

File a New Small Claims Case Electronically

You can file a new small claims case electronically (on-line). 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 case on-line if you are not paying the entry fee because the court granted your application for a fee waiver. The case must be filed on paper with the appropriate clerk's office.



If you are a self-represented party and have not enrolled in E-Services yet, stop now. 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 small claims case on-line, you must:

1. Enroll in E-Services to set up a User ID and password
2. Prepare the Small Claims Writ and Notice of Suit (JD-CV-40) that you will have served on the defendant(s)

Note: Your oath must be taken by the Clerk, a Notary, or a Commissioner of the Superior Court at the time you sign the Small Claims Writ and Notice of Suit before you serve it.

3. Have the completed and signed form, the Instructions to the Defendant (JD-CV-122) and any related documents you want to file with the court delivered to the defendant(s) (served).
4. Scan the original papers that have been served, the Statement of Service (JD-CV-123) and the delivery confirmation, signed return receipt or return of service.
5. Save the PDF documents on your computer
6. Log in to E-Services with your User ID and password
7. Choose **Superior Court E-Filing Small Claims**
8. Choose **E-file a New Case**
9. Select the type of case you are filing from the **Case Type** dropdown
10. Enter the information from your Small Claims Writ about the case, the court, and the parties in the case into the system
11. Browse and attach the PDF documents.
12. Review the information that you have entered and the documents that you have attached
13. Enter your User ID to certify that the documents that you have attached are true copies of what was delivered to the defendant (served)
14. Pay the entry fee using a **Discover, Visa, MasterCard or American Express** credit card
15. 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 the Small Claims Writ and Notice of Suit (JD-CV-40) and any other documents that you will serve or have served on the defendants. Once you have filled out this paperwork, you must sign it in front of the Clerk, a Notary, or a Commissioner of the Superior Court, who will take your oath at the time you sign the Small Claims Writ and Notice of Suit. You must then serve (deliver to each defendant) a copy of the original signed Small Claims Writ and Notice of Suit, Instructions to Defendant and any other documents by one of the methods described in the How To Serve A Small Claims Writ and Notice of Suit (JD-CV-122).

File a New Small Claims Case Electronically (continued)

When you have the delivery confirmation, return receipts, or return of service, you can scan the documents to convert the Small Claims Writ and Notice of Suit and the Instructions to Defendant into a single PDF, the Statement of Service (JD-CV-123) and the delivery confirmation or signed, return receipts as another PDF, and any other documents, such as an affidavit of debt, a contract or a lease as separate PDF documents. If you are suing more than two defendants, you will also have **Continuation of Parties** form (JD-CV-67) to file. You must scan and convert that completed form as a **separate** PDF document. You can electronically file PDF documents only.

1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports three browsers – Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher, or Firefox 45 or higher. The address bar for two of these browsers is shown below:

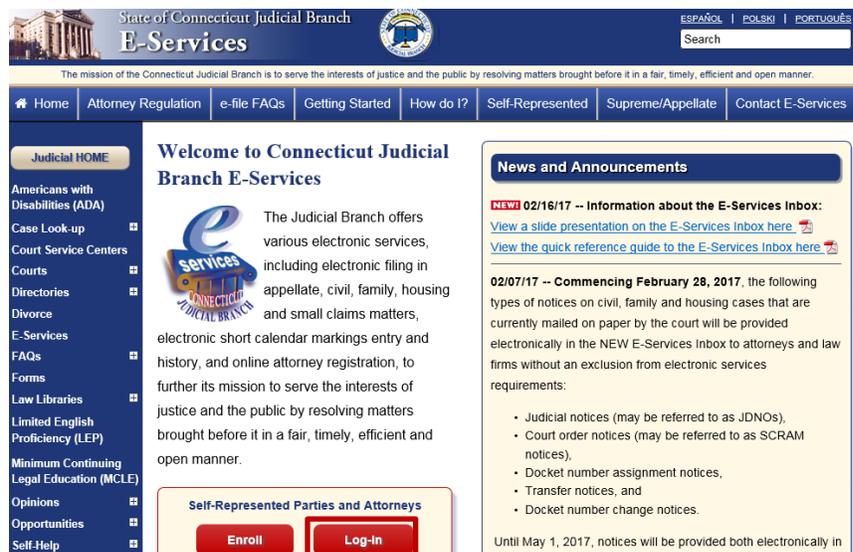
Microsoft Internet Explorer®:



