

# How Small Claims Court Works



State of Connecticut Judicial Branch Superior Court  
[www.jud.ct.gov](http://www.jud.ct.gov)



## **DISCLAIMER**

**(the reasons for this booklet and how it can and cannot help you)**

This booklet was written by the Connecticut Judicial Branch based on the Connecticut General Statutes and Superior Court rules of practice in effect at the time the booklet was written. This booklet is provided as a public service and does not take the place of legal advice from a Connecticut attorney.

People who work for the court will help you with questions you have about how Small Claims Court works. Those people cannot act as your attorney or give you legal advice. You are responsible for any actions you take. The court clerk's office is not responsible for anything that is wrong in this booklet or that is not in this booklet. If you think you need more information or help, you should talk with an attorney or read the sections of the Connecticut General Statutes and the Connecticut Practice Book that talk about Small Claims.

This booklet has information in it that should help people who start a small claims case or who are sued in small claims court. Many questions about this booklet and about the small claims process may be answered by the people who work in the court. You can get forms about the small claims process on-line at [www.jud.ct.gov](http://www.jud.ct.gov) or at any clerk's office or court service center.

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# INTRODUCTION

(answers to basic questions)

## What is “Small Claims Court”?

- The “Small Claims Court” is a part of Connecticut’s court system where a person may sue for up to \$5,000.00 in **money damages only**. This amount is set by state law and may change from time to time. To find out the current amount, you may contact any court clerk’s office. You may find contact information for clerk’s offices in Sections 7 through 9 of this booklet.
- While you may only sue for \$5,000.00 or less, there are situations when you may be awarded an amount greater than \$5,000.00. Specifically, you may be awarded fees and costs for your case in addition to the amount you have sued for. You may also be awarded an amount greater than \$5,000.00 if you are suing for the return of a security deposit held by your landlord and you ask the court to double the damages in your case. For more information on how to request fees and costs or double damages in a security deposit case, review the *Small Claims Writ and Notice of Suit* (form JD-CV-40).
- The Small Claims Court does not hear libel and slander cases.
- Most small claims cases are heard and ruled on by magistrates.
- Small claims cases are not recorded, so there is no transcript of the proceedings.
- Information about specific small claims cases can be found at: <https://jud.ct.gov/jud2.htm>. That information may be searched by party name, docket number, court calendar, attorney case list, attorney calendar, and attorney search.
- If you lose your small claims case and you are ordered to pay money to the other person in the case (plaintiff or defendant), your ability to get credit may change. Small claims judgments (decisions) are public information and could show up on your credit report. The laws that control Consumer Credit Reports are in Section 36a-695 of the Connecticut General Statutes and the sections that follow that section of the statutes. If you need paperwork from the court file to clarify with or to ask the Consumer Credit Reporting Agency for a change to an

item on your credit report, you may get copies from the court file in your case. \$1.00 per page is charged by the court clerk for most copies.

- If you have a complaint about a Consumer Credit Reporting Agency you may complain to the Connecticut Banking Department, Consumer Credit Division, 260 Constitution Plaza, Hartford, CT 06103-1800.
- There is no appeal from small claims judgments.

**NOTE: By law, you must start your case within a certain amount of time. If you wait too long to start your case, you may lose your case. Please look at Chapter 926 of the Connecticut General Statutes for information.**

## **How is the Small Claims session different from other court sessions?**

The Small Claims session of the Superior Court has simpler rules than the regular civil session of that court. Small Claims forms are designed to be understood without legal training. The rules and forms are designed to allow the person or company suing (the plaintiff) to sue a person or company (the defendant) without the help of an attorney. Those rules and forms do not cover all situations.

You may file a small claims lawsuit against a person who lives out of state only if that person owns property in the state of Connecticut. A statement that the out-of-state person owns property must be included in the claim. You may also file a small claims lawsuit against out-of-state businesses, corporations and limited liability companies (LLCs).

## **Do I need to hire an attorney?**

No. Attorneys may represent you in small claims court, but every part of the Small Claims Court has been designed so a person can handle his or her own case from the start of the case to the end of the case.

Therefore, if you are an individual, you may represent yourself. Also, in small claims, certain members of a business may represent the business in court, even if they are not an attorney. Review Section 24-6 of the Connecticut Practice Book for more information.

If you are representing yourself in your case, you must show the court all your proof. The court and the clerk's office will help you with the various steps in the case (the court process), but they can only help with the process. They cannot give you legal advice.

## **Section 1**

### **THE PLAINTIFF'S CASE**

**(person who starts the case)**

#### **How do I start a small claims case (lawsuit)?**

Under the Small Claims Rules of Practice in the *Connecticut Practice Book*, the person who files the case (the plaintiff) must serve (deliver – by an approved method) the lawsuit to each person they are suing (defendant) by 1 of the following 4 ways:

- priority mail with delivery confirmation;
- certified mail, return receipt requested;
- a nationally recognized courier service, with delivery confirmation, or;
- service (delivery – by an approved method) by a proper officer (for example, a state marshal).

Service (delivery) by a proper officer is required when the defendant is an out-of-state business (a business organized under the laws of a state other than Connecticut). There are also special service (delivery) requirements when the plaintiff sues an out-of-state insurance company. See *How to Serve (Deliver to Defendant) a Small Claims Writ and Notice of Suit* (Form JD-CV-122) in Section 12 of this booklet. The plaintiff must pay the cost of service but can get the cost back from the defendant if the plaintiff wins the small claims case and is able to collect the money awarded in the judgment from the defendant.

The statute of limitations is a time limit on how long a plaintiff has to start a case. If the claim is a debt or obligation incurred primarily for personal, family or household purposes, the plaintiff will need to give the reasons why the plaintiff believes that the statute of limitations time limit has not run out. For more information, see ch 926 of the Connecticut General Statutes.

The plaintiff must also show how he or she knows that the address given for each defendant is accurate and how the address was checked within the 6 months before starting the lawsuit. The following documents must be completed first.

1. Complete the *Small Claims Writ and Notice of Suit* (Form JD-CV-40) form. The form should be typed or printed neatly so it can be read. Please remember that the form is a legal document. The clerk's office will not accept your case if any copies of the form cannot be read. The name of the person or business you are suing (the defendant) must be its exact, correct legal name. If you make a mistake and put the wrong name on the form, you may not get your money. You may not use initials, nicknames, or abbreviations of any person or business you are suing. For example, "Richard Jones" cannot be sued as "R. Jones" or "Dick Jones." If you leave out any part of any name on the form, you may not get your money. **(See the sample *Small Claims Writ and Notice of Suit* (form JD-CV-40) in Section 11 of this booklet.)**

On the Small Claims Writ and Notice of Suit, there are numbered *Instructions to Plaintiff* to help you fill out each part of the form. Forms that are not complete and forms that cannot be read will be returned to you for you to complete or correct and those forms will have to be served again by you. You will have to pay the costs to have the form delivered again. If you win the small claims case, a magistrate will decide if you can be awarded the costs for the additional delivery.

