

File a New Housing Case Electronically

You can now file **housing cases** electronically (on-line) in the Judicial Districts of Danbury, Meriden, Middlesex, Norwich and Tolland and in the Housing Sessions in Bridgeport, Hartford, New Britain, New Haven, Norwalk and Waterbury. You can find a list of the types of cases that you can and cannot file on-line in the revised [Procedures and Technical Standards for E-Services](#). You cannot file any type of housing case on-line if you are *not* paying the entry fee because the court granted your application for a fee waiver. (You can also file many family cases and most civil cases electronically (on-line).



If you have not enrolled in E-Services yet, stop here. Before you can file a new case on-line, you must fill out and submit the enrollment application to set up your User ID and password, and make your account active. Then you can log in to E-Services.

Every case is different and the information in this manual is general. You should use the information as a guide only; if you think you need more help with your case, you may want to get an attorney. You can also go to a [Court Service Center](#) or contact the [Connecticut Network for Legal Aid](#) or find additional information at the [Law Libraries](#).

To file a new case on-line, you must:

1. Enroll in E-Services to set up a User ID and password
2. Prepare the summons and complaint that you will have served on the defendant
3. Personally go to the clerk's office to have the summons signed by the clerk
4. Give the paperwork to a state marshal to have it served
5. Scan the original papers that have been served and returned to you by the state marshal into three separate PDF documents
6. Save the PDF documents on your computer
7. Log in to E-Services with your User ID and password
8. Choose **Civil/Family/Housing Menu**
9. Choose **E-file a New Case**
10. Enter the information on the case type into the system
11. Enter the information from your summons about the case, the court, and the parties in the case into the system
12. Browse and attach the PDF documents of the summons, the complaint and the marshal's return of service
13. Review the information that you have entered and the documents that you have attached
14. Enter your User ID to certify that the documents that you have attached are true copies of what the marshal served on the defendant
15. Pay the entry fee using a **Discover, Visa, MasterCard or American Express** credit card
16. Print the confirmation page that gives you the information on what you filed with the court

Instructions and pictures to tell you how to file a new case on-line

You must fill out your summons and complaint and any other documents that you will have the marshal serve on the defendants. Once you have filled out this paperwork, you must personally take it to the Superior Court Clerk's Office. The Clerk will sign the summons, and return the signed original summons and complaint to you. You then give the original summons and complaint and any other documents to a state marshal, who serves the papers and gives the original documents back to you along with a return of service. When the marshal returns the documents to you, you can scan them to convert the summons, the complaint and the marshal's

File a New Housing Case Electronically (continued)

return into three separate PDF documents. If you are suing more than four defendants, you will also have an “Additional Parties Page” to file. You must scan and convert the “additional parties page” as a **separate** PDF document. You can electronically file PDF documents only. You may also have a notice to quit, which can be filed as a separate PDF document.

Note: Some case types may require you to include other types of documents such as an application or an order for hearing and notice, or you may need to file documents before they are served on the defendant. This manual does not talk about how to file these case types.

1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports two browsers – Microsoft Internet Explorer® version 6 or higher, or Firefox 3 or higher. The address bar for those browsers is shown below:

Microsoft Internet Explorer®:



Firefox:



2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page

A screenshot of the State of Connecticut Judicial Branch E-Services Welcome Page. The page features a blue header with the text "State of Connecticut Judicial Branch" and a "Contact E-Services" button. Below the header is a navigation menu with options: 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 includes a paragraph describing electronic services. A "News and Announcements" section contains a notice dated 08/08/14 regarding electronic filing requirements effective September 1, 2014. On the right side, there are two buttons: "ENROLL" for Self-Represented Parties and Attorneys, and "LOG-IN" for Self-Represented Parties and Attorneys. The "LOG-IN" button is highlighted with a red border.

