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Judicial District of Middlesex at Middletown  
SUPERIOR COURT

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Family Short Calendar

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1 Court Street, Middletown  
4<sup>th</sup> Floor, Courtroom 407  
9:30 A.M

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NOTICE  
FAMILY MATTERS  
MARKING PROCEDURES

Matters printed on the short calendar must be marked "READY" to be considered by the Court.

Short calendar markings may be made from 9:00 in the morning on the Tuesday before the short calendar to 4:00 in the afternoon of the Thursday before the short calendar. If a state holiday falls on the Friday before the date of the calendar, matters may be marked from 9:00 Tuesday morning to 11:00 Thursday morning. In the event a state holiday falls on Thursday preceding the calendar, matters may be marked from 9:00 a.m. Tuesday to 5:00 p.m. Wednesday.

If a calendar is canceled due to unexpected events, parties may reclaim their motions to the next available calendar. If, however, the matter needs immediate action by the court, the party may apply for permission to schedule an earlier hearing date with the court.

(Notice Continued on Last Column)

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NOTICE (continued from Column 1)

**Note:** all citations must be re-issued unless the court orders otherwise.

Markings by attorneys must be made electronically through E-Services ([www.jud.ct.gov](http://www.jud.ct.gov)). Self-represented (pro se) parties and attorneys who have obtained an exclusion from E-Services requirements must submit markings by calling 860-343-6400.

**Note:** Fax markings are not accepted.

Counsel and self-represented parties must give timely notice of markings to all self-represented parties and counsel of record. The court may impose sanctions if notice is not given.

The following information must be given when making a telephone marking:

- The position of the case on the calendar
- The name and docket number of the case
- The entry number and title of motion
- The full name of the person making the marking and the law firm name, if applicable
- Confirmation that counsel and self represented parties of record have been notified of the marking

For matters marked "READY," counsel and self-represented parties of record must come to court on the day of the calendar. The court will attempt to hear cases in which a party is represented by a volunteer (pro bono) attorney first.

**ADDITIONAL INFORMATION**

Additional information is available on the Judicial Branch website at

<http://www.jud.ct.gov/external/super/StandOrders> and forms are available on the Judicial Branch website at <http://www.jud2.ct.gov/webforms>.

**Note:** In accordance with the federal Violence Against Women Act of 2005, cases for relief from physical abuse, foreign protective orders, and motions that would be likely to publicly reveal the identity or location of a protected party may not be displayed and may be available only at the courts.

**By Order of the Court.**

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