APPELLATE E-FILING INSTRUCTION MANUAL effective February 1, 2017

All attorneys and self-represented parties must file all appeals and appellate documents electronically and must pay all filing fees electronically unless an exclusion from electronic filing requirements has been granted. Incarcerated self-represented parties cannot file electronically at this time.

Click on any of the following for general e-filing instructions:

- How do I register for E-Services?
- What information do I need in order to e-file an appeal or writ of error?
- How do I e-file an appeal or writ of error?
- How do I add or change appearance information?
- How do I e-file a motion before an appeal (preappeal motion)?
    - How do I e-file a preappeal motion in the Appellate Court?
    - How do I e-file a preappeal motion in the Supreme Court?
- How do I e-file a petition for certification to appeal to the Appellate Court?
- How do I e-file a petition for certification to appeal to the Supreme Court?
- How do I e-file preliminary papers and other appeal documents?
- How do I e-file a motion to extend a filing deadline?
- How do I e-file a motion in an appeal (other than to extend a filing deadline)?
- How do I e-file a withdrawal or an opposition or response to any type of motion, preappeal motion or petition?
- How do I submit a brief and appendix electronically?

Click on any of the following for answers to more specific questions:

- Can I file any appeal in the Supreme Court?

Appearances

- Do I need to file an appearance before I file an appeal?
- How do I file an appearance in a preappeal motion?

Contact Information/Service Information

- What information do I need to provide to other parties in my case and how should I deliver it?
- How can I request service of documents by nonelectronic delivery or mail?
- How can I change my official e-mail address or contact information?
- Am I required to deliver a copy of the appeal form to the Office of the Chief State's Attorney?

Docket Numbers

- How do I find and enter my trial court docket number?
- How do I find and enter my small claims docket number?
- How do I find and enter my housing docket number?
- I don't have a trial court docket number. How do I fill in this field in a worker's compensation matter, an original jurisdiction matter, an appeal from the decision of the Judicial Review Council or the Council on Probate Judicial Conduct, or a certified question of law from another jurisdiction?
- What if I am appealing from more than one docket number?

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- What if I am appealing from more than one nonstandard docket number? For example, more than one workers' compensation matter.
- Why should I enter my docket number when it is easier to enter the case name?
- What happens if I enter my docket number correctly but the computer can't find my case?

Fees

- Do I need to pay a filing fee?
- Am I required to pay a fee to resubmit a document that was returned?
- What if I have a fee waiver?
- What forms of payment can I use to pay a filing fee?

Motions

- Complete list of motions.
- How do I file a motion to transfer from the Appellate Court to the Supreme Court?

Petitions for Certification to Appeal

- The Supreme Court granted my petition for certification to appeal from the judgment of the Appellate Court. What steps do I take now?
- What if I can't find my Appellate Court docket number or can't enter it correctly?

Preappeal Motions

- Complete list of preappeal motions.
- Do I need permission from the court to file an appeal?

Preliminary Papers/Appeal Documents

- What is a preliminary paper or appeal document?
- Complete list of preliminary papers and appeal documents.
- How do I search for a preappeal motion or petition on the appellate home page?

Privacy

- Am I required to redact or omit personal identifying information from documents I file?
- Am I required to redact or omit information that is protected by court order, rule or statute?

Uploading Documents

- How do I upload a document?
- Should I upload supporting documents separately?
- Can I file multiple documents in one transaction?

Writs of Error, Workers' Compensation, Certified Questions, Reservations, Original Jurisdiction

- I'm not appealing from a trial court matter. What case type do I select?
- My case was decided by the Compensation Review Board or by a federal judge. Will the computer be able to find information about my case?
- My case was not decided by a trial court judge. What name should I enter in the field for the name of the trial judge?
- I am filing an original jurisdiction matter and don't have a filing date or judgment date. How do I answer these questions?
- I have filed a writ of error and need to upload the writ, the return and other documents. How do I upload these documents?

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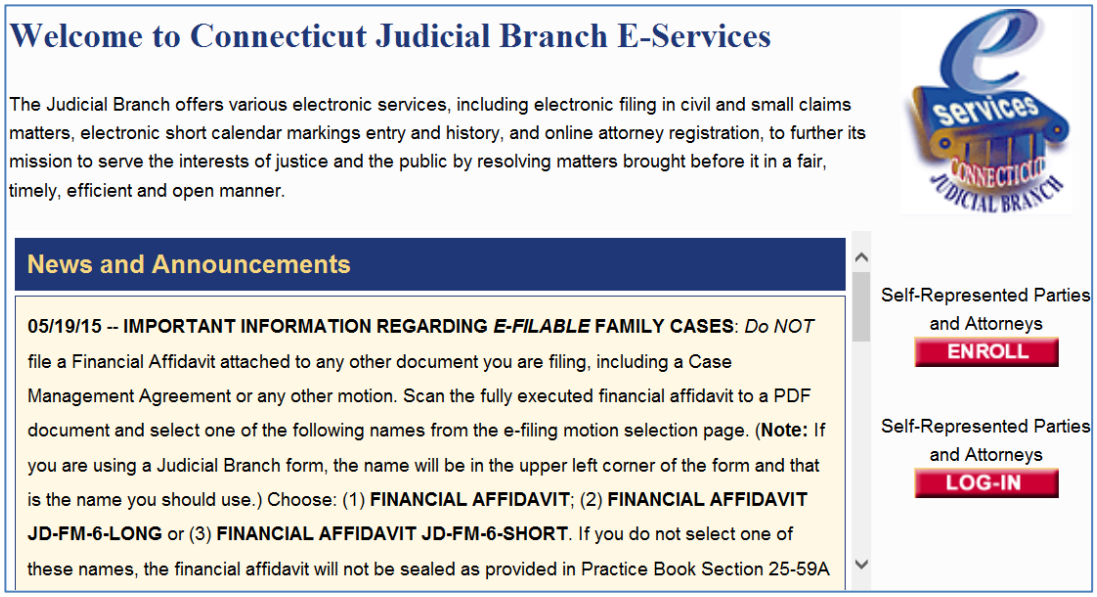
How do I register for E-Services?

1. In the address bar, type http://www.jud.ct.gov
2. Click on **E-Services** in the left menu to go to the E-Services Welcome Page.
3. Click on "Enroll" if you do not have an E-Services account. Click on "Log-In" if you already have an E-Services account.



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What information do I need in order to e-file an appeal or writ of error?

Be ready to answer the following questions about your case. Your answers will create an appeal form:

To which court are you appealing?
If you are appealing to the Supreme Court, what is the statutory basis for your appeal?
What is the trial court case type?
What is the trial court location code?
In what year was the case filed in the trial court?
What is the full docket number of the matter in which you are appealing?
What is the full name of the case you are appealing?
What is the name of the trial judge whose decision you are appealing?
What are the names of other judges who were involved in the trial proceedings?
Was the case tried to or heard by the court, a jury or another entity?
What are the dates of any judgments from which you are appealing?
What is the notice date on any order that might render the judgment ineffective, such as an order granting a motion to set aside the verdict?
What is the extended deadline for filing the appeal, if the date was extended?
What is the judgment or decision from which you are appealing?
Does your appeal involve any additional docket numbers?
Are you appealing in addition to counsel who appeared in the trial court or in place of counsel or a self-represented party who appeared in the trial court?
What is the name and juris number of counsel or the self-represented party who appeared in the trial court?
What parties are involved in the appeal and what are the names, juris numbers and addresses of their counsel?
Who is filing the appeal and for whom was judgment rendered in full or in part?
Are you ready to deliver a copy of the appeal form to all counsel of record when you complete the e-filing transaction?
Are you ready to deliver a copy the appeal form to the Office of the Chief State's Attorney in a criminal appeal or habeas appeal when you complete the e-filing transaction?
What is your individual juris number or User ID number?
If a filing fee is required for your appeal, are you ready to submit your credit card number or electronic check information or to upload a granted fee waiver form?

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How do I e-file an appeal or writ of error?

NOTE: Some appeals cannot be filed unless the court has granted permission to appeal. If you file the appeal without permission, you will lose your filing fee.

1. On the Appellate E-Filing Home Page, select "E-File a New Appellate Matter."

2. Select the court to which you are appealing.

3. Select what you are filing:
   Options in the Appellate Court include:

   *Select what you are filing from the following options:
   Appeal
   Appeal after Certification by the Appellate Court
   Reservation

   Options in the Supreme Court include:

   *Select what you are filing from the following options:
   Appeal
   Appeal after Certification by the Supreme Court
   Appeal from Decision of Council on Probate Judicial Conduct
   Appeal from Decision of Judicial Review Council
   Certified Question of Law
   Election Challenges
   Original Jurisdiction Action
   Reservation
   Writ of Error

4. If you are appealing to the Supreme Court, provide the statutory basis for your appeal. Your answer is limited to 100 characters. See General Statutes § 51-199 for more information.

   *To which court are you appealing? ◉ Supreme Court ○ Appellate Court
   What is the statutory basis for your appeal to the Supreme Court?
   General Statutes § 51-199 (b)

5. Is this a joint appeal? Click "Yes" or "No."
   What is a joint appeal?
   a. When two or more plaintiffs or defendants in the same case are represented by different attorneys and are appealing together; or
   b. When separate cases that involve at least one common party are appealed together.

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6. Select the trial court case type from the drop down menu.

*What is the trial court case type? [Select]
Child Protection
Civil
Family
Criminal
Motor Vehicle
Housing - Summary Process
Juvenile
Small Claims
Worker's Compensation

7. Enter the trial court docket number from which you are appealing and click "Search."

* Enter the trial court docket number associated with this filing.

HHD	CV	12	6033121	S
location	category	year	number	suffix

Search

8. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." The computer will then import data about the parties and counsel in your case.

AAN-CV-11-6007428-S WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC.
Is this the case you are appealing? If YES, click here to continue.
If NO, search again or ENTER CASE NAME.
Note: If you enter the case name, the system will not be able to locate data about the case and you must input the information manually.

9. The computer will let you know if it cannot find a match. Return to the docket number field to search again or select "Enter Case Name."

Docket Number AAN-CV-12-6007428-S not found. Search Again.
Note: If you search again and find your case, the system will input information from the trial court concerning the parties and proceedings.

or

Click here to ENTER CASE NAME
Note: If you choose to continue, the system will not be able to locate the trial court data and you must input the information manually.

10. If you cannot locate your case, enter the full case name. NOTE: If the computer cannot access information about your case, you must enter information about your case manually.

Please enter the full case name:
* _____ v. _____
Examples: State of Connecticut v. John A. Smith
In Re Joseph B.
In the matter of Carl C.

