SUPERIOR COURT
OFFICE OF THE CHIEF CLERK

CV - _____

_____
PLAINTIFF

V.

_____
DEFENDANT

JURY CASE ASSIGNMENT OFFICE
JUDICIAL DISTRICT OF NEW HAVEN
WEB SITE: ***WWW.JUD.CT.GOV***
Tel: (203) 503-6807
Fax: (203) 789-6829
Email: Suzanna.mayhugh@jud.ct.gov

_____, **20** ____
STATUS CONFERENCE FORM DUE DATE

STATUS CONFERENCE AGREEMENT FORM

INSTRUCTIONS

1. *This agreement must be filed on or before the Status Conference Form Due Date. ONLY if parties fail to reach an agreement, must they then agree on a time to meet and appear in person on the assigned date. If the agreement is submitted in advance, counsel should NOT appear. If no action is taken by this date, a dismissal or default will enter.*
2. *In the VERY unlikely event that the court is unable to accommodate either of the dates selected, you will be notified to select new dates.*
3. *Agreements may be (1)faxed to (203) 789-6829; (2) filed in person in the Jury Case Assignment Office, Room 445; or (3) mailed to Superior Court, Jury Case Assignment, 235 Church Street, New Haven, CT 06510. FAXES ARE PREFERRED. Please DO NOT SEND multiple copies.*
4. *Parties requesting to schedule beyond the listed period must direct a written explanation, indicating the agreed upon dates, to the Jury Case Assignment Office in advance of the Status Conference Form Due-Date. Faxes and Emails are preferred. If permission is granted, parties may then submit those dates.*
5. *Parties are instructed to provide **TWO alternative dates, each in different weeks,** for Trial Date Certain as indicated on the court notice.*
6. *There is no need to request a current list of available trial dates. With few exceptions: (1) all dates MONDAY through Friday within the time period on your notice are available, and (2) cases will be assigned within two days of one of the dates requested.*
7. *On or about the date that the Agreement Form is due, the court will assign a date for trial. Date and time for pretrial, during the two weeks preceding trial, will follow. Requests for change in the pretrial date must be faxed to (203) 789-6829 using Form JD-CV-21 Motion for Continuance.*

THE UNDERSIGNED AGREE THAT THIS MATTER WILL BE ASSIGNED A DATE CERTAIN ON EITHER
_____, 20___; **OR** _____, 20___.

THE COURT MAY ASSIGN A DATE CERTAIN WHICH MAY VARY BY UP TO 2 DAYS FROM THE DATE CHOSEN.

PARTIES WILL RECEIVE A NOTICE ASSIGNING THE TRIAL DATE AND THE PRETRIAL DATE.

IF APPLICABLE, PLEASE SEND AGREEMENT FORMS OF COMPANION CASES TOGETHER. SUCH CONSOLIDATED MATTERS MUST HAVE THE SAME DATES SELECTED.

ALL ATTORNEYS AND PRO SE PARTIES MUST SIGN AND SUBMIT ONLY ONE FORM. ***(Attach additional sheets, if necessary.)***

FOR PLAINTIFF

_____ ___/___/___
NAME *(PRINT)* DATE

_____
SIGNATURE
( )
_____
TELEPHONE NO.
( )
_____
FAX NO.

_____
EMAIL ADDRESS

FOR DEFENDANT

_____ ___/___/___
NAME *(PRINT)* DATE

_____
SIGNATURE
( )
_____
TELEPHONE NO.
( )
_____
FAX NO.

_____
EMAIL ADDRESS

rev. 5/08