

CP Docket Access  
User Guide for AAGs and DCF

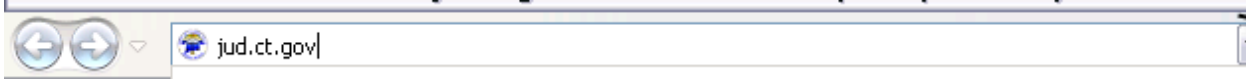
March 7, 2012

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## I. Website

Type `jud.ct.gov` in the address bar of your web browser and press the enter key to go to the website.



Once on the page, click on the E-Services link. The link is found on the left side of the screen.



After clicking on the link it will take you to the page where you can either sign in to E-Services or Enroll for E-Services. New users will only need to enroll once.



## II. Logging In

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



The screenshot shows the State of Connecticut Judicial Branch E-Services login page. The header features the state seal and the text "State of Connecticut Judicial Branch". The main content area is titled "Judicial Branch E-Services - (Electronic Services)" and includes a description of the services and two links: "E-Services available to enrolled attorneys and law firms" and "E-Services available to enrolled self-represented parties". Below this is a login section with a "New to E-Services?" link, a "Log in:" section with input fields for "Juris Number / User ID:" and "Password:", and a "Login" button. A blue arrow points to the "Juris Number / User ID:" input field. There are also links for "Forgot User ID?" and "Forgot Password?". A "New User" button is located below the "New to E-Services?" link. On the right side, there is a VeriSign Trusted logo with the text "VERIFY".

State of Connecticut  
**Judicial Branch**

**Judicial Branch E-Services - (Electronic Services)**

The Judicial Branch offers electronic services to enrolled attorneys, law firms and self-represented parties.

[E-Services available to enrolled attorneys and law firms](#)  
[E-Services available to enrolled self-represented parties](#)

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

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

Enrollment is **free**.

**Juris Number / User ID:**

[Forgot User ID?](#)

**Password:**

[Forgot Password?](#)

VeriSign  
Trusted  
VERIFY

Check Browser Requirements  
Procedures and Technical Standards  
e-Citations Procedures and Technical Standards  
Law Enforcement Agency Application To Participate in eCitations  
Supreme Court brief guidelines  
Designated Filer Login  
Designated Filer Overview

### III. Accessing/Viewing the CP Docket

After logging in, scroll down to find the link to “CP Docket Access”. Click on the link to access the docket homepage.

- Short Calendars
  - Markings Entry
  - Markings History
  - By Juris Number
  - By Court Location
- Docket Management
- Foreclosure Ad Posting
- Attorney Registration
- Attorney Change of Information
- Change Enrollment Information
- Change Password
- Client Security Fund Fee
- Attorney Advertisement
- Supreme Court Brief
- DMV - Last Known Address
- Juris History
- CP Docket Access**
- Digital Record

**E-Services** has been developed to provide electronic interaction with the Judicial Branch. The electronic services currently available are listed on the menu bar on the left of this page.

Filers should review the revised [Procedures and Technical Standards](#), which apply to all electronic services offered by the Judicial Branch. Specific procedures that apply to E-Services, Facsimile Filing, e-filing and short calendar markings are contained in the revised Procedures and Technical Standards.

**Please send any questions, comments or suggestions about e-filing, short calendar markings or any other aspect of E-Services to [Eservices@jud.ct.gov](mailto:Eservices@jud.ct.gov).**

Topic Search	Site Map	Contact Us
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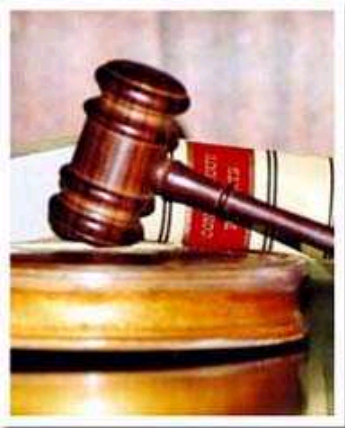
[Attorneys](#) | [Case Look-up](#) | [Courts](#) | [Directories](#) | [Educational Resources](#) | [E-Services](#) | [Juror Information](#) | [News & Updates](#) | [Opinions](#) | [Opportunities](#) | [Self-Help](#) | [Search](#) | [Home](#)

[Common Legal Terms](#) | [Contact Us](#) | [Website Policies](#)

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To access the dockets, users will click on View CP Dockets. You will encounter a confidentiality agreement. This will appear the first time you access the docket each time you log in.