Firefox:



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



2. Choose **LOG-IN**
3. The Login page will appear.

File a New Small Claims Case Electronically (continued)

4. Enter your User ID and your password

The screenshot shows the login page for the State of Connecticut Judicial Branch E-Services. The header includes the state seal and the text "State of Connecticut Judicial Branch E-Services". A navigation menu on the left lists various services. The main content area is titled "Judicial Branch E-Services - (Electronic Services)" and contains introductory text and a login form. The login form has two columns: "New to E-Services?" with a "New User" button, and "Log in:" with fields for "Juris Number (attorney/firm) or Self-Rep. User ID:" (containing "annakarenina"), "Password:", and a "Login" button. There are also links for "Forgot User ID?" and "Forgot Password?". A DigiCert logo is visible in the bottom right corner of the login area.

5. Choose **Login** to go to the E-Services home page.

The screenshot shows the E-Services home page. The header is the same as the login page. The navigation menu on the left is expanded, with "Superior Court E-Filing" highlighted in red. Under "Superior Court E-Filing", the sub-menu items "Civil/Family", "Housing", and "Small Claims" are listed. The main content area displays the user's name "Logged-In User: Anna Karenina (annakarenina)" and an "E-Mail: alice.mastrony@jud.ct.gov Logout" link. Below this, there is a welcome message and a "CONTACT US" link. The footer contains the copyright notice "Copyright © 2017, State of Connecticut Judicial Branch".

6. Choose **Small Claims** under **Superior Court E-Filing** from the menu options on the E-Services home page

Note: Centralized Small Claims E-filing can only be used to file documents on a small claims case that was started before October 16, 2017, and has not yet been transferred to the small claims docket in the appropriate judicial district or housing session and assigned a new docket number.

7. You will see the **Superior Court E-Filing Menu**

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

This screenshot is similar to the previous one, showing the E-Services home page. The "E-file a New Case" option in the navigation menu is highlighted with a red box. The main content area contains several informational paragraphs and a "Disclaimer" link. At the bottom, a blue banner displays the message: "Anna Karenina (annakarenina) currently does not have electronic access to any cases."

File a New Small Claims Case Electronically (continued)

Enter Case Type Information

1. You will see the following screen. Choose **Civil/Housing/Small Claims** to indicate that you are filing a small claims case, and **Continue**.

State of Connecticut Judicial Branch
Superior Court E-Filing

Logged In User: Anna Karenina (annakarenina) E-Mail: alice.mastry@jst.ct.gov

Show Instructions E-File a New Case

* Select Case Category: Family Civil / Housing / Small Claims

Continue Cancel

Return to Superior Court E-Filing Menu

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

Case Type Information

* What is the case type for this case? S25 - Small Claims - Contract - Other

Be sure that you have selected the correct case type from the list of options on Judicial Case-CL-134. The case type that you enter impacts the proper processing of the case in documents and subsequent filings.

* Has the Writ and Notice of Suit been signed by a Clerk or Commissioner of the Superior Court? Yes No

* Is there a court order waiving the entry fee for the case you are filing? Yes No

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

H11 - Small Claims Housing - Return of Security Deposit
H12 - Housing - Rent and/or Damages
H13 - Small Claims Housing - Rent and/or Damages
H20 - Housing - Housing Code Enforcement
H30 - Housing - Entry and Detainer
H40 - Housing - Injunction
H50 - Housing - Administrative Appeal
H60 - Housing - Municipality Enforcement
H70 - Housing - Bed Bug Infestation
H90 - Housing - All Other
M00 - Injunction
M10 - Receivership
M20 - Mandamus
M40 - Arbitration
M50 - Declaratory Judgment
M63 - Bar Discipline
M66 - Department of Labor Unemployment Compensation Enfo
M68 - Bar Discipline - Inactive Status
M90 - Misc - All other
P00 - Foreclosure
P10 - Partition
P20 - Quiet Title/Discharge of Mortgage or Lien
P70 - Dissolution of Lien Upon Substitution of Bond
P90 - Property - All other
S00 - Small Claims - Collection - Credit Card (Original Owner)
S05 - Small Claims - Collection - Hospital
S10 - Small Claims - Collection - Medical Non-Hospital
S15 - Small Claims - Collection - Purchase Debt
S20 - Small Claims - Contract - Home Improvement
S25 - Small Claims - Contract - Other

