File a New Family Case Electronically in the Superior Court

You can file many family case types electronically (on-line), including dissolution of marriage (divorce); legal separation; annulment; and civil union - dissolution, legal separation or annulment, custody application, and visitation petition. You can find a complete 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 **family** case on-line if you are not paying the entry fee because the court granted your application for a fee waiver.

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, complaint, and notice of automatic court orders 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 or more separate PDF documents

Note: If you have had a pendente lite motion served on the defendant, you will file the motion separately after you have filed your new case.

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, complaint, notice of automatic court orders**,** 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

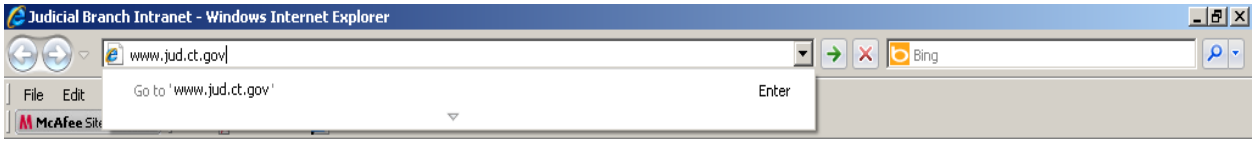
File a New Family Case Electronically in the Superior Court (continued)

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

You must fill out your summons, complaint, notice of automatic court orders, and any other documents that you will have the marshal serve on the defendant. 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, complaint, notice of automatic court orders and any other documents to you. You then give the original summons, complaint, notice of automatic court orders and any other applicable 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, complaint, notice of automatic court orders, and the marshal's return into four separate PDF documents. If you have had the marshal serve a pendente lite motion, such as a motion for alimony or support pendente lite (before a judgment), you must scan the motion to convert it into a separate PDF document, which you will file in your new case after you file it. You can electronically file PDF documents only.

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®:



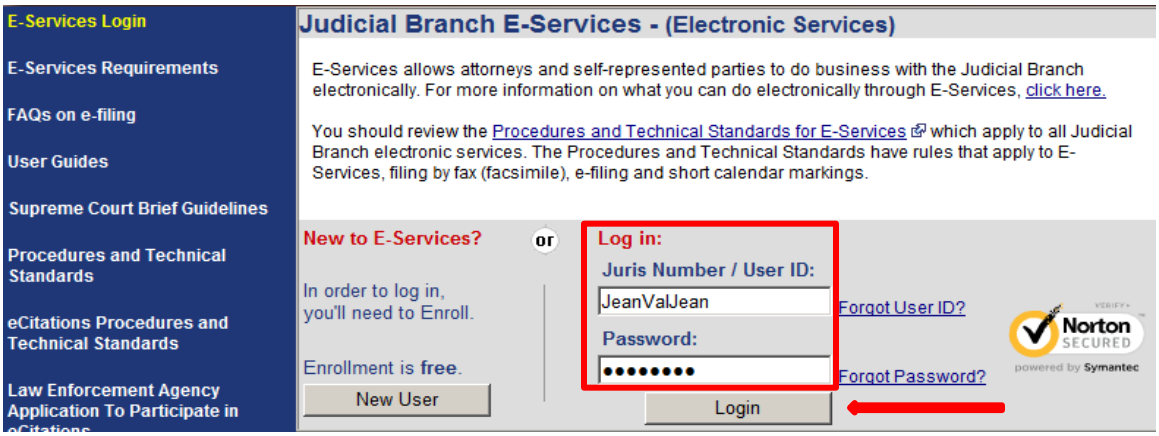
   Firefox:

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

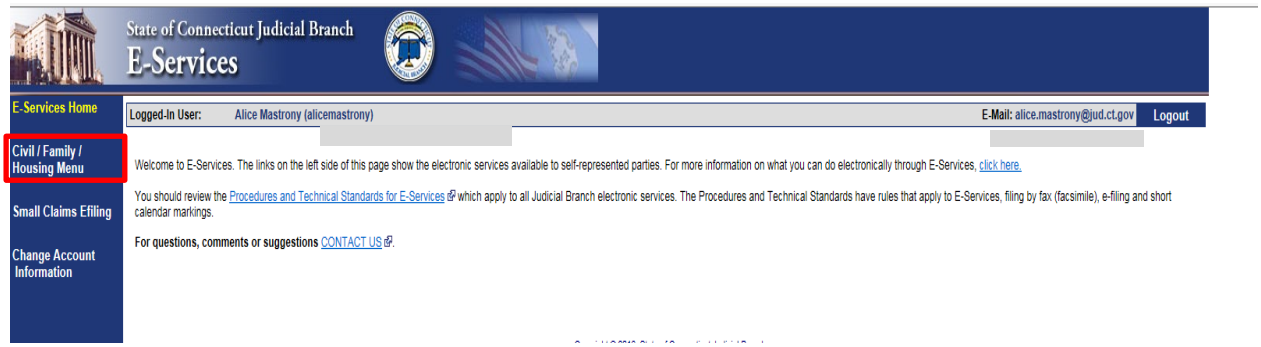
3. Click **LOG-IN; t**he Login page will appear.

