



# Short Calendar and the Marking Process Quick Reference Guide

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## Questions?

E-Services Support Line: (866) 765- 4452

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### What is a short calendar?

The short calendar is a list of cases with motions or pleadings that require action by a judge. The motions or pleadings are usually filed by you or by another party.

### How do I know my case is on the short calendar if I am representing myself?

In order to get any notices from the court or copies of documents filed by other parties in your case, you should file an Appearance. After you file an appearance, the court will send you a notice in the mail if your case is on the short calendar. The court sends the notice out at least a week before the calendar date. The notice tells you that a motion or pleading in your case is on the short calendar on the court date shown on the notice. The notice also gives you the telephone number to call, explains when to call, and lists the things you must say when you call.

**Note:** *Self-Represented Parties can mark motions or pleadings electronically in civil and family cases for which they have been approved for electronic access.*

### How do I file an appearance in my case?

An appearance is an official court form ([JD-CL-12](#)) that you file with the court clerk. The appearance tells the court that you are representing yourself in a lawsuit. (Attorneys file an appearance for you if they represent you.) A self-represented party with electronic access to a case can file an appearance electronically. A paper form to file your own appearance can be obtained at any Superior Court clerk's office, Court Service Center or on the Judicial Branch website. Once you fill out the form, you can mail or fax it to the court. You do not have to go to the court in person to file an Appearance. If you have enrolled in E-Services and have been approved for electronic access to a case, you can file an appearance electronically in the case.

### What do I have to do when I get a notice about a motion or pleading on the short calendar?

If the motion or pleading is one that you filed, and you are representing yourself, you have to let the court know whether you want the court to decide it by marking it. You have to choose one of the following marking options:

1. If your motion or pleading in a **civil matter** is listed as **ARG** (arguable) on the notice you received or on the calendar online or it is a family motion or pleading that is not related to discovery or deposition, and you want to come to court and present your claims about it to a judge, mark the motion or pleading **Ready**.
2. The court requires argument on some motions on Calendar 02 only even though they are listed as **NA** (non-arguable): Motion to open and modify judgment; Motion to open and vacate judgment; Motion to open judgment; Motion to open judgment and extend the law day; and Motion to open judgment and extend the sale date. To argue these motions on the calendar day, you must mark them **Ready**.
3. If your motion or pleading in a **civil matter** is listed as **ARG** (arguable) on the notice you received or on the calendar online, and you do not want to come to court but you want the court to decide it, you must mark your motion or pleading **Take Papers**.
4. If your motion or pleading in a **civil matter** is listed as **N/A** (non-arguable) and you want the court to decide it, you must mark it **Take Papers**. The court will decide the motion or pleading by reviewing the documents in the file that concern the motion.

### What do I have to do when I get a notice about a motion or pleading on the short calendar? (continued)

5. If your motion or pleading in a **civil matter** is listed as **N/A** (non-arguable), you can ask the court for permission to come to court on a later date to present your claims to a judge by marking a motion or pleading **Take Papers** and filing a **Request for Argument Non-Arguable Civil Short Calendar Matter (JD-CV-128)**. If the court agrees to hear your argument, the clerk will send you another notice about a date to come to court. Do not come to court on the date listed on the notice that you received about the short calendar.
6. If your motion is a **family discovery or deposition motion**, it is considered non-arguable, and you must mark the motion **Ready** if you want the court to rule on it without a hearing.
7. If you have marked your motion or pleading, but you no longer want the court to decide it on the court date that is listed on the notice you received or on the calendar notice online, you must mark your matter **Off**.

**Note:** *If a request for argument has been granted on a non-arguable civil motion or the Court has granted or required argument on any other civil matter, you cannot mark it **Take Papers** when it appears on a calendar.*

### How can a self-represented party with electronic access or an attorney without an exclusion mark a motion or pleading?

An attorney without an exclusion from electronic services requirements is **required** and a self-represented party with electronic access to a case is **permitted** to mark short calendar matters electronically in civil and family cases. Information on the electronic markings process is available on the other side of this card

### How can a self-represented party without electronic access to a case or an excluded attorney mark a motion or pleading?

You will mark the matter by telephone call. The notice and the online calendar tell you when you must call the marking number. For example, if you have a civil case, the time you must call and mark your motion or pleading is between 9:00 a.m. on Tuesday and 4:00 p.m. Thursday, unless a state holiday occurs during the marking week. If a state holiday occurs, the marking period will usually be shorter. Check the online notice or the notice that was sent to you for more information.

