

## How to File an Exhibit

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If you have not enrolled in E-Services and requested access to your case yet stop here. Before you can electronically file an Exhibit in a case, you must have electronic access to your case and have filed an appearance.

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### File an Exhibit Overview

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Beginning Monday November 16, 2020, it will become mandatory for attorneys and law firms without an exemption from electronic services to submit electronically in PDF format all exhibit documents on paperless Civil and Family matters, for all hearings and trials scheduled after Monday November 16, 2020.

Electronic submission of exhibits will be optional for self-represented parties.

#### What do you need to e-file an exhibit:

- Each exhibit needs to be in PDF format

Note: The following types of exhibits cannot be submitted electronically and will continue to be submitted in physical format:

- Any physical objects
  - Video or audio files
  - Any electronic files or physical documents that cannot be converted into PDF format (example and oversized property map)
  - Any exhibits ordered to be submitted physically by the court
  - Any exhibit documents that must be submitted under seal
  - Exhibits in IV-D matters
- Name each exhibit.
    - Important:** Once the exhibit is filed the name cannot be changed and the exhibit cannot be deleted.
  - E-file each exhibit, detailed steps are provided below.
  - E-file the **List of Exhibits (JD-CL-028)**, which is a list of exhibits filed with the exact name given to each exhibit

**Note:** If you need additional help on e-filing the List of Exhibits (JD-CL-028), please see the [How do I File a Motion Quickcard](#).

You must comply with the appropriate standing order regarding the exchange of exhibits, prior to uploading exhibits for a court event.

For Family matters see:

[https://www.jud.ct.gov/external/super/Standorders/Family/statewide\\_family\\_TMO.pdf](https://www.jud.ct.gov/external/super/Standorders/Family/statewide_family_TMO.pdf)

For Civil matters see:

[https://www.jud.ct.gov/external/super/Standorders/Civil/TMC\\_Order\\_Jury.pdf](https://www.jud.ct.gov/external/super/Standorders/Civil/TMC_Order_Jury.pdf) (Jury Trial)

[https://www.jud.ct.gov/external/super/Standorders/Civil/TMC\\_Order\\_Court.pdf](https://www.jud.ct.gov/external/super/Standorders/Civil/TMC_Order_Court.pdf) (Non-Jury Trial)

## How to File an Exhibit

### How to File and View an Exhibit

The following sections describes the steps to:

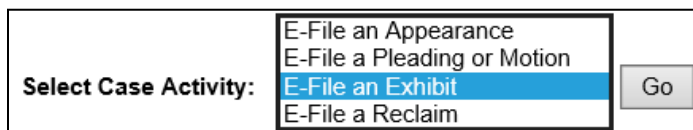
- Log in to EServices and Navigate to your case
- Navigate to the E-File an Exhibit page
- Select a Party and Enter an Exhibit Name
- Upload the Exhibit
- Verify an Exhibit
- View the Exhibit

### Log In to EServices and Navigate to your case:

1. Navigate to the Judicial Branch Website by typing the following web address [www.jud.ct.gov](http://www.jud.ct.gov).
2. Choose **E-Services** from the menu on the left side menu
3. Click the **Log-In** button
4. Enter your **User ID** and **password**
5. Click **Login** to log in to E-Services
6. Click **Civil/Family Housing Small Claims** under *Superior Court E-Filing*
7. Find your case by clicking on **By Docket Number** or **By Party Name** under “E-File on an Existing Case” on the menu.

### E-File an Exhibit

1. On the case detail page select **E-File an Exhibit** from the desired case activity drop-down



Select Case Activity:

2. Then click **Go**
3. The **EFile an Exhibit** screen displays

### Select a Party and Enter an Exhibit Name

1. The Select Exhibit Party Category to Upload on behalf of is defaulted to the party that is currently logged in and filing the exhibit.

Note: If you are an attorney who represents multiple parties, select the party you are uploading exhibits on behalf of.



Select a Party and Enter an Exhibit Name

\*Select Exhibit Party Category to Upload on behalf of  

\*Exhibit Name from Exhibit List

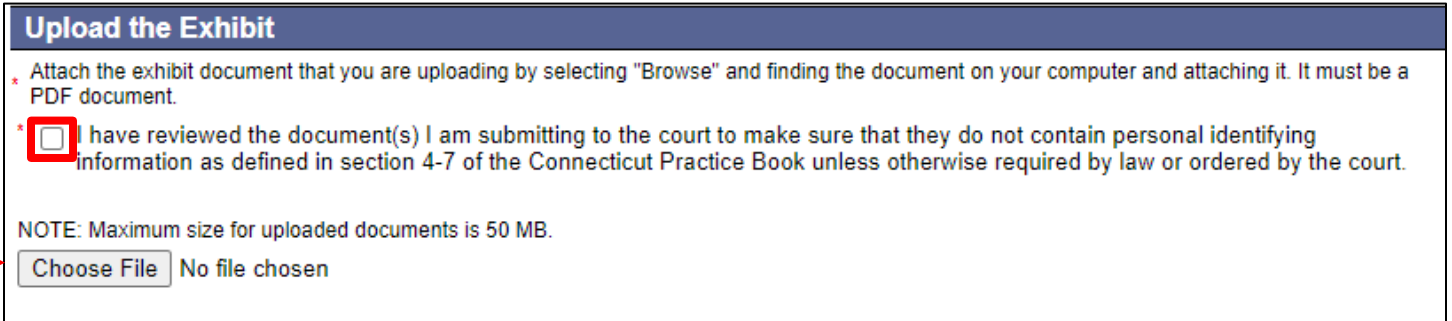
2. Enter the **Exhibit Name** exactly as it will appear on the Exhibit List form
3. The EFile an Exhibit screen displays