3. Click **LOG-IN**
4. The Login page will appear.

File a New Housing Case Electronically (continued)

5. Enter your User ID and your password

Judicial Branch E-Services - (Electronic Services)

E-Services allows attorneys and self-represented parties to do business with the Judicial Branch electronically. For more information on what you can do electronically through E-Services, [click here](#).

You should review the [Procedures and Technical Standards for E-Services](#) which apply to all Judicial Branch electronic services. The Procedures and Technical Standards have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings.

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

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

Enrollment is free.

Juris Number (attorney/firm) or Self-Rep. User ID:
alicemastrony [Forgot User ID?](#)

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

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6. Click **Login** to go to the E-Services home page.

State of Connecticut Judicial Branch E-Services

E-Services Home

Civil / Family / Housing Menu

Small Claims E-filing

Change Account Information

Logged-In User: Alice Mastrony (alicemastrony) E-Mail: alice.mastrony@jud.ct.gov Logout

Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do electronically through E-Services, [click here](#).

You should review the [Procedures and Technical Standards for E-Services](#) which apply to all Judicial Branch electronic services. The Procedures and Technical Standards have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings.

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

7. Choose **Civil / Family/Housing Menu** from the options on the E-Services home page

8. You will see the menu displayed

9. Choose **E-file a New Case**

State of Connecticut Judicial Branch Civil and Family E-Services

E-Services Home

Civil / Family Menu

E-File a New Case

E-File on an Existing Case

Court Events

Short Calendars

Markings Entry

[More Information](#)

Logged-In User: E-Mail: Logout

You can ask for electronic access to your files so you can file documents, look at documents filed in your case, and mark your civil short calendar matters on-line in almost all [civil cases](#). You cannot file or look at documents or mark short calendar matters on-line in divorce, child support and child custody cases yet.

You can look at a list on this page of (1) cases you have requested electronic access to and (2) cases you have been given electronic access to.

You can find out more about the links on the left side of the page by [clicking here](#).

Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keyboard for 30 minutes, the system will show a message asking you if you want to log off or stay logged in. If you don't pick either choice, the system logs you out after 60 seconds. If you are in the middle of filing something and the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.

[Disclaimer](#)

File a New Housing Case Electronically (continued)

Enter Case Type Information

1. You will see the following screen. Choose **Civil** or **Civil/Housing** to indicate that you are filing a housing case.

State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-in User: Alice Mastrony (alicemastrony) E-Mail: alicemastrony@jud.ct.gov Logout

Show Instructions

E-File a New Case

* Is this a Family or Civil case? Family Civil

Continue Cancel

Return to Civil / Family Menu

2. Click the down arrow to show the list and click on the correct case type

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?

* Has the Summons been signed by a Clerk or Commissioner of the Superior Court?

* Is there a court order waiving the entry fee for the case you are filing?

* Is there more than one plaintiff on the case?

Continue Cancel

H00 - Summary Process
H10 - Housing - Return of Security Deposit
H12 - Housing - Rent and/or Damages
H20 - Housing - Housing Code Enforcement
H30 - Housing - Entry and Detainer
H40 - Housing - Audita Querele / Injunctior
H50 - Housing - Administrative Appeal
H60 - Housing - Municipality Enforcement

Note: The case type should be on your summons. The summons for this example is shown below:

SUMMONS
SUMMARY PROCESS (Eviction)
JD-HM-32 Rev. 10-15
C.G.S. § 51-348;
P.A. 15-85 §§ 7 & 14; P.B. § 8-1

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

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.

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

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 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 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 Sundays and legal holidays)

Judicial District: Bridgeport
Geographical Area number:

Case Type (From Judicial Branch code list)
Major **H** Minor **00**

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)
1061 Main Street, Bridgeport, CT 06694

Telephone Number of Clerk
(203)579-6936

Number of Plaintiffs: **1** Number of Defendants: **1** 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)	
First Plaintiff	Name: Simpson, Homer Address: 15 Marge Way, Trumbull, CT	P-01
Additional Plaintiff	Name: Address:	P-02
First Defendant	Name: Flintstone, Fred Address: 22 Bedrock Drive, Monroe, CT	D-01
Additional Defendant	Name: Address:	D-02

File a New Housing Case Electronically (continued)

- Click next to **No** if your case does not include prejudgment remedy documents, such as an application for prejudgment remedy or an order for hearing and notice. Click next to **Yes** if your case does include prejudgment remedy documents and



You must file the case *on paper* with

the clerk of the court at the appropriate location if your case includes prejudgment remedy documents.