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

4. Enter your User ID and your password



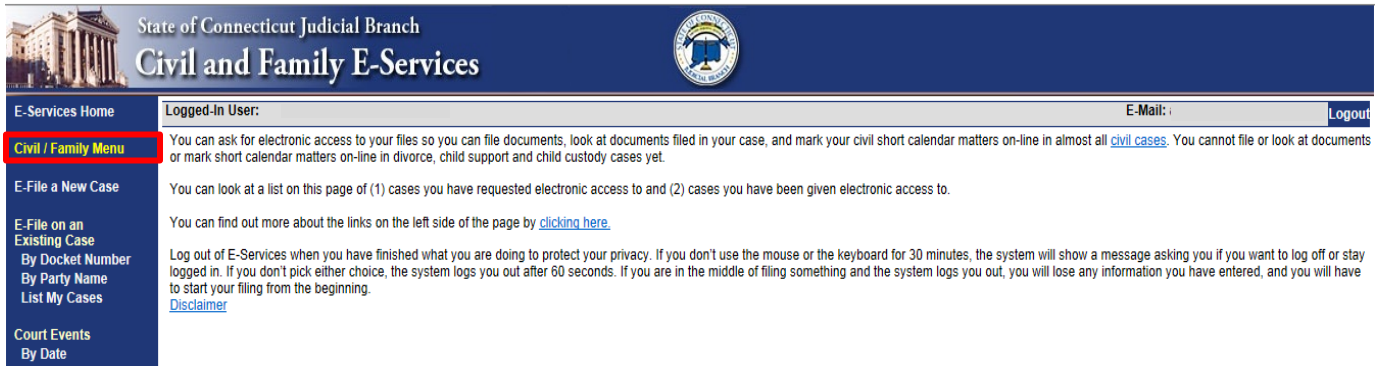
5. Click **Login** to go to the E-Services home page.



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

7. You will see the Civil/Family/Housing Menu

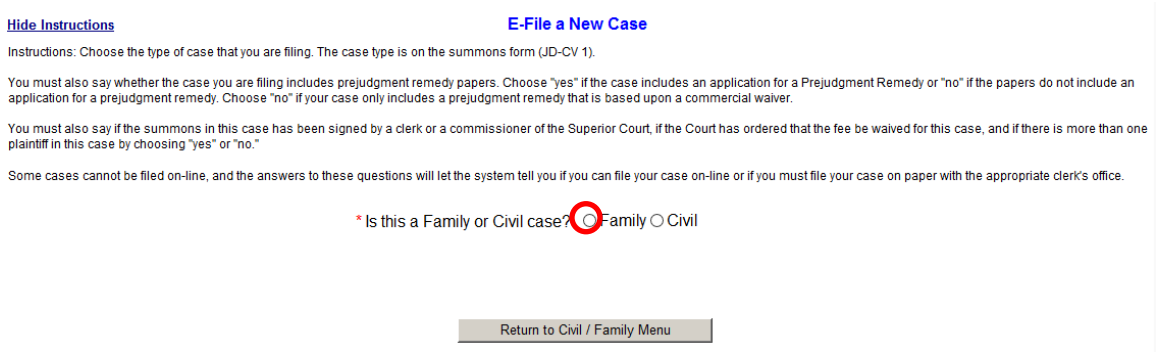
8. Choose **E-File a New Case**



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

Enter Case Type Information

9. You will see the following screen. Choose **Family** to indicate that you are filing a family case.



10. Click the down arrow to show the list of case types and make a selection. In this example, "F00 – Dissolution of Marriage – C.G.S. Chapter 815j" will be selected.

11. 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.

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

Enter Basic Summons Information

13. 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
FAMILY ACTIONS
JD-FM-3 Rev. 9-12
C.G.S. § 52-45a, Pr. Bk. § 8-1

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

Case Type Minor Codes
00 Dissolution of Marriage
10 Legal Separation
20 Annulment
50 Civil Union - Dissolution, Legal Separation, Annulment
90 All Other

Instructions

1. *Type or print legibly; sign summons.*
2. *Attach the original summons to the original complaint, and Notice of Automatic Court Orders (JD-FM-158) and attach a copy of the summons and a copy of the Notice of Automatic Court Orders to each copy of the complaint.*
3. *After service has been made by proper officer, file original papers and officer's return with the clerk of the court at least six days before the return date.*
4. *Do not use this form for actions in which an attachment or garnishment is being sought or for petitions for paternity or for support orders, or for actions in which an application for relief from abuse is being sought.*

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 and Notice of Automatic Orders.