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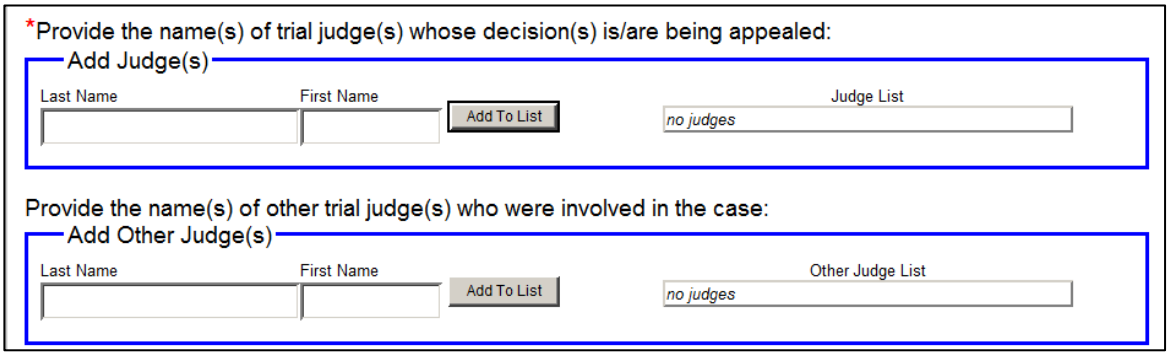
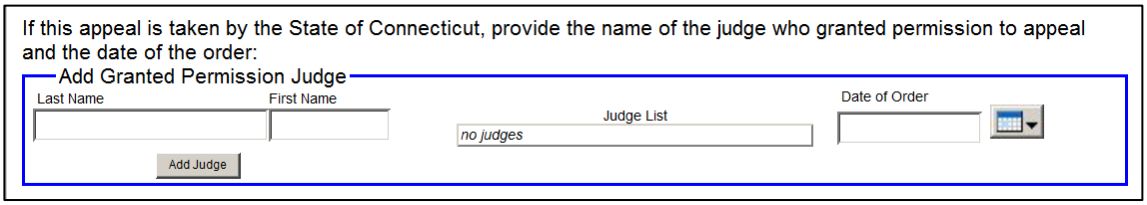
11. Enter the Major/Minor Code in civil and family cases if it was not entered automatically. If you do not know the major/minor code, click on the link for the Major Minor Code List.

12. Enter the name of the trial court judge whose decision is being appealed and click "Add to List." Enter the names of any additional trial court judges who were involved in the case and click "Add to List" after each entry. If the computer recognizes the name, it will fill in the complete name. If the computer does not recognize the name, it will fill in the information exactly as entered.

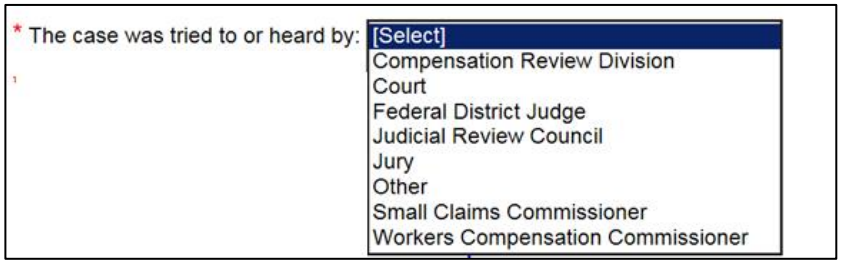


13. When the state files a criminal case, it must provide additional information:

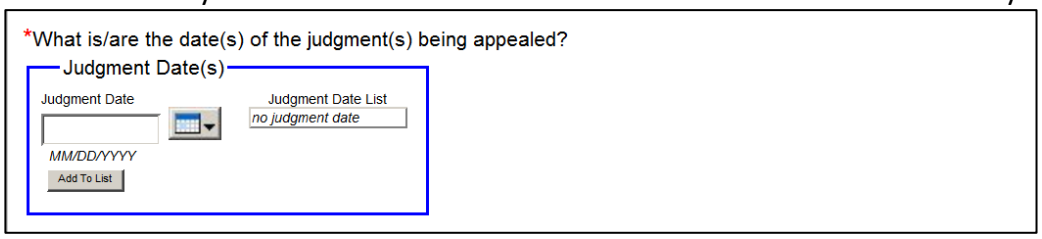


14. In a juvenile or child protection appeal, select whether the trial judge has issued an order of temporary custody, an order terminating parental rights, or some other type of order.

15. Select the entity that heard or tried the case.



16. Enter the date of the judgment being appealed and click "Add to List." You must enter at least one date and may enter more than one date. Click "Add to List" after each entry.



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17. Enter the date of any notice that might render the judgment ineffective. For example, if the trial court granted a motion to open the judgment on July 1, 2016, and issued notice of its ruling on July 2, 2016, enter July 2, 2016.

18. If the date for filing the appeal was extended, enter the date to which it was extended. For example, if the trial judge extended the date for filing the appeal from July 1, 2016 to July 12, 2016, enter July 12, 2016.

19. From what are you appealing? Provide a brief description of the judgment or decision that you are challenging on appeal.

20. To file your appeal, you must pay a fee of $250 at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
    a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
    b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
    c. No fees are due in connection with this filing.

21. Review the name, address, phone number, fax number and e-mail address for the logged in juris number or User ID.

22. If any of the information is missing or incorrect, type the correct information into the box provided. FOR ATTORNEYS, THIS DOES NOT CONSTITUTE AN OFFICIAL CHANGE OF THE INFORMATION REGISTERED WITH THE STATEWIDE GRIEVANCE COMMITTEE. You may change your registered information in one of two ways. The preferred method is to log into E-Services and choose Change of Information (the change may not take effect for 24 hours or more). The other way is to fill out the paper Change of Information Form JD-GC-10 and mail it to the address indicated on the form. The principal of a firm must change the address associated with the firm's juris number using Form JD-ES-145, Law Firm Juris Number Application or Changes. For more information visit the Judicial Branch Website at http://jud.ct.gov/SGC/faq_atty_registration.htm#5.
    If you are self-represented and need to change your address after you e-file an appellate matter, you must e-file an appearance form in each of your pending cases with the Office of the Appellate Clerk.

23. Do you have an appearance in the trial court for this case? If so, it is not necessary to file a new appearance. If you did not have an appearance in the trial court for this case, choose one of the following options: Are you appearing in addition to the attorney or self-represented party who appeared in the trial court or in place of the attorney or self-represented party who appeared in the trial court? Check the appropriate box. If you are appearing in place of another attorney or self-represented party, provide their name and juris number or User ID.

Please choose any of the following options that apply:

☐ Counsel or self-represented party who files this appeal will be deemed to have appeared in addition to counsel of record who appeared in the trial court.

☐ Counsel or self-represented party who files this appeal is appearing in place of:

Name of counsel or self-represented party: _____

Juris Number (if applicable): _____

NOTE: If you check the second box, you must provide the name of the attorney or self-represented party you are appearing in place of.

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24. Who is filing the appeal? Use the check boxes to select the appropriate party or parties. *NOTE: If the computer was not able to access information about your case, you must enter information about the parties manually by using the box pictured in step 27.*

Enter information about the parties in the trial court proceedings by using the checkboxes in the first column to select the party/parties who are filing this appeal and by using the checkboxes in the second column to select the party/parties for whom judgment may have been rendered in full or in part. If no parties are listed, or the listing is incomplete, please enter the name(s) of the party/parties below.

* Filed By	Judgment For	Party Name	Party Category
☑	☐	UNION TRUST CO.	DEFENDANT
☐	☐	AETNA LIFE & CASUALTY	PLAINTIFF
☐	☐	TITLE USA INSURANCE CORPORATION OF NY	3RD PRTY DEF

25. For whom did the trial court render judgment, either in full or in part? Use the check boxes to select the appropriate party or parties.

26. Were there additional parties in the prior proceedings? If so, click "Add Party Information" and use the following box to add party information, including the juris number for their counsel. Click "Add Counsel" and "Finish." If you do not know the juris number, click "Juris Number Lookup." If the computer is not able to access information about your case, use this box to add information about all of the parties in your case and their counsel.

27. Select "Edit" to change any party information that you have added. Select "Delete" to remove any party information that you have added (you cannot remove information that was imported from the trial court). Select "Add Party information" to add additional party information.

Additional Parties

* Filed By	Judgment For	Party Name	Party Category		
☐	☐	BRIAN J SMITH	Other	Delete	Edit

Add Party Information

28. You must deliver a copy of the appeal form you are creating to all counsel of record. Review the list to make sure that it includes all attorneys and all self-represented parties. If you are filing a criminal or habeas appeal, make sure that it includes the Office of the Chief State's Attorney.

29. If the address provided is incomplete or incorrect, type in the correct address, telephone number, fax number and/or e-mail address. NOTE: *this does not constitute an official change of contact information.*

30. Review any information that you have entered. When you are certain that it is correct, select "Continue."

YOU HAVE ENTERED INFORMATION THAT DIFFERS FROM THE REGISTERED INFORMATION FOR THE PARTY(IES) HIGHLIGHTED ABOVE. If you are certain that you have entered the correct information, please continue.

Back Continue Cancel

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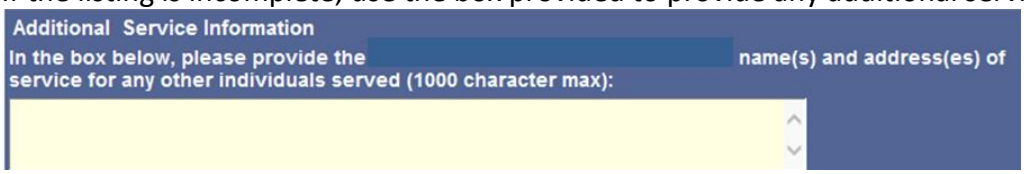
31. If the listing is incomplete, use the box provided to provide any additional service information.



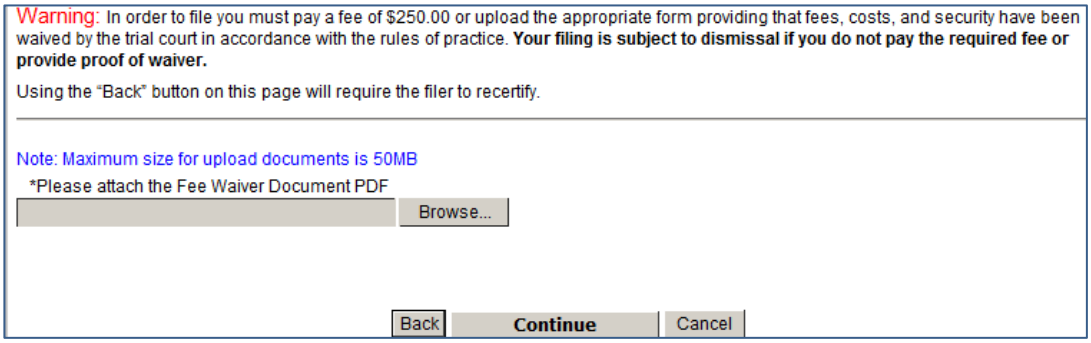
32. Review the appeal form you have created. Use the "Back" button at the bottom of the screen to return to previous pages to make corrections. *If you use the back button at the top of the page, you will lose the information you entered.* Correct your information and select "Continue."

33. Use the scroll bar on the right hand side of the page to review information on the bottom of the appeal form and on subsequent pages of the appeal form.

