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Judicial District of Windham at Putnam  
SUPERIOR COURT

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Civil Short Calendar

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108 Valley St., Willimantic, CT  
Courtroom 1  
9:30 A.M.

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NOTICE  
PROPERTY MATTERS

**MARKING PROCEDURES**

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

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 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.

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NOTICE (continued from Column 1)

Markings by attorneys must be submitted 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 860-928-7749.

**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.

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.

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.

**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**

All Uniform Foreclosure Standing Orders (JD-CV-104) and all Foreclosure By Sale Standing Orders (JD-CV-79) must be followed and all judicial branch foreclosure forms must be used. Presentation instructions (JD-CV-78) must be followed when presenting documents for a Motion for Judgment of Foreclosure.

An Affidavit of Appraisal should be submitted in lieu of testimony except where fair market value is contested. In the case of deficiency judgments following a judgment of strict foreclosure, the appraiser shall testify if the appraisal is lower than the fair market value found at the date of judgment or if the fair market value is contested. Opposing parties contesting value must file a Notice of Intent to Argue at least 3 days prior to hearing on the deficiency judgment and must certify copies to all counsel and self-represented parties of record.

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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