Judicial district of	At *(Town)*	Return date *(Month, day, year)*	
1 **New Britain**	**New Britain**	**09/16/2014** 2	
Address of Court *(Number, street, city)*	Case management date*	Case type *(From code list above)*	PTY No.
20 Franklin Square, New Britain, CT 06051	**12/22/2014**	Major F Minor 00	
Plaintiff's name *(Last, first, middle initial)*	Plaintiff's address *(Number, street, town, zip code)*		
Petrie, Laura M.	**148 Bonnie Meadow Road, Rocky Hill, CT 06067**		P-01
Defendant's name *(Last, first, middle initial)*	Defendant's address *(If known) (Number, street, town, zip code)*		
Petrie, Robert S.	**2 Brady Circle, Wethersfield, CT 06109**		D-01

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

Basic Summons Information

Case Type: F00 - Dissolution of Marriage - C.G.S. Chapter 815j

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

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

* How many plaintiffs in this case? 1

* How many defendants in this case? 1

How many garnishees in this case? 0

* Are there biological and/or adopted children of this marriage/civil union under the age of 23? ○ Yes ○ No

* Are the plaintiff, defendant or any of the child(ren) involved in this case receiving or have they received from the State of Connecticut:

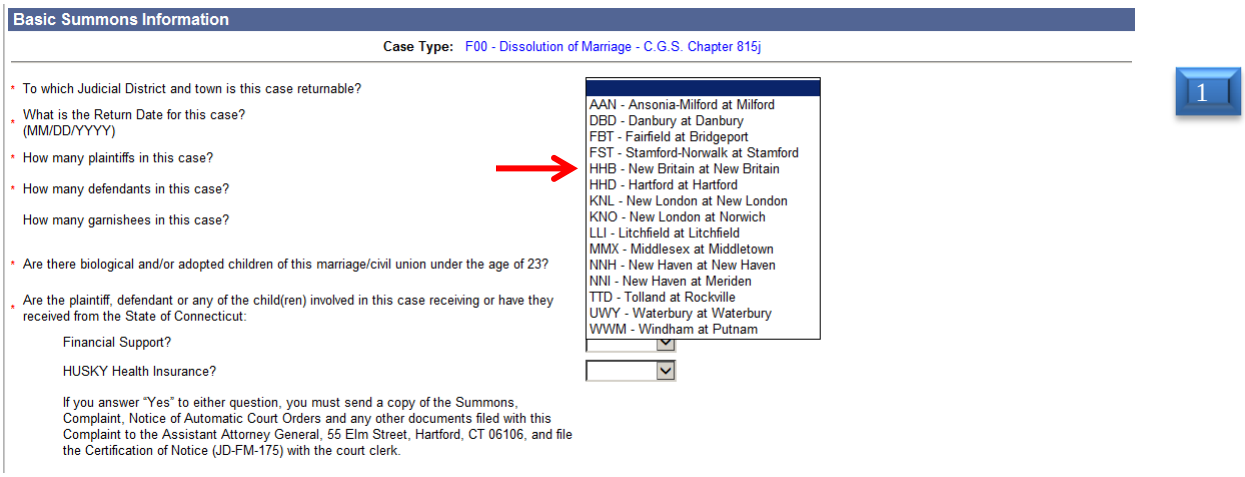
Financial Support?

HUSKY Health Insurance?

If you answer "Yes" to either question, you must send a copy of the Summons, Complaint, Notice of Automatic Court Orders and any other documents filed with this Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file the Certification of Notice (JD-FM-175) with the court clerk.