- Click next to **Yes** to confirm that the summons was signed by a Clerk or a Commissioner of the Superior Court

The screenshot shows the "E-File a New Case" form. At the top, it says "State of Connecticut Judicial Branch Civil and Family E-Services" with a logo. Below that, it shows "Logged-in User: Alice" and "ty@jud.ct.gov Logout". The main heading is "E-File a New Case". A question asks "Is this a Family or Civil case?" with radio buttons for "Family" and "Civil", where "Civil" is selected. Below this is a section titled "Case Type Information" with several questions and radio buttons:

- "What is the case type for this case?" with a dropdown menu showing "H00 - Summary Process".
- "Does this case include Prejudgment Remedy documents?" with radio buttons for "Yes" and "No", where "No" is selected. A note below says: "(If the prejudgment remedy is based on a commercial waiver, select 'No')".
- "Has the Summons been signed by a Clerk or Commissioner of the Superior Court?" with radio buttons for "Yes" and "No", where "Yes" is selected.
- "Is there a court order waiving the entry fee for the case you are filing?" with radio buttons for "Yes" and "No", where "No" is selected.
- "Is there more than one plaintiff on the case?" with radio buttons for "Yes" and "No", where "No" is selected.

At the bottom of the form are "Continue" and "Cancel" buttons.

Note: If your summons was not signed by a Clerk or Commissioner of the Superior Court, your paperwork may not have been served properly, and you may not be able to obtain a judgment.

- Click **No** if you do not have a court order waiving the entry fee for this case. If you have an order waiving the entry fee for this case, click **Yes** and



You must file the case *on paper* with the clerk of the court at the appropriate location if you have an order waiving the entry fee.

- Click next to **No** if there is only one plaintiff in the case you are filing. If there is more than one plaintiff, click next to **Yes**, and



You must file the case *on paper* with the clerk of the court at the appropriate location if there is more than one plaintiff.

- Click **Continue** to go to the next page to enter *Basic Summons Information*

File a New Housing Case Electronically (continued)

Enter Basic Summons Information

8. You must use the information on the summons for the case you are filing to answer the questions on this page. You can see the information in the summons in the case that is being filed on the next page. The information you need to file your case on-line is numbered on this summons. The numbers on this summons match the numbers next to the questions on the page in e-filing

SUMMONS SUMMARY PROCESS (Eviction)
 JD-HM-32 Rev. 10-15
 C.G.S. § 51-348;
 P.A. 15-85 §§ 7 & 14; P.B. § 8-1

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 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 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.

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

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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.

Return Date (Month, day, year) (Any day but Sundays and legal holidays) **4/6/2016**

Judicial District Geographical Area Housing Session At (Town in which writ is returnable) (C.G.S. 51-346, 51-349) **Bridgeport** Case Type (From Judicial Branch code list) Major **H** Minor **00**

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) **1061 Main Street, Bridgeport, CT 06694** Telephone Number of Clerk **2035796936**

Number of Plaintiffs: **1** Number of Defendants: **1** 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)	
First Plaintiff	Name: Simpson, Homer Address: 15 Marge Way, Trumbull, CT	P-01
Additional Plaintiff	Name: Address:	P-02
First Defendant	Name: Flintstone, Fred Address: 22 Bedrock Drive, Monroe, CT	D-01
Additional Defendant	Name: Address:	D-02
Additional Defendant	Name: Address:	D-03
Additional Defendant	Name: Address:	D-04

9. Click the down arrow next to the Judicial District field to show a list of the Judicial Districts

Basic Summons Information

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

1. To which Judicial District and town is this case returnable?

2. What is the Return Date for this case? (MM/DD/YYYY)

3. What is the monetary demand for this case?

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

5. How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

10. Click on the location that you have on your summons. In this example, the location is Bridgeport

Basic Summons Information

Case Type: H00 - Summary Process

To which Court location is this case returnable?