34. When you are satisfied that the appeal form is correct, check the certification box to indicate that you will deliver the appeal form to all counsel of record and enter the date that the appeal form will be delivered. THE APPEAL FORM MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.

35. Sign the appeal form by entering your individual juris number or User ID. You may not use a firm juris number as a signature. BY ENTERING YOUR SIGNATURE, YOU ARE AGREEING TO ACCEPT SERVICE OF DOCUMENTS ELECTRONICALLY.

36. If applicable, upload your fee waiver and click "Continue."



37. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and choose "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.

38. **Save or print a copy of the confirmation page for your records.**

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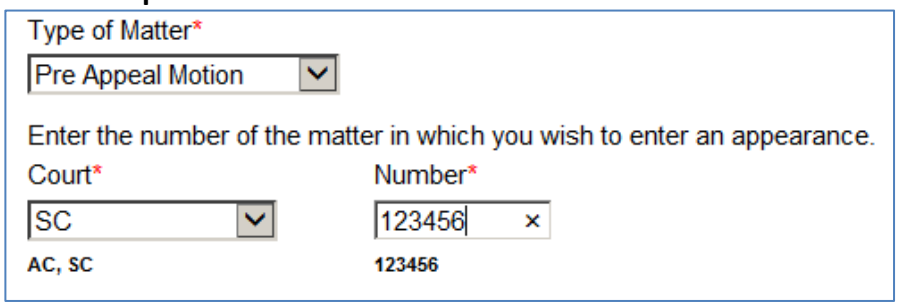
How do I add or change appearance information?

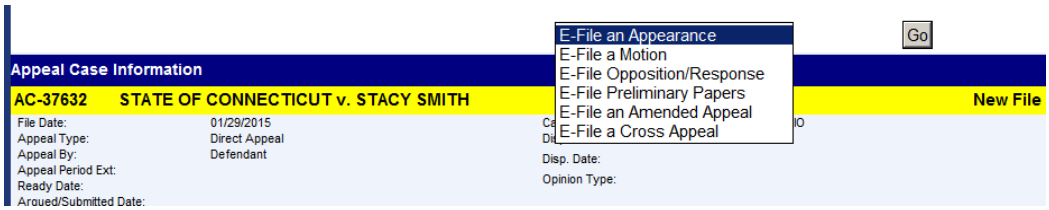
1. On the Appellate E-Filing Home Page, search for your case using "List My Cases," "My E-Filed Items" or "Case Search." *A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.*

2. Enter the number of the matter in which you are entering an appearance.
   Note: If you select "Appeal," please enter the 5-digit docket number. If you select "Preappeal Motion or Petition" please enter the 6-digit number assigned to the preappeal motion or petition.

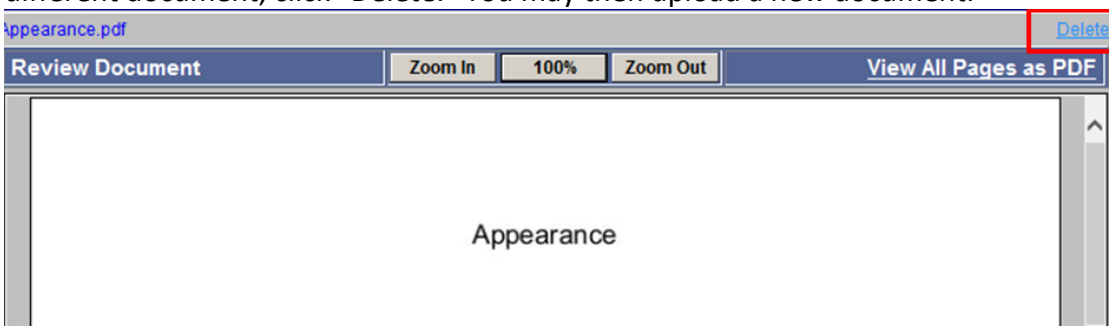


3. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File an Appearance" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	AC 37632	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed



4. Upload your appearance.
   [Top]
5. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.



6. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION. Enter your individual juris number or User ID as your signature and click "Continue."

7. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a motion before an appeal?

Sometimes it is necessary to file a motion before an appeal is filed. These motions are called "preappeal" motions. For example, if you missed the deadline for filing an appeal, you must file a preappeal motion asking for permission to file a late appeal. If the court grants permission, you may file an appeal. If the court does not grant permission, you may not file an appeal.

How do I e-file a preappeal motion in the Appellate Court?

1. On the Appellate E-Filing Home Page, select "E-File a Motion Before E-Filing an Appeal."

2. Select "Appellate Court."

3. Select the trial court case type from the drop down menu.

4. Enter the trial court docket number from which you are appealing and click "Search."

5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again or select "Enter Case Name."

6. If you cannot locate your case, enter the full case name.

7. Select the name of the preappeal motion you are filing from the drop down menu.

8. Select the party who is filing the preappeal motion.

9. Enter the name of the trial judge whose decision is associated with the preappeal motion and click "Add to List." You may enter more than one name. Click "Add to List" after each entry.

10. Some preappeal motions require a fee, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
    a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
    b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
    c. No fees are due in connection with this filing.

11. Upload your preappeal motion. (If you have a fee waiver, you will be asked to upload it later in the process.)

12. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.

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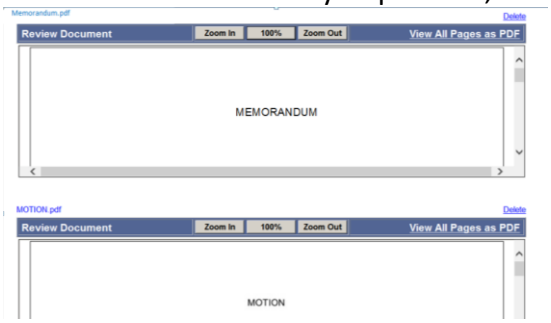
13. Upload supporting documents if necessary. Additional preappeal motions must be filed during SEPARATE e-filing transactions.
    Please check the rules of appellate procedure to determine whether a supporting document is required for your filing. *For example, under Practice Book § 66-6, "[i]f a motion for review of a decision depends on a transcript of evidence or proceedings taken by a court reporter, the moving party shall file with the motion either a transcript or a copy of the transcript order form (JD-ES-38)."*

14. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."



15. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.

16. If applicable, upload your fee waiver.

17. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and choose "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.

18. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a preappeal motion in the Supreme Court?

1. On the Appellate E-Filing Home Page, select "E-File a Motion Before E-Filing an Appeal."

2. Select "Supreme Court."

3. Select "Yes" if you have an Appellate Court docket number. Select "No" if you do not have an Appellate Court docket number or cannot enter it correctly. You will then be asked to enter your trial court docket number.

4. Enter the 5-digit Appellate Court docket number. For cross or amended appeals, please enter the first five digits only. For example, if your docket number is AC 12345X01, enter 12345.

5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again.

6. Select the name of the preappeal motion you are filing.

7. Select the party who is filing the motion.

8. Enter the name of the trial judge whose decision is associated with the motion and click "Add to List." You may enter more than one name. Click "Add to List" after each entry.

9. Some preappeal motions require a fee, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
    a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
    b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
    c. No fees are due in connection with this filing.

10. Upload your preappeal motion. (If you have a fee waiver, you will be asked to upload it later in the process.)

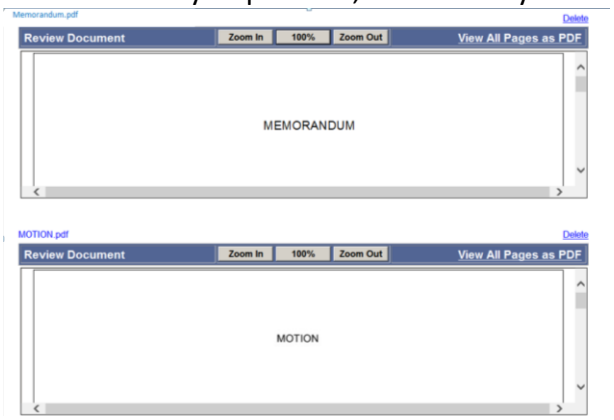
11. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.

12. Upload supporting documents if necessary. **Additional preappeal motions must be filed during SEPARATE e-filing transactions.**

    Please check the rules of appellate procedure to determine whether a supporting document is required for your filing. *For example, under Practice Book § 66-6, "[i]f a motion for review of a decision depends on a transcript of evidence or proceedings taken by a court reporter, the moving party shall file with the motion either a transcript or a copy of the transcript order form (JD-ES-38)."*

[Top]

13.Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."



14. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.

15. If applicable, upload your fee waiver.

16. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and choose "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.

17. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a petition for certification to appeal a decision in a zoning or inland wetlands case to the Appellate Court?

1. On the Appellate E-Filing Home Page, select "E-File a Petition for Certification to Appeal."

2. Select "Appellate Court."

3. Select the trial court case type from the drop down menu.

4. Enter the trial court docket number from which you are appealing and click "Search."

5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again or select "Enter Case Name."

6. If you cannot locate your case, enter the full case name.

7. Select the party who is filing the petition.

8. Enter the name of the trial judge whose decision is associated with the petition and click "Add to List." You may enter more than one name. Click "Add to List" after each entry.

9. Petitions require a fee of $75, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
    a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
    b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
    c. No fees are due in connection with this filing.

10. Upload your petition. (If you have a fee waiver, you will be asked to upload it later in the process.)

11. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.

12. Upload supporting documents if necessary.
    Please check the rules of appellate procedure to determine whether a supporting document is required for your filing.

13. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."
    [Top]

14. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.

15. If applicable, upload your fee waiver.

16. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and select "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.

17. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a petition for certification to appeal to the Supreme Court?

1. On the Appellate E-Filing Home Page, select "E-File a Petition for Certification to Appeal."

2. Select "Supreme Court."

3. Select "Yes" if you have an Appellate Court docket number. If do not have your Appellate Court docket number or cannot enter it correctly, select "No" and enter your trial court docket number.

4. Enter the 5-digit Appellate Court docket number. For cross or amended appeals, please enter the first five digits only. For example, if your docket number is AC 12345X01, enter 12345.

5. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again.

6. Select the party who is filing the petition.

7. Petitions require a fee of $75, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
    a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
    b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
    c. No fees are due in connection with this filing.

8. Upload your petition. (If you have a fee waiver, you will be asked to upload it later in the

process.)

9. Review your document. If you would like to remove the uploaded document and upload a different document, click delete. You may then upload a new document.

10. Upload supporting documents if necessary.
    Please check the rules of appellate procedure to determine whether a supporting document is required for your filing.

11. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."

12. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record.
    THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.

13. If applicable, upload your fee waiver.

14. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and select "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.

15. **Save or print a copy of the confirmation page for your records.**

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How do I e-file preliminary papers and other appeal documents? Note: Each document must be filed separately.

