

Connecticut Probate Courts eFiling: User Guide

Department of Developmental Services

TurboCourt Accounts and Agency Contacts

- The Department of Developmental Services (“DDS”) will have its own “Government Organization or State Agency” TurboCourt account.
 - Probate Court Administration (“PCA”) will create the DDS account and will serve as the Company Administrator.
 - DDS 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 DDS will have his or her own individual account within the DDS account.
 - DDS will be responsible for notifying PCA of any change to the agency’s physical and/or mailing address.
 - DDS 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 users’ TurboCourt Inbox/Messaging Center. Users also 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 DDS Probate Court Liaison as an interested party to a matter when the court requests an assessment.
 - The Liaison will be listed on the Order of Notice and have access to the matter and receive all electronic communications.
 - The Liaison 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 Form 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 Supervisor of each Probate Court Liaison or Case Manager who are added to a matter as an interested party will additionally have access to the case and receive all electronic communications.
- The 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 the 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 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 Developmental Services (or delegate) 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 appointment of a temporary limited guardian under C.G.S. §45a-682;
- for involuntary placement with the Department of Developmental Services under C.G.S. §17a-274; and
- for review of involuntary placement with the Department of Developmental Services under C.G.S. §45a-276.

When the Commissioner is added to a matter due to one of these proceedings, the Commissioner’s delegate will also receive notifications and will have electronic access to the matter. Only the Commissioner, and not the delegate, will be listed on the Notice or the Order of Notice.

After receiving the notification, the Commissioner’s delegate may submit a Form PC-5 with one of the following instructions:

1. Assign a DDS Agency Contact to the matter; OR
2. Remove all DDS Agency Contacts (Including the Commissioner) and make inactive as DDS has no interest in the matter.

The Commissioner’s delegate will also continue to receive notice if a Probate Court Liaison or Case Manager is added to one of these matters.

Financial Matters

Pursuant to C.G.S. §45a-112, a Probate Court will invoice DDS for filing fees and expenses. For billing purposes, DDS 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. DDS may also mail payment to the court.