CMS DAS eFiling: Quick Reference Guide

Overview

The division of the Department of Administrative Services ("DAS") that is responsible for decedents' estates consists of 2 teams. The Full Estate Team analysts are assigned by Probate Court district and the Small Estate Team analysts are assigned alphabetically by decedent's last name, funeral reimbursements and annuities, or check processing. DAS also monitors certain conservatorships and guardians of estates of minors if the respondent is the recipient of state aid.

Centralized Agency Database

PCA will maintain DAS agency contacts in a centralized agency database. Within the database, PCA will have the ability to add new, make inactive or change agency contacts' location and information. These changes will be updated across all courts where the contact is a party on a case in CMS. When a DAS contact changes Teams or is terminated, PCA will make the changes in the centralized database and the changes will be updated across all courts where the contact is a party on a case in CMS.

Agency Contacts

PCA will be responsible for "**verifying**" contacts in the centralized agency database.

The state agency contacts can file documents through TurboCourt, receive CMS event notifications and electronically access documents in cases where they are an **active** party.

DAS Contacts

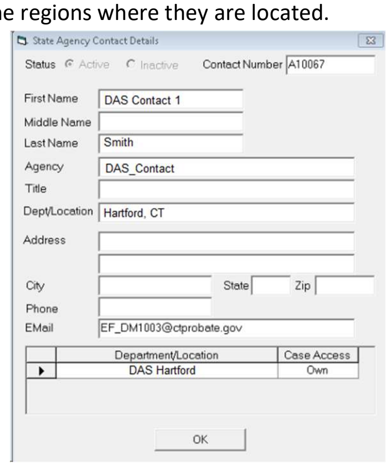
When contacts are added to a case they will automatically be given one of the following roles based on their position within DAS:

- Commissioner
- Director
- Team Leader
- Reimbursement Analyst
- Processing Technician

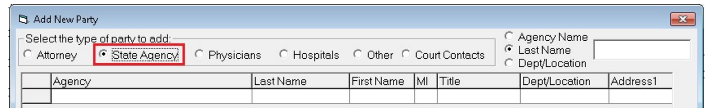
Agency changes to the Interested Parties #3 Tab

- Agency contacts have a new unique Contact ID located in the top right of the screen:

- The Contact ID identifies that the contact was added from the state agency database.
- The court has the ability to send messages to contacts.
- Standard eFiling notifications are sent to contacts and stored in the CMS Message log.
- The Details… button shows the contact's complete information including the regions where they are located.



- Add New Party screen has a new State Agency option. The contacts database is updated and managed by PCA. The courts can filter contacts by Agency Name, Last Name and Dept/Location:



Workflow

<u>Special Rule for PC-200, Petition/Administration or Probate of Will, and PC-212, Affidavit in Lieu of Probate of Will/Administration:</u>

Under C.G.S. § 45a-355, the Probate Courts are required to send a copy, by certified mail, return receipt requested of all forms PC-200 in which the petitioner indicates that state aid was received to the Commissioner of Administrative Services. In addition, C.G.S. §45a-273 requires that the Probate Courts send a copy of all forms PC-212 and all forms PC-200 in which state aid is not indicated to the Commissioner of Administrative Services. The Probate Courts will no longer send hard copies of these documents to DAS.

The Probate Courts will no longer create the PC-2801 (DR) or PC-2807 (DR or DAT) with the list of cases sent to DAS. The applicable DAS contact will have electronic access to review a decedent's estate as follows:

- For a full estate, 90 days from the date the Probate Court **<u>receives</u>** the filing to review the PC-200, PC-200CI, PC-201, PC-201CI and Will, as applicable
- For a small estate, 45 days from the date the Probate Court **<u>receives</u>** the filing to review the PC-212, PC-212CI, PC-211 and the Will, as applicable

If DAS determines that it has a claim, the DAS contact will file a **DAS CLAIM** and the court adds the appropriate contact as a party to the case. When the court adds the DAS contact to the case:

- The DAS contact will automatically be **verified**.
- The DAS contact's notice will automatically be set to **Electronic Service**.
- If the Commissioner of Administrative Services, or delegate, determines that DAS no longer has an interest in a case, they can submit a Form PC-5, Assignment by State Agency, to remove the DAS contact from the case. The court will change the Commissioner's party status to "**Inactive**" on the Interested Parties #3 tab.

If DAS determines that it does not have a claim, the DAS contact will file a **DAS NO CLAIM** and the court must accept the filing. **<u>NOTE:</u>** The filing by DAS must clearly indicate that DAS has no claim.

Agency Attorneys

When DAS determines an attorney is necessary on a case, the attorney will file a PC-183, Appearance of Attorney, on the case. The court will then add the attorney representing the DAS contact as a "represented by attorney" using the attorney's **Juris** number on the case.

