NOTE: This document is not effective until December 19, 2016

Connecticut Judicial Branch

Frequently Asked Questions About Appellate E-Filing

GETTING STARTED – PROCEDURES FOR SELF-REPRESENTED PARTIES

1. What are the requirements for appellate e-filing?

You should read:

a. Procedures and Technical Standards for E-Services
b. Procedures and Technical Standards for Appellate E-Filing

2. How do I enroll in E-Services?

- Go to the E-Services Welcome Page
- Click **Enroll**
- Fill out the information in the enrollment application
- Choose a User ID and password. The User ID will appear on all of the documents you file with the court.

Note: You cannot change the User ID you select.

- Choose a secret question and answer and enter your year of birth. We can use this information to identify you if you forget your User ID or password.
- Print the page for your records.
- Submit your request for New Account.

You will see a message that tells you your enrollment application has been received. It will also tell you to check your e-mail for an e-mail from e-services.

To activate your account, you must:

- Check your e-mail for an e-mail from E-Services
- Click on the link in the e-mail
- Enter your User ID and password on the next screen
- Look over the information that you gave in your application to be sure it is correct
- Read through the Electronic Services (E-Services) User Agreement
- Check the box next to "I agree."
- Click **Activate Account** to be taken to the E-Services home page.

3. Will I have remote electronic access to my case file?

In most cases, once you are able to log into E-Services, you will have remote electronic access to your case file. In juvenile and family appeals, and in appeals that involve protected information, however, you will need to request electronic access. In these cases, the clerk's office will need to verify your identification prior to giving you remote electronic access to the case file.

4. How do I request electronic access in juvenile and family appeals, and other appeals that involve protected information?

Visit the Judicial Branch website at www.jud.ct.gov. Click on the "Self-Help" tool bar on the left hand side and then click on "Forms."

Print and complete the form entitled "Appellate Electronic Access Form."

Bring the completed form and a photo identification, like a driver's license, a passport or another government ID, to the Appellate Clerk's Office.

OR

Mail the completed form and a notarized copy of the photo identification to the Appellate Clerk's Office. NOTE: The notary's statement must be placed directly on the page with the photo. It cannot be attached as a separate page.

The clerk will make sure that you are a party in the case in which you are requesting access. If you are a party and your identification is sufficient to prove that you are the party, the clerk will give you electronic access to the file. The clerk cannot give you electronic access to the file unless both requirements are satisfied.

The clerk will send you an email about your request for access once it has acted on the request.

5. If I forget my password, how can I get the password or have the password reset?

- If you are a self-represented party and you have activated your account, you may click **Forgot Password?** On the E-Services log-in page.
- Enter either your User ID or your e-mail address on the page that appears.
- You will receive an e-mail with a link within a few minutes. Click the link in the e-mail, and you will be asked to give the answer to the security question. Once you give the answer, you will be able to re-set your password.

Note: If your e-mail address is not up-to-date or if you cannot remember the answer to the security question, please contact E-Services Support at (866) 765-

4452 for help.

6. What if I forgot my User ID?

- If you forgot your User ID, you may click on **Forgot User ID?** on the E-Services log-in page.
- Enter your e-mail address on the page that appears.
- You will receive an e-mail with a link within a few minutes. Click the link in the e-mail, and you will be asked to give the answer to the security question.
- When you click **Submit**, you will see your User ID on the page that appears.

7. What forms of payment are acceptable for my filing?

You can pay the court fee and any applicable service fee by *credit card only*. The Judicial Branch accepts *MasterCard*, *Visa*, *American Express* and *Discover* for credit card payments for e-filing. To pay by credit card, you must enter the first and last name from the card, the e-mail address (to receive an electronic receipt), the account number, and the expiration date for the credit card. You must also check the box at the bottom of the page to authorize the payment of the court fee and the LexisNexis service fee.

Filers will be charged a service fee for payments of court fees or other payments to the court made by credit card. It is currently set at the greater of $1.00 or 2.2% of the total amount owed. The service fee will be collected and retained by LexisNexis, the payment processor for these transactions.