1. On the Appellate E-Filing Home Page, search for your case using "List My Cases," "My E-Filed Items" or "Case Search." *A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.*

2. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File Preliminary Papers" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	AC 37632	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Or

WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC. AC 37819	APPEAL	6/23/2015	Details

E-File an Appearance
E-File a Motion
E-File Opposition/Response
E-File Preliminary Papers
E-File an Amended Appeal
E-File a Cross Appeal
Go

Appeal Case Information

AC-37819 WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC. E-Filed

File Date: 06/23/2015
Appeal Type: Direct Appeal
Appeal By: Plaintiff
Appeal Period Ext:
Ready Date:
Argued/Submitted Date:
Disp. Date:
Opinion Type:

3. Select the preliminary paper or appeal document that you wish to file.

4. Upload your document.

5. Review your document. If you would like to remove the uploaded document and upload a different document, click delete. You may then upload a new document

6. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION. Sign by entering your individual juris number or User ID.

7. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a motion in an appeal (other than to extend a filing deadline)?

1. On the Appellate E-Filing Home Page, search for your case using "List My Cases," "My E-Filed Items" or "Case Search." *A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.*

2. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File a Motion" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	AC 37632	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV1400436 29S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV1260244 02S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Or

WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC. AC 37819	APPEAL	6/23/2015	Details

E-File an Appearance
E-File a Motion
E-File Opposition/Response
E-File Preliminary Papers
E-File an Amended Appeal
E-File a Cross Appeal
Go

Appeal Case Information

AC-37632 STATE OF CONNECTICUT v. STACY SMITH **New File**

File Date:	01/29/2015	Disposition:	
Appeal Type:	Direct Appeal	Disp. Date:	
Appeal By:	Defendant	Opinion Type:	
Appeal Period Ext:			
Ready Date:			
Argued/Submitted Date:			
Standby Dates:			
View Final Panels:		Cite:	
Panel:		Reopen Date:	
Transfer Type:		View Disquals:	
Transfer Date:		Sub Appeal Disp Date:	
Last Action:			

3. Select the name of the motion you are filing.

4. Who is filing the motion? Use the check boxes to select the filing party or parties.

Select the Party(ies) filing this motion:
(If your party name does not appear in this list, please select "other")

Select Parties		
☑	STACY SMITH	Appellant
☐	STATE OF CONNECTICUT	Appellee
☐	OTHER	OTHER

5. Some motions require a fee, which is due at the end of the e-filing transaction. Select and certify any of the following *if applicable*:
   a. You are filing on behalf of a state agency and no fees are due in connection with your filing.
   b. You have a valid fee waiver. NOTE: YOU MUST UPLOAD THE FEE WAIVER FORM AT THE END OF THE E-FILING TRANSACTION. IF YOU DO NOT UPLOAD A VALID FEE WAIVER YOUR FILING MAY BE REJECTED.
   c. No fees are due in connection with this filing.

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6. Upload your motion. (If you have a fee waiver, you will be asked to upload it later in the process.)

7. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.

8. Upload supporting documents if necessary.
   Please check the rules of appellate procedure to determine whether a supporting document is required for your filing. *For example, under Practice Book § 66-6, "[i]f a motion for review of a decision depends on a transcript of evidence or proceedings taken by a court reporter, the moving party shall file with the motion either a transcript or a copy of the transcript order form (JD-ES-38)."*

9. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."

10. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.

11. If applicable, upload your fee waiver.

12. If a fee is due, select pay by credit card or pay by check. Enter your credit card information and select "Pay Now" or enter your check information and select "Process Payment." Note: LexisNexis charges a 2.2% fee for credit card transactions.

13. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a withdrawal or an opposition or response to any Motion, Preappeal Motion or Petition?

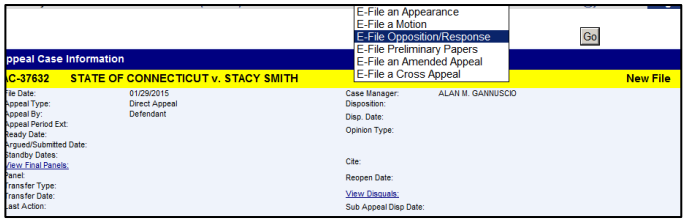
1. On the Appellate E-Filing Home Page, search for your case using "List My Cases," "My E-Filed Items" or "Case Search." *A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.*

2. Find the appeal, preappeal motion or petition and click on your docket number to bring up the case summary page. Choose "E-File Opposition/Response/Withdrawal" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	AC 37632	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Or

WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC. AC 37819	APPEAL	6/23/2015	Details



3. Use the check boxes to select the motion you are withdrawing or to which you are filing an opposition or response **.**

4. Upload your opposition, response or withdrawal.

5. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.

6. Upload supporting documents if necessary. Any additional oppositions, responses or withdrawals MUST be uploaded separately.
   Please check the rules of appellate procedure to determine whether a supporting document is required for your filing.

7. Review all uploaded documents. When you are satisfied that you have uploaded the correct documents and are ready to proceed, click "Certify."

8. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.

9. **Save or print a copy of the confirmation page for your records.**

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How do I e-file a motion to extend a filing deadline?

1. On the Appellate E-Filing Home Page, search for your case using "List My Cases," "My E-Filed Items" or "Case Search." *A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.*

2. The computer will search for your case and display the case name if it finds a match. If the case name is correct, select "click here to continue." If the case name is not correct, you may search again.

3. Select the type of document for which you are seeking to extend the filing deadline.

4. If you are seeking to extend the deadline for filing a brief, select the appropriate brief.

5. Upload your motion to extend the filing deadline.

6. Review your document. If you would like to remove the uploaded document and upload a different document, click "Delete." You may then upload a new document.

7. Check the box to certify that any documents you are filing have been redacted or do not contain any protected or personal identifying information. Enter the date that the document will be delivered to all counsel and self-represented parties of record. THE DOCUMENT MUST BE DELIVERED ON THE SAME DATE AS THE E-FILING TRANSACTION.

8. **Save or print a copy of the confirmation page for your records.**

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How do I submit a brief and appendix electronically? NOTE: You must also file paper copies of your briefs and appendices in the Office of the Appellate Clerk.

1. After you log in to E-Services, go to the Appellate E-Filing Home Page.

2. Search for your case by party name, docket number, case name or juris number.

3. Click on your docket number to bring up the case summary page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	AC 37632	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Or

WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC. AC 37819	APPEAL	6/23/2015	Details

4. Choose "Submit Electronic Version of a Brief or Appendix" from the drop down menu.

5. Select "brief" or "appendix" from the drop down menu.

6. Upload your brief or appendix and click "Continue" to review your document.

7. Review your document. When you are satisfied with the document that you have uploaded, check the certification box and click "Submit this Document."

8. Print the confirmation of electronic submissions for your records and include a copy of the confirmation when you file your paper briefs and appendices.

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Do I need to file an appearance *before* I file an appeal or writ of error?

No. If you had an appearance in the trial court, it will carry over to your appeal. If you did not have an appearance in the trial court, you must answer the following appearance questions *when you are filing your appeal*:

Please choose any of the following options that apply:

☐ Counsel or self-represented party who files this appeal will be deemed to have appeared in addition to counsel of record who appeared in the trial court.

☐ Counsel or self-represented party who files this appeal is appearing in place of:

Name of counsel or self-represented party:

Juris Number (if applicable):

If you check the second box, you must provide the name of the attorney or self-represented party you are appearing in place of.

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Complete List of Preliminary Papers and Appeal Documents

Select the type of preliminary paper you wish to e-file on this appeal.

[Select]
Preliminary Statement of Issues
Certificate Regarding Transcripts
Docketing Statement
Pre Argument Conference Statement
Draft Judgment File
Constitutionality Notice
Sealing Notice
Amended Preliminary Statement of Issues
Amended Certificate Regarding Transcripts
Amended Docketing Statement
Amended Pre Argument Conference Statement
Amended Draft Judgment File
Amended Constitutionality Notice
Amended Sealing Notice
Citation of Supplemental Authorities After Brief is Filed
Statement Adopting Brief of Appellant or Appellee, or Detailed Statement that Factual or Legal Issues on Appeal do not Implicate Child's Interests
Joint Appeal Consent form
Appellate Court Assignment Form (Response to Docket)
Supreme Court Assignment Form (Response to Docket)
Response to Citation of Supplemental Authorities
Appeal Transcript Order Acknowledgement from Court Reporter
Appeal Transcript Order Form
Appeal Transcript Order Form with Certificate of Completion
Appeal Transcript Order Form with Revised Estimated Date of Delivery
Appeal Transcript Filing Form to Accompany Transcripts and/or Land Use Regulations
Appellate Court Order Granting Certification to Appeal
Appellate Court Order Granting Reservation Request by Superior Court
Citation of Supplemental Authorities after filing of Brief – Response
Correspondence from Court – Response
Court's Notice Regarding Waiver of Oral Argument – Response
Errata Document Correcting Error(s) in Brief
Notice Adopting Brief or Detailed Statement Required by Counsel for the Minor Child and/or Counsel for Guardian ad Litem in Matters Involving Minor Children
Notice Adopting Brief of Another Party in Lieu of Filing a Separate Brief (for matters not involving minor children)
Notice of Intent Not to File Brief (must be filed prior to deadline to file Appellee's brief)
Reservation – supporting document(s)
Supreme Court Appeal from Counsel on Probate Judicial conduct – supporting document(s)
Supreme Court Appeal from Judicial Review Council – supporting document(s)
Supreme Court Certified Question(s) of Law – supporting documents
Supreme Court Order Granting Certification Pursuant to G.S. 52-265a in Cases of Substantial Public Interest
Supreme Court Order Granting Certified Question(s) of Law
Supreme Court Order Granting Certification to Appeal from Appellate Court
Supreme Court Order Granting Reservation Request by Superior Court
Withdrawal
Writ of Error
Writ of Error – supporting documents

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Complete List of Motion Names

[Select]
Application to Appear as Amicus Curiae
Application to Appear as Student Intern
Bill of Costs
Motion for Articulation
Motion for Clarification
Motion for Further Articulation
Motion for Further Rectification
Motion for Immediate Hearing
Motion for Judgment
Motion for Memorandum of Decision
Motion for Order
Motion for Permission to File a Late Motion
Motion for Permission to file Handwritten Documents
Motion for Reconsideration En Banc
Motion for Rectification
Motion for Removal or Substitution of Counsel
Motion for Review
Motion for Review of Articulation
Motion for Review of Bail or Bond
Motion for Review of Extension of Time
Motion for Review Re: Appeal Bond
Motion for Review Re: Rectification
Motion for Review Re: Stay
Motion for Sanctions
Motion for Security for Costs
Motion for Stay
Motion for Stay pursuant to P.B. § 61-14
Motion for Summary Disposition
Motion for Supervisory Order
Motion Re: Exhibits
Motion Re: Waiver of Oral Argument
Motion to Adopt Brief
Motion to Amend Appellate Order
Motion to Amend Motion
Motion to Amend Response/Opposition
Motion to Amend Transcript Order
Motion to Appear Pro Hac Vice
Motion to be Designated as a Party
Motion to Change Counsel After Reply Brief Due Date
Motion to Compel
Motion to Consolidate
Motion to Correct
Motion to Correct Appeal Form
Motion to Correct Judgment File
Motion to Correct Opinion
Motion to Correct Rescript
Motion to Dismiss (other)
Motion to Dismiss Amended Appeal
Motion to Dismiss Appeal
Motion to Dismiss Cross Appeal
Motion to Disqualify
Motion to Expedite
Motion to File Brief
Motion to File Brief Specl Circumstanc
Motion to File Late Appeal
Motion to File Late Brief
Motion to File Late Certificate Re: Transcript
Motion to File Late Cross Appeal
Motion to File Late Issue(s) after Grant of Certification by the Supreme Court
Motion to File Late Motion
Motion to File Late Motion for Articulation
Motion to File Late Motion for Rectification
Motion to File Late P.B. § 63-4 Papers
Motion to File Late Response/Opposition

