting this payment, I am certifying that I am authorized to permit the Connecticut Judicial Branch to debit this account in the amount indicated and I am authorizing it to do so.

## E-FILING A NEW FAMILY CASE (CONTINUED)

**Note:** If you have a debit filter on your account, which means that the account holder has told the bank that only certain people/companies are allowed to debit the account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

41. To pay by credit card, fill in the fields for **First and Last Name, Email Address, Phone Number (optional), Credit Card Number, and Expiration Date.**

**Note:** The Judicial Branch accepts **Visa, American Express, MasterCard and Discover** credit cards.

**Payment by Credit Card**

**Payment Summary Information**

|                         |          |
|-------------------------|----------|
| Shopping Cart Total:    | \$350.00 |
| LexisNexis Service Fee: | \$7.70   |
| Total Due (USD):        | \$357.70 |

**Enter Your Payment Information**

|                             |                 |
|-----------------------------|-----------------|
| Agency Amount               | \$350.00        |
| LexisNexis Service Fee      | \$7.70          |
| <b>Total Payment Amount</b> | <b>\$357.70</b> |

First Name\*  Last Name\*

Email Address\*

Phone Number

Credit Card Number\*

Card Expiration\*  
1 - January ▼ 2014 ▼

*By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee*

**Pay Now**

Secure payments by LexisNexis  
[Privacy](#) [Terms](#) [Contact Us](#)

42. Click **Pay Now** after filling in all the required information; a confirmation screen will appear with payment information on the total payment and document summary information on each document filed.

**You have successfully e-filed!**

[Print This Page](#)

**Confirmation of E-filed Transaction (print this page for your records)**

For questions regarding this payment: [Contact Us](#) ☎

**Payment Information**

|                                                   |
|---------------------------------------------------|
| Confirmation Number: JUDCT0265169                 |
| Total Court Fees: \$350.00                        |
| LexisNexis Service Fee: \$0.00                    |
| Total Transaction Amount: \$350.00                |
| Payment Method: Check                             |
| Payment Date: 08/29/2014 4:08PM                   |
| Payment By: LAW OFFICES OF ATTICUS FINCH (423079) |

**Document Summary**

|                                                                                        |
|----------------------------------------------------------------------------------------|
| Confirmation Number: JUDCT0265169                                                      |
| Docket Number: <a href="#">AAN-FA-14-6015221S</a>                                      |
| <a href="#">To receive an email when there is activity on this case, click here.</a> ☎ |
| Case Name: ADDAMS, GOMEZ v. GOMEZ, MORTICIA FRUMP                                      |
| Type of Transaction: E-File New Case                                                   |
| Court Fee: \$350.00                                                                    |
| Date Filed: AUG-29-2014                                                                |
| Filed By: Law Offices of Atticus Finch Juris# 423079                                   |
| Document Filed: SUMMONS<br>COMPLAINT<br>NOTICE OF AUTOMATIC COURT ORDERS<br>RETURN     |
| Date and Time of Transaction: Friday, August 29, 2014 4:08:48 PM                       |

[Return to Civil / Family Menu](#)[Return to Shopping Cart](#)[File Additional Documents On This Case](#)

Judicial Branch, State of Connecticut

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## **E-FILING A NEW FAMILY CASE (CONTINUED)**

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**Note:** A service fee is charged on payments made by credit card. The service fee is computed on the amount of the total payment. The service fee is not broken down individually for each item paid for in a single transaction.

43. Print or save the confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Civil/Family/Housing Menu**, choosing a time frame between one and thirty days, and searching for items filed during that time by the logged-in juris number. When you locate the item for which you need the confirmation page, select **Details** to the right of the item. If you select the payment confirmation number, you will see the **Payment Information** for the whole payment transaction.
44. If you have a pendente lite motion that was served together with your complaint, you should select **File Additional Document On This Case** to return to the case and file your motion.

## E-FILING AN APPEARANCE IN AN EXISTING CASE

Whether you are filing an appearance in a civil, family or housing case, the process is basically the same. An appearance is a system-populated form. A system-populated form is a form that the e-filing system will fill in based upon the information already in the system and a small amount of information that you will be asked to provide. The other system populated forms are: motions for continuance, reclaims, withdrawals of all kinds except withdrawals of appearance, certificates of closed pleadings, and jury claims.

**Note:** At this time, a limited appearance cannot be filed electronically. The limited appearance ([JD CL 121](#)) and the Certificate of Completion of Limited Appearance ([JD CL 122](#)) must be filed on paper with the clerk of the appropriate court.

1. In the address bar, type <http://www.jud.ct.gov>
2. Click on **E-Services** in the left menu to go to the E-Services Welcome Page:



3. Click **Log-in** at the bottom of the page; a **Security Alert** may appear;
4. click **OK**
5. Enter the **juris number** and **password**

**Note:** All e-filing transactions will be attributed to the logged-in juris number. Generally, the log-in juris number is the firm juris number for this reason. The individual juris number of the attorney is used to sign documents. If you forget the password, click on **Forgot Password?** for help.

6. Click **Login**
7. Click **Civil/Family/Housing Menu** in the menu bar on the left of the screen
8. Under **E-File on an Existing Case** on the e-filing menu, click **By Party Name**

**Note:** If you know the docket number of your case including the location code, you may use the **By Docket Number** option.

## E-FILING AN APPEARANCE (CONTINUED)

9. Type the **Party Name** in the Party Name box

**Note:** The name of either the Plaintiff or the Defendant or the first three letters of either name will be enough to generate an alphabetical list of cases. You may also filter and sort the cases by choosing a location, a case category, or an order for the display of the cases.

10. Click on the **Docket Number** of the case that you wish to select

The screenshot shows the 'Civil E-Filing' interface with a search form titled 'PARTY NAME SEARCH FOR CIVIL & FAMILY CASES'. The form includes fields for 'Party Name (Last, First)', 'Location' (set to 'All'), 'Case Category' (set to 'All'), 'Sort Order' (set to 'Name'), and 'Max. Records' (set to '250'). There are 'Search' and 'Clear' buttons at the bottom. A 'Disclaimer' link is in the top right corner, and an 'Attorney Help Manual' link is next to the Party Name field.

The screenshot shows the 'Party Name Search Results' table as of 8/25/2014, with 1-64 of 64 records. The table has columns for Party Name, Case Name, Docket No., Court Location, Pty No., and SRP. The docket number 'FBT-FA-14-6040506-S' is highlighted with a red box.

| Party Name                         | Case Name                      | Docket No.                          | Court Location | Pty No. | SRP |
|------------------------------------|--------------------------------|-------------------------------------|----------------|---------|-----|
| NELSON WILLIE                      | NELSON, WILLIE v. MARS, BRUNO  | <a href="#">FBT-FA-14-6040508-S</a> | Bridgeport     | P-01    |     |
| NELSON WILLIE                      | NELSON, WILLIE v. WAYNE, JOHN  | <a href="#">FBT-FA-14-6040509-S</a> | Bridgeport     | P-01    |     |
| NELSON WILLIE                      | NELSON, WILLIE v. CYRUS, MILEY | <a href="#">FBT-FA-14-6040506-S</a> | Bridgeport     | P-01    |     |
| NELSON PPA WILLIE NELSON JR WILLIE | NELSON, WILLIE v. GAGA, LADY   | <a href="#">FBT-FA-14-6040507-S</a> | Bridgeport     | P-01    |     |
| NELSON WILLIE                      | NELSON, WILLIE v. GAGA, LADY   | <a href="#">DBD-FA-14-6014481-S</a> | Danbury        | P-01    |     |

11. Choose **E-File an Appearance** from the drop-down arrow and click **Go** to get to the appearance screen

The screenshot shows the case detail page for 'NELSON, WILLIE v. CYRUS, MILEY'. The page includes a navigation menu with 'Case Detail', 'Notices', 'History', 'Processing', 'Scheduled Court Dates', and 'Help Manual'. A red box highlights a message: 'The logged in Juris Number is not appearing on this case. Select "Go" to e-file an appearance.' Below this message, the 'Select Case Activity' dropdown is set to 'E-File an Appearance', and the 'Go' button is circled in red. The page also displays case information such as Case Type (F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815j), Court Location (BRIDGEPORT), and Last Action Date (08/20/2014).

**Note:** Until you have filed an appearance, **E-file an Appearance** will be the only option that is available to you in this drop-down box. A message will appear on the screen stating that the logged in juris number has not filed an appearance in the file.

12. Click in the box next to the name of the specific party for whom you are appearing or select **All Plaintiffs** or **Defendants**

**Note:** If you are filing an appearance on behalf of a guardian ad litem (GAL) or an attorney for the minor child (AMC) in a family matter, or on behalf of a committee in a foreclosure action, the Clerk must enter “GAL”, “AMC”, or “Committee” as a party before you will be able to file your appearance. If you do not see the option to click next to those options, please call the court where the action is pending and ask that the appropriate entity be added as a party.

13. If you are attempting to file a limited appearance under P.B. section 3-3 (b) or 3-8 (b), you must file the limited appearance on paper with the appropriate clerk’s office.
14. If you are filing an appearance in a family case, you must select whether the appearance is for matters in the Family Division Superior Court only, in the Title IV-D Child Support Matters, or in Family Division Superior Court and Title IV-D Child Support Matters.

**Note:** These questions will not appear if you are filing your appearance in a civil matter.

15. If you are filing an appearance **in place of an appearance** that is already on file or if you are filing an appearance **in addition to an existing appearance**, click in the appropriate boxes.

**Note:** If you want to fill in the area next to **Other**, you *must first select a party* for whom you are filing an appearance.

## E-FILING AN APPEARANCE (CONTINUED)

16. Click **Yes** or **No** to indicate whether you agree to accept certification by email for documents filed by other parties in the case under Practice Book Section 10-13. If you agree to accept service electronically, other parties are *required* by Section 10-13 to send copies of what they file to you by e-mail. *The Court does not send notice by email.*
17. Click in the **Telephone Number** field and in the **E-Mail Address** field and enter the information  
**Note:** If you agree to accept certification by email, be sure to fill in your email address.
18. Confirm your **individual JURIS #** which is your electronic signature on this appearance.
19. Click **Continue** to go to the certification of service page  
**Note:** The information that you enter on this page will be printed on the form that the system creates for you to file. Practice Book Section 3-4 requires that whenever an appearance is filed in any civil or family action, a copy of that appearance must be mailed or delivered to all counsel and self-represented parties of record.
20. Review and provide the appropriate information about addresses of service;

[Show Instructions](#) Certification of Service

You are entering the appearance of:

Perry Mason & Associates, P.C. Juris # 422729  
25 Spring Street  
Wethersfield, CT 06109

**VINCENT TURLEY** JURIS # 306178  
Party # P-01 WILLIE NELSON

Address of Attorney:  
100 BABCOCK STREET  
HARTFORD, CT 06106

Address of Service (if different from attorney address above):

Parties With No Appearance

Party # D-01 MILEY CYRUS  
Address of Service:

Other Service Information

If you have served anyone else, provide the name and address for each person in the box below.

