

## Request Electronic Access to Superior Court E-Filable Cases

If you are the person who is filing a new civil, family, housing or small claims case electronically through Superior Court E-Filing (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. Once you have electronic access to the case, you can look at and file documents on-line and you can mark short calendar matters on-line.

**Note:** You can find a list of the types of cases on which you can and cannot file on-line in the revised [Procedures and Technical Standards for E-Services](#). If the case is an existing case, you can also check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 17 6051245 or HHD FA 16 5061789 are paperless.

Here is a checklist of what you must do to be approved for electronic access to your civil or family case.

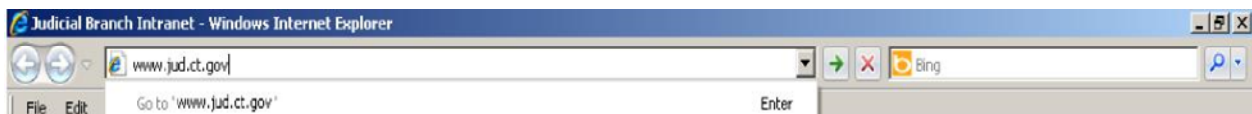
To request electronic access to an e-filable civil, family or housing case, you must:

1. Enroll in E-Services to set up a User ID and password
2. Log in to E-Services with your User ID and password
3. Go to the **Superior Court E-Filing** page
4. Go to the case that you are a party in and want to have access to
5. Choose **Request Electronic Access** on the case detail page for the case
6. Fill out the request form
7. Print the request form **or follow instructions below for submitting your request by email**
8. **If you do not submit your request by email**, bring the form that you print out and photo identification, like a driver's license, a passport or another government ID, to the Clerk's Office of the court where the case is located; **or** Mail the form and a notarized copy of the photo identification to the Clerk's Office of the court where the case is located. *The notary language and signature must be on the copy of the photo identification.*
9. The clerk will make sure that you are the person who is the party in the case. If you are, the clerk will give you electronic access to the file. If the identification you give the clerk is not enough to show that you are the person in the case, the clerk cannot give you electronic access to the file.
10. The clerk will send you an e-mail about your access request once it is acted on.

### Instructions and Pictures telling you how to Request Electronic Access to your case:

1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports three browsers – Microsoft Internet Explorer® version 11 or higher, Chrome 50.0 or higher, or Firefox 45 or higher. The address bar for those browsers is shown below:

Microsoft Internet Explorer®:



Firefox:



# Request Electronic Access (continued)

1. Choose **E-Services** from the menu on the left side of the Judicial Branch homepage to go to the E-Services Welcome Page:



2. Click **LOG-IN** on the E-Services Welcome Page:



3. Enter your User ID and password; then click **Login** to log in to E-Services.



If you have not enrolled in E-Services yet, stop here. Before you can ask for electronic access to a case, you must fill out and submit the enrollment application to set up your User ID and password, and make your account active. Then you can log in to E-Services.

# Request Electronic Access (continued)

## 4. Choose Superior Court E-Filing



## 5. Find your case by clicking on **By Docket Number** or **By Party Name** under “E-File on an Existing Case” on the menu. This page appears when you click on **By Party Name**:



**Note:** If you search **By Party Name**, you sometimes see a list of cases (search results) to choose from. If you search by a docket number, you will go directly to the main page (case detail page) for the case.

## 6. Click on the docket number (Docket No.) for your case to go to the case detail page.



## Request Electronic Access (continued)

7. You will see a message in red under the name of the case that tells you that you do not currently have electronic access to the case. You can only choose “Request Electronic Access” as your case activity.

The screenshot shows the E-File system interface. On the left is a navigation menu with options like 'E-File a New Case' and 'E-File on an Existing Case'. The main area displays case information for 'PAINT PRODUCTS, INC. v. KARENINA, ANNA'. A red message states: 'You annakarenina do not currently have electronic access to this case. If you are a party to this case, and want to electronically (by computer) file or look at documents or mark your short calendar matters, you must request electronic access. Choose "Request Electronic Access" and select "Go."'. Below this message, the 'Select Case Activity' dropdown is set to 'Request Electronic Access', and the 'Go' button is circled in red. A red arrow points to the red message.

