



# E-Filing in Civil, Family and Housing Matters Quick Reference Guide

Revised 11/16/16

## Questions?

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

### Signing up for E-Services

Type [www.jud.ct.gov](http://www.jud.ct.gov) in the address bar of your browser.



- Select **E-Services** from the menu on the left of the screen.
- Select **Enroll**, complete and submit the enrollment form, and you will receive a temporary system-generated password by mail if you are an attorney or law firm. If you are enrolling as a self-represented party, you will receive an email that will provide you with a link to validate your account.

### E-Filing a New Civil, Family or Housing Case

**Note:** Designated filers e-filing a new case should refer to the information in the [Designated Filer Quick Reference Guide](#).

Before e-filing a new case, you must create separate PDF documents such as the summons, complaint, notice of automatic orders, and return of service. Different case types can require different documents.

- **Log in** to E-Services and select **Civil/Family/Housing Menu** from the E-Services home page

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

- Select **E-file a New Case** from the **Civil/Family/Housing Menu**.
- Select the **Case Category**: Civil/Housing or Family.
- Select the case type, and respond to the subsequent questions, which are intended to identify cases that cannot be e-filed.
- Enter the information from your summons on the **Basic Summons Information** page, including court location, return date, juris number, and party type and information. For family cases, you will also be asked to provide information on any public assistance received by parties or children.
- Enter the information about the first-named plaintiff and first-named defendant.
- **Note:** If you are a self-represented party, the plaintiff's information will be automatically supplied by the system based upon your enrollment information. You may change this information if necessary.
- Browse and attach the supporting PDF documents from your files.
- Click **Continue** to check the accuracy of the information and the correctness and quality of the attached documents. Use the navigation buttons in each document window to scroll through your document.

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

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

### Important Information on Civil, Family & Housing e-filing

Before using **E-Services**, review the revised [Procedures and Technical Standards for E-Services](#). For appellate matters, review the [Procedures and Technical Standards for Appellate E-Filing](#). Go to the [E-Services Welcome Page](#) for information and help with e-filing by clicking on the **E-Services** link on the home page at [www.jud.ct.gov](http://www.jud.ct.gov).

**Note:** Use of the electronic filing system is limited to: (1) enrolled attorneys and law firms and the employees of the law office under the supervision of an enrolled attorney; (2) individuals designated by attorneys and law firms to file case initiation documents on their behalf; and (3) self-represented parties who have enrolled in E-Services and been given electronic access to their cases.

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

**Note:** Do not select items for payment if you wish to pay later. Select **Return to Civil/Family/Housing Menu**. Unpaid items are not filed but remain in the shopping cart for 56 days before removal.

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

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

- Click on **Process Payment** for electronic check payments or on **Pay Now** for credit card payments. A confirmation page with information about the payment and the document filed will display.
- Print or save a copy of this confirmation page for your file

**Note:** When you pay by credit card, you will be sent a receipt for the payment by e-mail.

### E-File an Appearance

If you are a self-represented party, you must request electronic access to your file before you can file electronically. Go to <http://www.jud.ct.gov/external/super/E-Services/efile/> for more information.

- **Log in** to E-Services and select **Civil/Family/Housing Menu**
- Choose **By Docket Number** or **By Party Name** from the options below **E-File on an Existing Case**.
- Enter the requested information and **Click Here** to go to the Case Detail page (by number) or to select a case from a list of cases (by name).
- Select **E-File an Appearance** as the case activity; click **Go**.
- Fill in the requested information; and select "yes" to indicate that you will accept certification by email rather than U.S. Mail or fax;
- Click **Continue**.
- Review the appearance that displays;
- Print or save the document that is created by the e-filing system.
- Print or save a copy of the **Confirmation Page** that displays once the document has been successfully e-filed.

**Note:** You must send copies of e-filed documents to other self-represented parties and attorneys under Practice Book Sec. 10-13. If a party has agreed to accept service electronically, you must provide the copies electronically.

## [E-File Motions/Documents](#)

Self-represented parties are **permitted** to e-file and attorneys **must** e-file documents in cases with docket numbers that begin with a **5** or a **6**. (For example, HHD FA 14 5022125 or BPH CV 16 6021834.