Each time you make a payment, you must enter the payment information. The Judicial Branch does not store your payment information.

Note: You must certify that, by entering the credit card account number and submitting the payment, you are authorizing the Connecticut Judicial Branch to charge the account for the amount of the fee.

8. When is a filing fee required?

9. Is a filing fee always required?

No. If you have a fee waiver by order of the court, you must upload your fee waiver with your appellate matter.

If you are resubmitting an appellate document for which you have already paid the required fee, no fee is required to resubmit the document. You must certify that no filing fee is due.

10. Can I file electronically and pay later at the clerk's office or by mail?

No. When a document requires a court fee, you are required to pay the court fee and any applicable service fee at the time of filing. Without payment, your filing is not complete.

Note: If the court has granted a fee waiver for your filing, you must upload your fee waiver application and the court order with the filing.

11. What measures have been taken to secure my credit card information?

The Judicial Branch has adopted encrypted security and firewall protective measures to safeguard information transmitted through electronic transactions from loss, misuse or alteration from outside influences. The use of security software and a security certificate on the Judicial Branch website establishes a direct Single Socket Layer (SSL) connection between your computer and the Electronic Services section of the Branch.

12. Who do I contact if I am having a problem with my credit card payment?

If you are having a problem in getting the credit card payment to go through properly, you should contact LexisNexis Payment Solutions at (866) 628-9244, option 2, or at paymentsolutions@lexisnexis.com.

If you have other questions about the payment you have made, such as the amount of a payment or what case the charge on your credit card is related to, you can contact eservices@jud.ct.gov for assistance.

GETTING STARTED – PROCEDURES FOR ATTORNEYS

13. What are the requirements for appellate e-filing?

You should read:

a. Procedures and Technical Standards for E-Services
b. Procedures and Technical Standards for Appellate E-Filing

14. How do I log in to E-Services?

The **Login** page requires you to enter a juris number *or* a User ID. As an attorney, you log in with a *juris number. Only self-represented parties have a User ID.*

If you are logging into E-Services to do your annual registration, you would log in with your individual juris number. You can look up your juris number on the Judicial Branch website by choosing the **Attorney** tab, and then choosing the **Look-up** link. On the page that displays, choose the **Attorney/Firm Look-up** link, and enter your name.

If you are logging in to file electronically, you would generally log in with the law firm juris number, unless you are filing as a Committee, Guardian ad Litem, or Attorney for the Minor Child. Remember that all activity is attributed to the logged-in juris number.

15. If I forget my password, how can I get the password or have the password reset?

- If you have successfully logged in to E-Services with the initial system-generated password you received when you enrolled and changed that password, you may click on the **Forgot Password?** link from the E-Services log-in page. Follow the system prompts, entering your juris number and date of birth (for individuals only) and the answer to the security question. Your password will be emailed to you automatically within thirty minutes.
- If your e-mail address is not up-to-date or if you have not logged in to E-Services and changed the initial system-generated password, please contact E-Services Support at (866) 765-4452 or at Eservices@jud.ct.gov to obtain the password. If you have never logged in, you will be sent your password by regular mail.

16. What does it mean if the system indicated that my juris number is inactive or invalid?

- If the "invalid juris number" message appears when you attempt to log in,

you may have entered an incorrect number. Click on the **Forgot Juris Number?** link. Enter your last name or the firm name in order to view an alphabetical listing of names with juris numbers.

- If the "inactive juris number" message appears, you should contact the Statewide Grievance Committee at (860) 568-5157 or statewide.grievance@jud.ct.gov for help.

17. Which juris number should I use to log in to E-Services?

All activity in appellate e-filing will be attributed to the logged-in juris number. If you are an individual attorney working for a law firm, the general rule is that you would log in with the firm juris number and password to file the appeal or appellate documents so that any person working with the firm would be able to access the file, view documents and notices, and take action on behalf of the client at any time. The practice in the electronic world is consistent with the practice in the paper world, where you would file a firm appearance signed by an individual attorney in the firm.

Note: Regardless of the number that is used to log in to E-Services, you are required to use your individual juris number to sign e-filed documents.