If there are two or more people who start the case (the plaintiffs) or two or more people who are sued (the defendants) in your case, check the box under Defendants 1 and 2 and list the additional plaintiffs or defendants on the *Continuation of Parties* (form JD-CV-67).

2. If your claim is against a business, you must find out if that business is a DBA (person "doing business as" a company, also known as a "trade name"), a corporation, a limited liability company (LLC), or a partnership. To find out if the business is incorporated and who the legal documents for the case can be delivered to (served on), call the Secretary of the State, Commercial Recording Corporation Information, 30 Trinity Street, Hartford, CT 06106 at (860) 509-6002 or go to the Secretary of State's website at: [www.sots.ct.gov](http://www.sots.ct.gov) (Commercial Recording Division).



Information about DBAs can be found at the office of the town clerk where the party is doing business.

If the business is an out-of-state business (a business that is **not** organized under Connecticut laws), the original *Small Claims Writ and Notice of Suit* must be served by a proper officer. Information about the business and its agent for service will be required by the officer you hire to deliver the *Small Claims Writ and Notice of Suit*. If the claim is against an in-state business (a business that **is** organized under Connecticut laws), you may serve that business by any of the 4 ways that are allowed for serving the claim (see above).

3. Attach copies of any documents or papers about your case to the Small Claims Writ and Notice of Suit, for example, leases, statements, invoices, and bills. Keep the originals; you may bring them to your hearing.

4. You must sign and notarize the *Small Claims Writ and Notice of Suit* before serving it. Your signature **must** be notarized. You must sign the claim in front of the person who is notarizing it. You must also print your name clearly and your title, if you have a title, in the box provided. Your oath must be taken at the time you sign the claim and the person who took your oath (the Clerk, a Notary, or a Commissioner of the Superior Court) must also sign. Attorneys are Commissioners of the Superior Court. **Remember to keep copies of all documents and papers for yourself.**

5. You must serve or have a proper officer serve a **copy** of the completed original Small Claims Writ and Notice of Suit on each defendant along with the *Instructions to Defendant (Notice to Person Being Sued)* (form JD-CV-121) **before** filing it with the court. See *How to Serve a Small Claims Writ and Notice of Suit* (form JD-CV-122) for instructions. Samples of all forms are in **Section 11**. A copy of all papers that you are going to file with the court, including all attachments to the original *Small Claims Writ and Notice of Suit*, must be served. After service is completed, file the **original** papers and a *Statement of Service* (form JD-CV-123) for each defendant with the court. **Keep a copy of all papers for your records.**

You must also give the entry fee to the clerk's office. See Section 10 of this booklet for a list of court fees in Small Claims cases. The entry fee will be added to the amount of your judgment against the defendant if you win. **Do not** add the entry fee to the amount you are suing for.

## **What happens after I file (start) the claim?**

After you file your case, the clerk will pick a date the defendant has to answer your claim by. That date is called the “**answer date.**” The clerk will mail a number assigned to the case called a docket number and the answer date to all the plaintiffs or their representatives. The clerk will send an answer form that includes the docket number of the case and the answer date to each defendant at the address given to the clerk by the plaintiff.

**Do not come to court on the answer date.**

## **Where do I file (start) the Small Claims Case?**

Small Claims cases may be mailed or hand delivered to the proper local court which can be found by looking at Section 7 or 8 of this booklet for all cases except landlord-tenant matters. For landlord-tenant matters, look at Section 9 of this booklet.

If the plaintiff is a person and not a business and the case does not involve a landlord-tenant matter, the place where the hearing (trial) will take place (venue), if a hearing is necessary, will be a court in one of the following places: (1) where you live; (2) where the party you are suing (the defendant) lives or does business; or (3) where the thing or injury you are suing about took place. If the claim is a landlord-tenant matter, the trial will be in the court location where the house or apartment (premises) is located.

If the plaintiff is a corporation organized under Connecticut laws, a United States corporation, a foreign corporation (organized under the laws of another state) or a limited liability company, the place where the hearing will take place (venue), if a hearing is necessary, will be in the court which serves the town in which the defendant lives or is doing business or where the thing or injury the plaintiff is suing about took place.

**Reminder: You cannot sue a person in Small Claims Court if that person does not live in Connecticut unless that person owns property in Connecticut. You must say in the *Small Claims Writ and Notice of Suit* that the person you are suing owns property in Connecticut.**

## **What happens if the defendant files an answer?**

1. Each defendant must send a copy of his or her answer to each attorney or other representative of the plaintiff, or if the plaintiff is representing himself or herself, to the plaintiff.

- If a defendant does not agree with (denies) the claim, a trial will be set up and you will be notified by mail of the time and date of the trial.
- If a defendant agrees with (admits) the claim and offers to pay you a certain amount of money for a certain period of time, you may agree to the defendant's offer of payment. The case will be given to a magistrate who will review the case and may enter an agreed on (stipulated) judgment.
- If the defendant admits the claim but desires time in which to pay, he or she may state that fact in the answer, with reasons to support this request, on or before the time set for answering, and may suggest a method of payment which he or she can afford. The request for a proposed method of payment shall be considered by the judicial authority in determining whether there shall be a stay of execution to permit deferred payment or an order of payment. The judicial authority in its discretion may require that a hearing be held concerning such request.
- If you do not agree to any part of the defendant's offer of payment, a trial may be scheduled.

2. If the defendant files an answer **and** a counterclaim or setoff (a claim that the defendant makes against you or a claim by the defendant that your claim should be reduced in some way), the clerk's office will send you a form on which you can reply to the counterclaim or setoff. You should send the completed form back to the clerk's office **on or before** the counterclaim/setoff answer date on the form.

Because of the filing of a counterclaim or setoff, you may file a motion to transfer the case to the regular docket of the Superior Court on or before the counterclaim/setoff answer date if you choose. **(See page 12 for more details on the transfer of cases to the regular docket.)**

## **What happens if the defendant does not file an answer?**

If your claim is against a person, you must say, under oath, whether the person is or is not in the military or naval service and how you know that. You will not be able to get a judgment against a defendant who has not answered unless you file an affidavit (a paper signed under oath) with the court that states facts showing that the defendant is not in the military or naval service. You can find out if the person you are suing is in the military or naval service from the Defense Manpower Data Center (see mailing address on this page) or by using the following website if you have the first and last name of the person and one of the following: the person's date of birth or the person's social security number. The web address is: <https://scru.dmdc.osd.mil>, and must be typed exactly, including the "s" after the http. There is no fee for using this service. The statement provided by the website must be attached to an affidavit stating that the defendant is not in the military or naval service. If you cannot access this website, you may contact the Defense Manpower Data Center at 1-800-538-9552.