21. Sign your appearance by entering your individual juris number:
22. Enter the telephone number and the date of mailing or delivery

**Certification of Service**

I certify that a copy of the above was mailed or electronically delivered on the date entered below to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were electronically served.

\* Electronic Signature - Enter your individual juris number:

\* Telephone: (xxx-xxx-xxxx)

\* Enter Date Mailed/Delivered: (mm/dd/yyyy)

23. Click **Continue**

**Note:** DO NOT click the *Back* button on your browser or the *Cancel* button to return to the previous page. Clicking either button will clear the information that you have entered. Use **ONLY** the **gray buttons** provided at the bottom of the screen to move back and forth in e-filing.

## E-FILING AN APPEARANCE (CONTINUED)

### 24. Review your appearance when the form appears

[Show Instructions](#) **Display of Appearance Form**

**Warning:** Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing.

**Check the information in the Appearance form shown in the window below before you file it:**

Review Document Zoom In 100% Zoom Out View All Pages as PDF

**APPEARANCE** STATE OF CONNECTICUT SUPERIOR COURT Instructions — See Back/Page 2  
JD-CL-12 Rev. 1-12 P.B. §§ 3-11 and 3-6, 3-8, 10-13, 25A-2 www.jud.ct.gov

**Notice To Self-Represented Parties**  
A self-represented party is a person who represents himself or herself. If you are a self-represented party and you filed an appearance before and you have since changed your address, you must let the court and all attorneys and self-represented parties of record know that you have changed your address by checking the box below:  
 I am filing this appearance to let the court and all attorneys and self-represented parties of record know that I have changed my address. My new address is below.

**Name of case** (Full name of Plaintiff vs. Full name of Defendant)  
NELSON, WILLIE v. CYRUS, MILEY

Address of Court (Number, street, town and zip code)  
1061 MAIN STREET BRIDGEPORT, CT 06604

Judicial District Session Court Scheduled Court date (Criminal/Motor Vehicle Matters)

**Please Enter the Appearance of**  
Name of self-represented party (See "Notice to Self-Represented Parties" at top), or name of official, firm, professional corporation, or individual  
422729

### 25. Click **E-File this Appearance** after you have reviewed the appearance

E-File this Appearance Change this Appearance Information Cancel

### 26. The confirmation page will display

© FBT-FA14-6040506-S NELSON, WILLIE v. CYRUS, MILEY File Date: 07/07/2014 Return Date: 08/26/2014  
Prefix/Suffix: [none] Case Type: F00

[Hide Instructions](#) **You have successfully e-filed!**

Additional information about this transaction is provided below. Please select the "Print" button to print a copy of this Confirmation. Then, select the "Back to E-Filing Menu" button if you wish to do additional e-filing or "Logout" if you are done e-filing.

**Print**

**Confirmation of E-filed Transaction (print this page for your records)**  
Docket Number: FBT-FA-14-6040506-S  
Case Name: NELSON, WILLIE v. CYRUS, MILEY  
Type of Transaction: Appearance  
Date Filed: Aug 26 2014  
Appearance by: 422729 Perry Mason & Associates, P.C.

| Party # | Party Name  |
|---------|-------------|
| D-01    | MILEY CYRUS |

Document Filed: JD-CL-12 Appearance  
Date and Time of Transaction: Aug 26 2014 1:40:50 PM

[Return to Civil / Family Menu](#)

**Note:** You are required to print this screen or save it electronically for your file. If you do not print or save a copy of this screen, you can select **My E-Filed Items** from the **Civil/Family/Housing Menu** and view a list of your e-filings for a particular date or a particular period of time, up to thirty days. Click on **Details** next to the filing in the list that is displayed to obtain the confirmation page for the item.

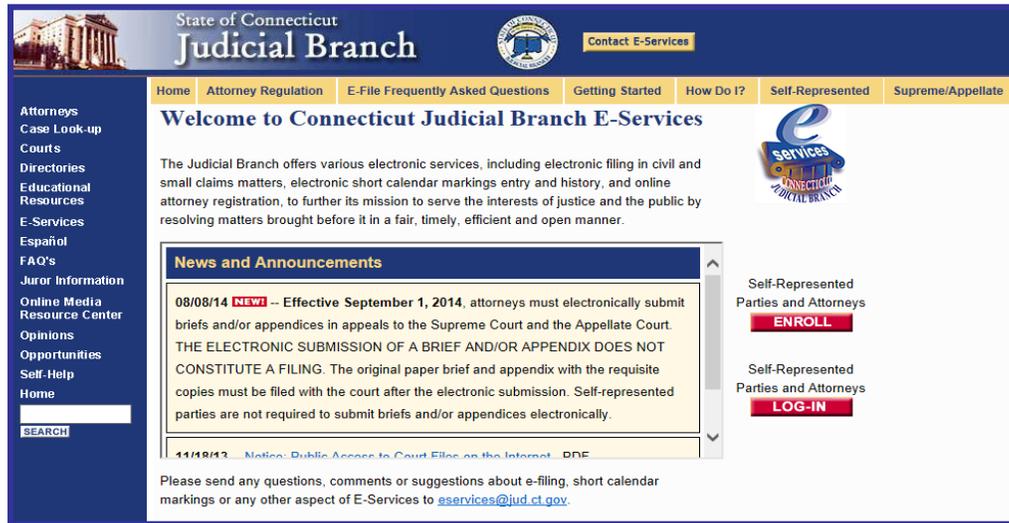
### 27. Click on the Docket Number in order to return to the case detail page. You can now view all electronically viewable documents and file documents electronically in this matter. To return to the **Civil/Family/Housing Menu**, click **Return to Civil/Family Menu**.

## E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT

Certain documents cannot be filed electronically, including a pre-service application for order of notice, a motion to quash or for protective order filed on behalf of non-parties, a motion to be made a party or to intervene, applications for ex parte orders in family matters, and sealed or lodged documents. For a complete listing, please look at the revised [Procedures and Technical Standards of E-Services](#).

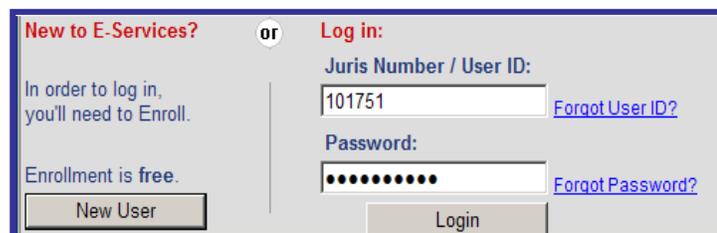
In the address bar, type <http://www.jud.ct.gov>

1. Click on **E-Services** in the left menu to go to the E-Services Welcome Page:



2. Click **Log-in** at the bottom of the page; a **Security Alert** may appear
3. Click **OK**
4. Enter the **juris number** and **password**

**Note:** All e-filing transactions will be attributed to the logged-in juris number. Generally, the log-in juris number is the firm juris number for this reason. The individual juris number of the attorney is used to sign documents. If you forget the password, click on **Forgot Password?** for help.



5. Click **Login**
6. Click **Civil/Family/Housing Menu** in the menu bar on the left of the screen

**Note:** On this page, you will see a list of your cases in which recent activity has occurred. The red **!New** icon means activity has taken place in the last three days; the green **!New** icon means activity has taken place in the past fourteen days.

## E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

- Under **E-File on an Existing Case** on the e-filing menu, choose **List My Cases** to display a list of all cases in which you have an active appearance.

**Note:** You may also locate a case by choosing **By Docket Number** and filling in the requested fields with the location, category, year, and docket number or by name, by choosing **By Party Name** and filling in the name of either the plaintiff or defendant. The name of any party or the first three letters of a name will be enough to generate a list of cases.

- The system will automatically populate the Juris Number field with the logged in juris number; you cannot change this number

**Attorney/Firm Case List**

---

Juris Number:

Case Category:

Location:

Case Status:

Sort Order:

**Note: Case Status** will automatically default to **All Pending & Disposed Cases**. If you are looking for a family case, remember that a case in which a judgment of dissolution has been entered is considered “disposed” by the system. “Disposed” in this context does not mean “not active.”

- Click **Search**
- Click on the **Docket Number** of the case that you wish to select

| Attorney/Firm: ALICE HARRINGTON MASTRONY (101751)       |                                     | E-Mail: aehdjm524@aol.com                  |             | Logout   |          |
|---------------------------------------------------------|-------------------------------------|--------------------------------------------|-------------|----------|----------|
| <b>Attorney/Firm Case List</b>                          |                                     |                                            |             |          |          |
| Case List for ALICE HARRINGTON MASTRONY as of 8/26/2014 |                                     |                                            |             |          |          |
| Records: 1-20 of 20                                     |                                     |                                            |             |          |          |
| Category                                                | Docket No.                          | Case Name                                  | Location    | CaseType | Activity |
| Family                                                  | <a href="#">HHB-FA-14-6023660-5</a> | BLEND, DAMON v. BLEND, RON                 | New Britain | F50      |          |
| Family                                                  | <a href="#">HHB-FA-14-6023657-5</a> | BLEND, FOSTER v. BLEND, JONATHAN           | New Britain | F00      |          |
| Family                                                  | <a href="#">HHB-FA-14-6023655-5</a> | BLEND, JUDITH v. BLEND, AQUA               | New Britain | F20      | ! NEW    |
| Family                                                  | <a href="#">HHB-FA-14-6023661-5</a> | BLEND, JUICY COUTURE v. BLEND, MARC JACOBS | New Britain | F20      | ! NEW    |
| Family                                                  | <a href="#">HHB-FA-14-6023659-5</a> | BLEND, NANCY v. BLEND, NICKY               | New Britain | F20      |          |
| Family                                                  | <a href="#">HHB-FA-14-6023656-5</a> | BLEND, SPEAKER v. BLEND, REMOTE            | New Britain | F50      |          |
| Family                                                  | <a href="#">HHB-FA-14-6023653-5</a> | BLEND, SPECIAL v. BLEND, JOSEPH            | New Britain | F00      |          |
| Family                                                  | <a href="#">HHB-FA-14-6023658-5</a> | BLEND, SPRINT v. BLEND, POSTY              | New Britain | F00      |          |
| Family                                                  | <a href="#">HHB-FA-14-6023654-5</a> | BLEND, SUMATRA v. BLEND, FIJI              | New Britain | F10      | ! NEW    |
| Family                                                  | <a href="#">HHB-FA-14-6023640-5</a> | BOWER, WESTON v. BOWER, SUZY               | New Britain | F00      |          |
| Family                                                  | <a href="#">HHB-FA-14-5015952-5</a> | BUDYD, PETE v. BUDYD, PEGGY                | New Britain | F00      |          |
| Civil                                                   | <a href="#">DRD-CV-14-6014490-5</a> | CASEY, BEN v. EDWARDS, VINCENT             | Danbury     | J28      | ! NEW    |