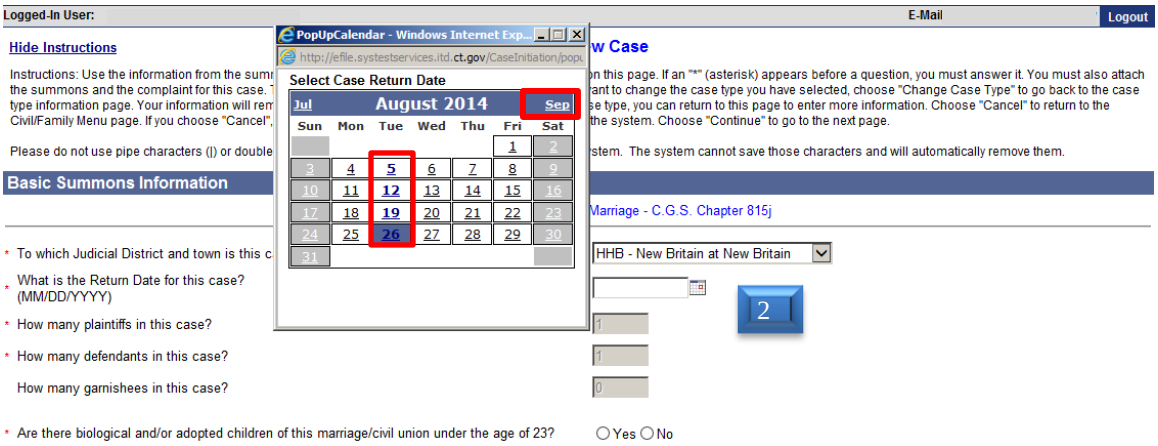
File a New Family Case Electronically in the Superior Court (continued)

15. Click on the location that you have on your summons. In this example, the location is New Britain



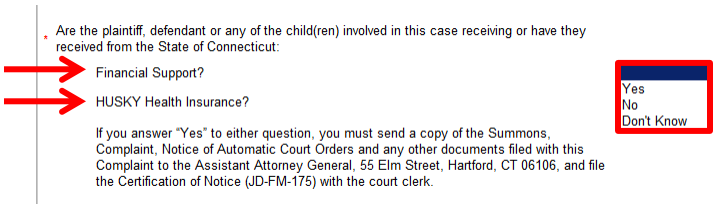
16. Click on the calendar next to the Return Date field to see a calendar and click on the correct date. You can move the calendar to the next month or the month before by clicking on the name of the month in the blue bar. In this example, the return date is September 16, 2014.

Note: The return date for family 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.



17. Click next to **Yes** if there are biological and/or adopted children of the marriage/civil union under the age of 23.

18. Click the down arrow to choose the appropriate response to the questions about financial support and HUSKY health insurance.



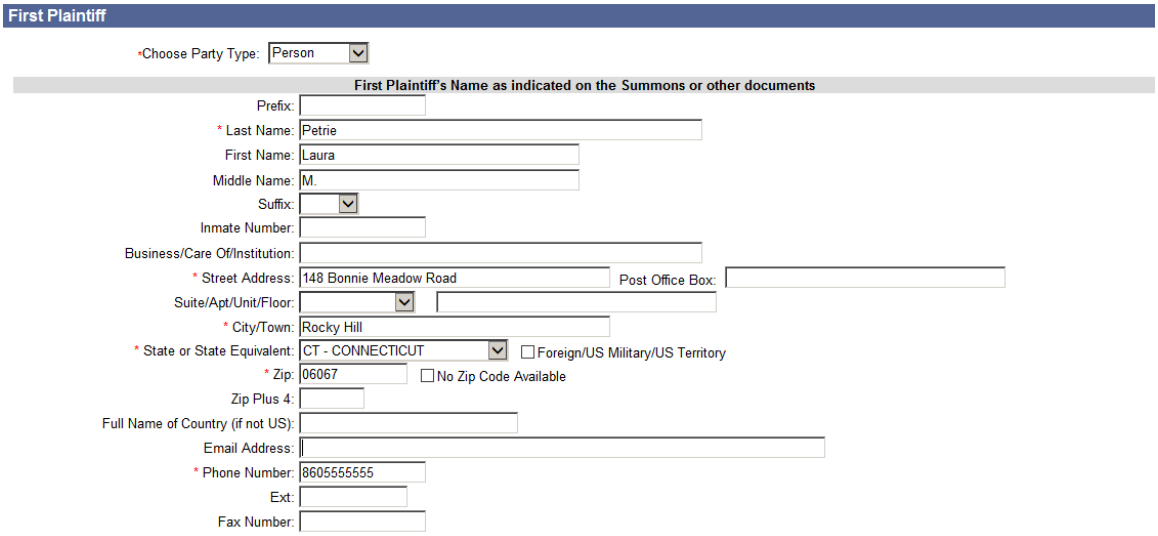
Note: If any party or any of the children involved in this case is receiving or has received financial support or Husky Health Insurance from the state of Connecticut, you must send a copy of the papers to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and the Certification of Notice (JD-FM-175) with the clerk.

Enter Plaintiff and Defendant Information

You must now enter the information about the plaintiff and the defendant in your case. Choose the type of party for the plaintiff and the defendant. You must choose person as the plaintiff because you are filing as a self-represented party. For a defendant, the party type choice is person.