- CPDocket Home
- View CPDockets**
- Digital Record
- Supreme and Appellate Court Case Inquiry
- Forms
- OCPD-CPU



Cases on the Child Protection Docket include all proceedings concerning abuse, neglect, uncared-for, dependency, termination of parental rights (TPR) and emancipation petitions; contested TPR or removal of parent as guardian applications transferred from Probate Court; appeals from Probate Court decisions and appeals from DCF administrative decisions.

Child Protection Docket information is accessible for a two week period from the date of inquiry.

After reading the confidentiality agreement by selecting the checkbox, click “I Agree”. This will bring you to the search page.

I hereby acknowledge that I have read this Confidentiality Agreement and I agree to comply with its provisions.



[I Agree](#)


## IV. Searching

Users can search for a specific date or up to one year from the present date. Users must enter a date in both date fields even if searching for only one day's docket as displayed in the screen below. As an AAG or member of DCF, you will have access to all the cases in the court location(s) that the attorney or office location covers. (Please note that you can not search for past events.)

To view the events, click "Search".

[Printer Friendly](#)

Scheduled Between   And    
(mm/dd/yy) (mm/dd/yy)







Location   Docket Number   
(mm/dd/yy)

Juvenile's FirstName  Juvenile's LastName   
(mm/dd/yy)

Client's FirstName  Client's LastName   
(mm/dd/yy)

After clicking "Search" the screen will display the results. Users can sort the columns by clicking on the column name. For example to sort by client, click on "Juvenile Name".

**View Dockets for:**  
17 Records found!


<u>Court Location</u>	<u>Scheduled Time</u>	<u>Juvenile Name</u>	<u>Docket Number</u>	<u>Social Worker</u>	<u>Purpose</u>	<input type="checkbox"/> Print (All)	 View
MIDDLETOWN	3/1/2012 2:15 PM	DUCK, LUCKY	M08CP08010833A	DOMERCANT, HERBY	In-court Review	<input type="checkbox"/>	
MIDDLETOWN	3/1/2012 2:00 PM	MOUSE, MINNIE	M08CP09011061A	LOPEZ, HERIBERTO	In-court Review	<input type="checkbox"/>	
MIDDLETOWN	3/1/2012 2:00 PM	MOUSE, MICKEY	M08CP09011062A	LOPEZ, HERIBERTO	In-court Review	<input type="checkbox"/>	
MIDDLETOWN	3/1/2012 10:30 AM	DOE, JANE	M08CP10011240A	ST JOHN, KRISTA	In-court Review	<input type="checkbox"/>	
MIDDLETOWN	3/1/2012 10:30 AM	DOE, JOHN	M08CP10011241A	ST JOHN, KRISTA	In-court Review	<input type="checkbox"/>	

If a user wishes to narrow the search results, they may enter the docket number, or all or part of either the case name or their juvenile's name. In addition if a user wishes to clear the search parameters, click "Clear".

Juvenile's FirstName  Docket Number   
 Client's FirstName  Juvenile's LastName   
 Client's LastName

## V. View/Print Specific Case Information

Once the results have been returned, users can view additional information by selecting the icon at the end of the row for the case.

Court Location	Scheduled Time	Juvenile Name	Docket Number	Social Worker	Purpose	Print (All)	View
MIDDLETOWN	3/1/2012 2:15 PM	MOUSE, MICKEY	M08CP08010833A	DOMERCANT, HERBY	In-court Review	<input type="checkbox"/>	

Information available: social worker, respondents and attorneys names, motions and petition information.

Docket Number

Case Name

Childs Attorney  GAL

AAG  Social Worker

**Hearing Information:**

Hearing Date	Petition Type	Purpose	Reasons	Interpreter
9/22/2011 11:00 AM	Neglect	Plea		

**Respondents:**

Respondent	Respondent Type	Respondent Attorney	Respondent GAL	Comment
MINNIE MOUSE	Mother	DELLA KATHRYN STEADMAN		
MICKEY MOUSE	Father	ESPOSITO & VOLZA		

**Motion(s):**

Motion	Filed By	Date Filed
MOT APPT GUARDIAN AD LIT	DAVID E COSHAM	9/20/2011

Users have the ability to print a specific case detail screen. Click the "Printer Friendly" link to print the case information. A popup window will appear with the printer friendly version.

To print, click the printer icon  or select "File" and choose "Print" from the menu.