- The **Case Detail** screen will appear. To view the document list, scroll down the page. To view judicial notices for the file, click on the **Notices** tab that appears on the left of your screen below the case name. (see screen below)

## E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

The screenshot shows a web interface for a court case. At the top, it displays the attorney's name (ALICE HARRINGTON MASTRONY), the case name (CASEY, BEN v. EDWARDS, VINCENT), the file date (08/18/2014), and the return date (09/16/2014). The 'Notices' tab is selected. Below the navigation tabs, there is a 'Select Case Activity' dropdown menu with a red circle around the arrow. The main content area is divided into sections: Case Information (Case Type: T28 - Torts - Malpractice - Medical, Court Location: Danbury), Disposition Information (Disposition Date, Disposition, Judge or Magistrate), Party & Appearance Information (Party: P-01 BEN CASEY, D-01 VINCENT EDWARDS), and a table of Motions / Pleadings / Documents / Case Status. The table has columns for Entry No, File Date, Filed By, Description, and Arguable. The entries are: 0018/2014 P SUMMONS, 0018/2014 P COMPLAINT, and 0018/2014 P RETURN OF SERVICE.

12. Click the drop-down arrow to the right of the **Select Case Activity** at the top of the screen (see screen above)  
**Note:** If you have not yet filed an appearance in a case, the system will only offer you the option of filing an appearance. Once you have filed your appearance, you will see three options when you click the dropdown arrow.
13. Select **E-File A Pleading Or Motion**
14. Click **GO** to get to the **Select Pleading/Motion/Other** screen
15. Select the party for whom you are filing the document if you represent more than one party in this case. If you represent only one party, it will appear automatically without your making any selection.
16. Click on the drop down arrow to **Choose a Category**

The screenshot shows the 'Select Pleading/Motion/Other' screen. At the top, there is a 'Show Instructions' link and the title 'Select Pleading/Motion/Other'. Below the title, it says 'Pleading/Motion/Other documents will be filed on behalf of the following party' and lists 'P-01 BEN CASEY'. There is a search box labeled 'Search for a Pleading/Motion/Other' with a red arrow pointing to it. Below the search box, there is a 'Choose a Category:' dropdown menu with a red circle around the arrow. The dropdown menu is open, showing a list of categories: Select an Option --, Affidavits, Agreements / Stipulations, Amendments, Appeals, Complaints, General, Motions, Objections, Pleadings, Reports / Memos, Requests, Service / Notice, and Withdrawals. At the bottom, there are 'Search' and 'Clear' buttons.

## E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

17. Click on a **Category** from the drop down to view a list of names of pleadings and motions in that category

**Search for a Pleading/Motion/Other**

Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.

Choose a Category:

Search:

**Select a Pleading/Motion/Other to E-File**

|                                       |                                    |
|---------------------------------------|------------------------------------|
| <input type="button" value="Select"/> | AMENDED ANSWER                     |
| <input type="button" value="Select"/> | AMENDED ANSWER AND COUNTERCLAIM    |
| <input type="button" value="Select"/> | AMENDED ANSWER AND CROSS COMPLAINT |
| <input type="button" value="Select"/> | AMENDED ANSWER AND SPECIAL DEFENSE |
| <input type="button" value="Select"/> | AMENDED APPEAL                     |
| <input type="button" value="Select"/> | AMENDED COMPLAINT                  |
| <input type="button" value="Select"/> | AMENDED COUNTERCLAIM               |
| <input type="button" value="Select"/> | AMENDED CROSS COMPLAINT            |
| <input type="button" value="Select"/> | AMENDED INTERVENING COMPLAINT      |
| <input type="button" value="Select"/> | AMENDED REPLY TO SPECIAL DEFENSE   |
| <input type="button" value="Select"/> | AMENDED RETURN                     |
| <input type="button" value="Select"/> | AMENDED RETURN OF RECORD           |
| <input type="button" value="Select"/> | AMENDED SPECIAL DEFENSE            |
| <input type="button" value="Select"/> | AMENDED THIRD PARTY COMPLAINT      |
| <input type="button" value="Select"/> | AMENDED WRIT AND SUMMONS           |
| <input type="button" value="Select"/> | AMENDMENT                          |

18. You can also choose or enter a word into the **Search Criteria** field and click **Search** to generate a list of names to choose from.

**Search for a Pleading/Motion/Other**

Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.

Choose a Category:

Search:

**Select a Pleading/Motion/Other to E-File**

|                                       |                                    |
|---------------------------------------|------------------------------------|
| <input type="button" value="Select"/> | AMENDED ANSWER                     |
| <input type="button" value="Select"/> | AMENDED ANSWER AND COUNTERCLAIM    |
| <input type="button" value="Select"/> | AMENDED ANSWER AND CROSS COMPLAINT |
| <input type="button" value="Select"/> | AMENDED ANSWER AND SPECIAL DEFENSE |
| <input type="button" value="Select"/> | AMENDED APPEAL                     |
| <input type="button" value="Select"/> | AMENDED COMPLAINT                  |
| <input type="button" value="Select"/> | AMENDED COMPLAINT AS SERVED        |

**Note:** If you are having difficulty locating the appropriate name for the pleading or motion that you wish to file, enter the first three or four letters of a main word in the caption of your motion in the **Search Criteria** field and click **Search** to view a list of all options containing those letters.

When you are selecting the item you wish to file, you are indicating: (a) whether the item is to appear on a calendar (i.e., motions, applications or objections); (b) whether the item requires intervention by the clerk (i.e., requires the insertion of a hearing date and return to the filer); and (c) whether you will be attaching a document or filing a system-populated form. You are also selecting the name for your pleading that will be displayed on the calendar and on the case detail page.

The system-populated forms are: Appearance, Motion for Continuance, Reclaim, Claim to Jury of 6, Certificate of Closed Pleadings and Withdrawals of all kinds except for Withdrawal of Appearance.

## E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

In some rare instances, you may not be able to find the exact name of the document that you are filing. The e-filing system also contains “generic options” such as **Request** or **Motion for Order**; however, try to avoid using those options unless it is absolutely necessary.

**Note:** It is important that you select the name of your document carefully. The selection you make cannot be changed, and it can determine whether or when your pleading is placed on the short calendar, for example.

19. Click **Select** to the left of the name of the pleading or motion from the list that is displayed by either method

**Search for a Pleading/Motion/Other**

Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.

Choose a Category:    
OR  
Search:

**Select a Pleading/Motion/Other to E-File**

|                                       |                                    |
|---------------------------------------|------------------------------------|
| <input type="button" value="Select"/> | AMENDED ANSWER                     |
| <input type="button" value="Select"/> | AMENDED ANSWER AND COUNTERCLAIM    |
| <input type="button" value="Select"/> | AMENDED ANSWER AND CROSS COMPLAINT |
| <input type="button" value="Select"/> | AMENDED ANSWER AND SPECIAL DEFENSE |
| <input type="button" value="Select"/> | AMENDED APPEAL                     |
| <input type="button" value="Select"/> | AMENDED COMPLAINT                  |
| <input type="button" value="Select"/> | AMENDED COUNTERCLAIM               |
| <input type="button" value="Select"/> | AMENDED CROSS COMPLAINT            |
| <input type="button" value="Select"/> | AMENDED INTERVENING COMPLAINT      |
| <input type="button" value="Select"/> | AMENDED REPLY TO SPECIAL DEFENSE   |
| <input type="button" value="Select"/> | AMENDED RETURN                     |
| <input type="button" value="Select"/> | AMENDED RETURN OF RECORD           |
| <input type="button" value="Select"/> | AMENDED SPECIAL DEFENSE            |
| <input type="button" value="Select"/> | AMENDED THIRD PARTY COMPLAINT      |
| <input type="button" value="Select"/> | AMENDED WRIT AND SUMMONS           |
| <input type="button" value="Select"/> | AMENDMENT                          |

20. You will be taken to the next page to upload your document

**Pleading/Motion/Other documents will be filed on behalf of the following party**  
P-01 BEN CASEY

**You have selected the following Pleading/Motion/Other:**  
AMENDED RETURN

**Additional Description**

Add a further description of the document you are filing. For example, if you are filing an objection to a request or memorandum in support of a motion, include the entry number and title of the request or the motion. If you are filing a motion for continuance, include the title and date of the event that you want continued. If you are withdrawing a document, include the entry number and title of the document you are withdrawing.

**Upload the Document you are filing**

- Attach the motion, pleading or document that you are filing by selecting "Browse" and finding the document on your computer and attaching it. It must be a PDF document.
- I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court.

NOTE: Maximum size for uploaded documents is 50 MB.

21. Fill in the additional description of the pleading or motion you are filing

**Note:** Entering the additional description provides information that helps the Judge on the bench, other counsel and self-represented parties, and the court staff. It is also required by the revised [Procedures and Technical Standards of E-Services](#).

## E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

Use the additional description area to:

- identify by name and entry number the motion to which the objection is being filed (#110 – Motion for order of Compliance);
- enter the name of the party or the party number of the party against whom a default or other order is being sought (Defendant James Ford, Party #53);
- reference by name and entry number the pleading in connection with which the supporting or opposing brief or memorandum is being filed (as to #103 – Motion to Dismiss);
- list by entry number any other motions or pleadings that are relevant to the document being filed

**Note:** The information you enter in the additional description field appears on the case detail screen under the caption of the document you are filing.

22. Click to confirm that you have reviewed the documents you are filing to ensure that they do not contain personal identifying information as defined in section 4-7.