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Motion to File Motion for Further Articulation
Motion to File Substitute Brief/Appendix
Motion to File Supplemental Brief
Motion to File Transcript
Motion to File Under Seal
Motion to Intervene
Motion to Limit or Preclude Coverage
Motion to Modify Issue(s) after Grant of Certification by the Supreme Court
Motion to Raise Alternate Grounds
Motion to Reargue

Motion to Reargue and/or Reconsider En Banc
Motion to Reargue En Banc
Motion to Reconsider
Motion to Reconsider & to Reconsider En Banc
Motion to Reconsider Taxation of Costs
Motion to Reopen
Motion to Rescind Withdrawal
Motion to Seal File
Motion to Set Aside Final Extension Order
Motion to Set Aside Trial Court Judgment

Motion to Stay Appellate Proceedings
Motion to Stay Briefing pursuant to PB § 67-12
Motion to Stay Pending Decision by U.S. Supreme Court
Motion to Stay Trial Court Proceedings
Motion to Strike
Motion to Substitute Brief or Appendix
Motion to Substitute Party
Motion to Suspend Copy Requirements
Motion to Take Judicial Notice
Motion to Terminate Stay

Motion to Terminate Stay of Appellate Proceedings
Motion to Unseal
Motion to Vacate Order
Motion to View Sealed File
Motion to Waive Filing of Brief
Motion to Withdraw Appeal
Motion to Withdraw Appeal After Argument
Motion to Withdraw Appearance
Motion to Withdraw as a Party
Motion to Withdraw as Appointed Counsel

Notice for Statement of Decision by Trial Court
Other Motion
Petition For Review of Court Closure or Sealing
Request - Other
Request for Additional Argument Time
Request for Additional Pages in Motion, Petition or Brief
Request for Media Access
Request to Be Excused From Argument
Request to Change Attorney Arguing Appeal (if both attorneys already appear in appeal)
Request to Have Exhibits in Courtroom for Appellate Argument

Request to Mark Over Scheduled Argument
Request to Share/Split Argument Time
Request to Supplement Appendix to Brief
Request to Use Exhibits in Pending Appeal for Co-defendant at Trial
Request to Waive Argument
Stipulation for Judgment
Suggestion of Bankruptcy
Suggestion of Death
Writ of Mandamus

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Complete List of Preappeal Motion Names

[Select]
Application for Certification pursuant to G.S. § 52-265a
Application to Appear as Amicus Curiae
Motion for Ext. of Time to File Response/Opposition to Appellate Court Petition for Certification
Motion for Extension of Time to File Appellate Court Petition for Certification
Motion for Further Articulation
Motion for Further Rectification
Motion for Immediate Hearing
Motion for Order
Motion for Permission to File a Late Motion
Motion for Permission to file Handwritten Documents
Motion for Reconsideration En Banc
Motion for Review
Motion for Review of Articulation
Motion for Review of Bail or Bond
Motion for Review Re: Appeal Bond
Motion for Review Re: Rectification
Motion for Review Re: Stay
Motion for Sanctions
Motion for Stay
Motion for Stay pursuant to P.B. § 61-14
Motion for Supervisory Order
Motion to Amend Appellate Order
Motion to Amend Motion
Motion to Amend Response/Opposition
Motion to Amend Transcript Order
Motion to Appeal pursuant to P.B. § 61-4
Motion to Appear Pro Hac Vice
Motion to be Designated as a Party
Motion to Compel
Motion to Consolidate
Motion to Correct
Motion to Disqualify
Motion to File Late Appeal
Motion to File Late Appellate Court Petition for Certification
Motion to File Late Appendix
Motion to File Late Motion
Motion to File Late Response/Opposition
Motion to File Late Supreme Court Petition for Certification
Motion to File Transcript
Motion to File Under Seal
Motion to Intervene
Motion to Limit or Preclude Coverage
Motion to Reargue
Motion to Reargue & to Reargue En Banc
Motion to Reargue and/or Reconsider
Motion to Reargue and/or Reconsider En Banc
Motion to Reargue En Banc
Motion to Reconsider
Motion to Reconsider & to Reconsider En Banc
Motion to Rescind Withdrawal
Motion to Seal File
Motion to Set Aside Final Extension Order
Motion to Stay Trial Court Proceedings
Motion to Strike
Motion to Substitute Party
Motion to Suspend Copy Requirements
Motion to Transfer
Motion to Vacate Order
Motion to View Sealed File
Motion to Withdraw Appearance
Motion to Withdraw as a Party
Other Motion
Petition For Review of Court Closure or Sealing
Petition For Review of Grand Jury Proceedings
Request - Other
Request for Additional Pages in Motion, Petition or Brief
Suggestion of Bankruptcy
Suggestion of Death
Writ of Mandamus

[Top]

Do I need permission from the court to file an appeal?

You must have permission to file the following types of appeals:

Appeal to Appellate Court Following Grant of Certification

This type of appeal may not be filed unless the Appellate Court has granted a petition for certification to appeal. In addition, only zoning or inland wetlands matters may be appealed in this manner.

Appeal to Supreme Court Following Grant of Certification

This type of appeal may not be filed unless the Supreme Court has granted a petition for certification to appeal. Only decisions of the Appellate Court may be appealed in this manner.

Certified Question of Law after Acceptance by Supreme Court

This type of appeal may not be filed unless the Supreme Court has granted another court's request to consider a certified question of law.

Reservation of Question of Law after Acceptance by Appellate Court or Supreme Court

This type of appeal may not be filed unless the Supreme Court or Appellate Court has granted a trial court's request to consider a question of law.

[Top]

Can I file any appeal in the Supreme Court?

You must appeal first to the Appellate Court unless a direct appeal to the Supreme Court is authorized by statute or the Supreme Court has granted permission.

I'm not appealing from a trial court matter. What case type do I select?

Select the "Civil" case type if you are filing an original jurisdiction action, an appeal from the decision of the Judicial Review Council or an appeal from the Council on Probate Judicial Conduct. If you are filing a certified question of law from another jurisdiction, select the type of case decided by the federal or state court.

How do I find and enter my trial court docket number?

Using the Case Look-up link on the Judicial Branch website (www.jud.ct.gov), search for your case by party name. The search results will list your docket number.

Party Name Search Results

New Search

Records: 1-200 of 3415

Results for Party Last Name SMITH

1 2 3 4 5 ... >>

Party Name	Case Name	Docket No.	Court Location	Pty No.	Self-Rep.
SMITH ADELE R	U.S. EQUITIES CORP. v. SMITH, ADELE	FBT-CV-12-6024227-S	Bridgeport	D-50	
SMITH ADOLPH	COOTE STEPHEN v. MIGIORE JEFF	FBT-CV-01-0379399-S	Bridgeport	D-53	
SMITH ALEX	JPMORGAN CHASE BANK v. SMITH,ALEX	FBT-CV-09-5022444-S	Bridgeport	D-50	
SMITH ALEX	SMITH TREVOR v. MAROLO DENNIS	FBT-CV-00-0374488-S	Bridgeport	P-02	

When you file your appeal, enter the complete docket number, including the location, category, year, number and suffix.

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Enter information about the first trial court docket number being appealed:

You will have a chance to add additional docket numbers later in the process.

*What is the trial court case type? Civil

Enter the trial court docket number of the case you are appealing:

FBT	CV	12	6024227	S
location	category	year	number	suffix

Search

[Top]

How do I find and enter my small claims docket number?

Using the Case Look-up link on the Judicial Branch website (www.jud.ct.gov), choose "Small Claims" and search for your case by party name. The search results will include your docket number.

SEARCH RESULT(S) FOR PARTY NAME SMITH
AS OF 6/11/2015 6:04:06 AM.

Select a column heading for sorting (i.e. **Party Name**)

Party Name	Case Name	Docket No	Court	Party No	Pltf Def
SMITH AARON	TRUMBULL OIL CO, INC. vs. SMITH	SCC-437141	Derby	50	D
SMITH ABORN D	CAPITAL ONE BANK vs. SMITH	SCC-247221	New London	50	D

When you file your appeal, enter the year in which the case was filed, and then enter the 6-digit number. It is not necessary to enter the letters "SCC."

Enter information about the first trial court docket number being appealed:

You will have a chance to add additional docket numbers later in the process.

*What is the trial court case type? Small Claims

* In what year was the case filed? 2012

* Enter the Docket number: SCC: 437141 ×

number

[Top]

How do I find and enter my housing docket number?

Using the Case Look-up link on the Judicial Branch website (www.jud.ct.gov), choose "Housing" and search for your case by party name or the address of the premises. The search results will list your docket number.

CASE SEARCH BY PARTY NAME
As of: Jun 11 2015 1:30AM

Displaying matches 1 through 20 of 20 total matches.

Smith, Amber - Defendant BRSP-085627
Webster School Realty v Smith et al
Active: On DMP List

Smith, Ashley - Defendant BRSP-085856
Venetrust Investments, LLC v Smith et al
Active: Trial Scheduled

When you file your appeal, enter the year in which the case was filed and the complete docket number, including all letters and numbers as they appear.

Enter information about the first trial court docket number being appealed:
You will have a chance to add additional docket numbers later in the process.