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

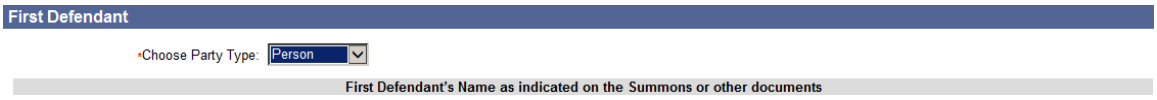
20. Choose **Person** from the list of options.



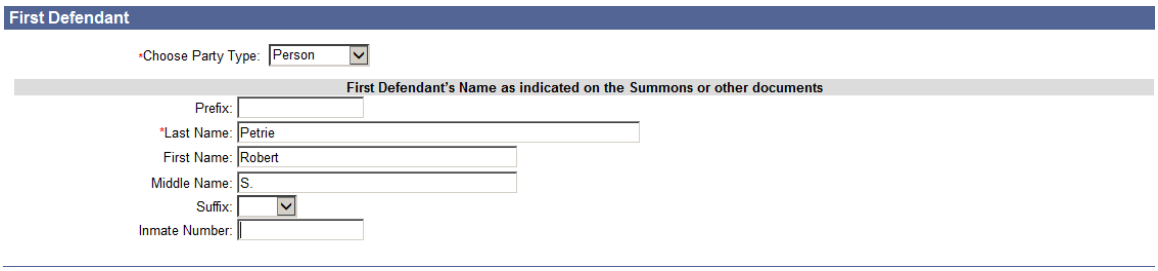
***Note*:** The e-filing system will automatically display the information that you gave in your enrollment application, including your name, address, e-mail address and telephone number. You can make any changes to the information that is shown here if you need to.

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

22. Click the down arrow to choose **Person** as the party type for the Defendant



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



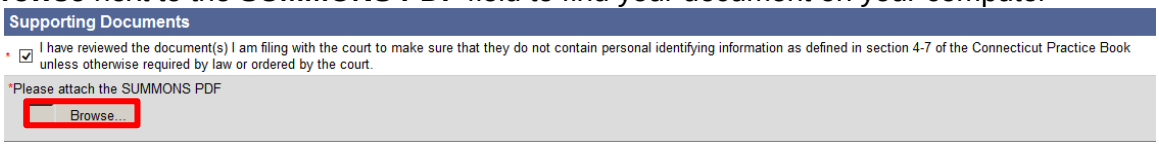
File a New Family Case Electronically in the Superior Court (continued)

Attach your Documents

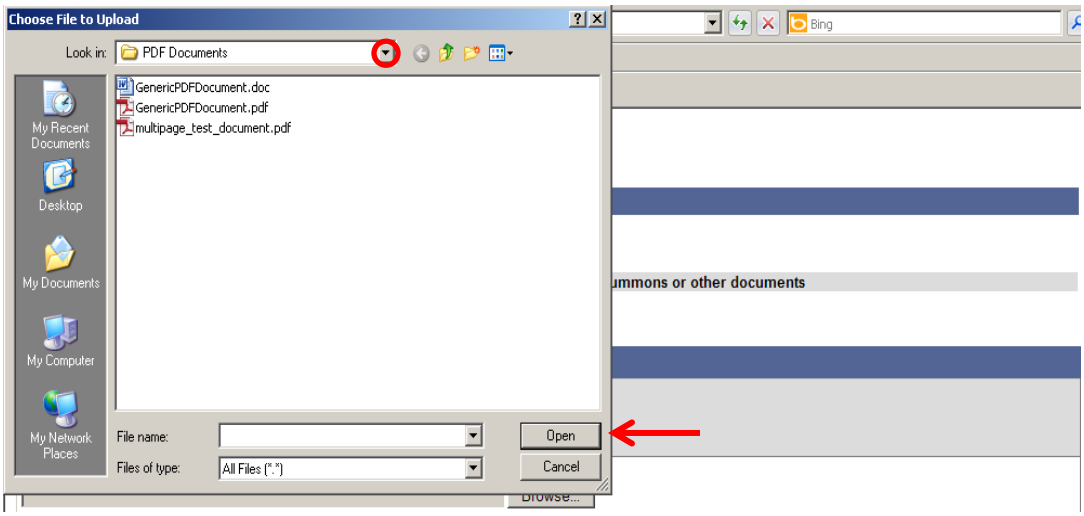
You must attach the documents for the case that you are filing. You will usually have at least three documents: the summons, complaint, and notice of automatic court orders. You must be sure that each document is in PDF format. For information on PDF creation, click here. You can also attach the return of service from the marshal.