The screenshot shows a web interface for filing a document. At the top, it says "Pleading/Motion/Other documents will be filed on behalf of the following party" with "P.01 BEN CASEY" listed. Below that, it states "You have selected the following Pleading/Motion/Other:" followed by "AMENDED RETURN". The "Additional Description" section has a text area with instructions: "Add a further description of the document you are filing. For example, if you are filing an objection to a request or a memorandum in support of a motion, include the entry number and title of the request or the motion. If you are filing a motion for continuance, include the title and date of the event that you want continued. If you are withdrawing a document, include the entry number and title of the document you are withdrawing." The "Upload the Document you are filing" section includes a checkbox with a red circle around it, labeled "I have reviewed the document(s) I am filing with the court to make sure that they do not contain personal identifying information as defined in section 4-7 of the Connecticut Practice Book unless otherwise required by law or ordered by the court." Below this is a note: "NOTE: Maximum size for uploaded documents is 50 MB." and a "Browse..." button. At the bottom, there are "Continue" and "Cancel" buttons, and two buttons for selecting a different case or pleading.

23. Click **Browse** to locate the PDF document that you wish to file

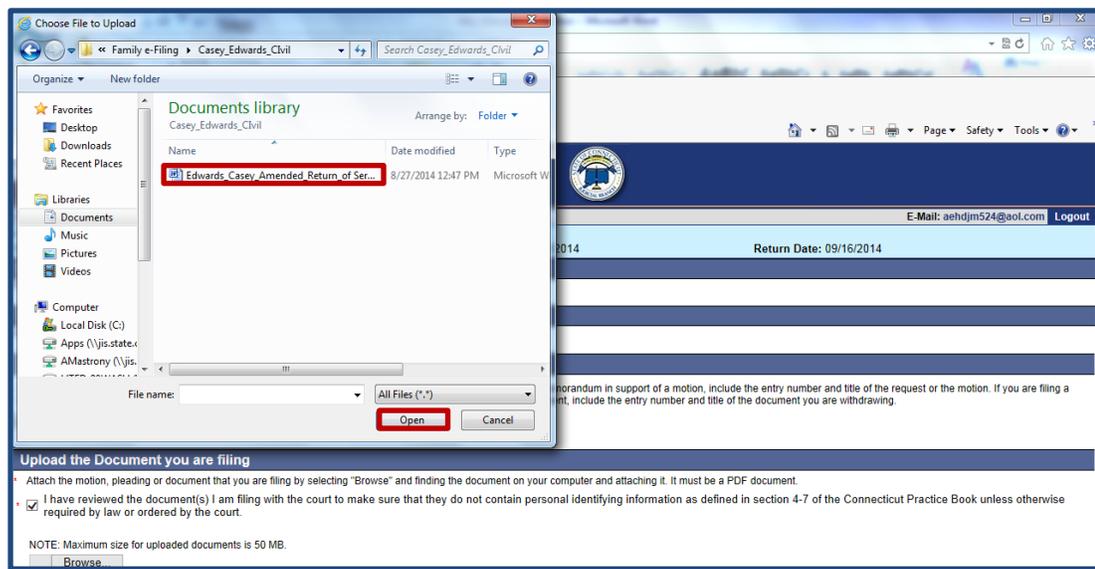
**Note:** Certain pleadings/motions are filed by providing information that then populates the fillable form (i.e., Reclaim, Jury Claim, Certificate of Closed Pleadings, Appearances, Motions for Continuance, and Withdrawals of all kinds, except Withdrawals of Appearance). These types of pleadings/motions are referred to as system-populated forms. For these pleadings/motions, you will need to fill in the required fields. You don't have the option to browse and attach a document that you have created if you have selected a system-populated form.

For all other pleadings/motions that you create or other types of fillable forms such as Executions or Exemption claim forms, you prepare the document, then convert it to PDF, and then submit the document in that format.

On the document that you create, you may include on the signature lines one of the following: the individual juris number, a typed name, a facsimile signature, or a pen-to-paper signature. However, regardless of anything that appears on the signature lines of an e-filed document, a document filed through e-filing is signed for the purposes of Section 4-2 and Section 10-14 of the Practice Book because of the entry in the e-filing system of the individual juris number of the attorney who electronically files the document.

## E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

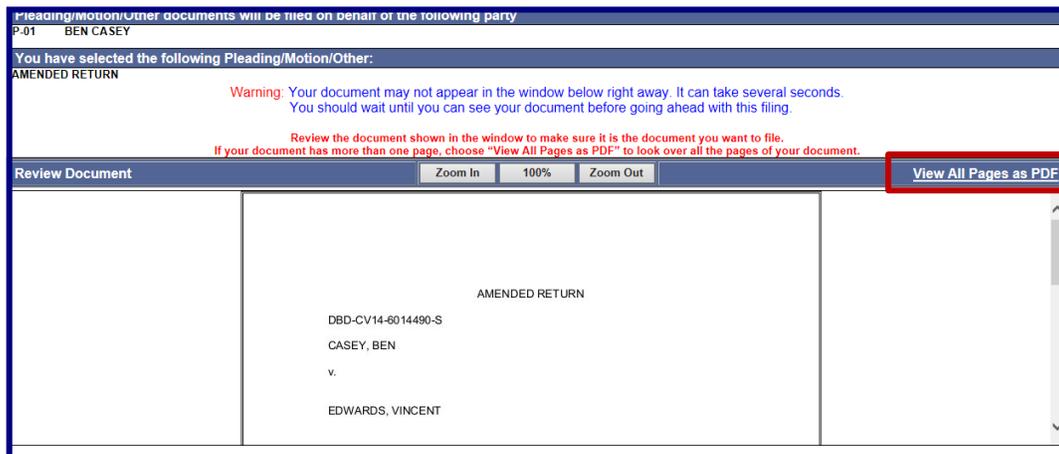
24. In the **Choose file to Upload** box, click the down-arrow to choose the location in which the document is stored



25. Click once on the document you wish to attach.

26. Click **Open**; the file will appear beneath the **Browse** button

27. Click **Continue**



**Note:** This next screen allows you to review the pleading/motion that you are filing. Be sure to review the entire document you are filing. E-filing does not screen your document. Click **View All Pages as PDF** at the top right of the display window to look at all pages of your document.

28. Review your document

**Note:** If you are having difficulty seeing your document, please be sure that your PDF viewer (for example, Adobe Reader) is up-to-date (for Adobe Acrobat® Reader®, 9.0 or higher), and that you are using a supported browser Microsoft Internet Explorer® 9 or higher, or Firefox 25.0 or higher. Do not use Google Chrome to access E-Services of e-filing because document uploading issues can occur.

29. Click in the box under **Certification**

## E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

30. Fill in your **individual juris number** (not the firm juris number) to sign your pleading

31. Click the **E-File this Pleading/Motion** button

The screenshot shows a web form with a blue header bar containing the word "Certification". Below the header, there is a checkbox with a red asterisk and the text: "I hereby certify that a copy of the attached document was served in accordance with sections 10-12 through 10-17 of the Connecticut Practice Book at the address(es) specified in the document." Below this is another blue header bar labeled "Signature Required". Underneath, there is a red asterisk and the text: "To sign the motion, pleading or document, enter your individual juris number:" followed by a yellow input field. At the bottom of the form, there are four buttons: "E-File this Pleading/Motion", "Cancel", "Change Pleading/Motion/Other Information", and "Select a Different Case".

**Note:** You may click on **Cancel**, **Change Pleading/Motion/Other Information**, **Select a Different Case** or **Select a Different Pleading/Motion/Other** instead of continuing. Use only the navigation buttons at the bottom of each screen. Do not use the **Back** button on your browser.

32. The confirmation page appears.

The screenshot shows a confirmation page with a blue header bar. The header contains a link "Hide Instructions" and the text "You have successfully e-filed!". Below the header, there is a paragraph of text: "Additional information about this transaction is provided below. Use the browser's print function to print a copy of this Confirmation. Then, select the 'Back to E-Filing Menu' or 'Logout'." Below this text is a "Print This Page" button. The main content area has a blue header bar labeled "Confirmation of E-filed Transaction (print this page for your records)". Below this header is a table with the following information:

|                               |                                                         |
|-------------------------------|---------------------------------------------------------|
| Docket Number:                | DBD-CV-14-6014490-S                                     |
| Case Name:                    | CASEY, BEN v. EDWARDS, VINCENT                          |
| Type of Transaction:          | Pleading/Motion/Other document                          |
| Date Filed:                   | Aug-27-2014                                             |
| Motion/Pleading by:           | ALICE HARRINGTON MASTRONY (101751)                      |
| Document Filed:               | 102.00 AMENDED RETURN<br>to correct the date of service |
| Date and Time of Transaction: | Wednesday, August 27, 2014 1:12:32 PM                   |

At the bottom of the page, there are three buttons: "E-File Another Pleading/Motion/Other document on this Case", "Return to Civil / Family Menu", and "Return to Case Detail".

33. Print this **Confirmation page** for your records.

**Note:** You are required to print this screen or save it electronically for your file. If you do not print or save a copy of this screen, you can select **My E-Filed Items** from the **Civil/Family/Housing Menu** and view a list of your e-filings for a particular date or a particular period of time, up to thirty days. Click on **Details** next to the filing in the list that is displayed to obtain the confirmation page for the item.

**Process a Payment for a Pleading/Motion**

You can look at the documents you are filing by clicking on the links in the Shopping Cart. If you find any errors, you will have to remove the item from the shopping cart and begin the filing process again. To remove the item, click on the **Remove Item from Shopping Cart** link beneath the **Payment Amount**. You will be asked to confirm that you want to delete the item and cancel the transaction.

34. Click in the box to the left of the item you are paying for:

| Select Item                         | Documents Summary                                                                                                                                                                                                                                     | Will Remain in Shopping Cart Until | Payment Amount                                                           |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/>            | MAYBERRY SAVINGS BANK v. TAYLOR, ANDY<br>FBT-CV14-Case # Not Yet Assigned<br>Electronic Documents:<br><a href="#">See SUMMONS</a><br><a href="#">See COMPLAINT</a><br>Attorney/Firm: Individual Juris # 101751<br>Shopping Cart Notes: Client #145672 | Case Type: C40<br>10/22/2014       | Filing Fee<br>\$350.00<br><a href="#">Remove Item from Shopping Cart</a> |
| <input checked="" type="checkbox"/> | PRIOR, BEATRICE, AKA TRIS PRIOR v. THE DAUNTLESS FACTION<br>DBD-CV-14-6014491S<br>Electronic Documents:<br><a href="#">See MOTION TO OPEN NONSUIT</a><br>Attorney/Firm: Individual Juris # 101751<br>Shopping Cart Notes: Need to file immediately    | Case Type: T02<br>10/22/2014       | Filing Fee<br>\$125.00<br><a href="#">Remove Item from Shopping Cart</a> |
|                                     |                                                                                                                                                                                                                                                       |                                    | <b>Total Amount: \$125.00</b>                                            |

**Note:** If you want to process payment on several items simultaneously, you can click next to each item you want to pay for. If you want to file additional cases or documents, do not click in the box. Instead, click on **Return to Civil/Family Menu** to return to the menu and file new cases or new documents in other cases. Unpaid Items will remain in the shopping cart for 56 days. These items are not filed until the fee is paid.