– JUDICIAL DISTRICT LOCATIONS –

DBD - Danbury at Danbury

KNO - New London at Norwich

MMX - Middlesex at Middletown

NNI - New Haven at Meriden

TTD - Tolland at Rockville

– HOUSING SESSIONS –

BPH - Housing Session at Bridgeport

HFH - Housing Session at Hartford

NBH - Housing Session at New Britain

NHH - Housing Session at New Haven

NWH - Housing Session at Norwalk

WTH - Housing Session at Waterbury

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? Yes No

How many plaintiffs in this case?

How many defendants in this case?

How many garnishees in this case?

File a New Housing Case Electronically in the Superior Court (continued)

11. Click on the calendar next to the Return Date field to see a calendar and click on the correct date. You can move the calendar to the next month or the month before by clicking on the name of the month in the blue bar. In this example, the return date is April 6, 2016.

Note: The return date for most civil actions must be a Tuesday. That is why the Tuesdays appear **blue** on the calendar. You must enter the date that you have on your summons.

The screenshot shows the 'E-File a New Case' form for a 'Summary Process' case. A calendar pop-up is open, showing April 2016. A red arrow points from the calendar to the 'Return Date' field, which is highlighted with a red box. The calendar shows that April 6, 2016, is a Tuesday and is highlighted in blue. The form includes fields for 'To which Court location is this case returnable?', 'What is the Return Date for this case?', 'What is the monetary demand for this case?', and 'Are you claiming other relief in addition to or in lieu of money or damages?'. There are also input fields for the number of plaintiffs, defendants, and garnishees.

12. Click the down arrow next to the monetary demand field

13. Click on the correct amount in demand. For a summary process case, you must choose *no monetary demand* because what you are asking for is the eviction, not an amount of money.

The screenshot shows the 'Basic Summons Information' form for a 'Motor Vehicles - Driver and/or Passenger(s) vs. Driver(s)' case. The 'Return Date' is set to 09/30/2014. The 'monetary demand for this case?' dropdown menu is open, showing three options: 'No Monetary Demand', 'Less than \$2,500', and '\$2,500 or more'. A blue box with the number '3' is next to the 'No Monetary Demand' option. The form also includes fields for 'To which Judicial District and town is this case returnable?', 'Are you claiming other relief in addition to or in lieu of money or damages?', and input fields for the number of plaintiffs, defendants, and garnishees.

14. Enter the number of plaintiffs, the number of defendants and the number of garnishees (if your case has any garnishees) in each field. In this example, there is one plaintiff and one defendant.

The screenshot shows the 'Basic Summons Information' form for a 'Summary Process' case. The 'Return Date' is set to 04/06/2016. The 'monetary demand for this case?' dropdown menu is set to 'No Monetary Demand'. The input fields for the number of plaintiffs, defendants, and garnishees are highlighted with a red box. The number of plaintiffs is 1, the number of defendants is 1, and the number of garnishees is 0. A blue box with the number '4' is next to the 'No Monetary Demand' option. The form also includes fields for 'To which Court location is this case returnable?' and 'Are you claiming other relief in addition to or in lieu of money or damages?'. A blue box with the number '5' is next to the input fields for the number of plaintiffs, defendants, and garnishees.

File a New Housing Case Electronically in the Superior Court (continued)

Enter First Plaintiff and First Defendant Information

You must now enter the information about the first plaintiff and the first defendant in your case. Choose the type of party for the plaintiff and the defendant. Party type choices for a plaintiff are person, person PPA, or executor or administrator. For a defendant, party type choices are person, firm or corporation, government entity or executor or administrator.

