

# Mandatory Online Short Calendar Markings for Civil and Family Matters

For *all issues* with e-filing, call or email:

E-Support e-mail

[eservices@jud.ct.gov](mailto:eservices@jud.ct.gov)

Janice Calvi

(860) 263-2734 x 3038

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## GETTING STARTED – GETTING TO THE SHORT CALENDAR SCREEN

1. Log into **E-Services**
  - To log into E-Services, go to [www.jud.ct.gov](http://www.jud.ct.gov)
  - Click the E-Services Link on the left side of the screen
  - Log in with the Juris Number and Password
2. Select **Short Calendar Markings Entry** from the *Menu Bar* on the left of the page

## GENERAL MARKING REQUIREMENTS

1. The Short Calendar Markings Entry transaction is for marking Civil and Family matters.
2. Markings must be made by following the instructions in the Notice section of each short calendar and the [Civil](#) and [Family](#) Short Calendar Standing Orders.
3. Markings can be made only during the time described in the Standing Orders.
4. Only self-represented parties, and attorneys or law firms with an exclusion, may mark their cases by telephone.
5. Markings by facsimile will not be accepted.

## HOW TO MARK THE SHORT CALENDAR

1. Select **Location, Court Type** (All, Civil, or Family) and the order in which the cases to be marked will be displayed (**Sort Results By**)
2. Click the **Find** button
3. Mark each motion/objection separately
4. Check the certification box and enter your name and telephone number.
5. Click **Enter Marking(s)** and print or save the *Short Calendar Markings Confirmation and Receipt*
6. Give notice of the markings to all appearing parties

### Short Calendar Markings Entry

[Project Overview and Guidelines](#)

**Juris Number - 123456**  
**XYZ Law Firm**

Select Location :

Select Court Type :

Sort Results By :

- Case Name
- Docket Number
- Location
- Entry No
- Cal Seq No
- Motion

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## WHAT EACH MARKING STANDS FOR

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R*	Ready	This marking will be used for Arguable and Non-Arguable matters. Arguable matters marked "R" will be heard on the date set forth in the calendar. This marking may also be used to request argument on non-arguable matters. If the request is approved by the judge, the court may order the matter to be scheduled for a hearing on a future date. If the request is not approved, the matter will be taken on the papers.
TP*	Take Papers	This marking will be used for Arguable and Non-Arguable matters. To request that an arguable matter be taken on the papers, use the "TP" marking. If the request is approved by the judge, the matter will be taken on the papers. If the Judge requires argument, the court may order the matter to be scheduled for a hearing on a future date.
O*	Off	This marking is used for Civil or Family matters to tell the court that no action is required. If a mater is not marked, the court will treat the matter as if it was marked "Off" and take no action.

\* STANDARDIZED 2/28/09

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## WHEN DO THE CALENDARS HAVE TO BE MARKED

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### Family Standing Orders

For a detailed description go to <http://www.jud.ct.gov/external/super/Standorders/ElectronicFamily.htm>

### Civil Standing Orders

For a detailed description go to <http://www.jud.ct.gov/external/super/Standorders/ElectronicCivil.htm>

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## HOW TO OBTAIN AN EXCLUSION

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Attorneys and law firms can apply for and be granted an exclusion from the E-Services requirements by submitting a *Request For Exclusion From Electronic Services Requirements* form (JD-CL-92) to the Statewide Grievance Committee. If granted, this exclusion would apply to all cases in which the juris number has an appearance.

### Getting the JD-CL-92 Form

1. Go to [www.jud.ct.gov](http://www.jud.ct.gov)
2. Click **Court Forms** on the right side of the page from the Quick Links section
3. Select the **JD-CL-92** form
4. Follow the directions at the top of the form

#### Quick Links

- [Americans with Disabilities Act \(ADA\)](#)
- [Bidding Opportunities](#)
- [Child Support](#)
- [Committees & Commissions](#)
- [Court Rules | Statutes](#)
- [Court Service Centers](#)
- [Directions & Phone Numbers](#)
- [Foreclosure Mediation Program](#)
- [Forms | Fees](#)
- [Job Openings | Judicial Employees](#)