18. Can I designate an individual to electronically file documents on my behalf?

No. Designated filers are not permitted to electronically file appellate documents.

19. What forms of payment are acceptable for my filing?

Accepted forms of payment are credit card or electronic check.

Note: Payment of court fees and any applicable service fees by credit card or by electronic check must be made at the time of filing. Filers are required, as part of the payment process, to certify that, by entering the bank account and routing number or by entering the credit card account number and security code, and submitting the payment, they are authorized to permit the Connecticut Judicial Branch to debit or charge the account for the amount indicated.

20. When is a filing fee required?

21. Is a filing fee always required?

No. If you have a fee waiver by order of the court, you must upload your fee waiver with your appellate matter.

If you are resubmitting an appellate document for which you have already paid the required fee, no fee is required to resubmit the document. You must certify that no filing fee is due.

In cases where there is a statutory fee exemption under section 52-259a of the Connecticut General Statutes, the filer may initiate a case electronically without paying a fee. The filer is required to certify that the new appellate matter is filed on behalf of a state agency and that no fee is due under section 52-259a.

22. How do I pay by electronic check?

To pay by electronic check, you will enter the name printed on the check (the name of the account holder), the routing number from the check, and the account number from the check. You will be asked to enter the routing number and account number twice. Once you process the payment, the funds are taken from the account for which you provided the information. Each time you make a payment, you will be required to enter the same information. The Judicial Branch does not retain your payment information. You do not set up any account with the Judicial Branch.

Note: If you (the account holder) have a debit filter on your account that permits only specific people or companies to debit your account, you must notify your bank to allow a debit on your account for e-filing payments. Otherwise, your bank will not allow the debit and the e-check will be returned unpaid to the Judicial Branch. For additional information, please contact E-Services Support at (866) 765-4452 or Eservices@jud.ct.gov.

23. What credit cards does the Judicial Branch accept for electronic payments?

The Judicial Branch accepts *MasterCard*, *Visa*, *American Express* and *Discover* for credit card payments for e-filing. To pay by credit card, you must enter the first and last name from the card, the e-mail address (to receive an electronic receipt), a phone number (optional), the account number, and the expiration date for the credit card. You must also check the box at the bottom of the page to authorize the payment of the court fee and the LexisNexis service fee.

Each time you make a payment, you must enter the payment information. The Judicial Branch does not retain your payment information.

24. Is there a service fee?

Filers will be charged a service fee for payments of court fees or other

payments to the court made by credit card. It is currently set at the greater of $1.00 or 2.2% of the total amount owed. The service fee will be collected and retained by LexisNexis, the payment processor for these transactions.

25. Can I file electronically and pay later at the clerk's office or by mail?

No. When a document requires a court fee, you are required to pay the court fee and any applicable service fee at the time of filing. Without payment, your filing is not complete.

Note: If the court has granted a fee waiver for your filing, you must upload your fee waiver application and the court order with the filing.

26. What measures have been taken to secure my credit card information?

The Judicial Branch has adopted encrypted security and firewall protective measures to safeguard information transmitted through electronic transactions from loss, misuse or alteration from outside influences. The use of security software and a security certificate on the Judicial Branch website establishes a direct Single Socket Layer (SSL) connection between the attorney's or law firm's computer and the Electronic Services section of the Branch.

27. Who do I contact if I am having a problem with my credit card payment?

If you are having a problem in getting the credit card payment to go through properly, you should contact LexisNexis Payment Solutions at (866) 628-9244, option 2, or at paymentsolutions@lexisnexis.com.

If you have other questions about the payment you have made, such as the amount of a payment or what case the charge on your credit card is related to, you can contact eservices@jud.ct.gov for assistance.

AVAILABILITY OF E-FILING SYSTEM

28. When is the e-filing system available?

In general, electronic services are available from 7:00 a.m. through 3:30 a.m. The hours between 3:30 a.m. and 7:00 a.m. are used for system updating and maintenance. The system may also be offline on the fourth Saturday of the month between 7:00 a.m. and 3:00 p.m. for routine system maintenance. If the system requires a scheduled outage, the Judicial Branch will make every effort to issue a prior announcement on the Branch's website.

