

**CONNECTICUT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
OFFICE OF ADJUDICATIONS**

Public Portal and E-Filing Frequently Asked Questions

GETTING STARTED

1. What is the Case Management E-Filing System?

The DEEP Office of Adjudications allows individuals to interact with the office online through E-Filing. Electronic access means that you can (1) submit a request or petition for a hearing, submit a filing to join an open case, and file documents in your case online; (2) look at documents in your case online; or (3) view upcoming events associated with your case.

2. What is required to file through this system?

1. E-filers must be registered in the E-Filing system.
2. If you did not submit the initial hearing request or petition, the initial filing must be submitted through the “Filings to Join Open Case” queue. All subsequent filings will be submitted through the “Filings” tab.
3. E-filers will need to have or be able to use the Internet and have a method to convert Word Documents to PDFs.

3. How do I make an E-Filing account?

1. Go to the E-filing login page, <https://deep-adjudications-cms-efile.ct.gov/>, and select **Register**.
2. Enter your: Name, desired username, and email address.
3. Identify if you are filing on your own behalf (individual) or as an Authorized Representative.
4. Authorized Representatives must identify their organization (firm).
5. An email will be sent to you with a temporary password.
6. Log in with the username and temporary password.
7. Create a personalized password that meets the security requirements.
8. Log in.

4. If I forget my password, how can I reset it?

1. Go to the [E-filing login page](#) and select **Reset Password**.
2. Enter your username and select **Submit**.
3. You will receive a code via email.
4. Enter your username, the code received by email, and then your new password.
5. Select **Reset Password**.
6. Log in.

5. What do I do if I forget my username?

1. Submit an email to DEEP.Adjudications@ct.gov, with the subject line “Adjudications System Username Request.”
2. Provide the first and last name and the email address associated with the account.
3. During office business hours, a member of the Office of Adjudications will provide the username information via email.

FILINGS

6. What is an “Entity”?

An entity reflects the individual, group, or organization that an Authorized Representative is filing for. Before filing on behalf of an entity, the E-filer should add the entity to the E-Filing system.

7. How do I create an Entity to File on Behalf of?

When submitting a request or petition for a hearing on behalf of an entity, an E-filer can create or select the entity directly from the Hearing Request initiation page.

If required, E-filers can monitor and edit the entities in which they are associated through the Tracking Inbox and the following steps:

1. Log in to the e-filing system.
2. Select “Tracking Inbox.”
3. Select the “Entity” Page.
4. Select “+New.”
5. Add the required information.
6. Select “Save.”

8. How do I file a Petition or Request for Hearing?

1. Log in to the e-filing system, where you will be directed to the Home page.
2. There are two options:
 - a. On the home page under “My Hearing Requests.”
 - i. Select “+ **New Hearing Request**”
 - ii. Enter the required information, as noted with a red asterisk (*).
 - iii. Select “Next.”
 - iv. Upload the required documentation.
 - v. Select “Submit.”OR
 - b. Select Queues on the left side panel and “Hearing Requests.”
 - i. Select “+ **New Hearing Request**”
 - ii. Enter the required information, as noted with a red asterisk (*).
 - iii. Select “Next.”
 - iv. Upload the required documentation.
 - v. Select “Submit.”
3. You can monitor the “Hearing Request Status” from the E-Filing homepage.
4. The e-filer will receive an email notification when the submission has been reviewed, and action has occurred on the request.

9. When should I use “File to Join Open Case”?

To access an open case, an e-filer must submit the initial filing through the file to join an open case queue. For example, this may be a representative of a party's appearance or a second petition for a hearing in an open case.

All submissions will be reviewed by the Office of Adjudications, and a determination of the filer's status will be made.

To make this filing, there are two options:

- a. On the home page under "Filings to Join Open Case(s)."
 - i. Select "+ **Initiate New Request**"
 - ii. Enter the required information, as noted with a red asterisk (*).
 1. Search for and select the Open Case you are seeking access to
 2. Relate the Open Case
 - iii. Upload the required documentation.
 - iv. Select "Submit."
- OR
- b. Select Queues on the left side panel and "Filings to Join Open Cases."
 - i. Select "+ **Initiate New Request**"
 - ii. Enter the required information, as noted with a red asterisk (*).
 1. Select the Open Case you are seeking access to
 2. Relate the Open Case
 - iii. Upload the required documentation.
 - iv. Select Submit

10. **Once I have a filing status in an open case, how do I submit subsequent filings?**

1. Log in to the e-filing system.
2. On the left panel options, select Queues and then "Cases (Subsequent Filings)
 - a. Note: You can also access your cases through the homepage under the Cases section
3. Select the relevant Case.
4. Select "Filings."
5. Select "+Submit New Filings."
6. Enter the required information, indicated through an asterisk (*).
7. Select Submit.

