



The Office of Adjudications
Electronic Filing and Service of Documents Policy

This Policy permits electronic filing and service 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.
- Except for routine correspondence less than several paragraphs long, motions or other filings must be attached to an email and not contained in the body of the transmitting email.
- Filings must be in pdf or another format acceptable to the Hearing Officer.
- Documents that cannot be converted to an acceptable format and attached to an email shall be mailed or delivered to the Hearing Officer and those parties requiring service.
- Unless otherwise required by the Hearing Officer or by agreement of the parties, the email message or attachment 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 by email must include a scanned or electronic signature, which shall have the same effect as an original handwritten signature. General Statutes §1-272(a).

Certificate of Service:

- Pleadings attached to an email shall include a certification of service by email. Regs., Conn. State Agencies §22a-3a-6(b)(5). Original documents shall contain the signed certification of service.

Filing Date:

- Documents electronically filed with the office by 5:00 PM on a weekday will be considered filed that day. Documents filed after 5:00 PM, on the weekend, or on a day when the office is officially closed will be considered filed on the next business day.