Note: A document that is electronically received by the appellate clerk's office after normal business hours on a day on which the appellate clerk's office is open or that is electronically received by the appellate clerk's office for filing at any time on a day on which the appellate clerk's office is closed shall be deemed filed on the next business day on which the office is open, in accordance with Connecticut Practice Book section 63-2.

29. What happens if the e-filing system is unavailable and I cannot file the document?

If the e-filing system is nonoperational for thirty consecutive minutes from 9 o'clock in the morning to 3 o'clock in the afternoon or for any period of time from 3 o'clock to 5 o'clock in the afternoon of the day on which the electronic filing is attempted, and that day is the last day for filing the document, the document shall be deemed timely filed if received by the appellate clerk's office on the next business day the electronic system is operational. Connecticut Practice Book 63-2.

FORMAT AND SIZE OF DOCUMENTS

30. Can I e-file a Word or WordPerfect document?

No, you can only file a PDF document. PDF is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it.

31. How do I create a PDF document?

To file a case electronically with the Judicial Branch, you will need to create PDF documents. There are three methods you may use to create a PDF document: conversion, scanning, and original creation using PDF software. Please be advised that some PDF conversion software embeds links or images in documents during the conversion process. If your PDF document contains any link or image that is not directly related to the substance of the document you are filing or to the substance of your case, you may wish to choose a different PDF conversion method or software to avoid including the link or image in your filed document. The Judicial Branch is not responsible for any links or images embedded in documents filed with the Courts. The Judicial Branch provides some information on the **creation of PDF documents** on the website.

The Judicial Branch also provides information on the **creation of PDF/A documents.** PDF/A documents are self-contained and do not rely on or access information outside of the document itself to display the information contained within the document. The use of PDF/A will reduce security risks and improve the compatibility of documents for long-term storage.

32. Is there a limitation on the size of documents that can be filed electronically?

Yes. The e-filing system will accept documents up to 50 MB, which is in excess of 1000 pages of unformatted text. Be sure that you are not scanning your documents in color and avoid using colored paper since color scanning and colored paper will use up a tremendous amount of space.

HOW TO ACCESS APPELLATE E-FILING

33. Am I required to file my appeal electronically?

Yes. Attorneys and self-represented parties are required to file all appeals and appellate documents and pay all filing fees electronically unless an exemption from the requirements of electronic filing has been granted. The electronic filing requirements do not apply to incarcerated self-represented parties at this time.

34. How do I access Appellate E-Filing?

In the address bar, type http://www.jud.ct.gov. Then click on **"E-Services"** in the left menu to go to the E-Services Welcome Page. Log in to E-Services, then select **"Appellate E-Filing"** in the left menu to go to the appellate e-filing home page.

35. How do I e-file a new appellate matter?

On the appellate e-filing home page, select **"E-File a New Appellate Matter."** From there, select the court to which you are filing and select whether you are filing an appeal, a writ of error, a certified question, a reservation, an original jurisdiction action or an election challenge. The e-filing system will ask you questions about your case and will use your answers to create an appeal form. After you have reviewed the form and paid all required filing fees, be sure to print or save your confirmation of e-filing, which will include your appellate docket number. If you are filing a writ of error, you then must also file the return with the Appellate Clerk. See questions 51-52 regarding filing a writ of error and return.

36. Can I e-file a motion, document or a return of service at the same time that I e-file my appellate matter?

No. You must first electronically file your appellate matter. Once you obtain an appellate docket number, you may file any paper or document for that appellate matter by selecting the appropriate category from the appellate e-filing menu.

37. How do I e-file an appellate matter if I am unable to pay the filing fee?

You must file an application for waiver of fees with the trial court and obtain a court order granting the request before e-filing an appellate matter.

38. How do I e-file a document for which I have obtained a fee waiver?

If you have a court order waiving the entry fee, you will be prompted to upload a copy of the fee waiver application and court order at the end of the process for filing your appeal or document.