If you cannot find out if the person is in the military or naval service, you must inform the court, and describe your efforts to find out. You will not be able to get a judgment until you tell the court if the person is or is not in the service or until you post (give) a bond (an amount of money or a legal document promising to pay an amount of money) to protect the legal rights of the person you sued if that person is in the service. The amount of time the bond is kept depends on the kind of judgment that is entered.

If you do not know the date of birth and social security number of the person you are suing, you must find out the military status of that person by asking a person who knows the person you are suing well to complete an affidavit (written statement under oath), or by giving the place of the defendant's full time employment in an affidavit. For the affidavit, you can use court form JD-FM-178, *Affidavit Concerning Military Service*, (form JD-FM-178) which you can get on the Judicial Branch website at: <http://www.jud.ct.gov/webforms/forms/fm178.pdf>, or at the clerk's office or court service center.

If you say under oath that you cannot determine if the person is in the military or naval service, you may not be able to get a judgment.

Based on the kind of case you have, if the defendant does not file an answer the court may enter a judgment against the defendant (called a "default judgment") for the full amount of your claim plus costs, or the court may schedule the matter for a trial to decide how much is owed to you.

The clerk's office will notify you if you must come to court to prove your claim. Whether or not you have to come to court is made on a case-by-case determination.

If the party you are suing pays you all the money you claim is owed before the court enters judgment, you should end the case (withdraw the action) by filing a *Withdrawal* (JD-CV-70) form with the clerk. You can get the Withdrawal form from the following website: [www.jud.ct.gov/webforms/forms/cv070.pdf](http://www.jud.ct.gov/webforms/forms/cv070.pdf).

Be sure that you have actually gotten payment (for example, the check has cleared) before you withdraw the case. You can mail the Withdrawal form to the court where your case is pending. Make sure you include on the Withdrawal form the docket number of your case, the answer date or hearing date and the names of the parties. Fill out the certification at the bottom of the Withdrawal form and send a copy of it to the defendant.

## Section 2

### THE DEFENDANT'S CASE

(person being sued)

#### How do I answer the claim?

1. If you want to respond to the claim of the person who is suing you (the plaintiff), you must file an *Answer*. You will get an Answer form from the court shortly after the Small Claims case has been served on (delivered to) you by the plaintiff and the plaintiff has filed the case with the court. You should complete the *Answer* form and return it to the court. You must send a copy of the *Answer* to each attorney or other representative of the plaintiff, or if the plaintiff is representing himself or herself, to the plaintiff and certify on the *Answer* form that you have done so.

If you do not agree with the plaintiff's claim, you should explain why you do not owe the money. Your answer does not have to be long because you will have a chance to explain your case at the trial. If you attach any papers as part of your answer, you must send a copy of all of the papers to the plaintiff(s).

2. If you think that the plaintiff owes you money, you may file a "counterclaim" against the plaintiff. If you file a counterclaim, you must pay a filing fee of \$95.00 to the clerk's office. The filing fee will be added to the amount of your judgment against the plaintiff if you win. Do not add the filing fee to the amount you claim the plaintiff owes you.

Be clear about the amount of money you are claiming and the reasons for your counterclaim. If the amount of the counterclaim is more than the amount that can be sued for in small claims, see **Transfer of Cases to the Regular Docket** on page 12 for more information on moving your case to the regular Superior Court.

3. The answer **must be in writing** and must be given to the court **on or before the Answer Date**.

4. Even if you think you owe the plaintiff some money, but you disagree with or are unsure about the amount that you owe, you should file an answer. Filing an answer will give you a chance to come to court for a trial so that a magistrate can decide the amount you owe the plaintiff.

5. If you are sure that you owe the plaintiff the entire amount claimed but you want time to pay, you should file an answer telling the reasons why you need more time to pay. You may suggest a payment amount and schedule for such payments (a period of time for you to make the payments.) If the plaintiff does not accept your request, you may have to come to court for a trial on your request for additional time to pay.

**SPECIAL NOTE: Do not send payments to the court.**

### **Will I have my hearing (trial) on the answer date?**

No. Do not come to court for trial on the answer date. You will be told the date and time of your hearing (trial) by mail.

### **What happens if I do not file an answer?**

If you do not file an answer, the court may enter a judgment against you (called a “default judgment”) for the full amount of the plaintiff’s claim plus costs, or the court may schedule the matter for a trial to decide how much you owe (a “hearing in damages”).

If you do not file an answer by the answer date, the court may determine that (1) you do not want to argue about the reasons why the plaintiff claims you owe the money and (2) you do not want to argue about the amount of money that the plaintiff claims you owe. The court may then enter a default judgment against you.

## Section 3

### TRANSFER OF CASES TO THE REGULAR DOCKET (Moving small claims cases from Small Claims Court to the regular Superior Court)

A case filed in Small Claims Court (on a small claims docket) may be moved (transferred) to the regular docket of the Superior Court or to the regular docket of the Housing Court.

One reason a case may be moved is because the defendant, or the plaintiff in a case where the defendant has filed a counterclaim, wants the case transferred. If that is the reason, the person who wants the case moved must file a motion to transfer the case to the regular docket **on or before the answer date** with a certification that the motion was delivered to every party involved in the action.

Another reason a case may be moved is because the court grants a motion to open judgment claiming a lack of actual notice of the case. If this happens, the motion to transfer, all appended documents, and the proper fee must be filed within 15 days after the notice granting the motion to open was sent.

The motion to transfer must be filed with (1) a counterclaim in an amount that is more than the amount that can be asked for in small claims court, (2) an affidavit (sworn statement) saying that a good defense exists to the claim and giving clearly the type of defense, **or** (3) an affidavit saying that the case has been correctly claimed for trial by jury. If the court finds that one of these conditions applies, the motion to transfer the case to the regular docket may be granted without the need for a court hearing.

The party who has filed the motion to transfer the case to the regular docket must pay all required fees at the time the motion to transfer is filed, including any jury fees if a claim for a jury trial is filed. Currently, the fee for a motion to transfer is \$125.00 and the jury fee is \$440.00. These amounts can change. Contact any clerk's office for the amounts or check "Fees" on the Judicial Branch website at [www.jud.ct.gov](http://www.jud.ct.gov).



## Section 4

### WHAT TO DO WHILE YOU ARE WAITING FOR A HEARING (TRIAL) DATE

**Get all of your papers and other documents ready.**

The most important thing to do before the trial date is to collect and organize all papers that have to do with your claim. Those papers may include invoices, letters, statements of account, estimates of damage, paid bills, leases, canceled checks, and any other records. Be sure to bring them with you when you come to court. You should bring an extra set of copies to the trial.

