



*The Office of Adjudications*  
***Electronic Filing and Service of Documents Policy***

This Policy permits electronic filing and service through the Adjudication's E-Filing System and establishes rules for the use of electronic resources available to the Department and other participants in adjudicatory proceedings. All parties to a proceeding shall file and receive documents as authorized by this Policy, except for exceptions granted on a showing of good cause. Unless otherwise directed by the Hearing Officer, electronic service will satisfy all delivery requirements, including personal delivery. The Hearing Officer may reject non-compliant filings.

**Filings:**

- Original petitions, answers, or other requests for hearing that were filed electronically must also be mailed or delivered to the Office of Adjudications within 30 days of the date of electronic submittal.
- All correspondence, motions, or other filings must be filed via the Adjudication's E-filing system.
- Filings must be in pdf or another format acceptable to the Hearing Officer.
- Unless otherwise required by the Hearing Officer or by agreement of the parties, the E-Filing System notification and filing shall constitute the official record of the filing.

**Signatures:**

- Originals of all documents shall be signed and maintained by the sender or at least one co-signer of a document and made available for inspection at the request of the Hearing Officer or any party unless transmission of the original document is required.
- Documents submitted through the E-Filing system must include a scanned or electronic signature, which shall have the same effect as an original handwritten signature. See General Statutes §1-272(a).

**Certificate of Service:**

- Pleadings filed through the Adjudication's E-Filing system shall include a certification of service. See Regs., Conn. State Agencies §22a-3a-6(b)(5). Original documents shall contain the signed certification of service.

**Filing Date:**

- The date of filing of any pleading required or allowed shall be the date such pleading is received by the Office of Adjudications. See Regs, Conn. State Agencies §22a-3a-6(b)(7).