39. Can I e-file a motion before e-filing an appeal?

Yes. Sometimes it is necessary to file a motion before an appeal is filed. This is called a preappeal motion. For example, if you missed the deadline for filing an appeal, you would need to file a motion for permission to file a late appeal prior to filing an appeal. To do this, go to the appellate e-filing home page and select "**E-File a Motion Before E-Filing An Appeal**." You will be asked whether the preappeal motion is being filed in the Supreme Court or Appellate Court and you will be prompted to upload your preappeal motion. At the time of filing the motion, if you need to pay a filing fee for the motion, you must pay the fee or upload a fee waiver application and order granting the application.

40. How do I e-file preliminary papers and other appeal documents?

On the appellate e-filing home page, select "**E-File Preliminary Papers/Appeal Documents in an Existing Appellate Matter**" or search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." Select the preliminary paper or appeal document that you wish to file from the drop down menu and upload your document. The appellate e-filing instruction manual includes a full list of all preliminary papers and appeal documents.

Note: 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.

41. How do I e-file a motion in an existing matter?

On the appellate e-filing home page, select **"E-File A Motion in an Existing Matter"** or search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." Select the name of the motion you are filing from the drop down menu and upload your motion. At the time of filing, you will need to pay any required filing fee, upload a fee waiver application and order granting the application or certify that you are acting on behalf of a state agency. You must file each motion as a separate transaction. If you would like to file supporting documents with your motion, you may file the supporting documents during the same transaction.

Note: 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.

42. How do I e-file a petition for certification to the Supreme Court or the Appellate Court?

On the appellate e-filing home page, select "**E-File a Petition for Certification to Appeal**" and select whether the petition is being filed in the Supreme Court or the Appellate Court. You will be prompted to upload your petition for

certification. At the time of filing, you will need to pay the filing fee, upload a fee waiver application and order granting the application or certify that you are acting on behalf of a state agency.

43. How do I e-file an opposition or response to a motion, preappeal motion or petition?

For an opposition to a motion in a pending case, search for your case using **"List My Cases," "My E-Filed Items"** or **"Case Search."** For an opposition to a preappeal motion or petition, search for your case using "**Case Search**." When you locate your case, choose "**E-File Opposition/Response/Withdrawal**" from the drop down menu at the top of the page. Use the check boxes to select the matter to which you are filing an opposition or response, and then upload your opposition or response.

44. How do I withdraw a motion in a pending appeal?

Search for your case using **"List My Cases," "My E-Filed Items"** or **"Case Search."** When you locate your case, choose **"E-File Opposition/Response/Withdrawal"** from the drop down menu at the top of the page. Select the motion you are withdrawing and then upload your withdrawal.

45. How do I withdraw a preappeal motion or petition?

Search for your case using **"List My Cases," "My E-Filed Items"** or **"Case Search."** When you locate your case, choose "**E-File Opposition/Response/Withdrawal**" from the drop down menu at the top of the page. Use the check boxes to select the motion or petition that you are withdrawing, and then upload your withdrawal.

Note: 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.

46. How do I withdraw a pending appeal or writ of error before oral argument?

On the appellate e-filing home page, select "**E-file Preliminary Papers/Appeal Documents in an Existing Appellate Matter"** or search for your case using **"List My Cases," "My E-Filed Items"** or **"Case Search."** When you locate your case, select "**Preliminary Papers/Appeal Documents"** from the drop down menu. Select "Withdrawal" as the type of preliminary paper/appeal document that you are filing, and then upload your withdrawal.

47. How do I withdraw a pending appeal or writ of error after oral argument?

You will need to file a motion for permission to withdraw the matter directed to the court in which the matter is pending. To file this motion, select **"E-File A Motion in an Existing Matter"** or search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." Select "Motion to Withdraw Appeal After Argument" from the drop down menu and upload your motion. If you would like to upload a copy of the withdrawal form with your motion, you may file that document during the same transaction as a supporting document.

48. How do I submit a brief and appendix electronically?

Search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." When you locate your case, choose "Submit Electronic Version of Brief or Appendix" from the drop down menu at the top of the page. Use the check boxes to select whether you are submitting a brief or an appendix. You will then be prompted to upload your brief and/or appendix. Once you have electronically submitted the brief and/or appendix, you will receive a confirmation of e-filing. Pint this confirmation to submit with your paper briefs.