## How to File an Exhibit

### Upload the Exhibit

**Important:** Exhibits must be in PDF format to be able to upload them.

1. Click the **Checkbox to certify** that “I have reviewed the document(s) I am submitting to 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.”



**Upload the Exhibit**

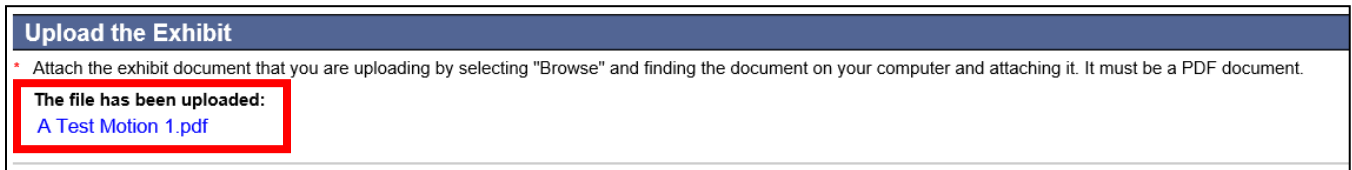
\* Attach the exhibit document that you are uploading by selecting "Browse" and finding the document on your computer and attaching it. It must be a PDF document.

\*  I have reviewed the document(s) I am submitting to 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.

NOTE: Maximum size for uploaded documents is 50 MB.

[Choose File](#) No file chosen

2. Attach the exhibit document that you are uploading by selecting "**Browse**" or "**Choose File**" and finding the document on your computer and attaching it.
3. After, selecting the file the screen will refresh to indicate .pdf has been uploaded successfully.



**Upload the Exhibit**

\* Attach the exhibit document that you are uploading by selecting "Browse" and finding the document on your computer and attaching it. It must be a PDF document.

**The file has been uploaded:**  
[A Test Motion 1.pdf](#)

4. Click the **Continue** button
5. The Verify Exhibit Screen displays (as shown in the next section)

### Verify the Exhibit

1. Click the View Exhibit hyperlink to Verify that the attached .pdf is correct before clicking *Submit*.

**Important:** This will be your last opportunity to ensure you are attaching the correct .pdf



**Verify the Exhibit information before submitting**

**Selected Party:** Plaintiff

**Exhibit Name:** Letter to Countryside dated 11/9/2019

[Exhibit PDF](#) [View Exhibit](#)

[Submit](#) [Modify](#) [Cancel](#)

2. Click the **Submit** button. The *Case Detail* page is displayed.

## How to File an Exhibit

### Verify the Exhibit (Continued)

3. A confirmation message indicating that the exhibit has been successfully submitted and what number it has been assigned is displayed at the top of the screen.

Case Detail	Notices	History	Exhibits	Scheduled Court Dates	Help Manual
<p>You have successfully submitted your exhibit.</p> <p>It has been assigned Case Exhibit # 4</p> <p>Select Case Activity: <input type="text" value="E-File a Pleading or Motion"/> <input type="button" value="Go"/></p>					

### View the Exhibit

1. From the *Case Detail*, click on the **Exhibits** tab to view all the exhibits the current user has filed.

HHB-CV20-6056735-S		DUMPTY, HUMPTY v. COUNTRYSIDE WALL BUILDERS, LLC				
Prefix/Suffix: [none]	Case Type: C00	File Date: 10/19/2020	Return Date: 10/27/2020			
Case Detail	Notices	History	Exhibits	Scheduled Court Dates	Help Manual	
<a href="#">Hide Instructions</a>						
<b>My EFiled Exhibits</b>						
<b>Instructions:</b> Here is a list of the Exhibits that have been uploaded for this case by the current user (ID:24040)						
<a href="#">Edit Instructions</a>						
Results Found: 4						
#	Added On	Party	Exhibit Description	Hearing Start Date	Exhibit Status	Exhibit List Designation
1	10/19/2020	Plaintiff	<a href="#">Contract dated 10/19/2019</a>			
2	10/19/2020	Plaintiff	<a href="#">Payment</a>			
3	10/19/2020	Plaintiff	<a href="#">Addendum to Contract</a>			
4	11/09/2020	Plaintiff	<a href="#">Letter to Countryside dated 11/9/2019</a>			