### What do I have to tell the court when I call?

You must give the court your name and the following information from the notice that was sent to you:

1. The calendar number (found at the top of the notice)
2. The position number of the case (found below the name of the case on the notice)
3. The name and docket number of the case
4. The entry number and the title of your motion or pleading
5. You must then tell the court the marking: **Ready, Take Papers** or **Off**. The marking tells the court what you want it to do with your motion or pleading. **Note:** In a family matter, the marking options are **Ready** or **Off**. A **Take Papers** marking is not allowed in family matters.
6. You must tell the court that other self-represented parties and attorneys have been told (notified) about the marking.

## Do I have to tell attorneys and other self-represented parties about my markings?

Whether you mark your matters by telephone or electronically through E-Services, you must **tell the attorneys and other self-represented parties in the case** by telephone, fax or, if the other attorneys or self-represented parties have agreed in writing, by email, how you are marking your motion or pleading. Other parties must tell you how they are going to mark *their* motions or pleadings.

## Do I have to come to court on the calendar date?

**You have to come to court** on the court date for motions listed as **ARG** (arguable) if you or another party marked the motion or pleading **Ready**. You do not have to come to court if the motion or pleading has been marked **Off** or **Take Papers**.

**In civil matters, you have to come to court** if the motion is an application for exemption, motion for modification of execution, motion for examination of judgment debtor, motion for approval of report of an attorney trial referee or fact-finder, or an objection to one of these motions, even if the motion or pleading has not been marked **Ready**.

**In civil matters you should not come to court** for motions or pleadings listed as N/A (non-arguable) and marked **Take Papers**.

**In family matters you should not come to court** for non-arguable family discovery or deposition motions that are marked **Ready**. All other family matters are considered arguable, and if you want to be heard on the matter, you must come to court on the calendar date.

## How do I mark a short calendar matter electronically?

Attorneys without an exclusion and self-represented parties with electronic access to their files can mark civil and family matters electronically. To mark matters electronically, you must:

- Log in to E-Services from the Judicial Branch website at: <https://eservices.jud.ct.gov/login.aspx>
- Select **Superior Court E-Filing** from the E-Services menu
- Select **Short Calendars Markings Entry** from the menu page that appears
- Select the **Location** and **Court Type**

**Note:** You can select all locations and court types (civil or family) or you can select a specific location and court type.

- Select **Sort Results** to display cases by case name, docket number, location, entry number, calendar sequence number or motion
- Click **Search**

**Note:** Motions or pleadings display separately so the name and docket number of a case with more than one motion or pleading will appear more than once in the list.

- Each motion or pleading must be marked separately. For civil matters, select **Ready**, **Take Papers** or **Off**. For family matters, the marking options are **Ready** and **Off** only)
- Check the certification box
- Enter the name and telephone number of the person submitting the markings
- Click **Enter Markings** and print the *Short Calendar Markings Confirmation and Receipt* for your records.

## Can I see a copy of the short calendar online?

The short calendars are posted on the Judicial Branch website. To see the short calendars, go to the following link: <http://civilingquiry.jud.ct.gov/ShortCalMenu.aspx>. Choose the court location where your case is filed and the date of the calendar you want to see.

**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 identify or location of a protected party may not be displayed and may be available only at the courts.*

## What happens if the calendar is canceled or I miss the deadline for marking my motion or pleading?

If the calendar is canceled due to unexpected events or you missed the deadline for marking your motion or pleading, you may reclaim your motions by filing a reclaim, JD-CL-6. If the matter needs immediate attention by the court, you 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.*

## If I make a mistake when marking a motion or pleading, or change my mind, how do I change the marking?

If the marking period is still *open*, you can:

- Call the telephone marking line again to make any changes to the marking you have entered; or
- Login to E-Services, select **Superior Court E-Filing** and then go to **Short Calendar Markings Entry**, and make any changes to the marking you have entered, if you are an attorney or a self-represented party with electronic access to your case.

You must tell the Court that other self-represented parties and attorneys were told about the changes. You must **tell other self-represented parties and attorneys** by telephone, fax or, if the other attorneys or self-represented parties have agreed in writing, by email, about any changes you make.

## Where can I find more information about short calendars and the markings process?

Additional information about the civil and family short calendars, the markings process, and the marking periods is available on the Judicial Branch web site at the following link: <http://www.jud.ct.gov/external/super/StandOrders>.

## Where can I find the forms to use to request argument on a non-arguable motion or pleading or to reclaim a motion or pleading?

You can get forms at any Superior Court clerk's office, Court Service Centers or on the Judicial Branch website at the following link: <http://www.jud.ct.gov/webforms/>

## Who do I contact with questions about electronic markings?

For questions about the case, the motion, or scheduling, contact the clerk of the court where your file is located. For questions about the *electronic* short calendar markings process, call the E-Services Support Line: (866) 765-4452 or e-mail E-Services at [eservices@jud.ct.gov](mailto:eservices@jud.ct.gov).