3. Choose **Yes** to confirm that the Small Claims Writ and Notice of Suit has been signed by you and the Clerk, Notary or Commissioner of the Superior Court who took your oath.
4. Choose **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.

5. Choose **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.

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

File a New Small Claims Case Electronically (continued)

Enter Basic Summons Information

You will use the information on the Small Claims Writ and Notice of Suit for the case you are filing to answer the questions on this page.



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Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

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

Basic Summons Information

Case Type: H13 - Small Claims Housing - Rent and/or Damages

* To which Court location is this case returnable? 

* What is the Amount Claimed? Do not include the filing fee, amount of pre-judgment interest or double damages.

How many plaintiffs in this case?

* How many defendants in this case?

How many garnishees in this case?

7. Choose the down arrow next to the Court location field to select the court location where you are filing your small claims case.

Note: View more information on where to file your small claims case on the Small Claims Session Home Page.

8. Enter the Amount Claimed in the field.

Note: When you enter the amount, do not include the filing fee, any pre-judgment interest or double damages.

9. The number of plaintiffs defaults to 1 because as a self-represented party, you can only electronically file a small claims case with one plaintiff.

10. Enter 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 two defendants.

File a New Small Claims Case Electronically (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.

11. Click the down arrow to choose the party type for the First Plaintiff. If you created a business account when you enrolled in E-Services, you will also have the option of selecting **Firm/Corporation** as the party type. In this example, the logged-in User ID belongs to an individual account.

The image shows two dropdown menus. The top one is labeled 'First Plaintiff' and has a red circle around its down arrow. The bottom one is labeled 'First Defendant' and has a red box around it. Both menus show the following options: '-Select One-', 'Person', 'Person PPA', and 'Executor/Administrator'.

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

The image shows a form for entering the first plaintiff's information. The title is 'First Plaintiff's Name as indicated on the Summons or other documents'. The form includes fields for: Prefix, Last Name (Karenina), First Name (Anna), Middle Name, Suffix (dropdown), Name Info Continued (with examples: DBA, AKA, FKA, Executor/Administrator or other info as appears on the Summons), Inmate Number, Business/Care Of/Institution, Street Address (90 Washington St.), Post Office Box, Suite/Apt/Unit/Floor (dropdown), City/Town (Hartford), State or State Equivalent (CT - CONNECTICUT), Foreign/US Military/US Territory (checkbox), Zip (06106), No Zip Code Available (checkbox), Zip Plus 4, Full Name of Country (if not US), Email Address (alice.mastrony@jud.ct.gov), Phone Number (8605555555), Ext., and 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.

13. Review your information and make any changes you need to make.
14. Click the down arrow to choose the party type for the First Defendant:

The image shows a dropdown menu labeled 'First Defendant' with a red box around it. The menu shows the following options: '-Select One-', 'Person', 'Firm/Corporation', 'Government Entity', and 'Executor/Administrator'.

15. Choose whether the first defendant is a Person, Firm/Corporation, Government Entity or Executor/Administrator. In this example, the defendant is a Person.
16. Enter the name of the defendant and the other information on the Small Claims Writ and Notice of Suit that is asked for in the system, including the defendant's address.

Note: If there is a red asterisk (*) before the information asked for, you must enter the information. For example, the address is required, but the telephone number and email address are not required.