- **Log in** to E-Services and select **Civil/Family/Housing Menu** on the E-Services home page

**Note:** Any activity will be attributed to the logged-in juris number.

- Click on **By Docket Number, By Party Name** or **List My Cases** from the **Civil/Family Menu** below **E-File on an Existing Case** to go to the case detail page for your case.
- Click the drop-down arrow to select **E-File A Pleading Or Motion** as the desired case activity
- Click **GO**. Instructions appear at the top of the page.
- Click on a category, use the search mechanism, or choose **I Need Help** (in family cases only) to find the name of the motion, pleading or document you wish to e-file. Use only a few letters from a main word in the name of your document to search in the search field.
- Once you have located and selected the type of document you wish to file, click **Continue**.
- Provide information about the document in the additional description field. Include the name and entry number of other related filings such as the request to which an objection is being filed. This information appears on the Case Detail screen under the name of the document. It is required by the revised [Procedures and Technical Standards for E-Services](#).
- Depending on your selection, the system will create a system-populated form or you will be required to attach your own PDF document.

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

- You will see the document displayed for review in a window. Click on **View All Pages as PDF** to review the document before filing it.

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

- Complete the certification section by clicking in the box next to **Certification** and entering your **individual** juris number or User ID in the appropriate box.
- Print or save a copy of the **Confirmation Page** that displays once the document has been successfully e-filed.

**Note:** You must send copies of your e-filed documents to other self-represented parties and attorneys in your case under Practice Book Sec. 10-13 If a party has agreed to accept service electronically, you must provide the copies electronically

- If a fee is required, you may pay for all items or only one at the end of your e-filing session. Unpaid items will remain in the shopping cart for up to 56 days, but are *not* filed until the fees are paid.

**Note:** If you have items in the shopping cart, you will see a number displayed on the menu next to **My Shopping Cart** when you go to the **Civil/Family/Housing Menu**

- Select the items you want to pay for and the payment method: credit card or electronic check for attorneys and law firms; credit card only for self-represented parties. A service fee is charged for credit card payments.

## [My Shopping Cart](#)

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input type="checkbox"/>	MAYBERRY BANK AND TRUST v. GRIFFITH, ANDY FBI CV 13 Case # Not Yet Assigned Electronic Documents: SBA COMPLAINT SBA PETITION OF SERVICE Shopping Cart Notes: Designated Filer-JOHNHARRINGTON Data Entry Notes: test one	Case Type: CIB 11/19/2013	Filing Fee \$30.00 Remove Item from Shopping Cart
<input type="checkbox"/>	BETTY, WALTER v. PHANTOM OFFICE LLC FBI CV 13 Case # Not Yet Assigned Electronic Documents: SBA COMPLAINT SBA PETITION OF SERVICE Shopping Cart Notes: Designated Filer-JOHNHARRINGTON Data Entry Notes: second test	Case Type: AIB 11/19/2013	Filing Fee \$30.00 Remove Item from Shopping Cart
			Total Amount: \$0.00

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

- Fill in the required information for each type of payment. You must enter this information each time you make a payment.

**Note:** Credit Cards accepted for e-filing are: MasterCard, Visa, American Express and Discover.

- Click on **Process Payment** for electronic check payments or on **Pay Now** for credit card payments.
- Print or save a copy of the **Confirmation Page** that displays once the document has been successfully e-filed. If you pay by credit card, you will be sent a payment receipt by e-mail.

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

### **What family case types are e-filable?**

Dissolution of Marriage (F00), Legal Separation (F10), Annulment (F20) and Civil Union – dissolution, legal separation and annulment (F50) filed after 12/15/14, and Change of Name (F30), Custody (F40), Visitation (F71), Paternity (F80), Support Petition (F85), Agreement to Support (F86), Appeal – Uniform Interstate Family Support Act (F87), Challenge to Acknowledgment of Paternity (F88) and All other (F90) filed after 10/3/16. See [Procedures and Technical Standards for E-Services](#).

### **What housing case types are e-filable?**

Housing cases filed in the housing sessions at Bridgeport, Hartford, New Britain, New Haven, Norwalk, and Waterbury; in the judicial districts of Danbury, Meriden, Middlesex, Norwich, and Tolland; and on and after January 1, 2017, in the judicial districts of Ansonia/Milford, Litchfield, New London and Windham. Case initiation documents and other documents filed in new housing cases are e-filable in: Summary Process (H00); Housing - Return of Security Deposit (H10); Housing - Rent and/or Damages (H12); Housing – Administrative Appeal (H50); Housing – Municipality Enforcement (H60); Housing – Bed Bug Infestation (H70); and Housing – All Other (H90). After initiation, 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).

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

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

Six forms are created by the e-filing system: appearances, reclaims, motions for continuance, withdrawals (except withdrawals of appearance), certificates of closed pleadings, and jury claims. You cannot upload any of these forms in e-filing.

### **How can I correct misfiled or incorrect documents or data entry?**

You may withdraw an incorrectly-filed document or revise or amend documents in accordance with Practice Book rules. If you make an error entering data from your summons in case initiation, use form JD-CL 96 to request correction. Detailed Information on corrective measures can be found in the [Procedures and Technical Standards for E-Services](#).