

# Designated Filer Quick Reference Guide

THIS GUIDE IS FOR USE BEGINNING  
August 22, 2009.

Last Updated 8/14/2009

## NEED HELP?

For all issues with e-filing, call or email:

E-Services	<a href="mailto:Eservices@jud.ct.gov">Eservices@jud.ct.gov</a>
E-Services Helpline	(866) 765-4452
Alice Mastrony	<a href="mailto:Alice.Mastrony@jud.ct.gov">Alice.Mastrony@jud.ct.gov</a>
Work	(860) 706-5321
Cell	(860) 573-6413

## WHAT IS A DESIGNATED FILER?

Designated filers are individuals authorized by attorneys and law firms to file case initiation documents on their behalf.

Attorneys registered with the Statewide Grievance Committee, and law firms which have obtained a law firm juris number, may designate filers. Designated filers may either pay for cases for which they have entered data or leave the cases in the shopping cart to be paid for by the attorney or firm.

A designated filer will have a UserID and a password for use in accessing E-Services to maintain the designated filer's account and to file case initiation documents electronically with the Superior Court on behalf of the attorney or law firm.

**Any electronic transactions conducted by a designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used by the designated filer to conduct the electronic transaction.**

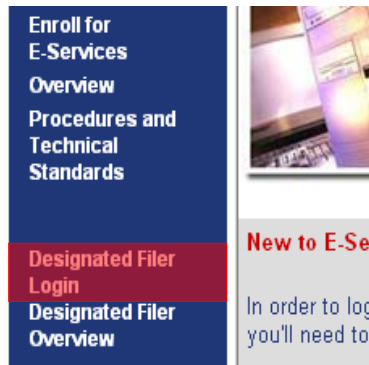
## ACTIVATE A DESIGNATED FILER ACCOUNT

After submitting the application, the attorney or firm will receive a system-generated password and UserID for you, the designated filer. The attorney or firm will provide that password and UserID to you. When you first login, you will be required to change the system-generated password to a password of your choosing. The password you create has to contain 8-10 characters, including at least one number (0-9), but it cannot contain special characters, such as #, @ or %).

**Note:** If the initial system-generated password is lost or misplaced before you activate the account, the attorney or firm will be able to replace it. Please contact the attorney or firm who originally set up your Designated Filer account.

## ACTIVATE A DESIGNATED FILER ACCOUNT

1. Go to <http://jud.ct.gov>
2. Click on **E-Services**, the *E-Services Login* screen displays
3. Select **Designated Filer Login** from the left menu
4. Type the **User ID** in the *User ID* box (shown below)



5. Type the system-generated **Password** in the *Password* box (shown above)
6. Complete or update the information on the *Designated Filer Account Activation* screen
7. Review the User Agreement and, if you agree to the terms, select the *I Agree* check box



8. Click **Submit** button to activate the Designated Filer Account

## THE DESIGNATED FILER OPTIONS

The following options are available on the Designated Filer home page: *Case Filing Options*, *Search Options* and *Designated Filer Option*. Information on each option is shown in the chart below.

State of Connecticut  
**Judicial Branch**

Designated Filer: **AMY M VAGHINI** E-Mail: **AMYVAGHINI@GMAIL.COM**

The Civil E-Filing section has been developed to enable electronic filing of civil documents with the State of Connecticut Judicial Branch. Currently the filings are limited to certain Case Types as [defined below](#).

Each method of accessing a case currently available is listed in the blue bar on the left side of this web page. There is also an EFile New Case link on the left side of this page to use for initiating new civil cases.

[Disclaimer](#)

**My Authorized Juris Numbers:** **My Status:** Active

Juris Number	Attorney/Firm Name	Contact Info	Shopping Cart
423079	<b>TEST HARRINGTON &amp; MASTRONY PC</b> A.MASTRONY-JUD BRANCH 61 WOODLAND ST HARTFORD, CT 06105	<b>E</b> Mail: harringtonmastronypc@gmail.com <b>P</b> hone: (555) 555-5555	1

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MENU ITEM	USE
<b>Home Page</b>	Allows you to return to the <b>Designated Filer home page</b> from any screen.
<b>CASE FILING OPTIONS</b>	
<b>E-File a New Case</b>	Allows you to initiate a new case on behalf of an attorney or firm. E-filing is available for initiating cases in all tort and vehicular tort cases filed after 9/1/05, most contract and property cases filed after 2/27/06 and beginning 8/22/09, in most administrative appeals, eminent domain, wills, estates and trusts, and miscellaneous cases. Certain cases are not efilable, including Drug Asset Forfeiture cases (P 30), Habeas Corpus (M 30), Foreign Civil Judgments – C.G.S. 52-604 & C.G.S. 50a-30 (M 80), Summary Process (M 81), Housing Civil Matters (M 82), and Foreign Protective Order (M 84). Cases that request a prejudgment remedy, eminent domain cases (E) and Small Claims Transfer to Regular Docket (M 83) matters cannot be initiated electronically.
<b>Shopping Cart</b>	This feature allows you, or the attorney or firm for whom you are filing, to pay for and file selected new cases. You may also leave items in the shopping cart and add additional items by clicking on the <b>Add Additional Filings</b> button.  <b>If you do not pay for the items in the <i>Shopping Cart</i>, they will remain in the shopping cart for 56 calendar days. You, or the attorney/firm for whom you are filing, may delete them, or pay for and file them, at any time during that period.</b>
<b>E-Filed Items</b>	The <i>E-Filed Items</i> feature displays a list of items that you have e-filed on behalf of the authorized juris number within the <b>last 30 days</b> .  Items are marked as <i>Accepted</i> or <i>Pending Acceptance</i> . Both terms refer to the internal transfer of information to the court's Civil/Family System and do not refer to the filing status of your item.
<b>SEARCH OPTIONS</b>	
<b>Select Case</b>	Allows you to look up a case by docket number
<b>Party Search</b>	Allows you to look up a case by party name
<b>Attorney/Firm Inquiry</b>	Allows you to search for firms/attorneys by Juris Number or Attorney Last Name/Firm name.
<b>Authorized juris number(s) Case List</b>	Allows you to search for a case(s) by an authorized juris number (the juris number of an attorney/firm for which you are an authorized Designated Filer).
<b>DESIGNATED FILER OPTION</b>	
<b>Maintain Account</b>	This feature allows you to review and update your account information, including your phone number, email address, password, and Secret Question/Answer.
<b>Log Out</b>	This link allows you to <b>Logout</b> of the Designated Filer site.