8. Choose **Go**.
9. Check the box next to the name of the party you are requesting electronic access for. You can only request electronic access for yourself if you are the party in the case.

The screenshot shows the 'Request Access' form. At the top, it displays case information: 'FBI-CV17-0052009-S', 'PAINT PRODUCTS, INC. v. KARENINA, ANNA', 'Prefix: SMC', 'Case Type: S25', 'File Date: 08/04/2017', and 'Answer Date: 08/25/2017'. Below this is a section titled 'Request Access' with instructions. A table titled 'Party & Appearance Information' lists the parties:

| Party   | Party Category | Party Type          |
|---|----------------|---------------------|
| <input type="checkbox"/> P-01 PAINT PRODUCTS, INC.<br>Attorney: ALICE HARRINGTON MASTRONY (101751)<br>ST OF CT JUDICIAL BRANCH<br>00 WASHINGTON STREET<br>HARTFORD, CT 06106<br>File Date: 08/04/2017 | Plaintiff      | Firm or Corporation |
| <input checked="" type="checkbox"/> D-01 ANNA KARENINA<br>Self-Rep: 90 MAIN ST.<br>TRUMBULL, CT 06611<br>File Date: 08/04/2017  | Defendant      | Person              |

At the bottom of the form, there are 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red box.

10. Click **Submit** at the bottom of the page.
11. Print the request by clicking **Print this Page**. It shows information about the case, the request, and the date of the request. You will have to bring or mail this page to the clerk of the court where your case is located (see screenshot on the next page) or follow the instructions shown on screen (see screenshot on the next page) for submitting documents by email to verify your identity.

## Request Electronic Access (continued)

### Pending Request

#### \*\*\*Request Verification By Email\*\*\*

To complete the verification process by email,

1. Send an email to [eservices@jud.ct.gov](mailto:eservices@jud.ct.gov) including the following:
  - a. Your Name
  - b. Your E-Services ID
  - c. The Name of the case for which you are requesting access
  - d. The Docket Number of the case for which you are requesting access
  - e. Attach a legible photograph or scan of a valid photo ID from this list:
    - US Passport
    - Connecticut Driver's License
    - Out of State Driver's License with photo
    - Current Government ID (Town/City/State/Federal)
    - Current Military ID
    - US Passport Card (with photo)
    - Certificate of Naturalization (with photo)
    - Certificate of Citizenship (with photo)
    - Permanent Resident Card (with photo)

2. The name on the photo ID must match the name of the party on the case file.
3. If the names are different, you must also attach a photo or scan of proof of name change.
4. The email must be sent from the email address associated with your E-Services account.

**\*\*\* The instructions below are for requests that are verified on paper, not for requests verified by email. You do not need to follow any of the instructions below this line if you have submitted an email as outlined above. \*\*\***

**Instructions for paper processing of requests either in person or by US Mail:** Print a copy of this request by choosing **Print This Page**. Once you have printed this request form, you must follow the directions on this page to complete the process of requesting electronic access either in person or by mail.

#### **To complete this process in person (you will need to go to the courthouse)**

1. Bring a copy of this page with you to the court clerk's office.
2. Bring an *original* valid photo ID from this list:

- US Passport
- Connecticut Driver's License
- Out of State Driver's License with photo
- Current Government ID (Town/City/State/Federal)
- Current Military ID
- US Passport Card (with photo)
- Certificate of Naturalization (with photo)
- Certificate of Citizenship (with photo)
- Permanent Resident Card (with photo)

3. The name on the photo ID must match the name of the party on the case file.
4. If the names are different, you must also provide the proof of name change to the court.

#### **To complete this process by mail (you do not need to go to the courthouse)**

1. Make a copy of your original valid photo ID. *Do not* mail an original photo ID to the court.
2. Use any valid photo ID from the list shown above on this page.
3. The name on the photo ID must match the name of the party on the case file.
4. If the names are different, make a copy of your proof of name change to mail to the court. *Do not* mail the original proof of name change to the court.
5. You must include the following sworn statement on the copy of your photo ID.