15. Click the down arrow to choose the party type for the First Plaintiff:

First Plaintiff
•Choose Party Type: -Select One-
First Defendant
•Choose Party Type: -Select One-
Person
Person PPA
Executor/Administrator

16. Choose **Person** from the list of options.

First Plaintiff
•Choose Party Type: Person
First Plaintiff's Name as indicated on the Summons or other documents
Prefix:
* Last Name: Simpson
First Name: Homer
Middle Name:
Suffix:
Name Info Continued:
Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons
Inmate Number:
Business/Care Of/Institution:
* Street Address: 100 Marge Way Post Office Box:
Suite/Apt/Unit/Floor:
* City/Town: Anytown
* State or State Equivalent: CT - CONNECTICUT Foreign/US Military/US Territory
* Zip: 06000 No Zip Code Available
Zip Plus 4:
Full Name of Country (if not US):
Email Address:
* Phone Number: 8605555555 x
Ext.:
Fax Number:

Note: The e-filing system will automatically enter the information that you gave in your enrollment application, including your name, address, e-mail address and telephone number. You can make any changes to the information that is shown here if you need to. You should also update your E-Services account with changes.

17. Review your information and make any changes you need to make.

18. Click the down arrow to choose the party type for the First Defendant:

First Defendant
•Choose Party Type: Select One-
Person
Firm/Corporation
Government Entity
Executor/Administrator
Supporting Documents

19. Choose whether the first defendant is a Person, Firm/Corporation, Government Entity or Executor/Administrator. In this example, the defendant is a Person.

File a New Housing Case Electronically in the Superior Court (continued)

20. Enter the name of the defendant as it is shown on the summons

First Defendant

*Choose Party Type:

First Defendant's Name as indicated on the Summons or other documents

Prefix:

*Last Name:

First Name:

Middle Name:

Suffix:

Name Info Continued:

Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons

Inmate Number:

Attach your Documents

You must attach the documents for the case that you are filing. You will usually have two documents; one is the summons, and the other is the complaint. You must be sure that each document is in PDF format. For information on PDF creation, click [here](#). You can also attach the return of service from the marshal.

21. Check the box to indicate that the documents that you are filing do not contain personal identifying information

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.

22. Click **Browse** next to the **SUMMONS PDF** field to find your document on your computer

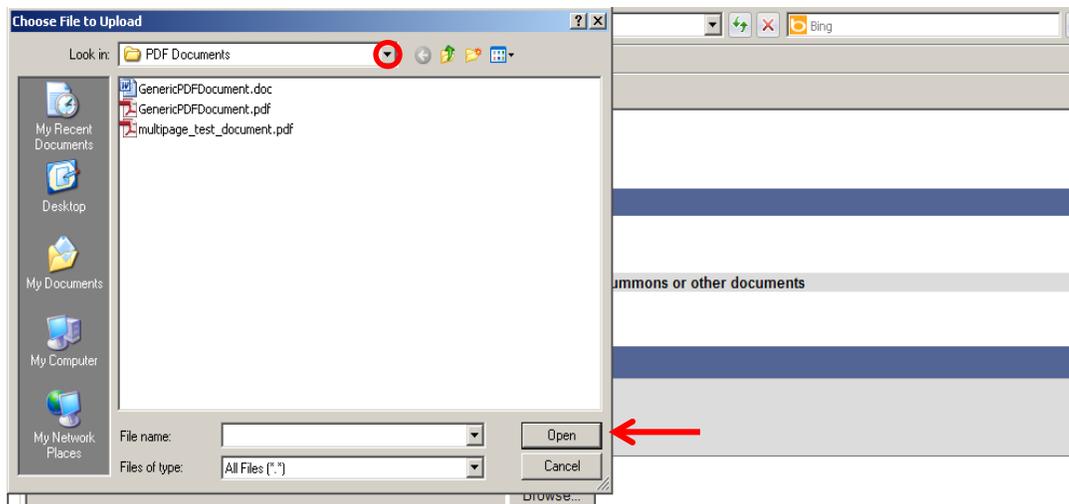
Supporting Documents

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...