35. Select either **Pay by Credit Card** or **Pay by Check** at the bottom of the screen

36. To pay by check, fill in the required fields for **Name, Routing/Transit Code, and Bank Account number**. You will enter account and routing code numbers twice. Click **Process Payment**

**Note:** The Judicial Branch does not capture this information in its database. Therefore, you will have to enter this information each time you file an item that requires payment.

**Please be advised your filing is not processed until payment is made.**

Name as it appears on your check: \_\_\_\_\_

Pay To The Order Of: State of Connecticut Judicial Branch \$ 300.00  
 ~~~ Three Hundred and No/100 ~~~ US Dollars

Routing/Transit Code: 123123123 Bank Account Number: \_\_\_\_\_

Re-type your Routing/Transit Code for verification: \_\_\_\_\_  
 Re-type your Bank Account Number for verification: \_\_\_\_\_

**Total Fee Amount: \$300.00**

Select the button below to submit your court filing(s) and pay by check.  
 [Refund Policy](#)

## E-FILING A PLEADING/MOTION IN A CASE WITH A PREPARED PDF DOCUMENT (CONTINUED)

**Note:** If you have a debit filter on your account, which means that the account holder has told the bank that only certain people/companies are allowed to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, the debit will not be permitted by your bank and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452.

37. To pay by credit card, fill in the fields for **first name and last name, e-mail address, telephone number (optional), credit card number, and expiration date.** The Judicial Branch accepts Visa, American Express, MasterCard and Discover credit cards.

The screenshot shows a payment summary and entry form. The top section, titled "Payment Summary Information", lists: Shopping Cart Total: \$350.00, LexisNexis Service Fee: \$7.70, and Total Due (USD): \$357.70. Below this is the "Enter Your Payment Information" section, which includes a summary of the payment amount (\$357.70) and input fields for First Name, Last Name, Email Address, Phone Number, and Credit Card Number. It also features a dropdown for Card Expiration (set to 1 - January 2013) and a checkbox for authorizing the payment. A "Pay Now" button is at the bottom, along with a "Secure payments by LexisNexis" logo and links for Privacy, Terms, and Contact Us.

38. Click **Pay Now** after filling in all required information; a confirmation screen will appear with payment information on the total payment and document summary information on each document filed.

The screenshot shows a confirmation screen titled "You have successfully e-filed!". It includes a "Print This Page" button and a "Confirmation of E-filed Transaction (print this page for your records)" section with a link to "Contact Us". The "Payment Information" section lists: Confirmation Number: JUDCT0265167, Total Court Fees: \$125.00, LexisNexis Service Fee: \$0.00, Total Transaction Amount: \$125.00, Payment Method: Check, Payment Date: 08/27/2014 1:58PM, and Payment By: LAW OFFICES OF ATTICUS FINCH (423079). The "Document Summary" section lists: Confirmation Number: JUDCT0265167, Docket Number: DBDCV146014491S, Case Name: PRIOR, BEATRICE, AKA TRIS PRIOR v. THE DAUNTLESS FACTION, Type of Transaction: Pleading/Motion/Other, Court Fee: \$125.00, Date Filed: AUG-27-2014, Filed By: Law Offices of Atticus Finch Juris# 423079, Document Filed: 101.00 MOTION TO OPEN NONSUIT, and Date and Time of Transaction: Wednesday, August 27, 2014 1:59:47 PM. At the bottom are buttons for "Return to Civil / Family Menu", "Return to Shopping Cart", and "File Additional Documents On This Case".

**Note:** A service fee is charged on payments made by credit card. The service fee is computed on the amount of the total payment. The service fee is not broken down for each individual item paid for in a single transaction.

39. Print or save this confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Civil/Family/Housing Menu**, choosing a time frame of up to thirty days at a time, and selecting **Details** to the right of the item for which you need the confirmation page. If you select the payment number, you will see the **Payment Information** for the whole payment transaction.

## E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM

System-populated forms are created within the e-filing system. The system takes the information already in the file and fills in the majority of the fields in the form. The six system-populated forms are appearances, reclaims, motions for continuance, withdrawals (except for withdrawals of appearance), certificates of closed pleadings, and jury claims. In family cases, only four system-populated forms are available: appearances, reclaims, motions for continuances and withdrawals (except for withdrawals of appearance). The process of filing a system-populated form is the same for either a family case or a civil case.

**Note:** Many other fillable forms are available on the website. To use those forms, click on [Forms](#) from the links on the Judicial Branch homepage. Fill in the form you wish to file and save it as a PDF document. You would then follow the steps for filing a Pleading/Motion with a **Prepared PDF Document**.

1. In the address bar, type <http://www.jud.ct.gov>
2. Click on **E-Services** in the left menu to go to the E-Services Welcome Page:



3. Click **Log-in** at the bottom of the page; a **Security Alert** may appear
4. Click **OK**
5. Enter the **juris number** and **password**

**Note:** All e-filing transactions will be attributed to the logged-in juris number. Generally, the log-in juris number is the firm juris number for this reason. The individual juris number of the attorney is used to sign documents. If you forget the password, click on **Forgot Password?** for help.

The image shows a login and enrollment form. On the left, it says "New to E-Services?" and "In order to log in, you'll need to Enroll." Below this is a "New User" button. On the right, it says "Log in:" and "Juris Number / User ID:" with a text box containing "101751" and a "Forgot User ID?" link. Below that is a "Password:" field with a masked password "●●●●●●●●" and a "Forgot Password?" link. At the bottom right is a "Login" button.

6. Click **Login**
7. Click **Civil/Family/Housing Menu** in the menu bar on the left of the screen

## E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

In addition to searching for a case **By Docket Number**, where you enter the docket number for the case, you can use two other options to search for the case on which you want to file:

### Search **By Party Name**

- To search by party name, click **By Party Name**, then type the name in the Party Name box
- Click **Search** to display a list of all cases that have parties with the name provided.

Note: The name of any party or the first three letters of any name will generate an alphabetical list of cases. You may also filter and sort the cases by choosing a location, a case category, or an order for the display of the cases.

- Click on the **Docket Number** of the case that you wish to select from the list of cases displayed.

**Party Name Search for Civil & Family Cases**

Party Last Name:  [Attorney Help Manual](#)

Party First Name:

Location: All

Case Category: All

Case Type: All

Sort Order: Location

Search Archive:

### Search by **List My Cases**

- To search for a case from a list of the cases in which the logged-in juris number has an appearance, click **List My Cases**.
- The system will automatically populate the Juris Number field with the logged-in juris number, and the number cannot be changed.

**Note:** If you would like to narrow your search further, you may also fill in the **Category, Location, Case Status, or Sort Order** fields. A case in which a judgment has been entered is a **disposed** case.

- Click **Search**
- Click on the **Docket Number** of the case that you wish to select from the list displayed

**Attorney/Firm Case List**

Juris Number: 423079

Case Category: All

Location: All

Case Status: All Pending & Disposed Cases

Sort Order: Case Name

Display Case Type Descriptions:

**Attorney/Firm Case List** [New Search](#)

Case List for LAW OFFICES OF ATTICUS FINCH as of 8/29/2014

Records: 1-5 of 5

| Category | Docket No.                            | Case Name  | Location    | CaseType | Activity                             |
|----------|---------------------------------------|--|-------------|----------|--------------------------------------|
| Family   | <a href="#">e AAN-FA-14-6015221-S</a> | ADDAMS, GOMEZ v. GOMEZ, MORTICIA FRUMP                   | Milford     | F00      | <span style="color: red;">NEW</span> |
| Family   | <a href="#">e AAN-FA-14-6015220-S</a> | ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ                  | Milford     | F00      | <span style="color: red;">NEW</span> |
| Family   | <a href="#">e HHB-FA-14-6023671-S</a> | PETRIE, LAURA M. v. PETRIE, ROBERT S.                    | New Britain | F00      | <span style="color: red;">NEW</span> |
| Family   | <a href="#">e AAN-FA-14-6015214-S</a> | PHOENIX, HOWARD v. PHOENIX, COLLEEN                      | Milford     | F00      |                                      |
| Civil    | <a href="#">e DBD-CV-14-6014491-S</a> | PRIOR, BEATRICE, AKA TRIS PRIOR v. THE DAUNTLESS FACTION | Danbury     | T02      | <span style="color: red;">NEW</span> |

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**E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)**

15. The **Case Detail** screen will appear. To view the document list, scroll down the page. To view judicial notices for the file, click on the **Notices** tab that appears on the left of your screen below the case name.

16. Click the drop-down arrow to the right of the **Select Case Activity** at the top of the screen to display the options
17. Click **E-File a Pleading or Motion**
18. Click **GO** to view the **Select Pleading/Motion/Other** options
19. Click the gray box to the left labeled **Withdrawals**
20. Click in the circle next to the item you wish to file
21. Select a category by clicking the down arrow to show the list of categories. The document being filed in this example is a motion for continuance.

22. Choose the **General** category to view a list of names in alphabetical order to choose from.

## E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

23. Scroll down the page to see **Motion for Continuance**:

|        |  |
|--------|--|
| Select | MOTION FOR CONTEMPT OF EMPLOYER FOR FAILURE TO HONOR WITHHOLDING ORDER CGS SEC 52-362(G) |
| Select | MOTION FOR CONTEMPT PENDENTE LITE  |
| Select | MOTION FOR CONTINUANCE   |
| Select | MOTION FOR COUNSEL FEES  |
| Select | MOTION FOR CUSTODY OF MINOR CHILDREN   |
| Select | MOTION FOR CUSTODY OF MINOR CHILDREN PENDENTE LITE                                       |

**Note:** A Motion for Continuance is a system-populated form. The e-filing system creates the document for you by completing sections on the form with information that is already in the system. You will then provide some additional information to complete the form.

Please note that a withdrawal is another type of system-populated form. If you are filing a withdrawal, it is extremely important that you select the correct option. For example, if you are electronically withdrawing an action as to all defendants without costs, be sure to select **Withdrawal of Action** from the list of options available in e-filing. If you are withdrawing a motion, select that option from the list displayed. If you are withdrawing another type of document, you can select **Withdrawal** from the list of options. Once you make that selection, include the entry number and name of the document that you are withdrawing in the further description area. This information will appear on the form under the box marked **Other**.

