



# E-Services Inbox

## View and Manage Notices in Civil, Family, Housing and Small Claims\*\* Cases

Effective June 1, 2018

*For Questions or Help:*

*E-Services Help Line: (866) 765- 4452*

*[Eservices@jud.ct.gov](mailto:Eservices@jud.ct.gov)*

### General Information on the E-Services Inbox

Effective May 1, 2017, court notices listed below are provided *only* electronically in the E-Services Inbox to attorneys/law firms without an exclusion from electronic services on civil, family and housing cases, and on *\*\*small claims cases (1) initiated on and after 10/16/17 or (2) filed prior to that date, transferred to a judicial district or housing session location and assigned a new docket number.* Paper notices are still mailed to self-represented parties and attorneys/law firms with an exclusion. Self-represented parties with an appearance and electronic access to their case and excluded attorneys can also access notices in their Inbox.

- Judicial Notices (may be referred to as JDNOs),
- Court order notices (may be referred to as SCRAM notices),
- Docket number assignment notices,
- Transfer notices, and
- Docket number change notices.

*\*\*Effective June 1, 2018, a paper copy of a Memorandum of Decision, Arbitrator's Decision and Fact Finder's Finding of Facts in civil cases will not be mailed to attorneys and law firms without an exclusion. A judicial notice will notify all counsel and appearing parties that such documents are available online.\*\**

*The E-Services Inbox does not eliminate the requirement for certification of service under P.B. Section 10-12 et seq.*

### How do I access the E-Services Inbox?

1. Log in to E-Services with the juris number and password.

**Note:** Notices are electronically delivered to the E-Services Inbox of the juris number appearing on the case or User ID appearing on and with access to a case.

2. The E-Services Inbox link appears at the top of the E-Services menu. The number in parentheses is the number of unread notices in the Inbox.
3. Click on the link to go to the Inbox.
4. The Inbox automatically displays all notices, read and unread, in chronological order, with the newest notices on top. Unread notices are in bold font and highlighted in yellow.
5. You can **Filter**, **Sort** or **Preview** notices in the Inbox by using the options displayed at the top of the page. Hide these options if you don't need them by selecting the **Up Arrow**.

6. Select **Yes** to the right of **Preview** to expand the display of each notice to view details, such as the name of the case.

**Note:** Choose **General Settings** from the menu and select **Show Preview by Default** and **Update** to set the default display to **Preview**.

### How can I filter notices in the E-Services Inbox?

The default display of notices is **All (read/unread)**. You can filter (screen) notices you are viewing in several ways:

1. Use the **Quick Filter Options** on the Inbox menu to display only **Unread** notices or only notices in the **Trash Bin**. (Deleted notices remain in the **Trash Bin** for 30 days.)
2. Use the options in the **Status** dropdown located below **Filter/Sort/Preview** to choose All Read/Unread, Read Only, Unread Only or Trash Bin.
3. Enter a docket number or word in the **Search Text** box and click on **Search** to display only notices with the search term.
4. Use the **Sent By** dropdown to choose from four options: All, Civil/Family, Judicial Branch or Supreme/Appellate.

**Note:** **Civil/Family** displays the case-related notices from civil (including housing and small claims) and family courts. **Judicial Branch** displays notices of a general nature.

5. Use the **My Tags** dropdown to choose from a list of tags you have created and applied to notices to display only the notices with that tag, or choose **No Tag** to display only notices without a tag.
6. You can also filter notices by clicking on a tag applied to a notice in the list to view only notices with that same tag or by clicking on the magnifying glass next to the docket number to display only notices for that docket number.

| Issued     | Subject  |
|------------|--|
| 10/25/2016 | Attorney Occupational Tax                            |
|            | Tags: <b>Important</b>                               |
| 10/25/2016 | Transfer Notice                                      |
|            | Docket No: NWH-CV-16-6001014                         |
| 10/25/2016 | Notice (JDNO)  |
|            | Docket No: FBT-CV-13-6033693-S                       |
|            | Tags: <b>Execution Filed</b> <b>Foreclosure Unit</b> |

**Note:** Select **Reset**, located at the top of the page below **Preview** to return to the default filter display.

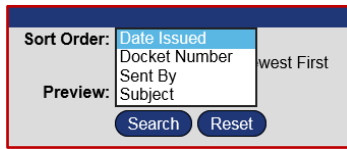
### Can I select, print or tag several notices at the same time?

Yes. Choose the box next to **Multi Selection** to activate checkboxes next to each item; choose the items you want to print or tag; then choose **Print Selected Items** or **Add Tag to Selected Items**.