*What is the trial court case type? Housing - Summary Process

* In what year was the case filed? 2015

Enter the trial court docket number of the case you are appealing:

BRSP-085627 ×

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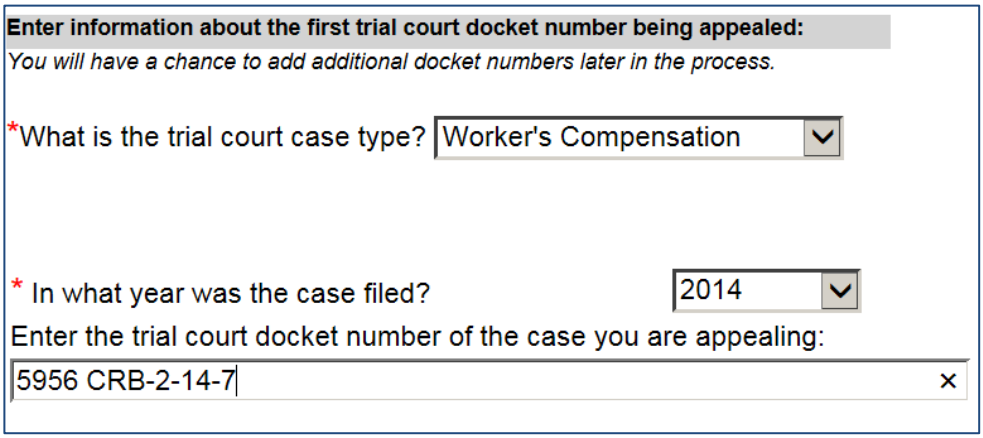
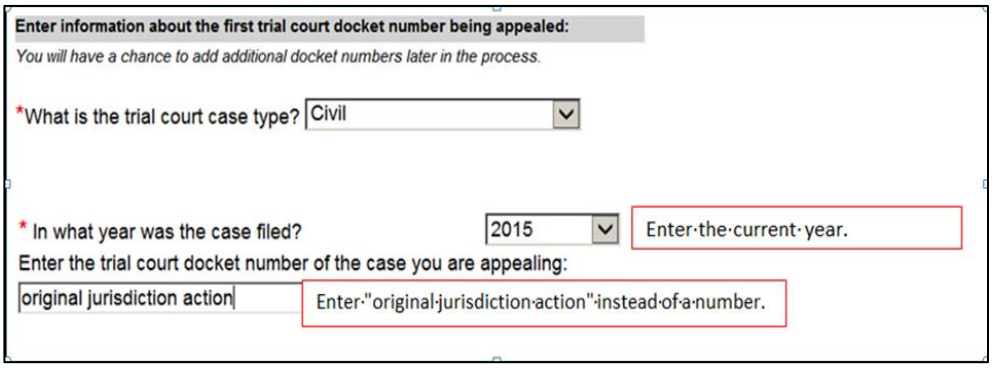
I don't have a trial court docket number. How do I fill in this field in a workers' compensation matter, an original jurisdiction matter, an appeal from the decision of the Judicial Review Council or the Council on Probate Judicial Conduct, or a certified question of law from another jurisdiction?

Enter the case number that was assigned by the workers' compensation commissioner, the Compensation Review Board, the Judicial Review Council, the federal court, the Council on Probate Judicial Conduct or the entity that decided the case from which you are appealing. You may enter up to 25 characters.

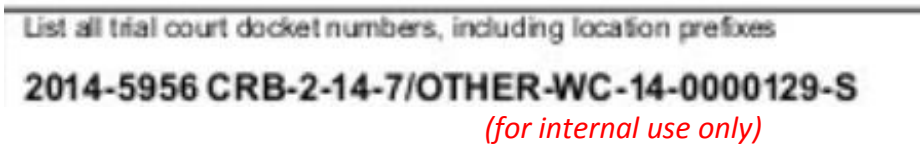
Here is an example of an appeal from the Compensation Review Board:



Here is an example of an original jurisdiction action:



The appeal form and the confirmation page will display the date and number that you entered and a number that is generated by the computer for internal use only:



(for internal use only)

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My case was decided by the Compensation Review Board or by a federal judge. Will the computer be able to find information about my case?

The computer only has access to information about cases that were decided by the Superior Court or the Appellate Court and cannot access information about cases that were decided by other courts or entities. You will manually enter all information about your case.

Why should I try to enter my docket number correctly when it is easier to enter the case name?

In many types of appeals, if you enter a trial court docket number correctly, the computer will fill in some of the information about your case automatically. If you do not enter your docket number correctly, you must fill in all of the information manually. This includes typing the names of all parties in the case you are appealing and the names and contact information for all counsel of record.

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What happens if I enter my docket number correctly but the computer can't find my case?

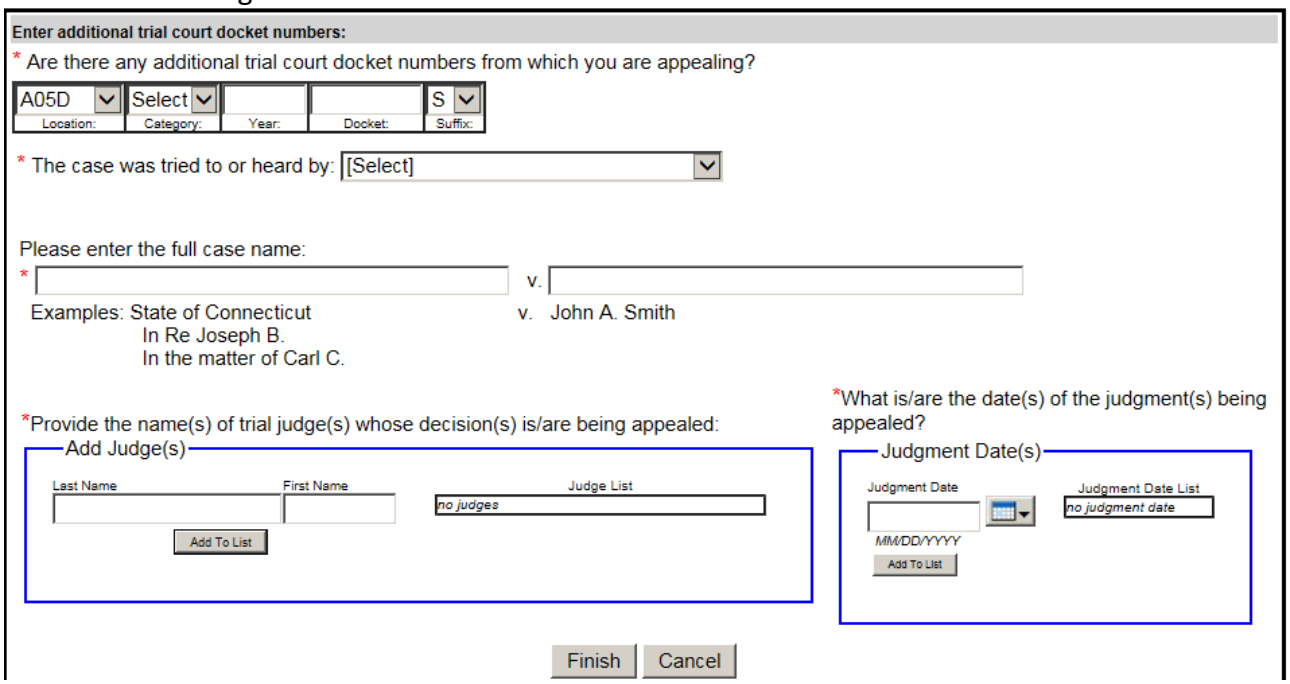
The computer may not have access to certain types of cases, even if you enter your docket number correctly. In these cases, you must enter your responses to all of the questions that are used to create an appeal form. This includes typing the names of all parties in the case you are appealing and the names and contact information for all counsel of record.

What if I am appealing from more than one docket number?

Click "Yes" in response to the question:

Are there any additional trial court docket numbers from which you are appealing? ◉ Yes ○ No

Enter the following information:



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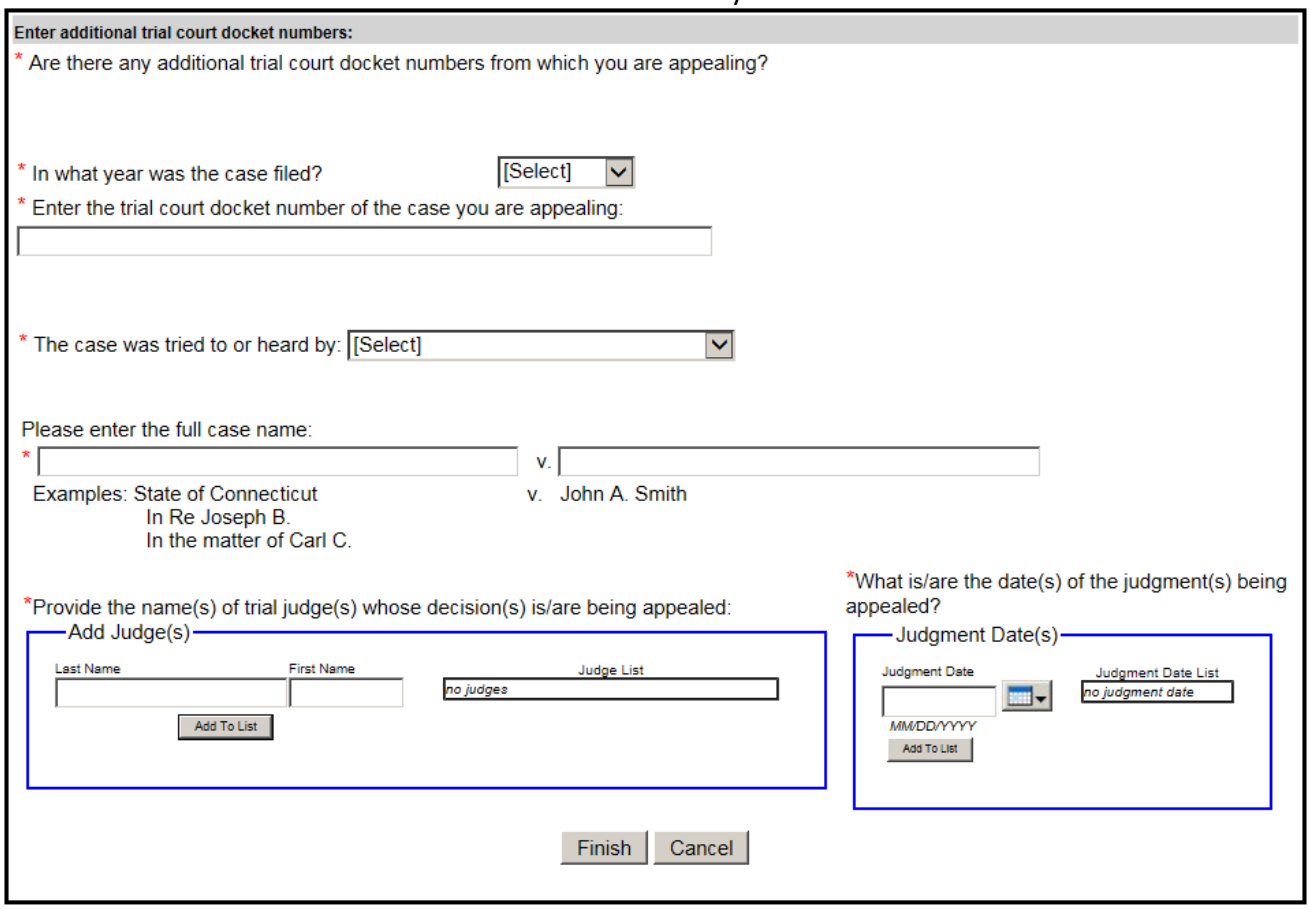
What if I am appealing from more than one nonstandard docket number? For example, more than

one workers' compensation matter.

Click "Yes" in response to the question "Are there any additional trial court docket numbers from which you are appealing?"

Enter the case numbers that were assigned by the workers' compensation commissioner, the Compensation Review Board, the Judicial Review Council, the federal court, the Council on Probate Judicial Conduct or the entity that rendered the judgment or decision from which you are appealing.

Enter additional information about the docket numbers you have added.

