



Information about Short Calendars and the Marking Process

What is a short calendar?

The short calendar is a list of cases or matters with motions or pleadings that require action by a judge or family support magistrate. The motions or pleadings are generally filed by you or by the other side. PLEASE NOTE: This brochure does **not** apply to family support magistrate calendars or the short calendars in juvenile matters. It only applies to the short calendars that a judge handles in civil and family court.

How do I know my case is on the short calendar?

To get short calendars and papers filed in your case, you should file an Appearance form. An Appearance is an official court form (JD-CL-12) that you file with the court clerk. It tells the court that you are representing yourself in a lawsuit or that an attorney is representing you. You can get the form at any Superior Court Clerk's office, Court Service Center, or on the Judicial Branch website.

After you file an appearance, you will get a short calendar in the mail if your case is scheduled on the short calendar. Calendars are sent out about a week before the calendar date.

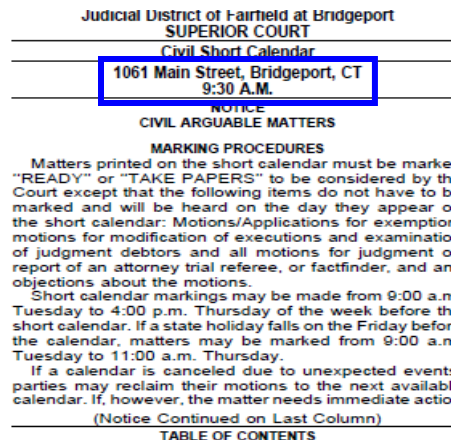
On the front of the envelope, you will also see a number in parentheses (000) in the first line of the address. That number is the Position number and it tells you where to find your case on the calendar.

Can I see a copy of the calendar online?

Short calendars are displayed on the Judicial Branch website. To see a calendar, go to the following link: <http://civilinquiry.jud.ct.gov/ShortCalMenu.aspx>

How do I know when and where the short calendar takes place?

In the first column on the first page, the calendar that you receive in the mail shows the time and place of the short calendar above the Notice and Table of Contents and shows the date as part of the Table of Contents. For example, the calendar below is scheduled for 9:30 AM at the Superior Court located at 1061 Main Street, Bridgeport, CT on December 21, 2009.



SHORT CAL. NO. 1		
NON FAMILY		
CONTEMPTS ARG.	12/21/2009	09.30
QUESTIONS OF LAW ARG.	12/21/2009	09.30

What do "ARG" (arguable) and "NA" (non-arguable) mean?

If a matter is on the calendar as arguable and the matter is marked "Ready," the parties can come to court to speak to the Judge about the matter on the day of the calendar. If a matter is non-arguable, the matter will be decided by the Judge after a review of the papers filed with the court without the parties coming to the court. (See additional information in this brochure about marking matters and what those markings mean.)

If a motion or pleading is listed on the short calendar, do I have to come to Court?

- You, or your attorney if you have one, and the other side must come to court for matters listed on the calendar as **Arguable (ARG)** **and** if you (or your attorney) or the other side marked the matter "Ready." (See additional information in this brochure about marking matters and what those markings mean.)
- In some cases, you, or your attorney if you have one, and the other side have to come to court even if you or your attorney or the other side have not marked the matter "Ready." Those matters will be heard on the date that is on the short calendar.
- Read the instructions on the short calendar to determine whether you have to come to Court on the day of the short calendar or call the court if you are not sure.

How do I tell the court that I want action to be taken on my motion or pleading?

If your case is listed on the calendar, you must mark the motion or pleading to let the Court know that some action is necessary. Marking the motion means that you call the court to say what you want to happen to your motion or pleading.

What are the marking options for civil (CV) short calendar motions or pleadings?

Short calendar markings for **civil matters** are:

- Ready,
- Take Papers and
- Off

What are the marking options for family (FA) short calendar motions or pleadings?

Short calendar markings for **family matters** are:

- Ready
- Off

What does a “Ready” marking mean?

