

Connecticut Probate Courts eFiling: User Guide

Department of Children and Families

TurboCourt Accounts and Agency Contacts

- The Department of Children and Families (“DCF”) will have its own “Government Organization or State Agency” TurboCourt account.
 - Probate Court Administration (“PCA”) will create the DCF account and will serve as the Company Administrator.
 - DCF will provide PCA with a list of individuals, including contact information, who either file in the Connecticut Probate Courts or would be entitled to access a Probate Court matter.
 - Each contact authorized by DCF will have his or her own individual account within the DCF account.
 - DCF will be responsible for notifying PCA of any change to the agency’s physical and/or mailing address.
 - DCF may assign one email address (e.g., eFiling@ctagency.gov) to receive a courtesy notification in addition to the electronic notifications to the filer and interested parties noted under General Rules.
- Each user may update his or her profile within TurboCourt, but cannot change the contact name (First, Middle, Last), email address or contact phone number.
- All electronic notifications are sent to the user’s TurboCourt Inbox/Messaging Center. Users have the option to receive email or text notifications which can be changed in the user’s profile.

General Rules and eFiling Access

- The Probate Court will add the DCF Social Worker Supervisor(s) for the applicable region as an interested party to a matter when the court sends a PC-682, Court Order/Request/Return Investigation of Parental Rights Matter/Emancipation of Minor, requesting an investigation and report.
- The DCF Social Worker Supervisor will be listed as a party receiving notice on the PC-631, Notice of Hearing/Parental Rights Matter, and have access to the matter and receive all electronic communications.
- The DCF Social Worker Supervisor must notify the court of the individual(s) within the state agency who has been assigned to the matter using Form PC-5, Assignment by State Agency.
 - To submit the PC-5, log into TurboCourt and select **“I am an authorized user and requesting a member of my agency be assigned or removed from a case.”**

You are filing in Northern Fairfield County Probate Court - PD45

- I am starting a new case.
- I am filing into an existing case.
- I am an authorized user and requesting a member of my agency be assigned or removed from a case.
- I would like to pay an outstanding balance.

Case # *

- The Probate Court will add each individual listed on the PC-5 as an interested party to the matter.
- The DCF Social Worker Supervisor must also notify the court when the individual assigned to a matter has changed (add or remove) using Form PC-5.
 - The Probate Court will add each individual as an interested party to the matter as specified on the PC-5. If an individual should be removed, the court will make the party inactive and turn off future notifications.
- Each agency contact will have eFiling access to matters in which the contact is an active party.

- The eFiling system will send an electronic notification:
 - To the filer when the court has accepted or returned a form set; and
 - To all active parties designated by the DCF Social Worker Supervisor when
 - the Probate Court issues a document (notice of hearing, decree, etc.) and
 - when a new document is filed with the court.

Specific Rules for Notice Required by Statute

The Commissioner of Children and Families will be automatically added to a matter when notice to the commissioner is required by the Connecticut General Statutes. Specifically, the Commissioner will be added as an interested party to the following proceedings:

- for temporary custody of a minor (including immediate temporary custody) pending removal of guardian or termination of parental rights under C.G.S. §45a-607;
- to remove a parent as guardian under C.G.S. §45a-609;
- for appointment of a guardian or coguardian of a minor under C.G.S. §45a-616;
- to terminate parental rights under C.G.S. §45a-716; and
- for appointment of a statutory parent under C.G.S. §45a-718(a).

When the Commissioner is added to a matter due to one of these proceedings, then by default **ALL** delegates will also receive notifications and will have electronic access to the matter. The commissioner has named each Program Supervisor as delegates to receive notifications. Only the Commissioner will be listed on the Notice or the Order of Notice.

NOTE: If only the Commissioner is listed on the Notice and Order of Notice, it is a clear indication that DCF has not assigned a Program Supervisor to the case.

After receiving the notification, the responsible DCF Program Supervisor must submit a Form PC-5 with one of the following instructions:

1. Assign the named Program Supervisor, Social Work Supervisor and the Social Worker to the matter; OR
2. Assign the named Program Supervisor if the Social Worker Supervisor or Social Worker is not known; OR
3. Remove all DCF Agency Contacts (including the Commissioner) and make inactive as DCF has no interest in the matter.

Once a DCF Program Supervisor is assigned to the matter the remaining Commissioner delegates will no longer receive notifications.

Financial Matters

Pursuant to C.G.S. §45a-112, a Probate Court will invoice DCF for filing fees and expenses. For billing purposes, DCF should, if applicable, identify a Financial User. This Financial User will receive an electronic notification when an invoice is posted, can access the Billing Summary through the My cases function in TurboCourt and can pay an outstanding invoice electronically using the Statement ID. The Financial User will not be a party to the matter and will not have access to any other case documents. DCF may also mail payment to the court.