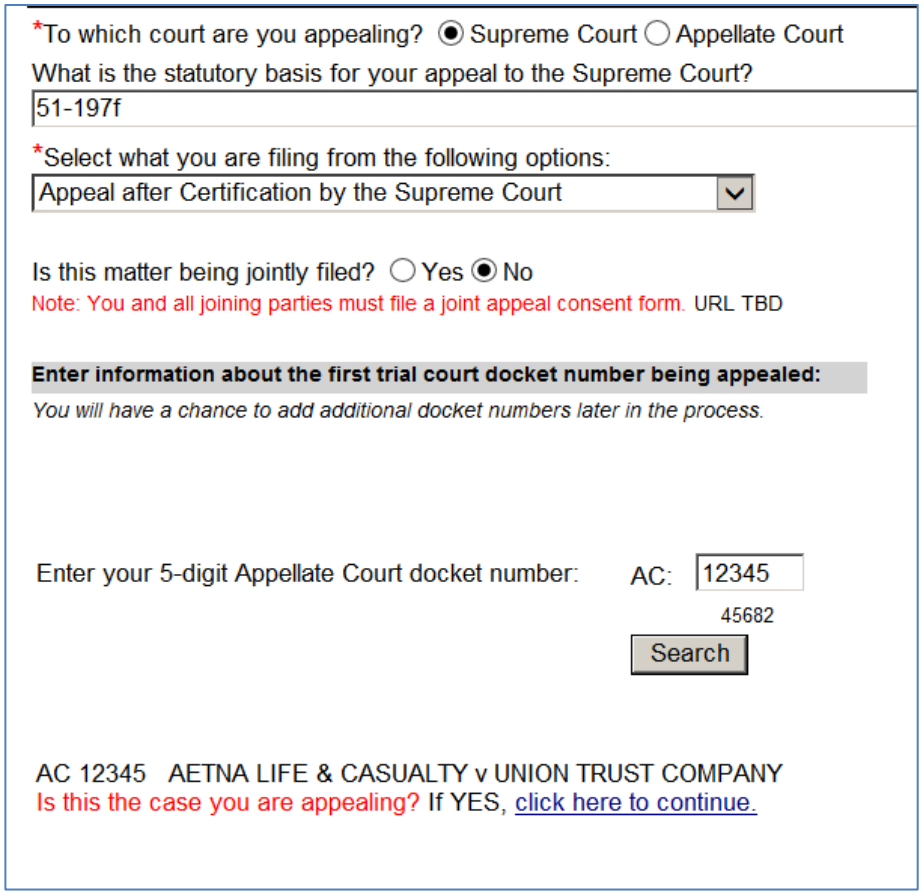


[Top]

The Supreme Court granted my petition for certification to appeal from the judgment of the Appellate Court. What steps do I take now?

Now that the Supreme Court has granted your petition for certification to appeal from the judgment of the Appellate Court, you must file your appeal by taking the following steps.
NOTE: A SUPREME COURT DOCKET NUMBER IS NOT ASSIGNED UNTIL YOU FILE YOUR APPEAL AND PAY ANY REQUIRED FILING FEES.

On the appellate home page, select "E-File a New Appellate Matter."
Select "Supreme Court."
Select "Appeal after Certification by Supreme Court."
Provide the statutory basis for your appeal.
Click "Yes" if you are filing a joint appeal.
Enter your **Appellate Court** Docket number. If the computer is able to find your case, it will automatically fill in information about your case.



Answer all remaining questions, which are identical for all other types of appeals.

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What if I can't find my Appellate Court docket number or can't enter it correctly?

1. Select "No" if you cannot find your Appellate Court docket number or cannot enter it correctly:

*Do you have an Appellate Court docket number?

○ Yes

○ No

2. Select the trial court case type from the drop down menu.

*What is the trial court case type? [Select]
Child Protection
Civil
Family
Criminal
Motor Vehicle
Housing - Summary Process
Juvenile
Small Claims
Worker's Compensation

3. Enter the trial court docket number from which you are appealing and click "Search."

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My case was not decided by a trial court judge. What name should I enter in the field for the name of the trial judge?

Enter the name of the workers' compensation commissioner, the small claims commissioner, the federal district court judge, the member of the Compensation Review Board or the names of any individuals who rendered the judgment or decision from which you are appealing. If you do not have the name of a specific individual, enter the name of the decision-making body. *If you are filing an original jurisdiction action, enter "other."*

*Provide the name(s) of trial judge(s) whose decision(s) is/are being appealed:

Add Judge(s)

Last Name | First Name | Add To List | Judge List: *no judges*

Provide the name(s) of other trial judge(s) who were involved in the case:

Add Other Judge(s)

Last Name | First Name | Add To List | Other Judge List: *no judges*

I am filing an original jurisdiction matter and don't have a filing date or judgment date. How do I answer these questions?

Enter the current year as the year in which the case was filed.

Enter the current date as the judgment date.

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I have filed a writ of error and need to upload the writ, the return and other documents. How should I upload these documents?

1. *Immediately after you e-file your appeal form and pay your fee, you must scan and save the writ and the marshal's return as a PDF document in order to e-file it. You must keep the original signed papers throughout the pendency of the action.*

2. On the Appellate E-Filing Home Page, search for your case using "List My Cases," "My E-Filed Items" or "Case Search." *A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.*

3. If you search for your case, click on your docket number to bring up the case summary page. Choose "E-File Preliminary Papers/Appeal Documents" from the drop down menu at the top of the page.

Case Name	Docket No.	TC Docket	Filed Date	Status
STATE OF CONNECTICUT v. STACY SMITH	AC 37632	HHDCR110234577T	01/29/2015	New File
WILLIAM SMITH ET AL. v. CAROLINE AKA CAROLYN FOSTER ET AL.	AC 37650	SNSPCV140043629S	01/28/2015	Brief Due
BRANDON SMITH v. TOWN OF REDDING ET AL.	AC 37535	FBTCV126024402S	01/05/2015	Brief Due
GAIL SMITHWICK v. MIDDLESEX HOSPITAL	AC 37253	CRDCD130005886S	10/06/2014	Brief Due
FRANCINE SMITH v. STATE OF CONNECTICUT, JUDICIAL BRANCH	AC 37182	NNHCV116018712S	09/15/2014	Brief Due
BRADSHAW SMITH v. FREEDOM OF INFORMATION COMMISSION	AC 37055	HHBCV145015989S	08/04/2014	Briefing
LAWRENCE SMITH v. COMMISSIONER OF CORRECTION	AC 36515	TSRCV114003994S	02/03/2014	Disposed
RENEE C. SMITH v. DAVID L. SMITH	AC 36512	FBTFA820199034S	01/24/2014	Disposed

Or

WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC. AC 37819	APPEAL	6/23/2015	Details

E-File an Appearance
E-File a Motion
E-File Opposition/Response
E-File Preliminary Papers
E-File an Amended Appeal
E-File a Cross Appeal

Go

Appeal Case Information

AC-37819 WINDHAM, TROY v. DOCTOR'S ASSOCIATES, INC. **E-Filed**

File Date:	06/23/2015	Ca	
Appeal Type:	Direct Appeal	Di	
Appeal By:	Plaintiff	Disp. Date:	
Appeal Period Ext:		Opinion Type:	
Ready Date:			
Argued/Submitted Date:			

4. Select "Writ of Error" as the type of preliminary paper/appeal document that you are filing.

5. Upload your document. ***Note: You must file each supporting document separately.***

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Do I need to pay a filing fee?

Fees effective as of July 1, 2016

The following appellate filing fees are required*:	Fee	Statutory Authority
1. Appeal or Writ of Error to Supreme Court or Appellate Court-Entry Fee	**$250**	§52-259(a)
2. Petition for Certification to Appeal to Supreme Court or Appellate Court	**$75**	§52-259(e)
3. Motion to open or reargue judgment in civil appeal to the Supreme or Appellate Court, to reconsider any other civil matter or to rescind withdrawal of a civil appeal	**$130**	§52-259c
4. Motion for Permission to Appear Pro Hac Vice	**$620**	§52-259(i)

*See §52-259a and the Official Connecticut Practice Book Rules of Appellate Procedure for exemptions from certain fee requirements.

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Am I required to pay a fee to resubmit a document that was returned?

No. If the clerk's office asks you to resubmit a document, you do not need to pay the filing fee a second time. Check the box indicating that no fee is required.

What if I have a fee waiver?

If you have a valid fee waiver, check the box indicating that you have a fee waiver, enter the name of the judge who granted the fee waiver and enter the date that the judge granted the fee waiver. At the end of the e-filing transaction, upload a copy of the fee waiver form signed by the trial judge. IF YOU UPLOAD AN INVALID FEE WAIVER OR FAIL TO PAY A REQUIRED FEE, YOUR DOCUMENT WILL BE RETURNED OR REJECTED.

What forms of payment can I use to pay a filing fee?

E-Filing payment can be made by credit card (MasterCard, Visa, American Express or Discover) or by electronic check. In addition to the court fee, you must pay a service fee of 2.2% for credit card transactions. The service fee is collected and retained by LexisNexis, which processes credit card transactions.

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What information do I need to provide to the other parties in my case and how should I deliver it?

Immediately after you file any appellate document, you must deliver a copy of that document to all counsel of record in the case. Counsel of record includes all attorneys and self-represented parties. Delivery should be made electronically by sending the document to the last known e-mail address for each counsel of record, unless (1) you have received written notice from counsel of record that they will not accept service electronically, (2) an exclusion from e-filing requirements has been granted to you or to the person to whom you are delivering the document, or (3) the electronic filing requirements do not apply to you or to the person to whom you are delivering the document. In these instances, you may deliver the documents by hand or by mail.

How can I request service of documents by non-electronic delivery or mail?

You must notify the appellate clerk and all counsel of record in writing that you will not accept electronic service of documents.

How can I change my official e-mail or mailing address?

When you are filing an appeal, you may provide updated contact information, but this does not constitute a formal change of registered contact information for attorneys.

If you are an attorney, there are two ways to change your registered contact information: (1) log into E-Services and choose "Change of Information"; or (2) fill out a "Change of Information" form (JD-GC-10) and mail it to the address indicated on the form. The change process may take 24 hours or more.

If you are self-represented and need to change your contact information, you must e-file an appearance form in each of your pending cases with the Office of the Appellate Clerk.

Am I required to deliver a copy of the appeal form to the Office of the Chief State's Attorney?

Yes. Immediately after you file a criminal or habeas appeal, you must deliver a copy of the appeal form to the Office of the Chief State's Attorney or to the Office of the Attorney General, as appropriate.