File a New Small Claims Case Electronically (continued)

Attach your Documents

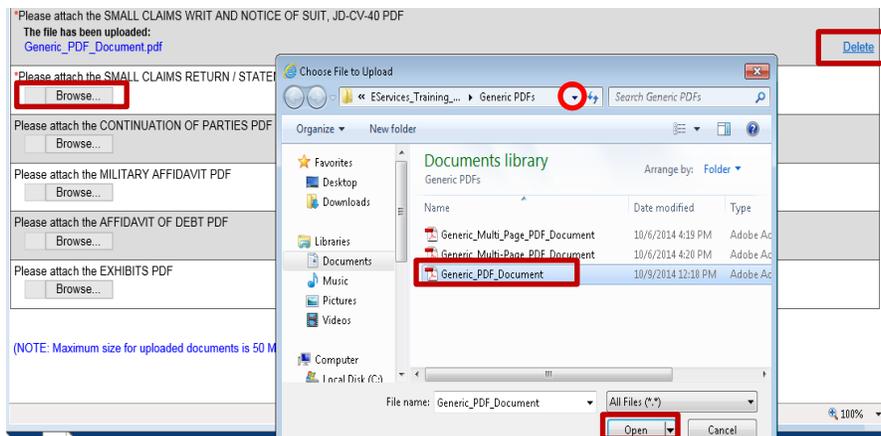
You must attach the documents for the case that you are filing. You will usually have two documents; one is the Small Claims Writ and Notice of Suit, the second is the Statement of Service. You must be sure that each document is in PDF format. For information on PDF creation, go to the **Getting Started** tab on the [E-Services Welcome](#) page.

17. 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.

18. Click **Browse** under the **Small Claims Writ and Notice of Suit, JD-CV-40 PDF** field to find your document on your computer
19. Choose the down arrow to find your document in the files on your computer
20. Click once on the document name and then click **Open**. The information about the document will appear in the area under **Small Claims Writ and Notice of Suit** for this case.



21. Choose **Browse** next to the **Small Claims Return/Statement of Service** field and select the file and click **Open**; the information about the document will appear.
 22. Choose **Browse** under the name of any other document that you have served on the defendant and select the file and click **Open**; the information about the document will appear.
 23. If you have a "continuation of parties PDF," you would browse and attach that document in the same way.
- Note:** If you make a mistake and attach the wrong document, you can choose **Delete** to the right of any document you want to remove. Confirm that you want to remove it, and you can choose a different document in its place.
24. Choose **Continue** at the bottom of the page.

Note: You should always use the gray buttons at the bottom of each page to move from page to page in e-filing. Do not use the forward and back buttons in your browser or you will lose the information you have entered into the system.

File a New Small Claims Case Electronically (continued)

25. If you are suing more than one defendant, you will see a page that asks you to fill in information about the other defendant or other defendants.

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.

26. Choose the Party Type by clicking the down arrow;

State of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

Show Instructions Additional Parties

Case Type: S25 - Small Claims - Contract - Other

Additional Defendants

Party #	Choose Party Type
D-02	-Select One-

27. Enter the name and address of the second defendant

Note: If a **red asterisk (*)** comes before the information asked for on this page, you must enter the information before you can continue.

Additional Defendants

Party # D-02 Choose Party Type 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: _____

Defendant's Address Information as indicated on the Summons or other documents

Business/Care Of/Institution: _____

*Street Address: _____ Post Office Box: _____

Suite/Apt/Unit/Floor: _____

City/Town: _____

*State or State Equivalent: -Select- Foreign/US Military/US Territory

*Zip: _____ No Zip Code Available

Zip Plus 4: _____

Full Name of Country (if not US): _____

Email Address: _____

Phone Number: _____

Ext: _____

Fax Number: _____

Continue Change Case Type Change Information Cancel

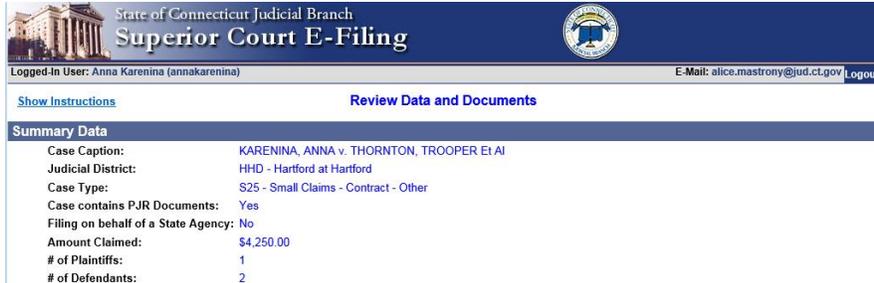
28. Click **Continue** to go to the page where you can look at the information you have given and the documents that you have attached

Note: You will be able to change information that you have entered after you look at it on the next page in the e-filing system.