**Figure out who your witnesses will be and if they will come to court on their own or if they will have to be ordered to come to court.**

Sometimes a friend, relative or neighbor saw what happened. You should bring this person to court with you. If the person is not willing to come to court, you may ask the clerk of the Small Claims Court for a *Subpoena* form (JD-CL-43) (order to come to court). **(See sample *Subpoena* form in Section 11.)**

You must fill out the form and give it to the clerk. The clerk will review the *Subpoena* and, if appropriate, sign it. It may not be possible for you to make a witness who does not live in Connecticut come to the trial. You must have the *Subpoena* delivered by a proper officer at least 18 hours before the hearing date. **(There is a charge for this delivery which you will have to pay the proper officer.)** Sworn statements (affidavits) **may not** be filed with the magistrate instead of the testimony of a witness; if you file such an affidavit, the magistrate may not use it to decide your case.

**Make an outline of the facts of your case.**

Write down the facts of your case for your own use. It is important to remember that the magistrate or other person hearing the case (judicial authority) was not there when the thing you sued the defendant for happened. Because of that, the magistrate's view of the matter can only be based on what is said and what is brought to the trial. You should organize the facts of the case, and you should not give opinions to the magistrate.

### **Determine if you will need an interpreter at the hearing.**

Persons who have limited English proficiency may request an interpreter be present at the hearing. If you would like an interpreter, contact the clerks office as soon as possible.

### **Americans with Disabilities Act (ADA)**

If you require an accommodation based on a disability covered by the ADA, you should contact the court as soon as possible. You should give a minimum of ten (10) days' notice, if possible. In emergency situations, the ten-day requirement can be waived, but you should make your request as soon as you know that you may need an accommodation.

A request can be made in any court clerk's office, court service center, over the telephone, or by email. For more information on how to request and accommodation and who to contact, please visit [jud.ct.gov/ADA](http://jud.ct.gov/ADA) or contact the clerk's office where your case will be heard.

### **What if I need the date of my trial changed to another day?**

If it is impossible for you to come to court on the day your case has been scheduled, you should first call the other party or that party's attorney and tell that person why you want the trial on another day. Moving the date of a trial or hearing is called a "continuance."

1. If the person you called agrees to have the case continued, you must send or fax a written Motion for Continuance to the court where your case is pending.
2. If the other party does not agree to a continuance of the case you may still send or fax a written Motion for Continuance (form JD-CV-21) to the court where your case is pending.
3. The Motion for Continuance must include the reason for the continuance, when the notice to the other party was given, how notice was given and whether or not the party agreed to the continuance.

4. You must send copies of the Motion for Continuance to all other parties in the case.
5. Oral Motions for Continuance requests that are not put in writing are only permitted in special circumstances.
6. Motions for Continuance made before the trial date will be decided by the clerk. Motions for Continuance made on the day of the trial will be decided by the magistrate. If the request is granted, the clerk will pick a new date for the trial and notify all the parties in the case.

## **Section 5**

### **THE HEARING (TRIAL) PROCESS**

**(how the trial works)**

#### **What do I do on the day of the hearing (trial)?**

1. On the day of the hearing (trial), you should be at the courthouse before the time the trial starts. You should find out what courtroom small claims cases will be heard in, and you should go to that courtroom.
2. When your name is called, tell the court that you are ready.
3. Your case will be given to a magistrate who will swear in all the witnesses (require that they promise to tell the truth). A magistrate is an attorney who hears and decides small claims cases. Also, at some locations, some attorneys have volunteered to act as “Commissioners” (hearing officers) to help the court by hearing and deciding small claims cases. These attorneys (Commissioners) have been approved by the court and, if both parties agree, the case may be decided by these attorneys.
4. The court may ask you to give your documents to the other party and the other party to give you their documents before the court hearing. You should bring an extra set of copies to the hearing.
5. All parties in the case will be able to tell the court about their case and will be able to ask the other party’s witnesses questions.

## **How long will I be in court and when will I know the court's decision?**

This depends on the number of hearings heard by the court on the day of your hearing.

Hearings are scheduled to begin at 10 a.m. and 2 p.m. on the day scheduled for small claims at that location.

You should plan to be in court for 1 to 4 hours.

Unless the court tells you the decision at your trial, the decision will be written down and mailed to you. The magistrate has up to 45 days to rule on a case.

## **Can I appeal if I lose the case?**

**No.** The decisions and judgments of the Small Claims Court are final and may not be appealed to a higher court.

**See page 12 for more information about transferring a case to the regular docket if you want to keep your right to appeal to a higher court.**

## **What can I do if a default judgment enters against me or if I find new evidence that I did not have for the trial?**

If there is a default judgment against you, you may file a Motion to Open judgment. There is a fee for filing this motion. As of the date of the printing of this booklet, the fee to file a Motion to Open (form JD-CV-51) was \$75.00. You may contact the clerk's office to find out what the fee is or you may check "Fees" on the Judicial Branch website at [www.jud.ct.gov](http://www.jud.ct.gov). You may get the form for filing a Motion to Open judgment from the clerk's office, the court service center, or the judicial branch website at [www.jud.ct.gov](http://www.jud.ct.gov) under "Forms." A Motion to Open the judgment may be filed at any time after the date of judgment if you are claiming you did not get actual notice of the case or within 4 months of the date of the judgment for any other reason. The court may also open any judgment decided after you were defaulted at any time within

4 months after the date that an execution was made (legal order giving a state marshal or other proper officer the right to take defendant's property). See the next section – **Collecting the Judgment**.

## **Section 6**

### **COLLECTING THE JUDGMENT**

**(how do you get the money you are owed if you win the case)**

A judgment in small claims is good for 10 years. However, you may start a lawsuit based on the judgment within 15 years after the date of the original judgment.

**The court cannot collect the money for you.** The court hears the case, makes the decision, and gives you permission to collect the money you are owed.

If a judgment is made against a person, the court may order that person to make periodic (usually weekly) payments to the person who won the case. When this booklet was printed, the minimum weekly order of payments was \$35.00. This amount can change. The *Notice of Judgment* form will tell you how much is to be paid to you each payment period and when the payments are to start. If you feel that the other party is able to make higher payments and you have evidence of his or her wages, you may ask the court for an increase in the amount of the periodic payments. If you are planning on asking for a wage execution (see page 18), you must first have an order from the court for periodic payments.

If a judgment is made against a business or a landlord, the court will enter judgment for the full amount. No order of periodic payments will be made.

### **What if the person who lost the case and was ordered to pay money cannot pay the periodic payment ordered by the court?**

The losing party ordered to pay money is called the judgment debtor. If the judgment debtor cannot pay the periodic payment ordered by the court, that person may ask the court to reduce the amount. The judgment debtor will be required to prove his or her financial situation to the court before the amount will be reduced.

