
Judicial District of Windham at Putnam
SUPERIOR COURT

Civil Short Calendar

108 Valley St., Willimantic, CT
9:30 A.M.

NOTICE
CIVIL ARGUABLE MATTERS

MARKING PROCEDURES

Matters printed on the short calendar must be marked "READY" or "TAKE PAPERS" to be considered by the Court except that the following items do not have to be marked and will be heard on the day they appear on the short calendar: Motions/Applications for exemption; motions for modification of executions and examination of judgment debtors and all motions for judgment on report of an attorney trial referee, or factfinder, and any objections about the motions.

Short calendar markings may be made from 9:00 a.m. Tuesday to 4:00 p.m. Thursday of the week before the short calendar. If a state holiday falls on the Friday before the calendar, matters may be marked from 9:00 a.m. Tuesday to 11:00 a.m. Thursday.

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

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by the court, the party may apply for permission to schedule an earlier hearing date with the court. **Note:** all citations must be re-issued unless the court orders otherwise.

Markings by attorneys must be submitted electronically through E-Services (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 860-928-7749.

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 is required 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.

ARGUABLE MATTERS & MOTIONS DESIGNATED ARGUABLE (P.B. § 11-18)

Arguable matters and motions that the Chief Court Administrator has decided are arguable under P.B. § 11-18 will be listed on the calendar as Arguable (ARG). Matters marked "READY" will be heard by the Court on the date scheduled. The Court may accept a "TAKE PAPERS" (TP) marking. Matters marked TP 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.

Counsel and self-represented parties of record must come to court for matters listed on the calendar as Arguable (ARG) and marked "READY." If a party does not come to court for matters listed on the calendar as ARG and marked "READY", the court may decide the motion by reviewing the papers or the court may take action, including, but not limited to, nonsuit, default or dismissal.

NON-ARGUABLE MATTERS

In order for the Court to review a matter listed on the calendar as non-arguable (N/A), the matter must be marked "TAKE PAPERS."

To ask for a hearing in a matter listed as non-arguable, the matter must be marked "READY." The Court may decide to review the papers or may order that the matter be scheduled for a hearing on a future date.

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: Under 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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