File a New Small Claims Case Electronically (continued)

Review Information (Data) and Documents

29. You must check the summary of the information that you entered in the system to be sure you entered the information from your Small Claims Writ and Notice of Suit about the court, the parties, the case type, and the amount you are asking for correctly.



State of Connecticut Judicial Branch
Superior Court E-Filing

Logged-In User: Anna Karenina (annakarenina) E-Mail: alice.mastrony@jud.ct.gov Logout

[Show Instructions](#) [Review Data and Documents](#)

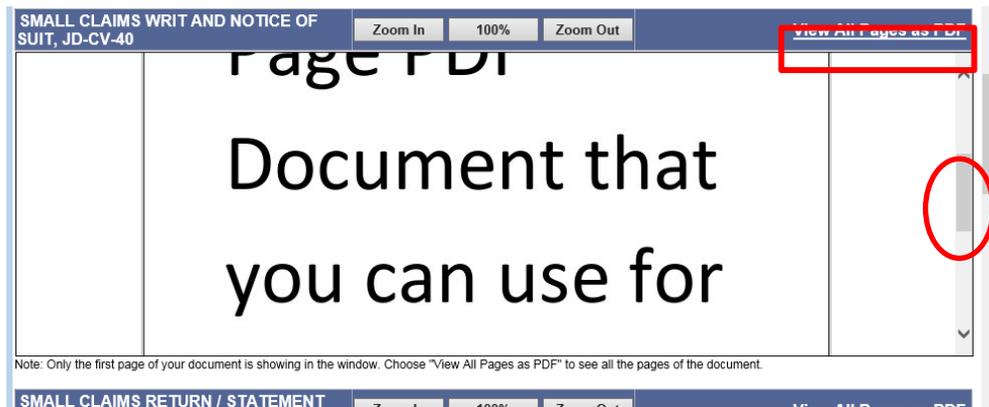
Summary Data

Case Caption:	KARENINA, ANNA v. THORNTON, TROOPER Et Al
Judicial District:	HHD - Hartford at Hartford
Case Type:	S25 - Small Claims - Contract - Other
Case contains PJR Documents:	Yes
Filing on behalf of a State Agency:	No
Amount Claimed:	\$4,250.00
# of Plaintiffs:	1
# of Defendants:	2

30. 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.

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



SMALL CLAIMS WRIT AND NOTICE OF SUIT, JD-CV-40

Zoom In 100% Zoom Out

View All Pages as PDF

Page 1 of 1

Document that you can use for

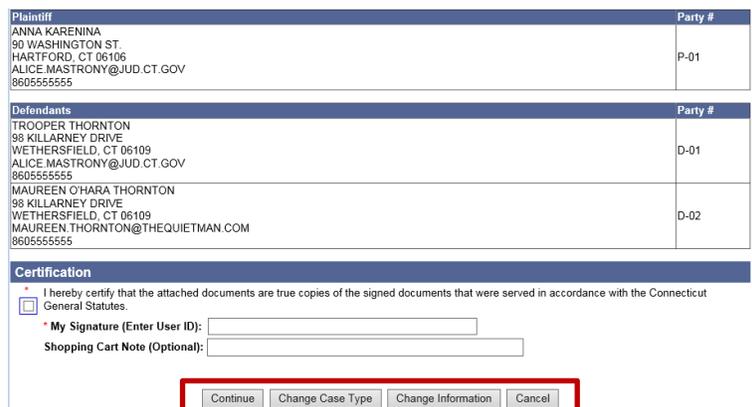
Note: Only the first page of your document is showing in the window. Choose "View All Pages as PDF" to see all the pages of the document.

