

Connecticut Probate Courts eFiling: User Guide

Office of the Attorney General

TurboCourt Accounts and Agency Contacts

- The Office of the Attorney General (“AG”) will have its own “Government Organization or State Agency” TurboCourt account.
 - Probate Court Administration (PCA) will create the AG account and will serve as the Company Administrator.
 - The AG will provide PCA with a list of individuals, including contact information and juris numbers for attorneys, who either file in the Connecticut Probate Courts or would be entitled to access a Probate Court matter.
 - Each AG contact authorized by the AG will have his or her own individual account within the AG account.
 - The AG will be responsible for notifying PCA of any change to the AG’s physical and/or mailing address.
 - The AG 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 username or email address.
- 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.

Specific Rules for Notice Required by Statute

The Attorney General (and their delegate) will be automatically added to a case when notice to the Attorney General is required by the Connecticut General Statutes or the Connecticut Probate Court Rules of Procedure. Specifically, the Attorney general will be added as an interested party to the following proceedings:

- that may affect a charitable interest or beneficiary under Probate Court Rules of Procedure, section 8.2(b);
- to establish and fund a trust with conservatorship assets under Probate Court Rules of Procedure, section 33.10;
- to establish a special needs trust under C.G.S. §§45a-151 or 45a-655 and Probate Court Rules of Procedure, section 32.2;
- to terminate a charitable trust under C.G.S. §45a-520;
- to terminate parental rights under C.G.S. §45a-716; and
- to establish paternity under C.G.S. §46b-172a.

General Rules and eFiling Access

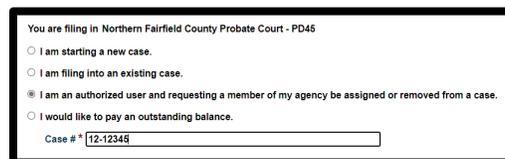
- An Assistant Attorney General (and their delegate) may obtain eFiling access by filing a PC-183, Appearance of Attorney. If an appearance is filed,
- If a new Assistant Attorney General is assigned to a matter, then the new Assistant Attorney General files a PC-183 in lieu of the first Assistant Attorney General.
- The Assistant Attorney General (and their delegate) will have eFiling access to matters in which they are 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 verified, active parties, including the Assistant Attorney General (and their delegate) when
 - the Probate Court issues a document (notice of hearing, decree, etc.) and
 - when a new document is filed with the court.

PC-5, Assignment by State Agency

If the Attorney General or Assistant Attorney General determines that the OAG has no interest in a case, an authorized OAG contact can submit a Form PC-5, Assignment by State Agency, to remove the Attorney General from the case.

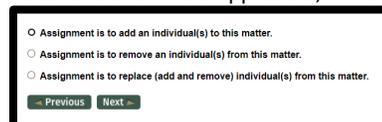
Submitting a PC-5

1. Login to TurboCourt using user name and password
2. Select **Start new filing** option in the top left **User Menu**
3. Select **Probate Court eFiling** in the left center of the screen
4. Select the jurisdiction, then next
5. Select the case type you are filing into, then next
6. Select the option “I am an authorized user requesting a member of my agency be assigned or removed from a case”, enter the case number in the field, and select next:



The screenshot shows a web form titled "You are filing in Northern Fairfield County Probate Court - PD45". It contains four radio button options: "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." (which is selected), and "I would like to pay an outstanding balance." Below the options is a text input field labeled "Case # *" containing the value "12-12345".

7. Select the case number blue hyperlink
8. You will then be presented with the following three options, select the one that is applicable, and select next:



The screenshot shows a web form with three radio button options: "Assignment is to add an individual(s) to this matter.", "Assignment is to remove an individual(s) from this matter.", and "Assignment is to replace (add and remove) individual(s) from this matter." At the bottom of the form are two buttons: "Previous" and "Next".

9. You will be presented with list of contacts. Select the appropriate contact(s) and then next.
10. The PC-5 will automatically be created as a web-based form and submitted to the court.

Financial Matters

Pursuant to C.G.S. §45a-112, a Probate Court will invoice a Connecticut State Agency for filing fees and expenses. For billing purposes, the state agency must 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. The state agency may also mail payment to the court.