**Note:** If you check **Multi Selection**, a new checkbox appears to the left of **Issued** that allows you to select all items in the **Inbox** at once.

## How can I sort notices in the E-Services Inbox?

The default setting displays all notices in the Inbox (read and unread) in chronological order by date issued. Sort (change the order of) notices in the Inbox by using one of the options in the **Sort Order** dropdown:

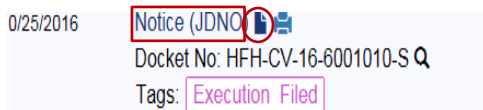


- Choose **Date Issued** and select **Newest First** or **Oldest First** to sort in chronological or reverse chronological order.
- Choose **Docket Number** and select **A to Z** or **Z to A** to sort in alphabetical and numerical order.
- Choose **Sent By** to sort by case-related notices (**Civil/Family**) and general notices (**Judicial Branch**).
- Choose **Subject** and select **A to Z** or **Z to A** to sort in alphabetical order by subject.

**Note:** Select **Reset** to return to the default filter and sort display.

## How can I view notices in the Inbox?

- To view a notice in the Inbox, click on the **subject line** or on the **paper icon** to display the full text:



- Once you have opened the notice, you can mark it as **Unread**, **Delete** it, **Send To** another juris number, go to the **Previous** or **Next** notice or return to your **Search Results**, using the tabs at the top of the notice.



- Use **Mark Unread** to change the status of the notice.
- Use **Delete** to remove the notice from the Inbox and send it to the **Trash Bin**. Notices remain in the **Trash Bin** for 30 days only.
- Use the **Next** or **Previous** tabs to go from one notice to another without returning to the Inbox.
- Use **Send To** to forward a case-related (**Civil/Family**) notice to another **juris number**. You cannot forward general notices (**Judicial Branch**). They are sent to all enrolled juris numbers by the system.
- Use **Search Results** to return to the page that you were on when you chose to view a notice.

## How do I forward a notice from the Inbox?

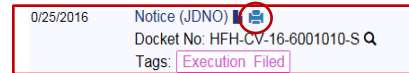
You can forward a notice only to an enrolled juris number. Choose **Send To** at the top of the notice; enter the juris number; choose **Verify** in the dialogue box that appears, and then choose **Send**.

**Note:** From the **Print View**, you can use the **Send Page by Email** from the **Send** options under the **File** tab in your browser to send the notice page by email.

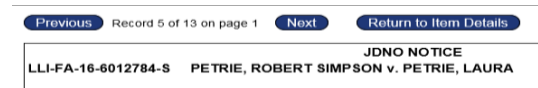
## How can I print notices in the Inbox?

To print a notice from the list of notices in the Inbox,

1. Click on the **printer icon**:



2. You will see the **Print View**.



3. You can right-click on the notice to select **Print** or click on the **File** tab in your browser and then choose **Print**.

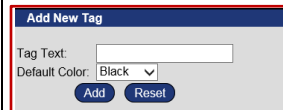
**Note:** Choose the **Next** tab to the print view of the next notice without returning to the Inbox. You can also select multiple notices to print at the same time by using the **Multi Selection** box.

## How do I create, add and manage my tags?

A **Tag** is a user-defined filter you can add to any notice to filter and sort notices. Notices can have no tag, one tag or multiple tags. You can also select and tag several notices at the same time.

1. Choose **Manage Tags** to create a new tag, and edit or delete an existing tag from the Inbox.

- Create/add a new tag:



- Enter text in Tag Text field
- Select a color from the dropdown
- Choose **Add** to add a new tag to the Inbox.

**Note:** The tag is available for use on any notice in the Inbox.

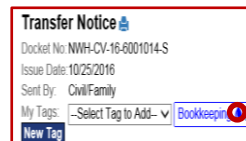
- Edit or delete an existing tag:



- Choose the **Pencil** icon to edit the color or text of a tag; then **Save**.
- Choose the **Trash Can** icon to delete the tag from the Inbox.

**Note:** A tag that is in use cannot be deleted. The number of notices the tag is used on is in parentheses after the tag text.

2. Within a notice, create a tag, edit the color or delete a tag:



- Choose **New Tag** to define text and color; then **Save** to add the tag to a notice.
- Select a tag from **My Tags** to apply it to a notice.
- Choose the **ink blot** to change the color of an existing tag on the notice. This does not change the color of the tag in the Inbox.
- Choose the **trash bin** to remove a tag from the notice.