SMALL CLAIMS RETURN / STATEMENT

Zoom In 100% Zoom Out

View All Pages as PDF

32. You must review the name and address information for each of the parties that appears on the page below the documents.



Plaintiff	Party #
ANNA KARENINA 90 WASHINGTON ST. HARTFORD, CT 06106 ALICE.MASTRONY@JUD.CT.GOV 8605555555	P-01

Defendants	Party #
TROOPER THORNTON 98 KILLARNEY DRIVE WETHERSFIELD, CT 06109 ALICE.MASTRONY@JUD.CT.GOV 8605555555	D-01
MAUREEN O'HARA THORNTON 98 KILLARNEY DRIVE WETHERSFIELD, CT 06109 MAUREEN.THORNTON@THEQUIETMAN.COM 8605555555	D-02

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 Signature (Enter User ID):

Shopping Cart Note (Optional):

File a New Small Claims Case Electronically (continued)

33. 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.



34. 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.

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

36. 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 Superior Court.

37. Click **Continue** to go to the Shopping Cart and pay the entry fee for this case

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 Signature (Enter User ID):

Shopping Cart Note (Optional):

File a New Small Claims 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.

38. 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

[Hide Instructions](#) [My Shopping Cart](#)

Instructions: Once you put a case or a document in the shopping cart, it will stay in the shopping cart for 56 days. You can see a summary of the information about any item in the shopping cart, including the name of the case and the title of the documents that are waiting to be filed. You can also select and look at any document shown in the shopping cart. **Note:** If you do not pay the fee for the filing of the case or document and complete the filing, it will be removed from the shopping cart completely on the date that is shown to the left of the filing fee. You can select one item or several items for payment by checking the box under **Select Item** to the left of the item you are filing. Choose **Pay by Credit Card** to make a payment.

Your total single payment by credit card cannot be more than \$30,000.

If you do not want to pay for and file an item, you can delete it from the shopping cart by selecting **Remove Item from Shopping Cart**. To leave the items in the Shopping Cart and return to the Civil/Family/Housing Menu, you can select **Return to Civil/Family/Housing Menu** at the bottom of the page. To leave E-Services, you can select **Logout** from the top of the page.

Select Item	Documents Summary	Will Remain in Shopping Cart Until	Payment Amount
<input checked="" type="checkbox"/>	KARENINA, ANNA v. THORNTON, TROOPER ET AL HHD.CV.Case YY and Case # Not Yet Assigned Case Type: S25 Electronic Documents: See SMALL CLAIMS WRIT AND NOTICE OF SUIT_JD-CV-40 See SMALL CLAIMS RETURN / STATEMENT OF SERVICE See EXHIBITS Shopping Cart Notes: [none]	10/2/2017	Filing Fee \$95.00

Total Amount: \$95.00

[Refund Policy](#)

Note: To process payment on several items in a single payment, check the box next to each item. The example shows only one item in the shopping cart, but you can file additional items by clicking on **Return to Superior Court E-Filing 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.

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

[Hide Instructions](#) [Payment by Credit Card](#)

Payment Summary Information

Shopping Cart Total:	\$95.00
LexisNexis Service Fee:	\$2.09
Total Due (USD):	\$97.09

Enter Your Payment Information

Agency Amount: \$95.00
LexisNexis Service Fee: \$2.09
Total Payment Amount: \$97.09

First Name* Last Name*

Email Address*

Phone Number

Credit Card Number*

Card Expiration*
1 - January 2017

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

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

[Refund Policy](#)

File a New Small Claims Case Electronically (continued)

40. 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.

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 any time you are paying a fee.

41. You will see the confirmation page, which includes the docket number for your new case.

42. Print this page by clicking **Print This Page**

[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: (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](#)

43. Keep a copy of the confirmation page for your records.

44. Click **Return to Superior Court E-Filing Menu** and you can see the case you just filed in your list of cases on the Superior Court E-Filing home page.

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.

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



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>.