The only time that you can fill in, save as a PDF and attach a withdrawal form is when you are filing a **Withdrawal in Part**.

24. Click **Select** next to **Motion for Continuance** to go to the next page

25. To use the search option instead of the categories, enter the first three or four letters of a word in the name of your document and click **Search**. In this example, conti was entered in the search area:

26. You will see a list of names that you can pick from. Click **Select** next to the one you want to use.

The screenshot shows a search interface titled "Search for a Pleading/Motion/Other". It includes a dropdown menu for "Choose a Category" and a search input field containing "conti". A red box highlights the search input field and the "Search" button. Below the search area, a list of options is displayed, with "MOTION FOR CONTINUANCE" selected and highlighted by a red box. The "I need help" button is also visible.

27. In family cases, a third search option is available. Click **I need help** for assistance in finding the name of the document you are filing.

The screenshot shows the same search interface as above, but with the search input field empty. A red box highlights the "I need help" button, indicating that it is available for family cases.

**NOTE:** The "I need help" box does not appear for *civil* cases.

28. Click the down arrow to display a list of options for relief you are requesting or documents you might need to file. Click on an option to see a list of the names of the documents filed most frequently in response to the option you selected. (screenshot on the next page)

**Search for a Pleading/Motion/Other**

Select a category or enter Search Criteria in alphabetical order. Select the title from the list. The results of your search will be displayed.

What would you like to do?

- File a Financial Affidavit (JD-FM-6 Short or Long)
- File an Affidavit Concerning Children (JD-FM-164)
- File another type of Affidavit
- Ask the court to CHANGE AN EXISTING ORDER on my case (Motion For Modification)
- Ask the court to ENFORCE AN ORDER that is not being followed by the other party on my case (Motion For Contempt)
- Ask the court to ESTABLISH AN ORDER on my case (Motion For Order)
- Tell the court that I OBJECT to a motion or request filed by another party on my case
- File a Pleading -- Such as an ANSWER or CROSS COMPLAINT
- File a Case Management Agreement Form (JD-FM-163)
- File a Return Of Service --Official proof from a marshal that the papers were delivered to another party
- File a Withdrawal
- File an Agreement or Stipulation
- Request to have my COURT DATE CHANGED (continuance - JD-CV-21)**
- See a list of things frequently filed on SHORT CALENDAR DAY

29. When you find the name on the list that displays, choose **Select** to go to the next page and add additional information. You can choose one of the other buttons to go to a different case or cancel this filing.
30. Check to be sure that the case you have selected is the case you want to file in
31. Check that you have selected the correct name for your document
32. Enter an additional description of your document.

AAN-FA14-6015220-S      ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ

Prefix/Suffix: [none]      Case Type: F00      File Date: 08/22/2014      Return Date: 09/30/2014

Pleading/Motion/Other documents will be filed on behalf of the following party

D-01      GOMEZ ADDAMS

You have selected the following Pleading/Motion/Other:

**MOTION FOR CONTINUANCE**

**Additional Description**

Instructions: Add an additional description of the document you are filing here. You should enter the title and entry number of a request that you are objecting to or the motion that you are filing a brief in support of. You must enter the title and date of the event you want to have postponed if you are filing a motion for continuance (postponement). You should enter the title and entry number of the document you want to withdraw if you are filing a withdrawal.

Status Conference - October 21, 2014

Continue      Cancel

Select a Different Case      Select a Different Pleading/Motion/Other

**Note:** Entering an additional description provides information that helps the Judge on the bench, attorneys and other self-represented parties, and the court staff. It is also required by the revised [Procedures and Technical Standards of E-Services](#).

Use the additional description area to enter the date and type of event that you are asking the Court to postpone when you are filing a Motion for Continuance.

The information you enter in the additional description field will appear on the case detail page under the name of the motion you are filing.

33. Choose **Continue** to go to the next page to give the information required in the form. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.

**Note:** Use the gray buttons that appear at the bottom of each page to move around the e-filing system. Do not use the back or forward buttons on your browser to go to another page. If you use the back button or the forward button on your browser, you may lose the information that you have entered in the e-filing system and have to start your filing again.

## E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

34. The following page displays:

AAN-FA14-6015220-S ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ  
Prefix/Suffix: [none] Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014

**E-File a Motion for Continuance**

Instructions: The information about the case you are filing this motion in is shown above. The Judicial Branch form for a Motion for Continuance (JD-CV-21) will be filled in by the e-filing system with the information that you give. You must fill in any items with an \*\*\*.

You can choose "Select a Different Pleading/Motion/Other" to go back to the Select a Motion to file page. You can choose "Select a Different Case" to go back to the Civil/Family Menu page. You can choose "Change Pleading/Motion/Other Information" to go back to the page before this one.

**Pleading/Motion/Other documents will be filed on behalf of the following party**

D-01 GOMEZ ADDAMS

**You have selected the following Pleading/Motion/Other:**

MOTION FOR CONTINUANCE

**Information for Continuance**

Enter any available information:

- \* Date of Motion (MM/DD/YYYY)
- \* Date of Scheduled Event (MM/DD/YYYY)
- Sequence Number on Short Calendar (if applicable)
- Name of Judge Who Scheduled the Event this Continuance is Requested for (if applicable)

**Event For Which Continuance Is Requested**

35. Enter any required information that is marked with a red asterisk "\*" .

36. Indicate whether other self-represented parties and attorneys in the case have agreed to the continuance

For the above reason(s) I hereby request this case be continued to (date MM/DD/YYYY):  or  at the court's discretion.

You may enter a description for the request here (Max 250 character):

**Consent**

I have contacted all counsel and self-represented parties of record about my intention to seek a continuance. All of the counsel and self-represented parties:

CONSENT  DO NOT CONSENT  HAVE NOT RESPONDED TO THE ABOVE MOTION FOR CONTINUANCE AND REQUESTED CONTINUANCE DATE

I agree to be responsible for notifying my client, if applicable, and all counsel of record and self-represented parties whether the continuance is granted or denied, and if granted, the new date of the scheduled event.

PLEASE NOTE: Agreement to continue a matter does not assure that the motion for continuance will be granted by the court.

37. Choose **Continue** to go to the next page.

38. Review the information on the *Certification of Service* screen

39. If necessary, add or change the Address of Service in the fields provided

40. Complete **Other Service Information** if necessary

41. Sign the Certification of Service by entering in your **individual juris number**, and enter your telephone number, and the date

**Certification of Service**

certify that a copy was mailed or delivered electronically or non-electronically to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties receiving electronic delivery.

\* Electronic Signature - Enter your individual juris number:

\* Telephone:   
(xxx-xxx-xxxx)

\* Enter Date Mailed/Delivered:   
(mm/dd/yyyy)

42. Click the **Continue** button at the bottom of the page

## E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

43. Review the form that you are filing to be sure the information is correct

**Note:** E-filing does not review your document so you must look it over to make sure that it is correct. Please do not skip this step in the e-filing process. Click **View All Pages as PDF** to see the document.

|   |                |   |                                       |
|---|----------------|---|---------------------------------------|
| AAN-FA14-6015220-S  |                | ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ |                                       |
| Prefix/Suffix: [none]   | Case Type: F00 | File Date: 08/22/2014                   | Return Date: 09/30/2014               |
| <a href="#">Hide Instructions</a> <a href="#">Review and Approve Pleading/Motion/Other Form</a>   |                |   |                                       |
| Instructions: The e-filing system has created your document. Look through the whole document that is in the window below and make sure the information is correct.  |                |   |                                       |
| If the information in the document is not correct, choose "Change Pleading/Motion/Other Information" to go back to make any changes. If this is not the document you want to file, choose "Select a different Pleading/Motion/Other" to return to the Select A Motion page. If this is not the case you want to file the document in, choose "Select a Different Case" to return to the Civil/Family Menu.  |                |   |                                       |
| Choose "E-file this Pleading/Motion" to file this document.   |                |   |                                       |
| Pleading/Motion/Other documents will be filed on behalf of the following party  |                |   |                                       |
| D-01 GOMEZ ADDAMS   |                |   |                                       |
| You have selected the following Pleading/Motion/Other:  |                |   |                                       |
| MOTION FOR CONTINUANCE  |                |   |                                       |
| <b>Warning:</b> Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing.  |                |   |                                       |
| <b>Please verify the Pleading/Motion/Other document below before filing.</b>  |                |   |                                       |
| Review Document   |                | Zoom In    100%    Zoom Out             | <a href="#">View All Pages as PDF</a> |
| <div style="display: flex; justify-content: space-between;"><div><p><b>MOTION FOR CONTINUANCE</b><br/>JD-CV-21 Rev. 2-13<br/>C.S.S. § 52-195<br/>P.B. § 14-23, 14-24</p></div><div style="text-align: center;"><p>STATE OF CONNECTICUT<br/><b>SUPERIOR COURT</b><br/>www.jud.ct.gov</p></div><div style="text-align: right;"><p><b>COURT USE ONLY</b><br/>MFCSE</p></div></div> <p><b>Instructions To Person Making Motion</b><br/>Fill out all sections of this form except the Order section and file it with the Clerk of the Court at least three (3) days before the date of the scheduled event.</p> <p>Name of case (Full name of Plaintiff v. Full name of Defendant)<br/><b>ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ</b></p> <p>Judicial District <input checked="" type="checkbox"/> Judicial Session <input type="checkbox"/> Housing Session <input type="checkbox"/> Area Number <input type="checkbox"/> Geographic Area <input type="checkbox"/> Address of Court (Number, street, town and zip code)<br/><b>14 WEST RIVER STREET PO BOX 210 MILFORD, CT 06460</b></p> <p>Date of Motion: <b>Aug-27-2014</b>    Sequence Number on Short Calendar (if applicable)    Name of Judge Who Scheduled the Event this Continuance is Requested for (if applicable)</p> <p>Date of Scheduled Event: <b>Oct-21-2014</b>    Person Making Motion is: <input type="checkbox"/> Plaintiff's Attorney    <input type="checkbox"/> Plaintiff    <input type="checkbox"/> Defendant's Attorney    <input checked="" type="checkbox"/> Defendant    <input type="checkbox"/> Other</p> <p>Firm Name, if Applicable:    Address: <b>225 SPRING STREET WETHERSFIELD, CT 06109</b>    Phone Number (with area code): <b>8605555555</b></p> |                |   |                                       |