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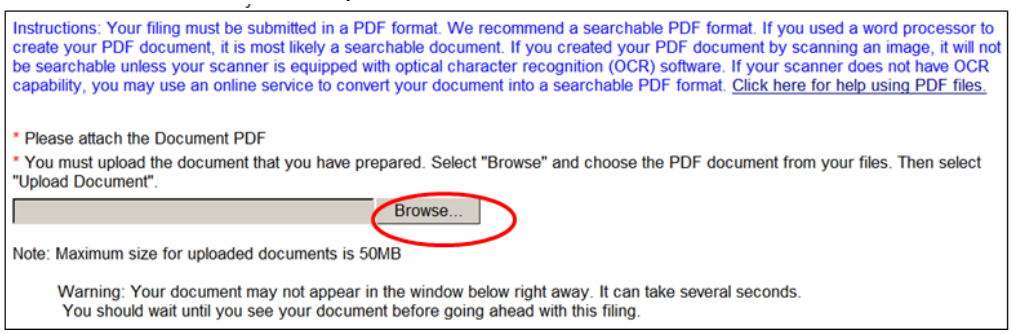
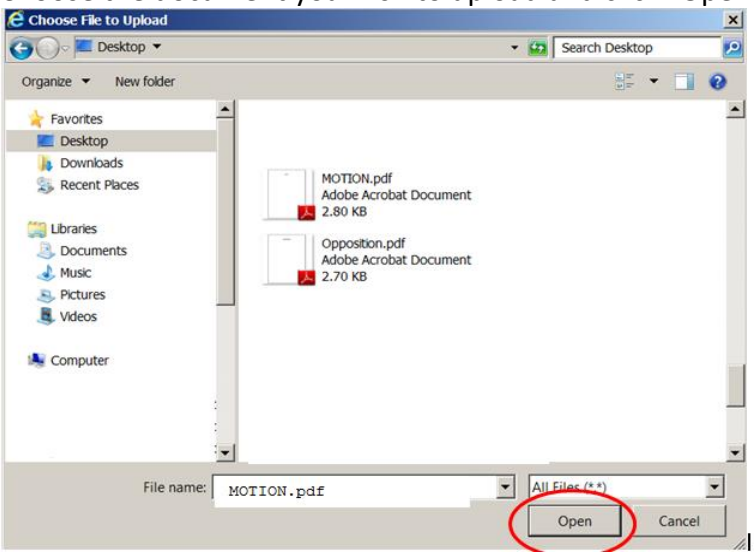
How do I upload a document?

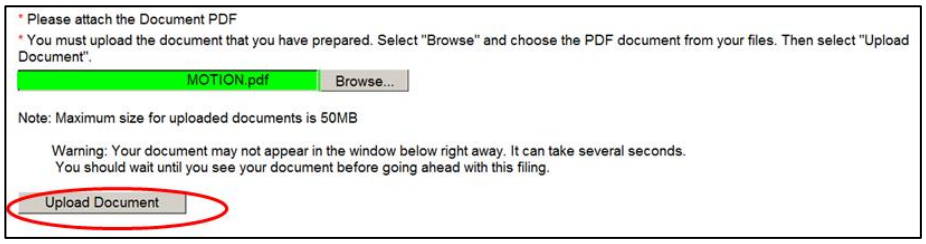
1. Select "Browse" to access your documents.



2. Choose the document you wish to upload and click "Open."



3. The name of the document will appear in the box next to "Browse." Click "Upload Document."



4. Review the uploaded document. If it is the correct document, check the certification box and click "Continue."

   NOTE: Your filing must be submitted in a PDF format. We recommend a searchable PDF format. If you used a word processor to create your PDF document, it is most likely a searchable document. If you created your PDF document by scanning an image, it will not be searchable unless your scanner is equipped with optical character recognition (OCR) software. If your scanner does not have OCR capability, you may use an online service to convert your document into a searchable PDF format.

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Am I required to remove (redact) or omit personal identifying information from documents I file?

Yes. To protect your privacy and the privacy of others and to comply with court rules:
-Do *not* include *personal identifying information* in any document filed with the court unless you are required to by law or ordered by the court.
-Use caution when filing a document that contains *sensitive personal, medical, or financial information*, including:
-Information about medical or psychiatric treatment, diagnosis or prognosis;
-Individual financial information;
-Employment history;
-Home addresses, telephone numbers or cell phone numbers;
-Proprietary or trade secret information.

If you are filing documents that have this type of sensitive information, think about whether the information is necessary and relevant to the case. You may also think about removing (redacting) any parts of the document that are not relevant and necessary.

The Appellate Clerk does not review documents to see if personal identifying information or any other sensitive personal, medical, or financial information is included. The filer is responsible for omitting or removing (redacting) personal identifying information that is not required by law or court order, or sensitive personal, medical, or financial information.
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Am I required to redact or omit information that is protected by court order, rule or statute?

Yes. The filer is responsible for redacting or omitting any information that is protected by court order, rule or statute, unless the court has granted permission to include the information.

How do I file an appearance in a preappeal motion?

There are two ways to file an appearance in a preappeal motion. The first way is to upload your appearance form as a supporting document after you upload your preappeal motion. The second way see is to the section above entititled "How do I add or change appearance information?"on page eleven of this document.

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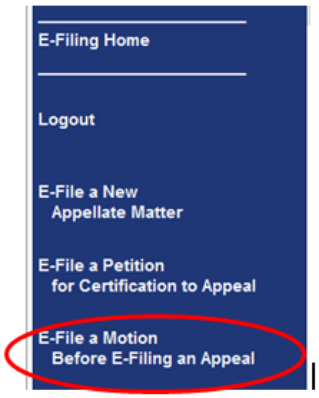
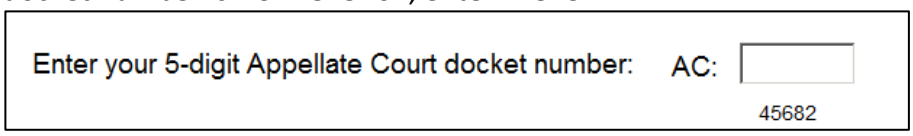
How do I file a motion to transfer my appeal from the Appellate Court to the Supreme Court?

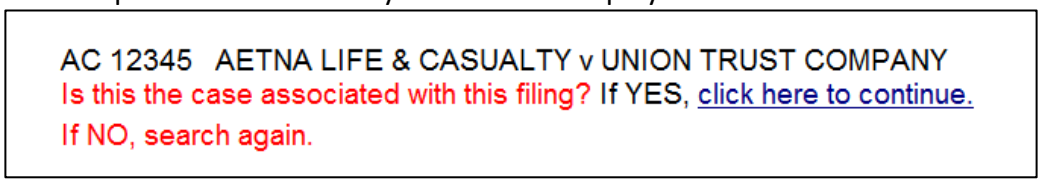
1. On the Appellate E-Filing Home Page, select "E-File a Motion Before E-Filing an Appeal"



2. Enter the 5-digit Appellate Court docket number of the appeal you are seeking to transfer. For cross or amended appeals, please enter the first five digits only. For example, if your docket number is AC 12345X01, enter 12345.

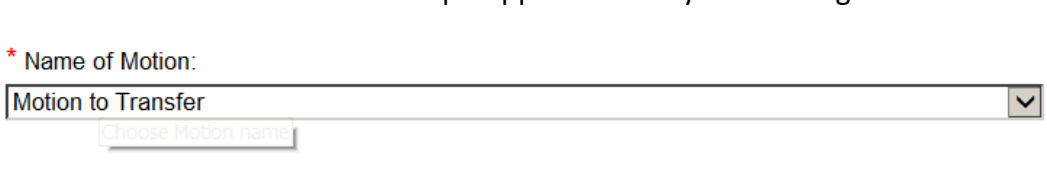


3. The computer will search for your case and display the case name if it finds a match.



4. If the case name is correct, select "click here to continue." If the case name is not correct, return to the docket number field to search again.

5. Select "Motion to Transfer" as the preappeal motion you are filing.



6. Complete the remaining questions and submit your motion to transfer.

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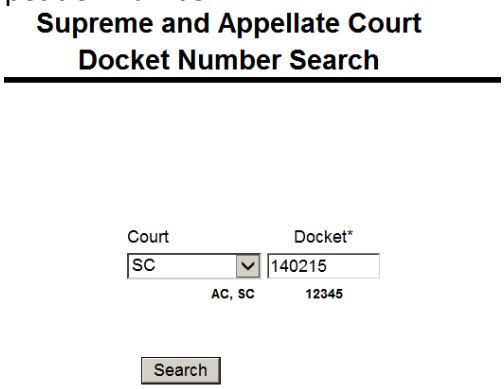
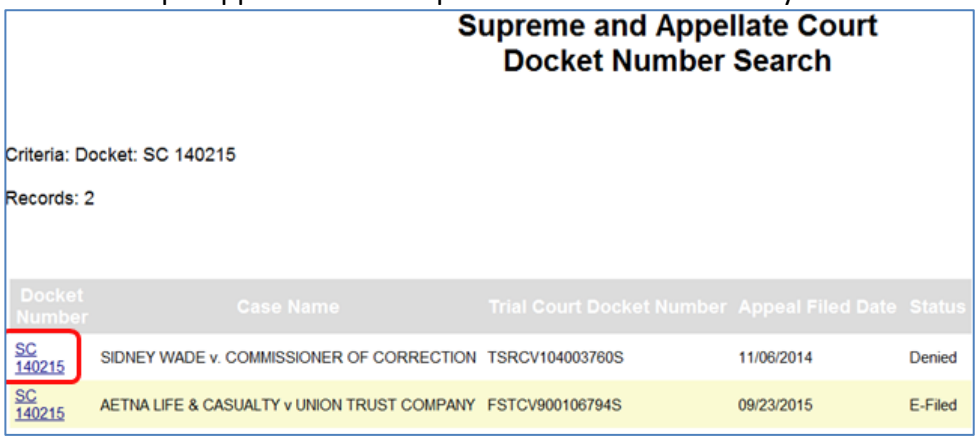
How do I search for a preappeal motion or petition on the Appellate E-Filing Home Page?

1. Use "List My Cases," "My E-Filed Items" or "Search by Docket Number or Case Name."

2. If you search by docket number, enter the court and the 6-digit preappeal motion number or petition number.



3. Click on the preappeal motion or petition number to access your case.



What is a preliminary paper or appeal document?

Preliminary papers are documents required by Practice Book § 63-4. They include a preliminary statement of issues, a docketing statement, a certificate regarding the transcript order, a pre-argument conference form, a constitutionality notice and a sealing notice.

Appeal documents are other documents filed in connection with an appeal that are not required by Practice Book § 63-4 and do not constitute motions, preappeal motions, appearances or petitions. For example, a notice to the Appellate Clerk indicating that a party does not intend to file a brief would be e-filed as a "Preliminary Paper or Appeal Document," rather than as a motion, petition or preappeal motion.

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Can I file multiple filings in one transaction?

No. Each appeal, appearance, preliminary paper, appeal document, motion, petition, preappeal motion or opposition/response/withdrawal must be filed during a separate e-filing transaction so that the system can assign a number and provide a confirmation of filing. If you are filing a motion or petition that is accompanied by supporting documents, such as an affidavit, you may upload the supporting documents during the same e-filing transaction.

Should I upload supporting documents separately or should I file my motion or petition and all supporting documents in a single PDF document?

The Office of the Appellate Clerk recommends that you first upload your motion or petition as a single PDF document and that you then upload any supporting documents as separate PDF documents. For example, if you are filing a motion to dismiss accompanied by an affidavit and a memorandum of law, you would upload three separate PDF files during the same e-filing transaction: (1) the motion; (2) the affidavit; and (3) the memorandum of law.

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