Note that electronic submission of the brief and/or appendix does not constitute a filing. The brief and/or appendix are not considered filed until a paper version with the requisite number of copies and confirmation of e-filing receipt are filed with the office of the appellate clerk.

CONFIRMATION OF E-FILING

49. How can I obtain a copy of the confirmation page?

The confirmation page appears when you file your document. You can print or save the confirmation page by clicking the Print/Save button. If you forget to print or save a copy of the confirmation page, you can return to the appellate e-filing menu and select "**My E-Filed Items**" for a list of all items that you have e-filed. To the right of each item, you will see a **Details** link. Click on the link to view or print the confirmation page.

50. Does the e-filing confirmation page mean that everything was submitted properly?

No. The confirmation page means that you have successfully submitted with the court whatever document you uploaded or whatever system-populated form you created. Documents filed electronically are not screened by the system for content, legibility or any other problems. You must look at any document to ensure that it is the correct document, contains the correct case caption, is readable, displays right-side up, contains only the pages that are part of the filing, and has been redacted or does not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order or case law.

What you see in the system when you look at your document before you file it is what the Judge or the clerk will see when looking at the file. Therefore, it is important that you take the time to review all documents before you submit them.

The appellate clerk may return any papers filed in a form not in compliance with the rules. Additionally, any document that requires payment of a fee as a condition of filing may be returned by the appellate clerk or rejected by the court upon review for compliance with the rules of appellate procedure.

FILING A WRIT OF ERROR AND RETURN

51. How do I e-file a writ of error with the required return?

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.

On the appellate e-filing home page, select "**E-File Preliminary Papers/Appeal Documents in an Existing Appellate Matter**" or search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." When you locate your case, select **"Preliminary Papers/Appeal Documents"** from the drop down menu. Select **"Writ of Error"** as the type of preliminary paper/appeal document that you are filing and upload your writ and return.

Note: 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.

52. How do I e-file a certified mail or registered mail return receipt?

A return receipt, including such documents as the green card, the signed receipt for the certified mail, or an unopened envelope returned as unclaimed is filed electronically. Make a photocopy of both sides of the envelope or other items to be filed, scan the copy to convert it to a PDF document and follow the same filing procedure listed in #51.

VIEWING CASE DOCUMENTS

53. What information is available to the public over the internet in appellate cases?

Information is available on the internet as set forth below. However, please be advised that e-filed documents and briefs will not be available to the public over the internet if it is determined that they contain information that is protected by statute, rule, court order or case law. In addition, the case summary will not include the full case name or the names of the parties if that information is protected by statute, rule, court order or case law.

Attorneys and self-represented parties are responsible for ensuring that e-filed documents and briefs do not contain personal identifying information as defined by Practice Book section 4-7. The clerk's office does not review e-filed documents to ensure that personal identifying information has been omitted.

Civil, Housing, Small Claims and Criminal Cases: A case summary page is available to the public over the internet. The case summary includes the case name, party names, relevant dates and may contain links to e-filed documents, briefs and orders.

Family Cases: A case summary page is available to the public over the internet. The case summary includes the case name, party names, relevant dates and links to the briefs. E-FILED DOCUMENTS AND ORDERS ARE NOT AVAILABLE PUBLICLY OVER THE INTERNET IN FAMILY CASES. These documents are available to appearing attorneys and self-represented parties over the internet. Members of the public must visit the office of the appellate clerk to view the file in family cases.

Juvenile and Child Protection Cases: A case summary page is available to the public over the internet. The case summary includes the case name, party names that are not protected and relevant dates. E-FILED DOCUMENTS, BRIEFS AND ORDERS ARE NOT AVAILABLE PUBLICLY OVER THE INTERNET IN JUVENILE AND CHILD PROTECTION CASES. These documents are available to appearing attorneys and self-represented parties over the internet.

