

**APPELLATE ELECTRONIC ACCESS  
(SELF-REPRESENTED PARTY REGISTRATION)**

JD-AC-15 Rev. 1-19  
P.B. 60-7(c)

CONNECTICUT JUDICIAL BRANCH  
**APPELLATE CLERK**  
231 Capitol Avenue  
Hartford, CT 06106



**Notice**

All self-represented parties must have an account with E-Services unless exempt from electronic filing. All nonexempt self-represented parties in family matters, child protection matters, matters involving protected information and in all other matters in which the self-represented party's user identification has not already been provided must submit this form. This form must be filed within ten days of the filing of the appeal. Failure to comply with this rule may result in the dismissal of the appeal or the imposition of sanctions pursuant to Practice Book Section 85-1.

To register for E-Services, please visit <http://www.jud.ct.gov/>, click on the link for "E-Services," then click on the link to "Enroll" and follow the instructions on screen.

**I. All fields must be completed**

**ADA NOTICE**  
The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

Docket number	Name of case ( <i>Plaintiff v. Defendant In re John D.</i> )	
Self-represented party name	Self-represented party E-Services User Identification	
Self-represented party address		

**II. Submit this form using "A" or "B" below**

**A. Any self-represented party in any appellate matter in which the self-represented party's user identification has not already been provided, other than a family or child protection appellate matter or an appellate matter that involves protected information, must file this form through Appellate E-Filing. The form does not need to be notarized when you submit it through Appellate E-Filing.**

*E-filing instructions:*

*Notice: Any self-represented party in a family or child protection appellate matter, or an appellate matter involving protected information must submit this form on paper, and the instructions in "B" below must be used.*

1. If you are filing this form in an appeal: Search for your case by docket number. On the summary screen for your case, select "E-file a preliminary paper/appeal document" from the drop-down menu at the top of the screen, and then select "Appellate Electronic Access" from the list.
2. If you are filing this form in a petition for certification or in a motion or application before filing an appeal: Search for the petition, motion, or application by docket number, using the six (6) digit number assigned to the filing. On the summary screen for the petition, motion, or application, select "Other Document" from the drop-down menu at the top of the screen, and then select "Appellate Electronic Access" from the list.

**B. Any self-represented party in a family or child protection appellate matter, or an appellate matter that involves protected information must submit this form on paper in one of the following two ways:**

1. Bring this completed form and photo ID to the Office of the Appellate Clerk at 231 Capitol Avenue, Hartford, CT 06106. The name on the photo ID must match the name of the party in the case file. If the name on the photo ID is different than the party's name, proof of name change must also be delivered to the Office of the Appellate Clerk. **DO NOT SIGN THE FORM BEFORE BRINGING IT TO THE OFFICE OF THE APPELLATE CLERK.**
2. Mail this completed form that is signed and sworn to under oath before a notary public or other proper officer to the Office of the Appellate Clerk, 231 Capitol Avenue, Hartford, CT 06106. **DO NOT SIGN THE FORM BEFORE BRINGING IT TO THE NOTARY PUBLIC OR OTHER PROPER OFFICER.**

Signed ( <i>Self-represented party</i> )		Print name	Date signed
Subscribed and sworn to before me on:	Date	Signed ( <i>Notary Public or other proper officer</i> )	

I certify that a copy of the document(s) that I am filing has been delivered on \_\_\_\_\_ to each other counsel of record, and I have included their names, addresses, e-mail addresses, and telephone numbers; the document(s) have been redacted or do not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order, or case law; and the document(s) comply with all applicable rules of appellate procedure in accordance with Practice Book Section 62-7.

Signed ( <i>Self-represented party</i> )	Print name	Date signed
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Names, addresses, and telephone numbers are included on a separate page.