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

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



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



27. 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)

28. Click **Browse** next to the **Complaint** field and select the file and click **Open;** the information about the document will appear
29. Click **Browse** next to the **Notice of Automatic Orders** field and select the file and click **Open;** the information about the document will appear
30. Click **Browse** next to the **Return of Service** field and select the file and click **Open;** the information about the document will appear
31. Click **Browse** next to the fields for a Certification – Public Assistance, (if one is being filed) and select the file and click **Open;** the information about the document will appear
32. 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 Family Case Electronically in the Superior Court (continued)

Review Information (Data) and Documents

33. 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, and the return date correctly.

Hide Instructions

Review Data and Documents

Instructions: A summary of the information that you have entered about your case is shown on this page. The page also shows the documents that you are filing. Only the first page of your documents will show in the window. To look at all of the pages, choose "View All Pages as PDF." Look over the information and read through the documents to make sure that all the information and the documents are correct. Once you have looked over the information and the documents, you must sign the certification by entering your juris number, if you are an attorney, or your User ID, if you are a self-represented party. You can also add a note to yourself in the "Shopping Cart Note" area. Anything you enter in this area will only appear in your shopping cart. Then choose "Continue" at the bottom of the page. If you want to change the information or the documents, choose "Change Information" from the bottom of the page. You will go back to the page where you can change the information or documents that you are filing with the court. If you want to change the case type you entered, choose "Change Case Type" from the bottom of the page. You will be taken back to the case type information page. When you go back to other pages, any information that you have entered will stay in the system so that when you have made your changes, you can return to this page to continue e-filing. To return to the E-Services menu without filing anything, choose "Cancel." If you choose "Cancel, all the information you entered will be removed from the system.

Please do not use pipe characters (|) or double dashes (--) when you are entering information into the system. The system cannot save those characters and will automatically remove them.

Summary Data

Case Caption:	PETRIE, LAURA M. v. PETRIE, ROBERT S.
Judicial District:	HHB - New Britain at New Britain
Return Date:	SEP-16-2014
Case Type:	F00 - Dissolution of Marriage - C.G.S. Chapter 815j

34. 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.

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.

COMPLAINT | Zoom In | 100% | Zoom Out | View All Pages as PDF

DIVORCE COMPLAINT
(DISSOLUTION OF MARRIAGE)
JD-FM-159 Rev. 8-13
C.G.S. §§ 46b-40, 46b-56c, 46b-84,
P.B. § 25-2, et seq.

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

CROSS COMPLAINT CODE ONLY
CRSCMP

ADA NOTICE
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.

[X] **Complaint:** Complete this form. Attach a completed Summons (JD-FM-3) and Notice of Automatic Court Orders (JD-FM-158).
[ ] **Amended Complaint.**
[ ] **Cross Complaint:** Complete this form and attach to the Answer (JD-FM-160) unless it is already filed.

Judicial District of	At (Town)	Return date (Month, day, year)	Docket number
New Britain	New Britain	09/16/2014	

Plaintiff's name (Last, First, Middle Initial)	Defendant's name (Last, First, Middle Initial)
Petrie, Laura M.	Petrie, Robert S.
1. Plaintiff's birth name (If different from above): Meehan, Laura	2. Defendant's birth name (If different from above):
3. a. Date of marriage: 08/05/1996 / 3. b. Date of civil union that merged into marriage by subsequent ceremony or by operation of law:	4. Town and State, or Country where marriage took place: Joplin, Missouri

5. ("X" all that apply)
[X] The ("X" one) [X] plaintiff [ ] defendant has lived in Connecticut for at least 12 months immediately

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

11. If there is a court order regarding custody or support for any child listed above, name the child(ren) below and specify the person or agency awarded custody or ordered to pay support:

Child's name	Name of person or agency awarded custody	Name of person ordered to pay support
Child's name	Name of person or agency awarded custody	Name of person ordered to pay support
Child's name	Name of person or agency awarded custody	Name of person ordered to pay support

12. The ("X" all that apply) [ ] plaintiff [ ] defendant or any of the child(ren) listed above have received from the State of Connecticut:
[ ] financial support ("X" one) [ ] Yes [X] No [ ] Do not know
[X] HUSKY Health Insurance ("X" one) [X] Yes [ ] No [ ] Do not know
If yes, **you must** send a copy of the Summons, Complaint, Notice of Automatic Court Orders and any other documents filed with this Complaint to the Assistant Attorney General, 55 Elm Street, Hartford, CT 06106, and file the Certification of Notice (JD-FM-175) with the court clerk.