Cases Covered by the Federal Violence Against Women Act: A very limited case summary page is available to the public over the internet. The case summary may not include the full case name or the names of the parties. E-FILED DOCUMENTS, BRIEFS AND ORDERS ARE NOT AVAILABLE TO THE PUBLIC OR TO APPEARING PARTIES OR SELF-REPRESENTED PARTIES OVER THE INTERNET IN CASES COVERED BY THE FEDERAL VIOLENCE AGAINST WOMEN ACT.

54. Can several people from my law firm view the same case simultaneously?

Yes. Multiple people in your office may access a case at the same time while logged in to E-Services with the same juris number and password.

55. How do I look up information on a case through the e-filing system?

Once you have logged in to E-services with a juris number or a user identification number and password and selected **"Appellate E-filing,"** locate your case by searching the docket number or case name under the case search menu item. You may also search your case using **"List My Cases" or "My E-Filed Items."**

56. Can I view all of my law firm's appellate matters using my individual juris number?

No. If the appellate matters were initiated under your firm's juris number, you will not be able to access them if you are logged in to E-Services using your individual juris number. Only an appearing juris number has online access through E-Services to e-filed documents. If you want to see all documents for your firm, you will need to log in to E-services using the firm juris number.

FILING DOCUMENTS—GENERAL INFORMATION

To protect your privacy and the privacy of others, 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 to do so. The filer is solely responsible for omitting or removing (redacting) personal identifying information. The Appellate Clerk's office *will not review documents* to see if personal identifying information or any other sensitive personal, medical or financial information is included.

Filings with the court must comply with Connecticut Practice Book section 62-7 (b) which requires that all documents contain a certification that the document has been redacted or does not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order or case law.

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 personal, medical, or financial information*, and you think it is necessary and relevant to the case, you may have to request permission of the court to file the document.

57. If the appeal was originally filed on paper, can subsequent filings be electronically submitted?

Regardless of how a case was initiated, all attorneys and self-represented parties (other than incarcerated self-represented parties) must electronically file all appellate documents unless an exemption has been granted.

58. Are there any appellate documents that cannot be filed electronically?

No. All attorneys and self-represented parties (other than incarcerated self-represented parties) are required to file all appeals and appellate documents and pay all filing fees electronically unless an exemption from the requirements of electronic filing has been granted.

59. Can I file more than one motion in a case at the same time?

No. Each motion or document must be treated as a separate transaction. Each filing will generate a confirmation page that contains the date and time of the transaction as well as the date and time of filing. You may then return to the same case to file additional motions without logging out of the system.

If you are filing a supporting document with your motion, such as a transcript, you may upload the supporting documents during the same transaction. After you upload your motion, click "Upload Supporting Documents."

60. How soon may I e-file a motion or document in my newly e-filed appellate matter?

You can access a newly e-filed appellate matter immediately after you file your appellate matter and receive the confirmation page with your appellate docket number. Similarly, you may file documents in an appellate matter immediately after filing an appearance. To file additional appellate documents, visit the appellate e-filing home page and select **E-file an Appearance in an Existing Appellate Matter, E-file Preliminary Papers/Appeal Documents in an Existing Appellate Matter, E-file a Motion in an Existing Appellate Matter** or **E-file a Motion to Extend Time in an Existing Appellate Matter**.

61. When will I see what I filed electronically?

If you are logged in to E-Services, you can see what you have filed electronically as soon as you file the document. After you file your document, click "Back to E-filing Menu" to return to the appellate e-filing home page. Select **My E-Filed Items** on the menu bar to see a list of all the documents that you have e-filed in any case. To display a list of documents you filed during a specific time period, enter the beginning and ending dates and click **Submit**.

Note: All e-filed documents will be listed immediately, but you may not be able to view the document immediately.

62. Am I required to send a copy of the documents I file with the Court electronically to all counsel of record?

Yes. You must deliver a copy of any e-filed document to all counsel of record, which includes all attorneys and all self-represented parties, in accordance with Connecticut Practice Book section 62-7.