23. Click the down arrow to find your document in the files on your computer



24. Click once to select the PDF document and click **Open**; the information about the document will appear in the area under **Summons** for this case (shown below)

*Please attach the SUMMONS PDF

The file has been uploaded:

[Summons.pdf](#) [Delete](#)

File a New Housing Case Electronically (continued)

25. Click **Browse** next to the **Complaint** field and select the file and click **Open**; the information about the document will appear.
 26. Click **Browse** next to the **Return of Service** field and select the file and click **Open**; the information about the document will appear.
- Note:** If you have an “additional parties page,” or other documents, you would browse and attach those documents in the same way that you have browsed and attached the other documents.
27. Click **Continue** at the bottom of the page
 28. If you were suing more than one defendant, you would see a screen that asks you to fill in information about the other defendant or other defendants.

State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-In User: Alice Mastrony (alicemastrony) E-Mail: alice.mastrony@jud.ct.gov Logout

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

Case Type: H00 - Summary Process

Additional Defendants	
Party #	
D-02	*Choose Party Type <input type="text" value="Select One"/>

Note: If you are suing more than one defendant and the system does not take you to this page, click **Change Information** at the bottom of the page to go back and make sure that you entered the correct number of parties on the page before this one. You can change the number of defendants and come right back to this page.

29. Choose the Party Type and enter the name:

Additional Defendants

Party #	
D-02	*Choose Party Type <input type="text" value="Person"/>

Prefix:

*Last Name:

First Name:

Middle Name:

Suffix:

Name Info Continued:

Examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons

Inmate Number:

30. Click **Continue** to go to the page where you can look at the information you have given and the documents that you have attached

File a New Housing Case Electronically (continued)

Review Information (Data) and Documents

31. You must check the summary of the information that you entered in the system to be sure you entered the information from your summons about the court, the parties, the case type, the amount you are asking for and the return date correctly.

State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-In User: Alice Mastrony (alicemastrony) E-Mail: alice.mastrony@jud.ct.gov Logout

Show Instructions Review Data and Documents

Summary Data

Case Caption: SIMPSON, HOMER v. FLINTSTONE, FRED
Judicial District: BPH - Housing Session at Bridgeport
Return Date: APR-06-2016
Case Type: H00 - Summary Process
Case contains PJR Documents: No
Monetary Demand: No Monetary Demand
Claiming Other Relief: Yes
of Plaintiffs: 1
of Defendants: 1
of Garnishees: 0

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.

32. You must also look at each of the documents that you attached to make sure that it is the right document. The first page appears in the window. Click **View All Pages as PDF** to see all the pages in a separate window.

Note: The system takes several seconds to show the document so wait to see the whole document before you try to continue with the filing.

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 www.jud.ct.gov

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.

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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 Sundays and legal holidays)

<input type="checkbox"/> Judicial District	Geographical Area number	At (Town in which writ is returnable) (C.G.S. §1-346, §1-349)	Case Type (From Judicial Branch website)
<input checked="" type="checkbox"/> Housing Session	Bridgeport		Major H Minor 00
Address of Court Clerk Where Writ and Other Papers Shall Be Filed (Number, street, town and zip code) (C.G.S. §1-346, §1-350)			Telephone Number of Clerk
1061 Main Street, Bridgeport, CT 06694			2035796936

Number of Plaintiffs: 1 Number of Defendants: 1 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)
First	Name: Simpson, Homer

