

**INSTRUCTIONS FOR COMPLETING  
SERVICE BY A PROPER OFFICER**

JD-CV-40S, Rev. 8/07

**INSTRUCTIONS FOR COMPLETING SERVICE  
BY A PROPER OFFICER  
PLEASE READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY**

*(X appropriate box)*

**Service of small claims writ and notice of suit when service is to be made on an out-of-state corporation.**

1. The enclosed small claims writ and notice of suit and related papers are being sent to you so that you may make the necessary arrangements for service on the out-of-state corporation. Pursuant to the Connecticut General Statutes you are to have this suit served by a proper officer. Please get in touch with the state marshal immediately upon receipt of these instructions. A list of the state marshals may be obtained by contacting the Judicial Website [www.jud.ct.gov](http://www.jud.ct.gov) or may be viewed at any clerk's office.
2. The state marshal is to serve this notice **not less than 15 nor more than 30 days before the answer date**. The original small claims writ and notice of suit must be returned to the clerk's office with the state marshal's return and signature **at least 6 days before the answer date**.
3. Make a note of the answer date.
4. **Do not alter** the face of the small claims writ and notice of suit by changing any part of your claim, the answer date, the defendant's address, or in any other way.
5. If the defendant is not served within 120 days of the **original answer date**, your case will be subject to dismissal.
6. Please call the clerk's office if you should have any questions.

**Service of small claims writ and notice of suit when service by the clerk's office was returned undelivered.**

1. The enclosed small claims writ and notice of suit and related papers are being sent to you so that you may make the necessary arrangements for service on the defendant(s) by a proper officer. Please get in touch with the state marshal immediately upon receipt of these instructions. A list of the state marshals may be obtained by contacting the Judicial Website [www.jud.ct.gov](http://www.jud.ct.gov) or may be viewed at any clerk's office.
2. Please see instructions 2 through 6 above for remaining instructions.

**Service of Petition for Examination of Judgment Debtor.**

1. The enclosed petition is being sent to you so that you may make the necessary arrangements for service on the judgment debtor by a proper officer. Please get in touch with the state marshal immediately upon receipt of these instructions. A list of the state marshals may be obtained by contacting the Judicial Website [www.jud.ct.gov](http://www.jud.ct.gov) or may be viewed at any clerk's office.
  2. The state marshal is to serve the petition, order, notice of hearing, and subpoena *(if included)* on the judgment debtor **at least 12 days before the hearing date**.
  3. Once service has been made, the state marshal will provide you with a return of service. The petition and return of service are to be returned to court **at least 6 days before the hearing date**.
  4. If the petition is not returned to court properly, the matter may not go forward.
  5. Please call the clerk's office if you should have any questions.
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