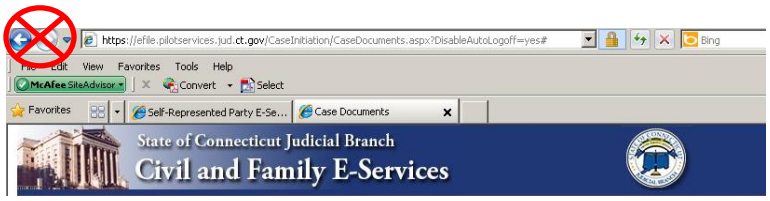
13. [ ] The ("X" all that apply) [ ] plaintiff [ ] defendant is pregnant with a child due to be born on _____ (date).
The other parent of this unborn child is the [ ] plaintiff or [ ] defendant [ ] unknown [ ] not the plaintiff [ ] not the defendant.

14. The ("X" all that apply) [ ] plaintiff [ ] defendant or any of the child(ren) listed above has received financial support

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

36. 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.



37. 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.

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

39. 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.

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

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.*

41. 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

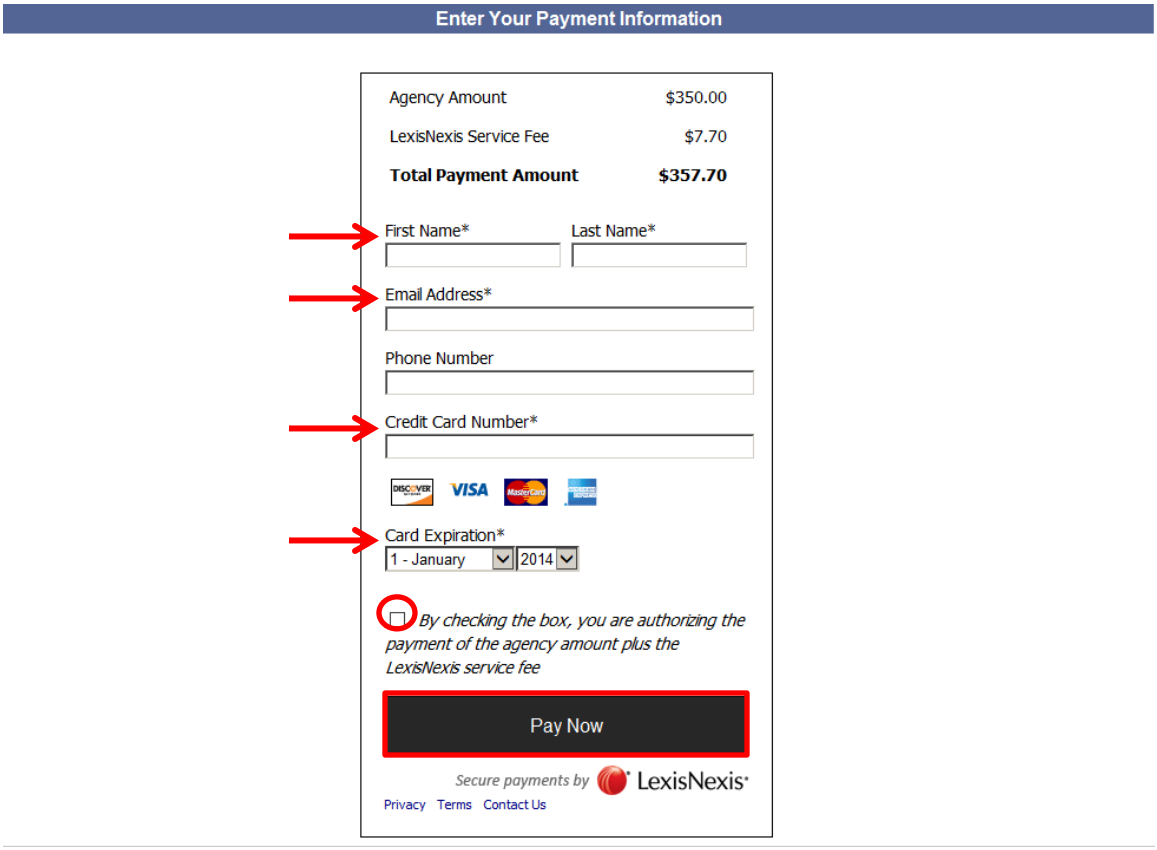
Note: If you want to process payment on several items in a single payment, you can check the box next to more than one item. The example shows only one item in the shopping cart. If you want to file additional items, click on **Return to Civil/Family Menu**. If you do not pay for an item, it remains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