## **How do I collect my judgment if payment is not made voluntarily (person who is ordered to pay does not pay)?**

If payment is not made as ordered by the court, there are several ways to collect your judgment. One way is to get an **execution** (legal hold so that the owner cannot sell or use property) to attach wages, personal property, or accounts at financial institutions (savings accounts, checking accounts and others). You must have an order for periodic payments on the judgment before you can get a wage execution. If you did not get an order for periodic payments before, you may file a motion for an order for periodic payments. If the judgment debtor does not make the periodic payments that were ordered, you may ask for a wage execution.

**No execution will be issued if the court has issued a stay of execution. No wage execution will be issued if the judgment debtor is making periodic payments required by the court.**

1. **A wage execution** can be given to you and used against a person who has a job if that person is not self-employed. **You** must find out if the debtor has a job and, if the debtor has a job, you must find out where he or she works. The court cannot find this out for you.
2. **A property execution** attaches the personal property, not real property (such as real estate), to pay the judgment. **You** must find out where the property is. The court cannot find this out for you.
3. **Financial Institution executions** attach certain accounts at financial institutions (for example, banks). **You** must find out where the account is located. The court cannot find this out for you.

You must pay a fee if you want to apply for an execution. See Section 10 of this booklet for a list of fees payable in small claims cases.

## **How to get an execution (order to hold and turn over property of person who owes judgment):**

(a) To file an application for an execution, you will need all the information on the **Notice of Judgment** form. And you will need a correct record of payments made (if any) by the debtor to you up until the time you apply for the execution.

(b) You can get applications for executions online at: [www.jud.ct.gov/webforms/](http://www.jud.ct.gov/webforms/) or at clerk's offices and court service centers.

(c) Once an execution is reviewed and signed by the clerk and given back to you, you must hire a state marshal or other proper officer to deliver (serve) the execution on the debtor. **(A list of state marshals is on the Judicial Branch website at: [www.jud.ct.gov/faq/marshals.htm](http://www.jud.ct.gov/faq/marshals.htm). The list may also be viewed at any clerk's office or court service center.)** You must give the officer the information he or she will need to be able to get the money that you are owed by the debtor. That information should include the debtor's current address, bank, or employer.

Samples of Wage, Financial Institution and Property executions are in Section 12 at the end of this booklet.

## **Can I collect the costs I spent to get the judgment and can I collect interest on the judgment from the time the judgment was decided?**

Yes. Under the Connecticut General Statutes, the judgment creditor (the person who won the case) may collect all costs and statutory fees paid in getting the judgment. If the court orders it, interest on the judgment from the time the judgment was decided (postjudgment interest) may also be collected at a rate of interest decided by the court.

If postjudgment interest is ordered by the court, it continues to add up and increase the amount owed until the debt is paid in full.

If an execution is issued and delivered, and if the court ordered it, the amount of postjudgment interest that can be collected will be figured out by the officer who delivered the execution.

## **Satisfaction of the Judgment (payment of the full amount)**

If the full amount of the judgment is paid to the judgment creditor, he or she must file a written Notice of Satisfaction (payment in full) with the clerk of the court within 90 days. The magistrate may, if a motion is filed, decide that the judgment has been satisfied (paid).

## **Examination (Asking questions) of Judgment Debtor**

If an execution has been given back to the court and has not been paid in full or if post-judgment interrogatories (questions asked of the judgment debtor after judgment) are not answered within 30 days, you may ask the court to issue a *Petition for Examination of Judgment Debtor* (form JD-CV-54) and a subpoena, requiring the judgment debtor to come to court. This will give you a chance to ask the judgment debtor questions under oath about the judgment debtor's property, assets or financial institution accounts. If you do not know what to ask the judgment debtor, you may want to look at the list of questions in the *Postjudgment Remedies Interrogatories* in **Section 11** of this booklet for help. You may get the Petition for Examination of Judgment Debtor at the clerk's office, at a court service center, or on the Judicial Branch website at [www.jud.ct.gov/webforms/](http://www.jud.ct.gov/webforms/). (See sample at the end of this booklet in **Section 11.**)

## **REMINDER**

You do not need an attorney in the Small Claims session but you have to follow the proper procedures.

### **If you are the plaintiff (person who started the case):**

Make sure that you fill out your claim form completely and accurately and that you are suing the right defendant. You must serve (deliver) in an appropriate manner the claim on each defendant before filing the claim with the court.

### **If you are the defendant (person who is being sued):**

1. You may lose your case if you do not file an *Answer*.
2. Your *Answer* must be in writing and must be received by the small claims clerk's office on or before the answer date. You must send a copy of your *Answer* to each plaintiff.



## Section 7

### Small Claims Area Facility Locations by Town for All Matters Except Housing

New small claims writs may be filed at the location(s) listed below.

<b>Town</b>	<b>Small Claims Filing Location(s)</b>
<b>Andover</b>	69 Brooklyn Street, Rockville 06066
<b>Ansonia</b>	14 West River Street, Milford 06460
<b>Ashford</b>	155 Church Street, Putnam 06260
<b>Avon</b>	95 Washington Street, Hartford 06106 or 20 Franklin Square, New Britain 06051
<b>Bantam</b>	50 Field Street, Torrington 06790
<b>Barkhamsted</b>	50 Field Street, Torrington 06790
<b>Beacon Falls</b>	14 West River Street, Milford 06460
<b>Berlin</b>	20 Franklin Square, New Britain 06051
<b>Bethany</b>	235 Church Street, New Haven 06510 or 14 West River Street, Milford 06460
<b>Bethel</b>	146 White Street, Danbury 06810
<b>Bethlehem</b>	50 Field Street, Torrington 06790
<b>Bloomfield</b>	95 Washington Street, Hartford 06106
<b>Bolton</b>	69 Brooklyn Street, Rockville 06066
<b>Bozrah</b>	70 Huntington Street, New London 06320
<b>Branford</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Bridgeport</b>	1061 Main Street, Bridgeport 06604
<b>Bridgewater</b>	50 Field Street, Torrington 06790
<b>Bristol</b>	20 Franklin Square, New Britain 06051
<b>Brookfield</b>	146 White Street, Danbury 06810
<b>Brooklyn</b>	155 Church Street, Putnam 06260
<b>Burlington</b>	20 Franklin Square, New Britain 06051
<b>Canaan</b>	50 Field Street, Torrington 06790
<b>Canterbury</b>	155 Church Street, Putnam 06260
<b>Canton</b>	95 Washington Street, Hartford 06106 or 20 Franklin Square, New Britain 06051
<b>Chaplin</b>	155 Church Street, Putnam 06260
<b>Cheshire</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Chester</b>	1 Court Street, Middletown 06457