If a party in your case is exempt from the electronic filing requirements or if you have received written notice that the intended recipient declines to accept electronic delivery of documents, you must deliver a copy of any e-filed documents to the intended recipient by hand or by first class or express mail delivered by the United States Postal Service or an equivalent commercial service, postage prepaid, to the last known address of the intended recipient.

FILING APPEARANCES

63. Do I need to file an appearance if I have an appearance in the trial court for this case?

No. You do not need to file an appellate appearance if you appeared in the trial court prior to the filing of the appeal.

64. If I do not have an appearance in the trial court and wish to file an appellate matter, what do I do?

During the process of filing the appellate matter, you will be prompted to enter the required appearance information. That information, along with your juris number or user identification number, will constitute your appearance for the appeal**.**

65. How do I file an appearance in an existing appellate matter?

After selecting **"Appellate E-Filing"** from the E-Services menu, select **"E-File an Appearance in an Existing Appellate Matter"** or search for your case using **"Case Search."** You will be prompted to upload the appearance form.

66. How do I file an appearance if I am out-of-state counsel admitted *pro hac vice*?

Once the application for permission for out-of-state counsel to appear has been granted, the out-of-state counsel is assigned a juris number and must fill out an appearance form. The form must then be e-filed and uploaded by a member of the bar of this state. A person admitted pro hac vice cannot enroll in E-Services and cannot file electronically.

Note: A member of the bar of this state must be present at all proceedings and must sign all pleadings, briefs and other papers filed with the court. Connecticut Practice Book section 62-8A.

FILING DOCUMENTS FOR A NON-PARTY

67. Can I e-file an appearance and a motion to be made a party to a case, a motion to intervene in a case or a motion to be made a substitute plaintiff or defendant?

Yes. To file the appearance, select **"E-File an Appearance in an Existing Appellate Matter"** or search for your case using **"Case Search."** You will be prompted to upload the appearance form.

To file the motion, select **"E-File a Motion in an Existing Appellate Matter"** or search for your case using **"Case Search**." Select the name of the motion you are filing from the drop down menu and upload your motion. At the time of filing, you will need to pay any required filing fee, upload a fee waiver application and order granting the application or certify that you are acting on behalf of a state agency. You must file each motion as a separate transaction.

If you are filing a supporting document with your motion, such as a probate court order, you may upload the supporting documents during the same transaction. After you upload your motion, click "Upload Supporting Documents."

CORRECTING FILING MISTAKES

You are always given the opportunity to review the documents that you intend to file before you e-file them. Be sure to View All Pages of any document to be certain that you are filing the correct document, the document is legible, and the document contains only the pages of the document you are filing.

If you do file an incorrect or illegible document, you may withdraw the incorrectly filed document by choosing" Withdrawal" found in the Preliminary Papers/Appeal Documents glossary and uploading your withdrawal. You may then refile your corrected document. The withdrawn document will not be removed from the file. It will remain viewable, but it is not available for ruling.

- If you are filing a withdrawal of a motion in a pending appeal, see question #44.
- If you are filing a withdrawal of a preappeal motion or petition, see question #45.

Notes:

- The time period for filing a document should be considered when determining whether to withdraw and refile a document.
- The appellate clerk may return any papers filed in a form not in compliance with the rules.

68. What if I choose the wrong name in filing my document with the court?

The Court cannot change the name that you choose for the document when you file it. If you choose an incorrect or inaccurate name (for example, identify a pleading as a "motion for articulation" rather than a "motion to dismiss"), you can withdraw the document and refile it.

69. Can I amend my certification of service if I incorrectly list the people to whom I have sent a copy of the pleading I am filing?

Yes. You can file a corrected Certification of Service referencing the docket number and the pleading or motion to which it refers. Select **"E-File Preliminary Papers/Appeal Documents in an Existing Appellate Matter"** and select "Preliminary Paper/Appeal Document—Other" as the type of document. Upload your amended Certification of Service.

EXCLUSIONS

70. How do I request an Exclusion from E-Services Requirements

The procedures to request an exclusion from electronic services requirements are set forth in the E-Services Procedures and Technical Standards, section 1D, available at: http://www.jud.ct.gov/external/super/E-services/e-standards.pdf