P-01

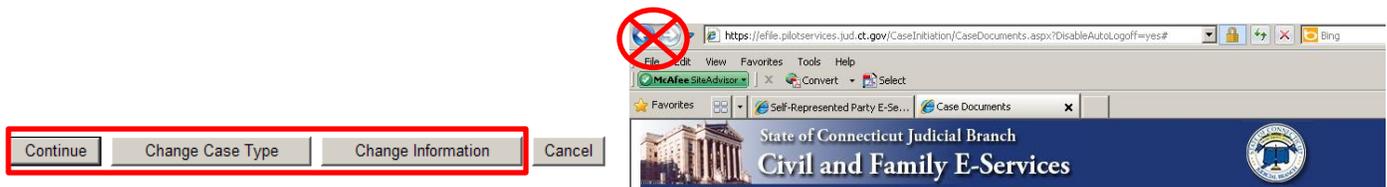
Note: Only the first page of your document is showing in the window. Choose "View All Pages as PDF" to see all the pages of the document.

33. You can use the bar on the side of the window to move through all pages of the document

File a New Housing Case Electronically (continued)

34. If you need to change the document that you attached, click **Change Information** to go to the page where you can browse and attach a different document.

Note: DO NOT click the *Back* button on your browser to return to the previous page. Clicking that browser button clears 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 page in case initiation; **Change Information** will return you to the page where you entered the information from the summons and attached the documents. If you need to change the information that you entered about additional defendants, you must click the **Change Information** button and then click the **Continue** button on the bottom of that page to return to the **Additional Parties** page.



35. Click in the box to certify that the documents that you are attaching are true copies of the signed documents that were served under the Connecticut General Statutes.

36. Enter your *User ID*, which is your signature

37. You can enter a shopping cart note that will appear in the shopping cart with your case. The note is only for you. It is not part of what you are filing with the Court.

Plaintiff	Party #
HOMER SIMPSON	P-01

Defendants	Party #
FRED FLINTSTONE	D-01

Certification	
<input checked="" type="checkbox"/>	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 Signature (Enter User ID):	<input type="text" value="allicemastry"/>
Shopping Cart Note (Optional):	<input type="text"/>

←

Continue	Change Case Type	Change Information	Cancel
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38. Click **Continue** to go to the Shopping Cart and pay the entry fee for this case

File a New Housing Case Electronically (continued)

Make a Payment from the Shopping Cart

Before paying for items, you can check your documents by clicking on the links. If you see that you have attached a document that is not correct, you must delete the item and start again. Click the link to **Remove Item from Shopping Cart** to the right of the case name and case type to delete it. This link is outlined in red in the picture below. You will be asked to confirm that you want to delete the item and cancel the transaction.

39. To continue the payment process, choose the item you want to pay for by checking the box to the left of the case name in the Shopping Cart

State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-In User: Alice Mastrony (alicemastrony) E-Mail: alice.mastrony@jud.ct.gov Logout

My Shopping Cart

Select	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/>	SIMPSON, HOMER v. FLINTSTONE, FRED BPH-CV16-Case # Not Yet Assigned Electronic Documents: See HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32) See COMPLAINT Shopping Cart Notes: [none]	Case Type: H00 5/24/2016	Filing Fee \$175.00 Remove Item from Shopping Cart

Total Amount: \$175.00

Pay by Credit Card Return to Civil / Family Menu

[Refund Policy](#)

Note: If you want to process payment on several items in a single payment, you can check the box next to more than one item. The example shows only one item in the shopping cart. If you want to file additional items, click on **Return to Civil/Family Menu**. If you do not pay for an item, it remains in the shopping cart for 56 days. An item is *not* filed until you pay the fee.

40. Click **Pay by Credit Card** – Discover, Visa, MasterCard or American Express are accepted.

State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-In User: Alice Mastrony (alicemastrony) E-Mail: alice.mastrony@jud.ct.gov Logout

My Shopping Cart

Select	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/>	SIMPSON, HOMER v. FLINTSTONE, FRED BPH-CV16-Case # Not Yet Assigned Electronic Documents: See HOUSING SUMMARY PROCESS SUMMONS (JD-HM-32) See COMPLAINT Shopping Cart Notes: [none]	Case Type: H00 5/24/2016	Filing Fee \$175.00 Remove Item from Shopping Cart

Total Amount: \$175.00

Pay by Credit Card Return to Civil / Family Menu

[Refund Policy](#)

File a New Housing Case Electronically (continued)

41. Enter your payment information in the required fields, and check the box authorizing payment. Then click **Pay Now** to pay the entry fee and file your new case.