## Section 7 – Small Claims Area Facility Locations by Town

<b>Town</b>	<b>Small Claims Filing Location(s)</b>
<b>Clinton</b>	1 Court Street, Middletown 06457
<b>Colchester</b>	70 Huntington Street, New London 06320
<b>Colebrook</b>	50 Field Street, Torrington 06790
<b>Columbia</b>	69 Brooklyn Street, Rockville 06066
<b>Cornwall</b>	50 Field Street, Torrington 06790
<b>Coventry</b>	69 Brooklyn Street, Rockville 06066
<b>Cromwell</b>	1 Court Street, Middletown 06457 or 95 Washington Street, Hartford 06106
<b>Danbury</b>	146 White Street, Danbury 06810
<b>Danielson</b>	155 Church Street, Putnam 06260
<b>Darien</b>	123 Hoyt Street, Stamford 06905 or 1061 Main Street, Bridgeport 06604
<b>Deep River</b>	1 Court Street, Middletown 06457
<b>Derby</b>	14 West River Street, Milford 06460
<b>Durham</b>	1 Court Street, Middletown 06457
<b>East Granby</b>	95 Washington Street, Hartford 06106
<b>East Haddam</b>	1 Court Street, Middletown 06457
<b>East Hampton</b>	1 Court Street, Middletown 06457
<b>East Hartford</b>	95 Washington Street, Hartford 06106
<b>East Haven</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>East Lyme</b>	70 Huntington Street, New London 06320
<b>East Windsor</b>	95 Washington Street, Hartford 06106 or 69 Brooklyn Street, Rockville 06066
<b>Eastford</b>	155 Church Street, Putnam 06260
<b>Easton</b>	1061 Main Street, Bridgeport 06604
<b>Ellington</b>	69 Brooklyn Street, Rockville 06066
<b>Enfield</b>	95 Washington Street, Hartford 06106      69 Brooklyn Street, Rockville 06066
<b>Essex</b>	1 Court Street, Middletown 06457
<b>Fairfield</b>	1061 Main Street, Bridgeport 06604
<b>Farmington</b>	95 Washington Street, Hartford 06106 or 20 Franklin Square, New Britain 06051
<b>Franklin</b>	70 Huntington Street, New London 06320
<b>Glastonbury</b>	95 Washington Street, Hartford 06106
<b>Goshen</b>	50 Field Street, Torrington 06790
<b>Granby</b>	95 Washington Street, Hartford 06106

## Section 7 – Small Claims Area Facility Locations by Town

<b>Town</b>	<b>Small Claims Filing Location(s)</b>
<b>Greenwich</b>	123 Hoyt Street, Stamford 06905 or 1061 Main Street, Bridgeport 06604
<b>Griswold</b>	70 Huntington Street, New London 06320
<b>Groton</b>	70 Huntington Street, New London 06320
<b>Guilford</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Haddam</b>	1 Court Street, Middletown 06457
<b>Hamden</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Hampton</b>	155 Church Street, Putnam 06260
<b>Hartford</b>	95 Washington Street, Hartford 06106
<b>Hartland</b>	50 Field Street, Torrington 06790
<b>Harwinton</b>	50 Field Street, Torrington 06790
<b>Hebron</b>	69 Brooklyn Street, Rockville 06066
<b>Kent</b>	50 Field Street, Torrington 06790
<b>Killingly</b>	155 Church Street, Putnam 06260
<b>Killingworth</b>	1 Court Street, Middletown 06457
<b>Lebanon</b>	70 Huntington Street, New London 06320
<b>Ledyard</b>	70 Huntington Street, New London 06320
<b>Lisbon</b>	70 Huntington Street, New London 06320
<b>Litchfield</b>	50 Field Street, Torrington 06790
<b>Lyme</b>	70 Huntington Street, New London 06320
<b>Madison</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Manchester</b>	95 Washington Street, Hartford 06106 or 69 Brooklyn Street, Rockville 06066
<b>Mansfield</b>	69 Brooklyn Street, Rockville 06066
<b>Marlborough</b>	95 Washington Street, Hartford 06106
<b>Meriden</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Middlebury</b>	300 Grand Street, Waterbury 06702
<b>Middlefield</b>	1 Court Street, Middletown 06457
<b>Middletown</b>	1 Court Street, Middletown 06457
<b>Milford</b>	14 West River Street, Milford 06460 or 235 Church Street, New Haven 06510
<b>Monroe</b>	1061 Main Street, Bridgeport 06604
<b>Montville</b>	70 Huntington Street, New London 06320
<b>Morris</b>	50 Field Street, Torrington 06790

## Section 7 – Small Claims Area Facility Locations by Town

<b>Town</b>	<b>Small Claims Filing Location(s)</b>
<b>Naugatuck</b>	300 Grand Street, Waterbury 06702
<b>New Britain</b>	20 Franklin Square, New Britain 06051
<b>New Canaan</b>	123 Hoyt Street, Stamford 06905 or 1061 Main Street, Bridgeport 06604
<b>New Fairfield</b>	146 White Street, Danbury 06810
<b>New Hartford</b>	50 Field Street, Torrington 06790
<b>New Haven</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>New London</b>	70 Huntington Street, New London 06320
<b>New Milford</b>	50 Field Street, Torrington 06790 or 146 White Street, Danbury 06810
<b>Newington</b>	95 Washington Street, Hartford 06106 or 20 Franklin Square, New Britain 06051
<b>Newtown</b>	146 White Street, Danbury 06810
<b>Norfolk</b>	50 Field Street, Torrington 06790
<b>North Branford</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>North Canaan</b>	50 Field Street, Torrington 06790
<b>North Haven</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>North Stonington</b>	70 Huntington Street, New London 06320
<b>Northford</b>	235 Church Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Norwalk</b>	1061 Main Street, Bridgeport 06604 or 123 Hoyt Street, Stamford 06905
<b>Norwich</b>	70 Huntington Street, New London 06320
<b>Old Lyme</b>	70 Huntington Street, New London 06320
<b>Old Saybrook</b>	1 Court Street, Middletown 06457
<b>Orange</b>	14 West River Street, Milford 06460
<b>Oxford</b>	14 West River Street, Milford 06460
<b>Plainfield</b>	155 Church Street, Putnam 06260
<b>Plainville</b>	20 Franklin Square, New Britain 06051
<b>Plymouth</b>	20 Franklin Square, New Britain 06051 or 300 Grand Street, Waterbury 06702
<b>Pomfret</b>	155 Church Street, Putnam 06260
<b>Portland</b>	1 Court Street, Middletown 06457
<b>Preston</b>	70 Huntington Street, New London 06320
<b>Prospect</b>	300 Grand Street, Waterbury 06702
<b>Putnam</b>	155 Church Street, Putnam 06260
<b>Redding</b>	146 White Street, Danbury 06810