Commissioner

The Commissioner will be automatically added to a case as required by the Connecticut General Statutes when the State Aid checkbox is selected on Conservator #2 and Guardian of Estate #2 Tab AND any of the following activities are added to the case:

- Appointment of Conservator of the Person - Involuntary
- Appointment of Conservator of the Person - Voluntary
- Appointment of Temporary Conservator of Person - Involuntary
- Hearing to Confirm or Revoke Ex Parte Appointment of Conservator of Person - Involuntary

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- Appointment of Conservator of the Estate - Involuntary
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- Appointment of Temporary Conservator of Estate - Involuntary
- Hearing to Confirm or Revoke Ex Parte Appointment of Conservator of Estate - Involuntary
- Appointment of Conservator of Person and Estate - Involuntary
- Appointment of Conservator of Person and Estate - Voluntary
- Appointment of Temporary Conservator of Person and Estate - Involuntary
- Hearing to Confirm or Revoke Ex Parte Appointment of Conservator of Person and Estate - Involuntary
- Appointment of Guardian of Estate
- Appointment of Guardian of Estate and Compromise of Claim

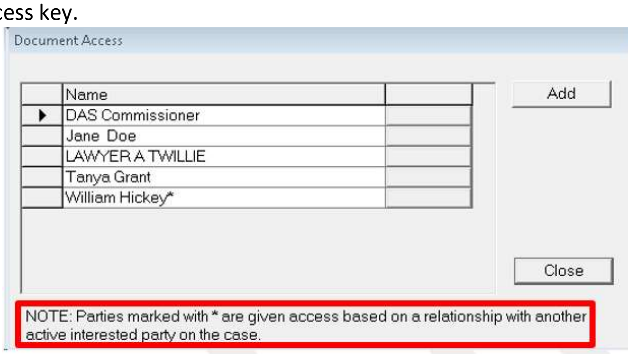
When the Commissioner is added to the case:

- The Commissioner will be automatically **verified**.
- The Commissioner's notice will automatically be set to **Electronic Service**.

If the Commissioner determines DAS has no interest in the case, the Commissioner's delegate will submit a PC-5 to remove (mark inactive) the Commissioner from the case.

When the Commissioner is added to a case, the Commissioner's delegate will be added as the "**Agent**" to the Commissioner. The delegate is not an active party on the case at this point but will "**inherit**" case/document access from the Commissioner.

Inherited document access through the Commissioner will be indicated with an **asterisk** at the end of the contact's name in the Document Access key.



Filings

Filings for DAS contacts will work the same way as filings by Attorneys and Self-Represented parties. Filings will be accepted and returned with the same CMS Event Notifications currently used in the CMS eFiling System.

Case Access/Security

Access to cases is given to contacts when:

- The contact is a verified, active party on Interested Parties #3 tab.
- The contact is an delegate for the commissioner and the commissioner has been added as an active interested party on Interested Parties #3 tab.

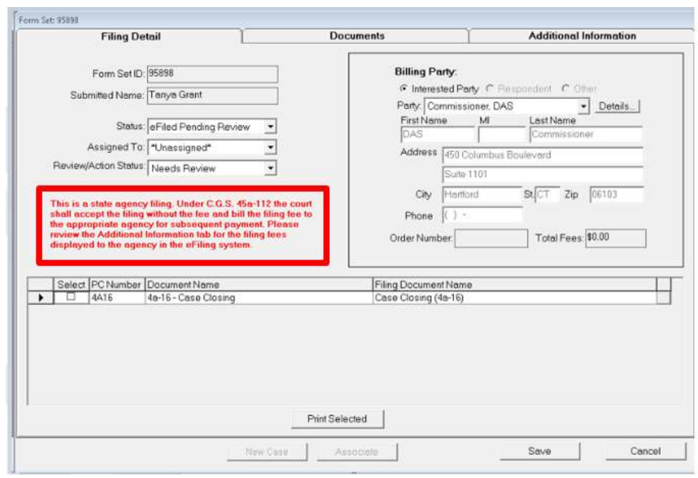
Document Access

Only verified, active DAS contacts on a case will have access to documents following the standard document access rules. Documents that are seen only by the filer and the filer's attorney will still be limited to those individuals.

Payments

Payments for DAS contacts will work the same way as payments by Attorneys and Self-Represented parties except that TurboCourt will give the contacts the option to pay "**now**" or pay "**later**".

- If the contact chooses to pay now, the payment process will be the same as for Attorneys and Self-Represented parties.
  - When the court accepts a filing, the court will choose the contact as the **Billing Party** and the payment will flow through.
  - The contact will receive Payment Submitted and Payment Processed notifications as well as LexisNexis notifications.
- If the contact chooses to pay later the filing will be submitted without Payment. When the court accepts the filing, a message shows on the Filing Details tab instructing the court to accept the filing without the fee and bill the filing fee to the appropriate agency for subsequent payment.



Filings with payments from DAS will be included in the Reports>Invoices and Payments Reports.

Support & Feedback

The following are the support options for each contact:

Judges and Clerks

- Contact IT Helpdesk
  - 860 231-2442 ext. 300
  - helpdesk@ctprobate.gov
- Make sure to capture all information:
  - Case name and number
  - Contact ID
  - Formset number
  - Date/Time Filing was processed
- For legal questions, contact the PCA Law Department