State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-in User: Alice Mastrony (alicemastrony) E-Mail: alicemastrony@jud.ct.gov Logout

Payment by Credit Card

Payment Summary Information

Shopping Cart Total:	\$175.00
LexisNexis Service Fee:	\$3.85
Total Due (USD):	\$178.85

Enter Your Payment Information

Agency Amount	\$175.00
LexisNexis Service Fee	\$3.85
Total Payment Amount	\$178.85

First Name* Last Name*
Homer Simpson

Email Address*
homer.simpson@gmail.com

Phone Number
203-555-5555

Credit Card Number*
1245124512451245

Card Expiration*
1 - January 2016

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

Pay Now

Secure payments by LexisNexis

Note: The Judicial Branch does not keep your credit card information so you must enter the credit card number and the expiration date for the card every time you are paying a fee.

42. You will see the confirmation page, which includes the docket number for your new case.
43. Print this page by clicking **Print This Page**
- 44.

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: 50020238
Total Court Fees: \$350.00
LexisNexis Service Fee: \$7.70
Total Transaction Amount: \$357.70
Payment Method: Credit Card
Payment Date: 09/09/2014 11:24AM

Document Summary

Confirmation Number: 50020238
Docket Number: **FBT-CV-14-6040517S**
[To receive an email when there is activity on this case, click here.](#)
Case Name: SIMPSON, HOMER v. FLINTSTONE, FRED ET AL
Type of Transaction: E-File New Case
Court Fee: \$350.00
Date Filed: SEP-9-2014
Filed By: CHERYL HALFORD (JeanValJean)
Document Filed: SUMMONS
COMPLAINT
RETURN OF SERVICE
Date and Time of Transaction: Tuesday, September 09, 2014 11:24:59 AM

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

File a New Housing Case Electronically (continued)

45. Keep a copy of the confirmation page for your records.
46. Click **Return to Civil/Family Menu** and you can see the case you just filed in your list of cases on the **Civil/Family/Housing Menu** home page.

E-File on an Existing Case
By Docket Number
By Party Name
List My Cases

Court Events
By Date
By Docket Number

Short Calendars
Markings Entry
Markings History
My Short Calendars
By Court Location
Calendar Notices

You can ask for electronic access to your files so you can file documents, look at documents filed in your case, and mark your civil short calendar matters on-line in almost all [civil cases](#). You cannot file or look at documents or mark short calendar matters on-line in divorce, child support and child custody cases yet.

You can look at a list on this page of (1) cases you have requested electronic access to and (2) cases you have been given electronic access to.

You can find out more about the links on the left side of the page by [clicking here](#).

Log out of E-Services when you have finished what you are doing to protect your privacy. If you don't use the mouse or the keyboard for 30 minutes, the system will show a message asking you if you want to log off or stay logged in. If you don't pick either choice, the system logs you out after 60 seconds. If you are in the middle of filing something and the system logs you out, you will lose any information you have entered, and you will have to start your filing from the beginning.
[Disclaimer](#)

Cases with pending electronic access requests or approval for electronic access for **J (JeanValJean)** Total: 5

Category	Docket No.	Case Name	Location	Activity
Civil	FBT-CV-14-6040516-S	SIMPSON, HOMER v. FLINTSTONE, FRED	Bridgeport	NEW

47. Click the docket number to go to the case detail page for your new case. You have electronic access to your case as soon as you file it electronically. You do not need to request electronic access to your case.

48. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:



State of Connecticut Judicial Branch
Civil and Family E-Services



Logged-In User: _____ E-Mail: _____ **Logout**

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

Need help? If you have any questions about filing your new case on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.