## Section 7 – Small Claims Area Facility Locations by Town

<b>Town</b>	<b>Small Claims Filing Location(s)</b>
<b>Ridgefield</b>	146 White Street, Danbury 06810
<b>Rockville</b>	69 Brooklyn Street, Rockville 06066
<b>Rocky Hill</b>	95 Washington Street, Hartford 06106 or 20 Franklin Square, New Britain 06051
<b>Roxbury</b>	50 Field Street, Torrington 06790
<b>Salem</b>	70 Huntington Street, New London 06320
<b>Salisbury</b>	50 Field Street, Torrington 06790
<b>Scotland</b>	155 Church Street, Putnam 06260
<b>Seymour</b>	14 West River Street, Milford 06460
<b>Sharon</b>	50 Field Street, Torrington 06790
<b>Shelton</b>	14 West River Street, Milford 06460
<b>Sherman</b>	146 White Street, Danbury 06810
<b>Simsbury</b>	95 Washington Street, Hartford 06106 or 20 Franklin Square, New Britain 06051
<b>Somers</b>	69 Brooklyn Street, Rockville 06066
<b>South Windsor</b>	95 Washington Street, Hartford 06106 or 69 Brooklyn Street, Rockville 06066
<b>Southbury</b>	14 West River Street, Milford 06460 or 300 Grand Street, Waterbury 06702
<b>Southington</b>	20 Franklin Square, New Britain 06051
<b>Sprague</b>	70 Huntington Street, New London 06320
<b>Stafford</b>	69 Brooklyn Street, Rockville 06066
<b>Stamford</b>	1061 Main Street, Bridgeport 06604 or 123 Hoyt Street, Stamford 06905
<b>Sterling</b>	155 Church Street, Putnam 06260
<b>Stonington</b>	70 Huntington Street, New London 06320
<b>Stratford</b>	1061 Main Street, Bridgeport 06604
<b>Suffield</b>	95 Washington Street, Hartford 06106
<b>Thomaston</b>	50 Field Street, Torrington 06790
<b>Thompson</b>	155 Church Street, Putnam 06260
<b>Tolland</b>	69 Brooklyn Street, Rockville 06066
<b>Torrington</b>	50 Field Street, Torrington 06790
<b>Trumbull</b>	1061 Main Street, Bridgeport 06604
<b>Union</b>	69 Brooklyn Street, Rockville 06066
<b>Vernon</b>	69 Brooklyn Street, Rockville 06066
<b>Voluntown</b>	70 Huntington Street, New London 06320

## Section 7 – Small Claims Area Facility Locations by Town

<b>Town</b>	<b>Small Claims Filing Location</b>
<b>Wallingford</b>	235 Church Street, New Haven 06510 <i>or</i> 54 West Main Street, Meriden 06451
<b>Warren</b>	50 Field Street, Torrington 06790
<b>Washington</b>	50 Field Street, Torrington 06790
<b>Waterbury</b>	300 Grand Street, Waterbury 06702
<b>Waterford</b>	70 Huntington Street, New London 06320
<b>Watertown</b>	300 Grand Street, Waterbury 06702 <i>or</i> 50 Field Street, Torrington 06790
<b>West Hartford</b>	95 Washington Street, Hartford 06106
<b>West Haven</b>	14 West River Street, Milford 06460 <i>or</i> 235 Church Street, New Haven 06510
<b>Westbrook</b>	1 Court Street, Middletown 06457
<b>Weston</b>	1061 Main Street, Bridgeport 06604 <i>or</i> 123 Hoyt Street, Stamford 06905
<b>Westport</b>	1061 Main Street, Bridgeport 06604 <i>or</i> 123 Hoyt Street, Stamford 06905
<b>Wethersfield</b>	95 Washington Street, Hartford 06106 <i>or</i> 20 Franklin Square, New Britain 06051
<b>Willimantic</b>	155 Church Street, Putnam 06260
<b>Willington</b>	69 Brooklyn Street, Rockville 06066
<b>Wilton</b>	1061 Main Street, Bridgeport 06604 <i>or</i> 123 Hoyt Street, Stamford 06905
<b>Winchester</b>	50 Field Street, Torrington 06790
<b>Windham</b>	155 Church Street, Putnam 06260
<b>Windsor Locks</b>	95 Washington Street, Hartford 06106
<b>Windsor</b>	95 Washington Street, Hartford 06106
<b>Winsted</b>	50 Field Street, Torrington 06790
<b>Wolcott</b>	300 Grand Street, Waterbury 06702
<b>Woodbridge</b>	235 Church Street, New Haven 06510 <i>or</i> 14 West River Street, Milford 06460
<b>Woodbury</b>	300 Grand Street, Waterbury 06702 <i>or</i> 50 Field Street, Torrington 06790
<b>Woodstock</b>	155 Church Street, Putnam 06260

## Section 8

### Small Claims Area Filing Locations by Town for Housing Cases

New small claims writs for housing cases may be filed at the location(s) listed below.

<b>Town</b>	<b>Small Claims Housing Filing Location(s)</b>
<b>Andover</b>	69 Brooklyn Street, Rockville 06066
<b>Ansonia</b>	14 West River Street, Milford 06460
<b>Ashford</b>	155 Church Street, Putnam 06260
<b>Avon</b>	80 Washington Street, Hartford 06106
<b>Bantam</b>	50 Field Street, Torrington 06790
<b>Barkhamsted</b>	50 Field Street, Torrington 06790
<b>Beacon Falls</b>	14 West River Street, Milford 06460
<b>Berlin</b>	20 Franklin Square, New Britain 06051
<b>Bethany</b>	121 Elm Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Bethel</b>	146 White Street, Danbury 06810
<b>Bethlehem</b>	50 Field Street, Torrington 06790
<b>Bloomfield</b>	80 Washington Street, Hartford 06106
<b>Bolton</b>	69 Brooklyn Street, Rockville 06066
<b>Bozrah</b>	70 Huntington Street, New London 06320
<b>Branford</b>	121 Elm Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Bridgeport</b>	1061 Main Street, Bridgeport 06604
<b>Bridgewater</b>	50 Field Street, Torrington 06790
<b>Bristol</b>	20 Franklin Square, New Britain 06051
<b>Brookfield</b>	146 White Street, Danbury 06810
<b>Brooklyn</b>	155 Church Street, Putnam 06260
<b>Burlington</b>	20 Franklin Square, New Britain 06051
<b>Canaan</b>	50 Field Street, Torrington 06790
<b>Canterbury</b>	155 Church Street, Putnam 06260
<b>Canton</b>	80 Washington Street, Hartford 06106
<b>Chaplin</b>	155 Church Street, Putnam 06260
<b>Cheshire</b>	121 Elm Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Chester</b>	1 Court Street, Middletown 06457