You, or your attorney if you have one, and the other side must use the “Ready” marking to have a Civil or Family matter that is listed on the calendar as arguable heard by the Court on the scheduled date. You, or your attorney if you have one, and the other side may also ask for a hearing on a civil matter listed on the calendar as non-arguable. If you (or your attorney) or the other side mark a non-arguable matter “Ready,” the Court may decide to review the papers or may schedule a hearing on a future date.

What does a “Take Papers” marking mean?

You, or your attorney if you have one, and the other side must use the “Take Papers” marking for civil arguable matters to ask the Court to decide the matter by reviewing the papers that have been filed about that matter. Civil arguable matters marked “Take Papers” may be handled in one of two ways: 1) the court may decide the matter by reviewing the papers or 2) the court may have a hearing.

You, or your attorney if you have one, and the other side must also use this marking for civil matters listed on the calendar as non-arguable to ask the Court to review the matter by looking at the papers that were filed with the Court.

What does an “Off” marking mean?

When you, or your attorney if you have one, or the other side use the “Off” marking in any kind of matter the matter will not be heard or reviewed by the court. An “Off” marking is used to change a “Ready” or “Take Papers” marking that has already been made.

How do I mark my motion or pleading if I am self-represented or exempt from E-Services requirements?

To mark your motion or pleading, you must call the court. The telephone number for the marking line is printed on the calendar. You cannot fax your marking to the court.

How do I mark a short calendar matter electronically? (For attorneys and law firms only)

- Log in to E-Services from the Branch website at: <https://eservices.jud.ct.gov/login.aspx?ReturnUrl=%2fdefault.aspx>
- Select **Short Calendar Markings Entry** from the E-Services menu
- Select the **Location** and **Court Type**
- Select **Sort Results** to display cases by case name, docket number, location, entry number, calendar sequence number or motion
- Click **Find**

Note: Motions or objections display separately so if a case has multiple motions or objections, the caption and docket number will appear multiple times. Each one must be marked separately.

- Each motion/objection must be marked separately. For civil matters, select “**R**” (**Ready**), “**TP**” (**Take Papers**) or “**O**” (**Off**); for family matters, select “**R**” (**Ready**) or “**O**” (**Off**).
- Check the certification box
- Enter the name and telephone number of the individual submitting the markings
- Click **Enter Markings** and print the *Short Calendar Markings Confirmation and Receipt*

What information must I give when I mark a short calendar matter?

You, or the person calling the court for you, must give the court following information.

- The Position of the case on the calendar
- The Name and docket number of the case
- The Entry number and title of motion
- The marking for your motion
- Your name, if you are making the marking
- Confirmation that counsel and self-represented parties of record have been notified of the marking

What are the deadlines for making markings?

Markings must be made in accordance with the **Notice** section of the short calendar that you get and the **Civil and Family Short Calendar Standing Orders**, posted on the Judicial Branch website at: <http://www.jud.ct.gov/external/super/StandOrders/>.

Note: State holidays can alter the marking periods. The standing orders contain information regarding the marking periods for weeks when state holidays occur.

When I mark a matter, do I have to tell the other parties in my case?

Yes. When you mark a matter, you must tell all other self-represented parties and attorneys that you did. If you don’t let the other parties know that you marked a matter “Ready,” the Court may not hear your case on the day it is on the calendar.

When I mark an arguable matter ready, do I have to bring anything to Court with me to show that I marked the matter?

If you mark an arguable matter ready, you must bring confirmation of the marking to the short calendar hearing. The confirmation of marking can be a detailed signed statement from the person who telephoned the marking to the court or the *Short Calendar Markings Confirmation and Receipt*.

If I find out after I marked my arguable matter ready that I cannot come to court on the date of the calendar, can I change the marking?

After you mark your matter ready, you may change the marking on your matter as long as the deadline for marking matters has not ended. Call the telephone number for the marking line listed on the calendar, and give the information on your matter, including the new marking. Be sure to tell all other self-represented parties and attorneys about the changed marking.