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

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

43. Enter your payment information in the required fields, and check the box authorizing payment.

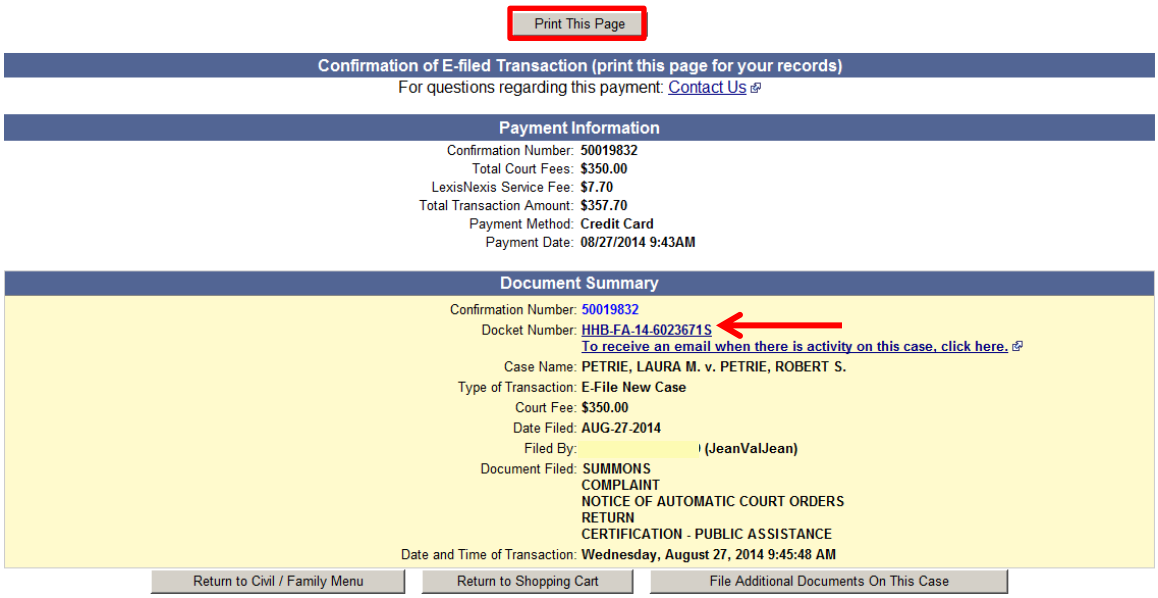
44. Click **Pay Now** to pay the entry fee and file your new case.



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 each time you are paying a fee.

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

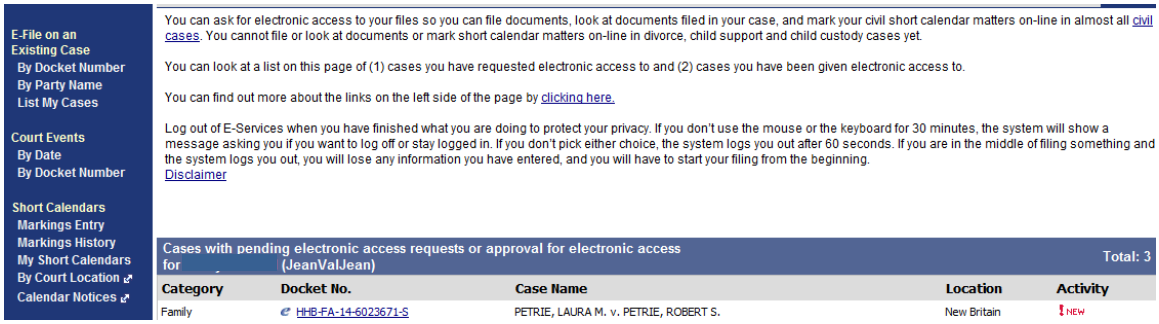
1. Print this page by clicking **Print This Page**



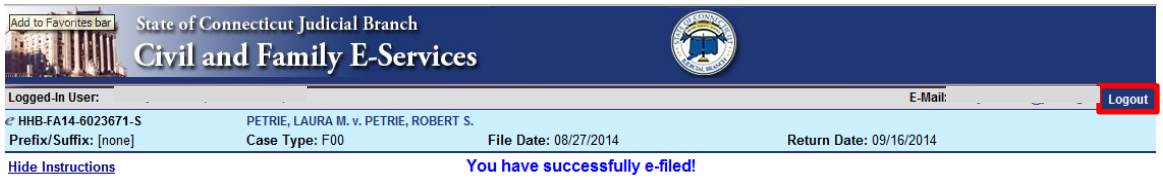
File a New Family Case Electronically in the Superior Court (continued)

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

3. 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.



4. 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.
5. 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.