**This document is not a substitute for the official Child Protection Court Docket, which is made and kept by the Clerk of the Superior Court for Juvenile Matters pursuant to Connecticut General Statutes Section 51-51(a)(6). The information contained herein may be subject to change due to continuance requests, emergency filings, corrections, add-ons or other modifications. The Judicial Branch cannot guarantee the accuracy of this information except with respect to the date and time of the inquiry. The information contained herein is confidential pursuant to Connecticut General Statutes Section 46b-124 and any unauthorized disclosure will result in the denial of future access to on-line Child Protection Dockets.**

View Dockets for: ESPOSITO & VOLZA (403970)

Docket Number

Case Name

Childs Attorney  GAL

AAG  Social Worker

**Hearing Information:**

Hearing Date	Petition Type	Purpose	Reasons	Interpreter
9/22/2011 11:00 AM	Neglect	Plea		

**Respondents:**

Respondent	Respondent Type	Respondent Attorney	Respondent GAL	Comment
MINNIE M	Mother	DELLA KATHRYN STEADMAN		
MICKEY M	Father	ESPOSITO & VOLZA		

**Motion(s):**

Motion	Filed By	Date Filed
MOT APPT GUARDIAN AD LIT	DAVID E COSHAM	9/20/2011

## VI. Printing/Saving – Case List

After the search results are returned, users have the ability to print the list of cases displayed. To print the list of cases, click “Printer Friendly” link at the top of the page.

[Printer Friendly](#)

Scheduled Between:   (mm/dd/yy) (mm/dd/yy)

Juvenile's FirstName:  Juvenile's LastName:

Client's FirstName:  Client's LastName:

A popup window will appear with the printer friendly version. To print, click the printer icon.

100% Find | Next Select a format Export

**Dockets for:** Created 3/1/2012  
4 Records found

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Court Location	Scheduled Time	Juvenile Name	Docket Number	Client Name	Client Type	Purpose	Comment
NEW HAVEN	3/1/2012 9:00 AM	TAMARA F	N05CP06016332A	TAMARA F	Juvenile	Permanency Plan Hearing	
NEW HAVEN	3/1/2012 9:00 AM	EDWARD S	N05CP08017685A	EDWARD S	Father	Docket Matter	
NEW HAVEN	3/1/2012 9:00 AM	BRUCE S	N05CP09018465A	BRUCE S	Juvenile	Permanency Plan Hearing	
NEW HAVEN	3/1/2012 9:00 AM	AERIANNA S	N05CP10018785A	AERIANNA S	Juvenile	Permanency Plan Hearing	

1 of 1

Users can also export a file. This allows the user to save a file to the computer and/or print the list. Choose Acrobat (PDF) file from the “Select a Format” dropdown and click export next to the dropdown. This option allows users to e-mail the list of cases to another AAG or social worker.

100% Find | Next Select a format Export


**Dockets for: (ESPOSITO & VOLZA(40397** Excel Acrobat (PDF) file Export Formats

4 Records found

Click “Open” when the popup screen displays. This will open a PDF document.

**File Download**

Do you want to open or save this file?

 Name: MultiDocket.pdf  
Type: Adobe Acrobat Document  
From: sso.devservices.itd.ct.gov

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



Users can now print or save the document as a PDF file. To print, click the printer icon. To save, click “File” -> “Save a Copy”.

**Docket[1].pdf - Adobe Reader**

File Edit View Document Tools Window Help

1 / 1 65% Find

**Dockets for: (ESPOSITO & VOLZA(403970))** Created 3/1/2012

4 Records found

This document is not a substitute for the official Child Protection Court Docket, which is made and kept by the Clerk of the Superior Court for Juvenile Matters pursuant to Connecticut General Statutes Section 51-51(a)(5). The information contained herein may be subject to change due to continuance requests, emergency filings, corrections, add-ons or other modifications. The Judicial Branch cannot guarantee the accuracy of this information except with respect to the date and time of the inquiry. The information contained herein is confidential pursuant to Connecticut General Statutes Section 46b-124 and any unauthorized disclosure will result in the denial of future access to on-line Child Protection Dockets.

Court Location	Scheduled Time	Juvenile Name	Docket Number	Client Name	Client Type	Purpose	Comment
NEW HAVEN	3/1/2012 9:00 AM	TAMARA F	N05CP06016332A	TAMARA F	Juvenile	Permanency Plan Hearing	
NEW HAVEN	3/1/2012 9:00 AM	EDWARD S	N05CP08017685A	EDWARD S	Father	Docket Matter	
NEW HAVEN	3/1/2012 9:00 AM	BRUCE S	N05CP09018465A	BRUCE S	Juvenile	Permanency Plan Hearing	
NEW HAVEN	3/1/2012 9:00 AM	AERIANNA S	N05CP10016765A	AERIANNA S	Juvenile	Permanency Plan Hearing	

## VII. Printing/Saving – Detailed Cases Report

Users also have the ability to print case details for one or more cases.