I, \_\_\_\_\_, am requesting electronic access as a party to a case which has been filed in the Superior Court. I am the person pictured and described in the copy of my ID which is a true copy of the original.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature of Notary Public  
My Commission Expires: \_\_\_\_\_

6. You must show your original photo ID to the notary and sign the statement in front of a notary before you mail the papers to the court.
7. If the copy of you photo ID is not notarized, your request will be denied.
8. Mail this printed request with the notarized copy of a valid photo ID and a copy of any proof of name change to the court clerk's office at the address below.

Docket Number: HHD-CV-10-6015706-S  
Case Name: MORTGAGE MARKETS CUS v. SMITH, ABRAM  
Requested By: [REDACTED]  
Requested On: 5/19/2020 1:36:24 PM  
For Party Number: D-50  
Party Name: ABRAM W SMITH  
Party Category: Defendant  
Party Type: Person  
Enrollment Email Address: [REDACTED]  
Request ID: 18049

To complete this process:

- Print a copy of this request by selecting the Print This Page button.
- Bring or mail the printed page with valid forms of personal identification as outlined below to the Hartford JD clerk's office at

95 WASHINGTON STREET  
HARTFORD, CT 06106

[Print this Page](#)

[My Access Requests](#)

At the court you must provide one form of photo identification from the list below. The name on the photo ID must match the name of the party on the case file or proof of name change must also be provided.

If you cannot come to the court in person, this page may be printed and mailed to the court at

HARTFORD JD CLERK'S OFFICE  
95 WASHINGTON STREET  
HARTFORD, CT 06106

Include a notarized copy of one form of photo identification from the list below. DO NOT mail original identification documents. If the copy of your photo ID document is not notarized, your request will be denied.

Valid forms of ID:

- US Passport
- Connecticut Driver's License
- Out of State Driver's License with photo
- Current Government ID (Town/City/State/Federal)
- Current Military ID
- US Passport Card (with photo)
- Certificate of Naturalization (with photo)
- Certificate of Citizenship (with photo)
- Permanent Resident Card (with photo)
- A copy of the valid form of photo ID from the list above including sworn document that is notarized stating the person is the person in the copy of the photo ID

## Request Electronic Access (continued)

12. If you did not submit documents by email to verify your identity, to finish requesting access, you must bring or mail a copy of the page you printed and a photo ID or a notarized copy of your photo ID to the clerk's office.

- Be sure the name on the photo ID matches the name of the party in the case. If names do not match, you will have to give the clerk proof of your name change.
- If you are mailing the page and your photo ID to the clerk, you must send a notarized *copy* of one of the acceptable kinds of photo ID. Do *not* send your original photo ID in the mail. To get a notarized copy of your photo ID, take the original ID *and* the copy to a Notary Public or attorney. *The notary language and signature must be on the copy of the photo identification.*

**Note:** The forms of photo identification that are accepted are:

- A U.S. passport or a U.S. Passport Card (with photo)
- A Connecticut Driver's license or a driver's license that contains your photo from another state
- A current government ID or Military ID
- A Certificate of Naturalization (with photo)
- A Certificate of Citizenship (with photo)
- A Permanent Residence Card (with photo)
- A copy of the valid form of photo ID from this list, including a sworn document that is notarized that you are the person in the copy of the photo ID

13. You can check on your access request by clicking on **My Access Requests** on the request page, or by clicking on **My Access Requests** on the Superior Court E-Filing page. If you forgot to print a copy of your request or lost your copy, you can print the request by clicking **Print Request** on this page.



14. The clerk will send you an e-mail once your access request is acted on telling you that your access has been approved or denied.

15. If the clerk has approved your request for electronic access, the case will appear in your list of cases on the Superior Court E-Filing page.



## Request Electronic Access (continued)

---

16. If you have not filed an appearance in the case, you must file your appearance before you can look at or file documents or mark short calendar matters in your case on-line.

**Need help?** If you have any questions about requesting electronic access to your case, call the E-Services Support Line at (866) 765-4452 or e-mail [EServices@jud.ct.gov](mailto:EServices@jud.ct.gov). If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.