**Note:** Remember that Practice Book Section 13-10 requires you to provide all counsel of record and self-represented parties with a copy of anything you file with the Court. You can return to the case detail page after you have filed your document to view or print a copy of it. This must be done electronically if the other party has agreed to accept service electronically.

44. Click **E-File this Pleading/Motion**; a confirmation screen will appear

45. Print the **Confirmation of e-filed Transaction** screen that appears for your records

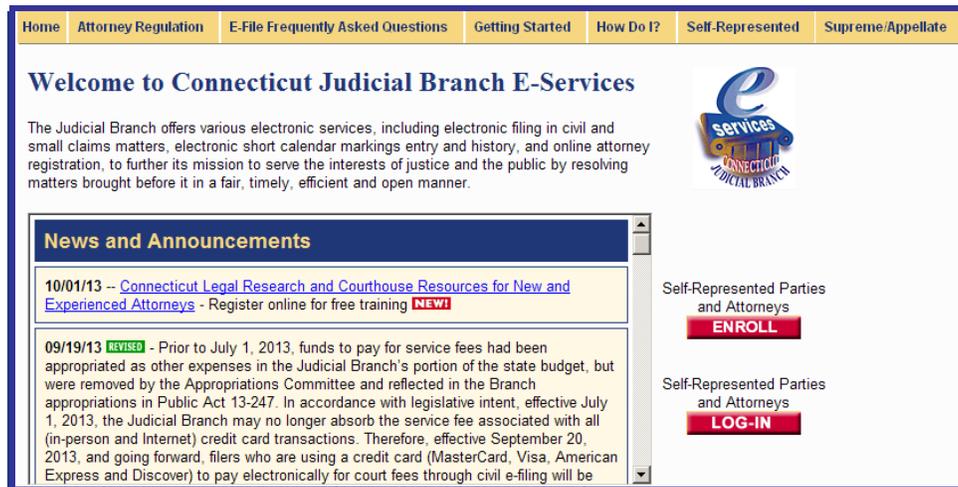
46. Print or save this confirmation page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-Filed Items** on the **Civil/Family/Housing Menu**, choosing a time frame of up to thirty days at a time, and selecting **Details** to the right of the item for which you need the confirmation page.

## E-FILING A RECLAIM

System-populated forms are created within the e-filing system. The system takes the information already in the file and fills in the majority of the fields in the form. The six system-populated forms are appearances, reclaims, motions for continuance, withdrawals (except for withdrawals of appearance), certificates of closed pleadings, and jury claims. The process of filing a reclaim in a family case is the same as the process for filing a reclaim in a civil case. Only family cases of the four specific case types filed on or after December 15, 2014 are e-filable, though. Check the docket number to be sure the case is e-filable. The number that follows the year is a **5** or a **6** in an e-filable case. If it is any other number, the case is not e-filable and you will not be able to file a reclaim of any motions electronically.

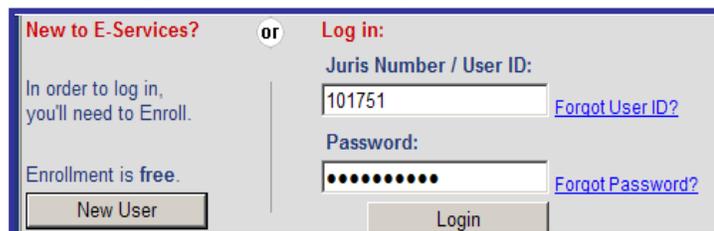
**Note:** Many other fillable forms are available on the website. To use those forms, click on [Forms](#) from the Quick Links on the right side of the Judicial Branch homepage. Fill in the form you wish to file and save it as a PDF document. You would then follow the steps for filing a Pleading/Motion with a Prepared PDF Document.

1. In the address bar, type <http://www.jud.ct.gov>
2. Click on **E-Services** in the left menu to go to the E-Services Welcome Page:



3. Click **Log-In**; a **Security Alert** may appear
4. Click **OK**
5. Enter the **juris number** and **password**

**Note:** All e-filing transactions will be attributed to the logged-in juris number. Generally, the log-in juris number is the firm juris number for this reason. The individual juris number of the attorney is used to sign documents. If you forget the password, click on **Forgot Password?** for help.



6. Click **Civil/Family/Housing Menu** in the menu bar on the left of the screen

**Note:** On this page, you will see a list of your cases in which recent activity has occurred. The red **!New** icon means activity has taken place in the last three days; the green **!New** icon means activity has taken place in the past fourteen days.

## E-FILING A RECLAIM (CONTINUED)

- Under **E-File on an Existing Case** on the e-filing menu, choose **List My Cases** to display a list of all cases in which you have an active appearance.

**Note:** You may also locate a case by choosing **By Docket Number** and filling in the requested fields with the location, category, year, and docket number or by name by choosing **By Party Name** and filling in the name of either the plaintiff or defendant. The name of any party or the first three letters of either name will be enough to generate a list of cases from which you can select your case.

- Click the docket number of the case you will be filing on
- The **Case Detail** screen will appear; to view the document list or the complete appearances for your file, scroll down the page. To view judicial notices, click on the **Notices** tab just below the case name and docket number.

HHB-FA14-6023671-S      PETRIE, LAURA M. v. PETRIE, ROBERT S.  
 Prefix/Suffix: [none]      Case Type: F00      File Date: 08/27/2014      Return Date: 09/16/2014

Case Detail    Notices    History    Processing    Scheduled Court Dates    Self-rep Help Manual

To receive an email when there is activity on this case, click here.

Select Case Activity:  Go

Information updated as of: 08/28/2014

**Case Information**

Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815j  
 Court Location: NEW BRITAIN  
 Financial Disputes: No  
 Parenting Disputes: No  
 RFTD Referral: No  
 RFTD Accepted: No

- Click the drop-down arrow to the right of the **Select Case Activity** at the top of the screen to display all of your options

**Note:** If you have not yet filed an appearance in a case, the system will only offer you the option of filing an appearance when you click the drop-down arrow, but once you have filed your appearance it will show several options.

- Choose **E-File a Reclaim**; then click **Go**. The following screen will appear:

HHB-FA14-6023671-S      PETRIE, LAURA M. v. PETRIE, ROBERT S.  
 Prefix/Suffix: [none]      Case Type: F00      File Date: 08/27/2014      Return Date: 09/16/2014

[Hide Instructions](#)      **E-File a Reclaim**

**Instructions:** Check the box next to the motion or objection that you want to reclaim for the short calendar. You can reclaim a maximum of eight (8) motions or objection at one time. You cannot reclaim a document that shows "not claimable" instead of a checkbox. You cannot reclaim a motion or objection that shows "Claimed to Calendar" instead of a checkbox because it has already been scheduled on a future short calendar.

After you select the motion or objection, check one or more of the boxes below the list of documents to tell the court whether the motion or objection is

- a Superior Court matter;
- a family support magistrate matter; and
- if it is assigned for trial.

You must then select "Continue" to complete the reclaim. If you do not want to file the reclaim, select "Cancel" to return to the case detail page for the case.

If this is the correct case, select motion(s) to claim/reclaim below.  
 If this is incorrect, select "Cancel" to return to the Case Detail page.

| Select Motion(s) to (Re)claim          | Entry No | Entry Date  | Description   | Document Description  | Initiated By | Arguable | Result | Result Date | Ordered By |
|--|----------|-------------|---|---|--------------|----------|--------|-------------|------------|
| <input type="checkbox"/> Not Claimable | 100.30   | AUG 27 2014 | RETURN  |   | Court        | No       |        |             |            |
| <input type="checkbox"/> Not Claimable | 100.31   | AUG 27 2014 | CERTIFICATION - PUBLIC ASSISTANCE   |   | Court        | No       |        |             |            |
| <input type="checkbox"/>               | 101.00   | AUG 28 2014 | MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE | Motion for alimony, custody of minor children and child support pendente lite | P            | No       |        |             |            |

Superior Court (Other than Family Support Magistrate Matters)  
 Family Support Magistrate Matters  
 Assigned for Trial

Continue    Cancel

12. Click in the box next to the motion that you are reclaiming

**Note:** You can't reclaim some documents that you file with the court. If the Judge does not need to take any action on the document, it does not go on a short calendar, and you can't reclaim it. For example, an answer, memorandum of law or a brief does not go on the short calendar so you will see "Not Claimable" next to them instead of a checkbox. If a motion or objection is already on a short calendar for a future date, you will see "Claimed to Calendar" next to it. You cannot reclaim something that is already on the short calendar.

13. Click in to indicate whether the case is a Superior Court matter, assigned for trial or a Family Support Magistrate Matter at the bottom of the page.

**Note:** For *civil* cases, the circle next to "Family Support Magistrate Matters" will be shaded in and unavailable as an option.

14. Check the box if the case is assigned for trial.

15. Choose **Continue** to go to the *Certification of Service* screen

16. Add or change the Address of Service in the fields provided, If necessary

17. Complete **Other Service Information** if necessary

18. Complete Certification of Service by filling in your **individual juris number**, telephone number, and the date

19. Click **Continue** at the bottom of the page

## E-FILING A RECLAIM (CONTINUED)

20. Review the pleading/motion that you are filing to be sure the information is correct
21. Click **E-File this Reclaim** at the bottom of the page; a confirmation page will appear

|   |   |  |   |
|---|---|--|---|
| HHB-FA14-6023671-S  | PETRIE, LAURA M. v. PETRIE, ROBERT S.         | File Date: 08/27/2014                        | Return Date: 09/16/2014                             |
| Prefix/Suffix: [none]   | Case Type: F00                                |  |   |
| <a href="#">Hide Instructions</a> <b>You have successfully e-filed!</b>   |   |  |   |
| This page is a confirmation of your e-filing. It shows the motions or objections that you have claimed or reclaimed, the date and time of the filing, the logged-in juris number or User ID, and the name and docket number of the case. Print or save a copy of this page for your records. To print a copy, choose the "Print" button. Once you have printed the copy, you can choose "Return to Case Detail" to go back to the case detail page or choose "E-file Reclaims on this case" to return to the page for selecting other motions or objections to reclaim, or choose "Back to E-Filing Menu" to return to the Civil/Family E-filing Menu, or "Logout" if you do not need to file any other papers. |   |  |   |
| <a href="#">Print This Page</a>   |   |  |   |
| <b>Confirmation of E-filed Transaction (print this page for your records)</b>   |   |  |   |
| Docket Number:  | <a href="#">HHB-FA14-6023671-S</a>            |  |   |
| Case Name:  | PETRIE, LAURA M. v. PETRIE, ROBERT S.         |  |   |
| Type of Transaction:  | Short Calendar Reclaim                        |  |   |
| Date Filed:   | 8/28/2014                                     |  |   |
| Short Calendar Reclaim By:  | CHERYL HALFORD (JeanVaJean)                   |  |   |
| <b>Motion(s) Reclaimed:</b>   |   |  |   |
| Entry No  | Description                                   | Initiated By                                 |   |
| 101.00  | MOT ALIMNY-CUSTDY-SUPPRT                      | P  |   |
| Superior Court (Other than Family Support Magistrate Matters)   |   |  |   |
| Document Filed:   | JD-CL-006 Short Calendar Reclaim              |  |   |
| Date and Time of Transaction:   | 8/28/2014 1:04:49 PM                          |  |   |
| <a href="#">Return to Case Detail</a>   | <a href="#">Return to Civil / Family Menu</a> | <a href="#">Reclaim Motions on this Case</a> | <a href="#">Reclaim Motions on a Different Case</a> |

