



CONNECTICUT PROBATE COURTS

March 1, 2026

DMHAS eFiling User Guide

Overview

Department of Mental Health and Addiction Services (DMHAS) staff will use the Connecticut Probate Court's eFiling system to submit and manage documents related to probate matters where DMHAS is a party. This guide outlines account setup, access procedures, and how to file or remove the agency from a case.

eFiling Accounts and DMHAS Contacts

- DMHAS will operate under a "Government Organization or State Agency" eFiling system account.
- Probate Court Administration (PCA) will:
 - Create the agency account.
 - Serve as the eFiling system Company Administrator.
- DMHAS will provide PCA with:
 - A list of staff who require access.
 - Their contact details and appropriate roles.

eFiling Access and Notifications

- DMHAS staff must be a party to a case and will be manually added to a case to gain access electronically.
- All communications are sent through the eFiling system's Inbox/Messaging Center.
 - Optional: Email or text notifications can be enabled in each user's profile.
- eFiling notifications are sent when:
 - A filing is submitted or returned by the court.
 - A court document is issued (e.g., decree or hearing notice).
 - A new document has been added to the case.
 - The court messages the DMHAS party on the case

Each authorized DMHAS staff member will receive an individual user account under the DMHAS agency profile.

Note: Users can update their profile (name, phone, etc.) **but cannot change their username or email address.**

Courtesy Notifications

DMHAS may designate one email address (e.g., DMHASEfiling@ct.gov) to receive courtesy notifications in addition to individual filer alerts.

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Using Form PC-5: Assignment by State Agency

- If DMHAS determines it no longer has an interest in a case, an authorized user can submit a Form PC-5 to remove the agency from the case.

Steps to Submit a PC-5 in the eFiling system

1. Log in using your username and password.
2. Select **Start New Filing** from the left-hand **User Menu**.
3. Select **Probate Court eFiling**.
4. Select the **correct jurisdiction**, then click **Next**.
5. Select the appropriate **case type**, then click **Next**.
6. Select the option:

“I am an authorized user requesting a member of my agency be assigned or removed from a case”, then enter the **case number** and click **Next**.

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 # * 12-12345

7. Click the **blue hyperlink** for the case number.
8. Select the appropriate action (assign or remove user), then click **Next**.

Assignment is to add an individual(s) to this matter.

Assignment is to remove an individual(s) from this matter.

Assignment is to replace (add and remove) individual(s) from this matter.

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9. You will be presented with a list of contacts. From the contact list, select the DMHAS user(s) involved, and click **Next**.
10. The system will auto-generate and submit the **PC-5 form** to the court.

Using Form PC-183: Appearance of Attorney

- A DMHAS attorney (and their delegate) may obtain eFiling access by filing a PC-183, Appearance of Attorney. If an appearance is filed:
 - The DMHAS attorney (and their delegate) will have eFiling access to matters in which they represent an active DHMAS contact.

Financial Matters

- Under **C.G.S. § 45a-112**, the Probate Court may invoice DMHAS for any applicable filing fees.
- Alternatively, DMHAS may mail payments directly to the court if needed.

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Support & Feedback

Contact PCA IT Helpdesk

 860-231-2442 ext. 300

 helpdesk@ctprobate.gov

Please provide:

Case name and number

Form set number

Date/Time of filing

For legal questions:

Contact PCA Law Department