

Appellate E-Filing Quick Card

08/01/2016

NEW! Effective August 1, 2016, all self-represented parties* and attorneys **must** file all appellate documents electronically in all types of cases unless they have an exclusion from electronic filing requirements. Briefs must be submitted electronically *and on paper*.

*Incarcerated self-represented parties cannot e-file at this time.

Getting Started

- *Enroll in E-Services*
If you already have an active E-Services account, you do not need to create a new account to e-file appellate matters. To create an account, go to the Judicial Branch home page, choose E-Services, and click Enroll.
- *Log in to your E-Services Account.*
- **Select Upload Supreme/Appellate Briefs & Appendices** to submit an electronic copy of briefs and appendices.
- **Select Appellate E-Filing** to e-file any other appellate matter or document.

Do I need to file an appearance?

If you appeared in the trial court before you filed your appeal, you do not need to file an appellate appearance. If you did not appear in the trial court before you filed your appeal, you will be prompted to enter the required appearance information *during the filing transaction*. If you wish to file an appearance in an existing appellate matter, you must file an appearance form.

For more information visit the Judicial Branch Website:

- Procedures and Technical Standards for Appellate E-Filing
- Appellate E-Filing Instruction Manual
- Appellate E-Filing Frequently Asked Questions
- Uploading Briefs Frequently asked Questions
- Handbook of Appellate Procedure
- Rules of Appellate Procedure

NOTE: An appellate matter will be docketed upon filing, but it may be returned by the appellate clerk or rejected by the court if you fail to pay required fees or if it fails to comply with the rules of practice. *Filing fees will not be refunded for returned or rejected filings.*

Self-Represented Parties

- You **MUST** file your appellate matter electronically and pay all fees electronically unless you have an e-filing exclusion or are incarcerated. Any paper appellate filing will be rejected unless you have an exclusion from e-filing. The trial court will not accept payment for your appellate filing unless you have an exclusion.
- As soon as you are enrolled in E-Services, you can e-file your appellate matter. *You do not need to request electronic access before you e-file your appellate matter.*
- Self-represented parties may only pay court fees by credit card at this time.
- In most cases, you can view your case file online by logging in to your E-Services account. In juvenile and family appeals, and in appeals that involve protected information, the clerk's office must verify your identification before giving you remote electronic access. To obtain remote electronic access:
 1. Go to the Judicial Branch Website www.jud.ct.gov.
 2. Choose Forms.
 3. Choose Supreme/Appellate.
 4. Print and complete the Appellate Electronic Access Form.
 5. Bring the completed form and a photo ID to the Appellate Clerk's Office.
 6. If you cannot go to the Appellate Clerk's Office, mail a notarized copy of your photo ID with your form. Do *not* send your original photo ID in the mail. The notary's signature and statement must be on the copy of the ID.
 7. The name on your ID must match the name of the party in the case file. If the names are different, you must also deliver proof of name change to the Appellate Clerk's Office.