11. **What is Multi-File/Bulk File vs. Single Filings?**

A multi-file/bulk file upload allows an e-filer to file multiple documents at one time. An E-filer can add multiple files in a single upload, which will generate a Zip File for the docket (e.g., multiple exhibits) or separate filings (e.g., a motion and a supporting brief).

Note: An E-Filer should save the document with the appropriate title before uploading to the E-Filing System.

12. **Are there limitations on the documents that can be filed?**

Uploads cannot exceed 200 MB. Further, they must be either PDFs or image files, such as PNG and JPEG.

13. How do I correct a mistake in a filing?

To correct a filing mistake, the E-filer must submit a motion reflecting the mistake and the requested change. An E-filer cannot edit or delete a filing once it has been submitted.

14. Will those on the service list automatically receive a copy of a filing?

E-filers on the service list will be notified via e-mail of all docket activity, including filings, rulings, and hearing events.

15. What do I do if I have an exhibit as part of my filing that cannot be filed electronically?

If an exhibit cannot be filed electronically, the E-Filer shall notify the Hearing Officer through a written motion. Anything filed with the hearing officer shall be served on all parties contemporaneously with the filing.

PUBLIC PORTAL

16. Who can look at case documents?

Any interested individual can view case documents on the Public Portal at <https://deep-adjudications-publicportal.ct.gov>. Unless filed as confidential, all filings are public documents and will be posted to the docket.

17. How can I search for a case?

There are several options to conduct a search through the Public Portal. You can search by case, event, or party.

To search by case:

1. Select Case Search.
2. You can search by Case Caption, Case Number, Hearing Type, Subject Matter, Case Status, Initiated Date, or Party.
3. Select Search.
4. To change your search parameters, select “reset.”
5. NOTE: You can search by one or more of the above criteria.

To search by Event or Party:

1. Select Event or Party.
2. Search by the parameters outlined.
3. Select Search.
4. To change your search parameters, select “reset.”

18. How can I view the Adjudication’s Calendar?

The Office of Adjudication’s Docket Calendar is available on the Public Portal. All hearing events will be displayed. You can access a docket by selecting the hearing event details.

All associated hearing events will also be listed on the case docket page under the “Case Calendar” section.

19. How can I make/find a public comment?

1. Go to the Public Portal. <https://deep-adjudications-publicportal.ct.gov>
2. Under Portal Navigation, select **Case Search**.
3. To find the case for which you would like to leave a comment, enter either the Case Caption or Case Number on the left-hand side, or on the right-hand side, enter a search term in the search bar.
 - a. Note: Search fields are restricted to include certain parameters. If the parameters are not met, a pop-up will appear to instruct on the necessary changes to perform a search.
4. Select the blue Case Number link for the case you wish to comment on.
5. You will then be directed to the Case View page, where you can select the **Public Comment** tab. Under that tab, you will be able to submit a comment, either by entering text in the comment box or adding a PDF attachment.
6. You will be able to see public comments that have been approved and posted.

20. I submitted a public comment. Why do I not see it on the docket page?

The Office of Adjudications will review all public comments before being posted on the docket. All public comments must follow the Office’s Policy for Written Public Comments. Public Comments will be reviewed only during the Office's business hours and will be deemed filed on the date of submission.

21. How do I subscribe to updates in a case?

1. Access the Public Docket Portal at <https://deep-adjudications-publicportal.ct.gov>.
2. Under Portal Navigation, select **Case Search**.
3. To find the case for which you would like to subscribe, enter either the Case Caption or Case Number on the left-hand side, or on the right-hand side, enter a search term in the search bar.
4. Click on the blue Case Number link for the case you wish to subscribe to.
5. Click **Subscribe** on the right-hand side of the page, and then you will be prompted to enter your email so that you can be updated with case notifications.
6. If you wish to unsubscribe from a case, you can do so directly from the email notifications issued by the system.

22. What will I be notified of if I subscribe to a case?

You will receive email notifications of all docket activity, including hearing events and docket filings. If you wish to unsubscribe, you may do so from the email notifications.

Notice: This document is intended to provide basic information to the public; it is not intended to be legal advice and should not be considered as such. The Office of Adjudications cannot provide any advice regarding participation in the hearing process or discuss specific cases. Legal assistance should be provided by an attorney.