22. Print the Confirmation of e-filed Transaction page for your records. If you do not print this page, you can view and save a copy of the confirmation page by going to **My E-filed Items** on the **Civil/Family/Housing Menu**, choosing a time frame of up to thirty days at a time, and selecting details to the right of the item for which you need the confirmation page.

## Locate a Case

There are three ways to locate a case in the e-filing system:

1. Click on **List My Cases** to show all of the cases in which you have an appearance

**Note:** If a judgment has entered in a case, such as a judgment of dissolution or a judgment in a condemnation case, be sure to choose **All Pending and Disposed Cases** to locate the case. A judgment is a disposition so that the case would appear as a disposed case, even though it is still active.

2. Click on **By Party Name** to show cases involving a particular party, either a plaintiff or a defendant
  - Type only the first letter or the first few letters of the last name to see a list of cases beginning with the letter(s) you have entered.
  - Do not type the entire name if you are uncertain about the spelling of the name, though, because the system will return no options on a misspelled name.
3. Click on **By Docket Number** only if you know the docket number of the particular case you wish to locate

## Find the Name of a Motion, Pleading, or Document to File

### By means of the search mechanism

- Use as few words as possible to describe the pleading you wish to find. (i.e., for a Motion to Set Aside a Verdict, simply type “set” or “aside.”)
- Also type only the first letters of the word to find a document
- If you type key words in one order and get no hits, reverse the order and try again. For example, “jury claim” yields no results, but “claim jury” gives you the form.

### By means of the categories

- Click on the down arrow to view a list of categories.
- Select the category of the pleading that you wish to file
- Most categories are self-explanatory and include documents that contain the main word listed. For example, an Objection to a Request to Revise is found in the **Objections** category, but the Request to Revise is found in the **Requests** category. The **Affidavits** category contains affidavits of all kinds.
- The **General** category includes most motions, demand for disclosure of defense, compliance, brief, acceptance of offer of judgment, application for *capias*, discovery responses, satisfaction of judgment, offer of proof, and return of record.
- The **Pleadings** category contains answers of all kinds, special defense, counterclaim, certificate of closed pleadings and replies of all kinds.

### By means of the I NEED HELP mechanism (Family cases only)

- Click on the **I Need Help** button to display a list of options
- Select the option that applies to what you want to do or the document you want to file.
- Select the appropriate filing from the list of names of the most commonly filed documents displayed.
- If no option is appropriate, you can return to the search options to find another name.

If you cannot find the specific caption for the pleading, motion or document you wish to file, the e-filing system provides certain generic options, including **Motion for Order, Request, Notice, and Objection**. Do not use these options unless absolutely necessary.

**Note:** Be sure to add a further description of any document that you are filing. The revised [Procedures and Technical Standards of E-Services](#) 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.

## CORRECTION OF ERRORS IN E-FILING

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The revised [Procedures and Technical Standards of E-Services](#) contains a section on corrective measures in e-filing. The most common options are listed here.

### **Correct an illegible or unreadable document**

When a technical problem (readability or legibility errors) exists with a document e-filed by an attorney, the attorney may seek the substitution of the document by filing a **Motion to Substitute**. The “Proposed Document for Substitution” must be attached to the motion.

1. Choose **Motion to Substitute Electronic Document** from the options displayed under the **General** Category
2. Click **Continue**
3. Add an additional description (“Proposed document for substitution for summons and complaint”) in the area provided;
4. Select party for whom the motion is being filed, if necessary;
5. Browse and attach the Motion and Proposed documents for Substitution that you have created and converted to PDF
6. Click **Continue** to go to the *Review and Certify Pleading/Motion/Other screen*
7. Click in the boxes to complete the certification and to indicate that you have attached an order page
8. Enter your **individual juris number** to sign your pleading and click **Continue**
9. Print or save a copy of the confirmation screen

### **Correct an incorrectly filed motion**

1. Choose **Withdrawal of Motion** from the options in the **Withdrawal Category**; click **Continue**  
**Note:** If you are withdrawing a filing that is not a motion, you will have the option of selecting **Withdrawal** from the list of options in the category.
2. Add a further description of the document that you are filing and select the parties for whom you are filing the withdrawal of motion.
3. Click **Continue**
4. Enter the caption and entry number of the document you wish to withdraw in the space provided; you may also enter the reason for filing the withdrawal.
5. Enter your individual juris number and address and click **Continue**
6. Review the certification of service information and add additional information, if necessary
7. Enter your individual juris number (your signature), your telephone number and the date that you are mailing or delivering the pleading to counsel and appearing parties; click **Continue**
8. Review the withdrawal form
9. Click **E-file this pleading**

**Note:** The document that was incorrectly filed will remain viewable in the file even after you have filed your withdrawal, but no action will be taken on it. The document may be sealed if it contains personal identifying information in violation of P. B. Section 4-7 and the court or a party seeks relief under P.B. Section 11-20B, or upon motion, the Court grants such relief for other reasons. You must file a motion to seal personal identifying information if you are asking the court to seal personal identifying information under Section 11-20B.

10. Be sure to print or save a copy of the confirmation page that appears once you have successfully e-filed.

**Correct an incorrectly filed pleading or other document**

1. Choose **Withdrawal** from the options in the **Withdrawal Category**
2. Click **Continue**
3. Enter the name and entry number of the pleading or document you wish to withdraw in the further description field;
4. Select the parties for whom you are filing the withdrawal, and click **Continue**
5. You may enter a reason for the withdrawal on this page
6. Enter your **individual juris number** and address, and click **Continue**
7. Review the certification of service information and add additional information, if necessary
8. Enter your individual juris number (your signature), your telephone number and the date that you are mailing or delivering the pleading to counsel and appearing parties
9. Click **Continue**
10. Review the withdrawal form

**Section I (check only one box)** This Withdrawal is being filed because the dispute has been resolved by:

|  |  |
|--|--|
| <b>I. Court-Annexed ADR</b>                              | <b>II. Court Intervention</b>  |
| 411088 <input type="checkbox"/> Early Intervention       | 411098 <input type="checkbox"/> Pretrial Conference  |
| 411089 <input type="checkbox"/> Early Neutral Evaluation | 411099 <input type="checkbox"/> Trial Management Conference  |
| 411090 <input type="checkbox"/> Attorney Trial Referee   | 411100 <input type="checkbox"/> Commencement of Trial (court trial - first witness sworn; jury trial - trial jurors sworn) |
| 411091 <input type="checkbox"/> Fact-Finding             | <b>III. Private ADR</b>  |
| 411093 <input type="checkbox"/> Arbitration              | 411102 <input type="checkbox"/> Provider Name: _____   |
| 411094 <input type="checkbox"/> Mediation                | <b>IV. Other</b>   |
| 411095 <input type="checkbox"/> Special Masters          | 411103 <input type="checkbox"/> Discussion of Parties on Their Own   |
| 411096 <input type="checkbox"/> Summary Jury Trial       | 415002 <input type="checkbox"/> Unilateral Action of Party(ies)  |

**Section II Withdrawal**  
*(Do not check the following two boxes if any intervening complaints, cross complaints, counterclaims, or third party complaints remain pending in this case. See below for partial withdrawal of action.)*

(WDACT)  The Plaintiff's action is WITHDRAWN AS TO ALL DEFENDANTS without costs to any party.  
(WOARD)  A judgment has been rendered against the following Defendant(s): \_\_\_\_\_  
and the Plaintiff's action is WITHDRAWN AS TO ALL REMAINING DEFENDANTS without costs.

**Partial**  
The following pleading(s), motion(s) or other paper(s) in the case named above is or are withdrawn:

|   |  |
|---|--|
| (WDCOMP) <input type="checkbox"/> Complaint                       | (WOAAP) <input type="checkbox"/> Plaintiff(s): _____                   |
| (WDCOUNT) <input type="checkbox"/> Counts of the complaint: _____ | (WOAAD) <input type="checkbox"/> Complaint against defendant(s): _____ |
| (WDINTCO) <input type="checkbox"/> Intervening Complaint          | _____ only without costs   |
| (WDTHPC) <input type="checkbox"/> Third Party Complaint           | (WOM) <input type="checkbox"/> Motion: _____                           |
| (WAPPCOM) <input type="checkbox"/> Apportionment Complaint        | <input checked="" type="checkbox"/> Other: _____                       |
| (WDCC) <input type="checkbox"/> Cross Complaint (cross claim)     | <b>#108 - Notice of Request for Admissions</b>                         |
| (WOC) <input type="checkbox"/> Counterclaim                       |  |

Signature Required

11. Click **E-file this pleading**

**Note:** The document that was incorrectly filed will remain viewable in the file even after you have filed your withdrawal, but no action will be taken it. The document may be sealed if the it contains personal identifying information in violation of P. B. Section 4-7 and the court or a party seeks relief under P.B. Section 11-20B, or upon motion, the Court grants such relief for other reasons.

12. Be sure to print or save a copy of the confirmation page that appears once you have successfully e-filed.

***Correct data entered incorrectly at the time of case initiation***

To request that data incorrectly entered electronically at the time of case initiation be conformed to the correct information (case type, return date or party names) on the summons that was served, you may use *Request to Conform Case Initiation Data Entry to Summons, New 1/09* ([JD-CL-96](#)). This form is available from the Judicial Branch website at: <http://www.jud.ct.gov>

This request is a fillable form that can be filled in and saved as a PDF document, and then filed electronically.

When you file the completed form electronically, be sure to select **REQUEST TO CONFORM CASE INITIATION DATA ENTRY TO SUMMONS (JD-CL-96)** from the options available to ensure that the request comes to the attention of the clerk of the court.

## CONTACTS AND SUPPORT

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For further information or support on e-Filing, please contact:

*For questions pertaining to e-Filing please contact:*

***E-Support Helpline***

**[eservices@jud.ct.gov](mailto:eservices@jud.ct.gov)**

**Phone: 866-765-4452**

**[alice.mastrony@jud.ct.gov](mailto:alice.mastrony@jud.ct.gov)**

**Phone: (860) 706-5321**