To select all cases, click on the check box of the column header “Print (All)”. Click “Print Details” button to print. To select one or more cases, click the checkbox in the row for the case(s) that the user wishes to print. Once the cases are selected, click “Print Details” button.

View Dockets for:

14 Records found!



Court Location	Scheduled Time	Juvenile Name	Docket Number	Client Name	Client Type	Purpose	Comment	Print (All)	View
NEW HAVEN	3/2/2012 9:00 AM	DUCK, LUCKY	N05CP10018742A	DUCK, DAISY	Mother	Docket Matter		<input checked="" type="checkbox"/>	
NEW HAVEN	3/2/2012 9:00 AM	MOUSE, MICKEY	N05CP11019516A	MOUSE, MICKEY	Juvenile	Docket Matter		<input checked="" type="checkbox"/>	
NEW HAVEN	3/2/2012 9:00 AM	MOUSE, MINNIE	N05CP11019517A	MOUSE, MINNIE	Juvenile	Docket Matter		<input checked="" type="checkbox"/>	
NEW HAVEN	3/6/2012 9:00 AM	DOE, JOHN	N05CP02012920A	DOE, JOHN	Juvenile	Docket Matter		<input checked="" type="checkbox"/>	
NEW HAVEN	3/6/2012 9:00 AM	DOE, JANE	N05CP02012921A	DOE, JANE	Juvenile	Docket Matter		<input checked="" type="checkbox"/>	

The detailed print version will open and is formatted closely to the court docket. User can print the screen using the printer icon. In addition, user can open the file as a PDF which will allow user to save or print the docket in a printer friendly format. Choose “Acrobat (PDF) file” from dropdown “Select a Format” and click “Export”.

**State of Connecticut Judicial Branch**

CPDocket Home

View CPDockets

Digital Record

Supreme and Appellate Court Case Inquiry

Forms

OCPD-CPU

CP Evaluation Providers

E-Services

Logout

1 of 1

Select a format

Select a format

Excel

Acrobat (PDF) file

Export

Docket For: ESPOSITO & VOLZA(40397)

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ROBERT G N05CP10018742A Atty: GLADYS IDELIS NIEVES GAL

3/2/2012 9:00 AM Soc Wkr: BRETT STEPHAN A.A.G: JESSICA BROOKE GAUVIN

Petition Type Purpose Reasons Interpret

Motion for Review of Permanency Plan Docket Matter -Court's Own Motion

Respondent Res Type Atty Name GALName

CHERYL M Mother ESPOSITO & VOLZA

JAMES G Father MATTHEW THOMAS GILBRIDE

SHYANNE B N05CP11019516A Atty: ESPOSITO & VOLZA GAL

3/2/2012 9:00 AM Soc Wkr: KRISTEN SHEPHERD A.A.G: JESSICA BROOKE GAUVIN

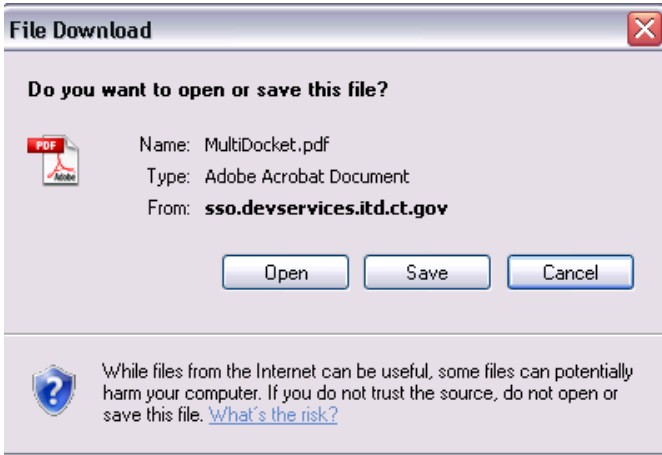
Petition Type Purpose Reasons Interpret

Neglect Docket Matter -Court's Own Motion

Respondent Res Type Atty Name GALName

TAMMY M Mother ARTHUR L LEDFORD

A popup will appear allowing user to save or open the PDF file. Click open to view the PDF file.



To print, click on the printer icon to print the detailed view. Then click “OK” to actually print the document. Document will print in the format displayed in screen shot displayed below.

To save, click “File” -> “Save a Copy”. Once a file is saved, it can be sent by e-mail as an attachment to another AAG or social worker.