## Section 8 – Small Claims Area Filing Locations by Town

<b>Town</b>	<b>Small Claims Housing Filing Location(s)</b>
<b>Clinton</b>	1 Court Street, Middletown 06457
<b>Colchester</b>	70 Huntington Street, New London 06320
<b>Colebrook</b>	50 Field Street, Torrington 06790
<b>Columbia</b>	69 Brooklyn Street, Rockville 06066
<b>Cornwall</b>	50 Field Street, Torrington 06790
<b>Coventry</b>	69 Brooklyn Street, Rockville 06066
<b>Cromwell</b>	1 Court Street, Middletown 06457
<b>Danbury</b>	146 White Street, Danbury 06810
<b>Danielson</b>	155 Church Street, Putnam 06260
<b>Darien</b>	17 Belden Avenue, Norwalk 06850
<b>Deep River</b>	1 Court Street, Middletown 06457
<b>Derby</b>	14 West River Street, Milford 06460
<b>Durham</b>	1 Court Street, Middletown 06457
<b>East Granby</b>	80 Washington Street, Hartford 06106
<b>East Haddam</b>	1 Court Street, Middletown 06457
<b>East Hampton</b>	1 Court Street, Middletown 06457
<b>East Hartford</b>	80 Washington Street, Hartford 06106
<b>East Haven</b>	121 Elm Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>East Lyme</b>	70 Huntington Street, New London 06320
<b>East Windsor</b>	80 Washington Street, Hartford 06106
<b>Eastford</b>	155 Church Street, Putnam 06260
<b>Easton</b>	1061 Main Street, Bridgeport 06604
<b>Ellington</b>	69 Brooklyn Street, Rockville 06066
<b>Enfield</b>	80 Washington Street, Hartford 06106
<b>Essex</b>	1 Court Street, Middletown 06457
<b>Fairfield</b>	1061 Main Street, Bridgeport 06604
<b>Farmington</b>	80 Washington Street, Hartford 06106
<b>Franklin</b>	70 Huntington Street, New London 06320
<b>Glastonbury</b>	80 Washington Street, Hartford 06106
<b>Goshen</b>	50 Field Street, Torrington 06790
<b>Granby</b>	80 Washington Street, Hartford 06106



## Section 8 – Small Claims Area Filing Locations by Town

<b>Town</b>	<b>Small Claims Housing Filing Location(s)</b>
<b>Greenwich</b>	17 Belden Avenue, Norwalk 06850
<b>Griswold</b>	70 Huntington Street, New London 06320
<b>Groton</b>	70 Huntington Street, New London 06320
<b>Guilford</b>	121 Elm Street, New Haven 06510 or 54 West Main Street Meriden 06451
<b>Haddam</b>	1 Court Street, Middletown 06457
<b>Hamden</b>	121 Elm Street, New Haven 06510 or 54 West Main Street Meriden 06451
<b>Hampton</b>	155 Church Street, Putnam 06260
<b>Hartford</b>	80 Washington Street, Hartford 06106
<b>Hartland</b>	50 Field Street, Torrington 06790
<b>Harwinton</b>	50 Field Street, Torrington 06790
<b>Hebron</b>	69 Brooklyn Street, Rockville 06066
<b>Kent</b>	50 Field Street, Torrington 06790
<b>Killingly</b>	155 Church Street, Putnam 06260
<b>Killingworth</b>	1 Court Street, Middletown 06457
<b>Lebanon</b>	70 Huntington Street, New London 06320
<b>Ledyard</b>	70 Huntington Street, New London 06320
<b>Lisbon</b>	70 Huntington Street, New London 06320
<b>Litchfield</b>	50 Field Street, Torrington 06790
<b>Lyme</b>	70 Huntington Street, New London 06320
<b>Madison</b>	121 Elm Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Manchester</b>	80 Washington Street, Hartford 06106
<b>Mansfield</b>	69 Brooklyn Street, Rockville 06066
<b>Marlborough</b>	80 Washington Street, Hartford 06106
<b>Meriden</b>	121 Elm Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Middlebury</b>	300 Grand Street, Waterbury 06702
<b>Middlefield</b>	1 Court Street, Middletown 06457
<b>Middletown</b>	1 Court Street, Middletown 06457
<b>Milford</b>	121 Elm Street, New Haven 06510
<b>Monroe</b>	1061 Main Street, Bridgeport 06604
<b>Montville</b>	70 Huntington Street, New London 06320
<b>Morris</b>	50 Field Street, Torrington 06790

## Section 8 – Small Claims Area Filing Locations by Town

<b>Town</b>	<b>Small Claims Housing Filing Location(s)</b>
<b>Naugatuck</b>	300 Grand Street, Waterbury 06702
<b>New Britain</b>	20 Franklin Square, New Britain 06051
<b>New Canaan</b>	17 Belden Avenue, Norwalk 06850
<b>New Fairfield</b>	146 White Street, Danbury 06810
<b>New Hartford</b>	50 Field Street, Torrington 06790
<b>New Haven</b>	121 Elm Street, New Haven 06510 <i>or</i> 54 West Main Street, Meriden 06451
<b>New London</b>	70 Huntington Street, New London 06320
<b>New Milford</b>	50 Field Street, Torrington 06790 <i>or</i> 146 White Street, Danbury 06810
<b>Newington</b>	20 Franklin Square, New Britain 06051
<b>Newtown</b>	146 White Street, Danbury 06810
<b>Norfolk</b>	50 Field Street, Torrington 06790
<b>North Branford</b>	121 Elm Street, New Haven 06510 <i>or</i> 54 West Main Street, Meriden 06451
<b>North Canaan</b>	50 Field Street, Torrington 06790
<b>North Haven</b>	121 Elm Street, New Haven 06510 <i>or</i> 54 West Main Street, Meriden 06451
<b>North Stonington</b>	70 Huntington Street, New London 06320
<b>Northford</b>	121 Elm Street, New Haven 06510 <i>or</i> 54 West Main Street, Meriden 06451
<b>Norwalk</b>	17 Belden Avenue, Norwalk 06850
<b>Norwich</b>	70 Huntington Street, New London 06320
<b>Old Lyme</b>	70 Huntington Street, New London 06320
<b>Old Saybrook</b>	1 Court Street, Middletown 06457
<b>Orange</b>	121 Elm Street, New Haven 06510
<b>Oxford</b>	14 West River Street, Milford 06460
<b>Plainfield</b>	155 Church Street, Putnam 06260
<b>Plainville</b>	20 Franklin Square, New Britain 06051
<b>Plymouth</b>	20 Franklin Square, New Britain 06051
<b>Pomfret</b>	155 Church Street, Putnam 06260
<b>Portland</b>	1 Court Street, Middletown 06457
<b>Preston</b>	70 Huntington Street, New London 06320
<b>Prospect</b>	300 Grand Street, Waterbury 06702
<b>Putnam</b>	155 Church Street, Putnam 06260
<b>Redding</b>	146 White Street, Danbury 06810

## Section 8 – Small Claims Area Filing Locations by Town

<b>Town</b>	<b>Small Claims Housing Filing Location(s)</b>
<b>Ridgefield</b>	146 White Street, Danbury 06810
<b>Rockville</b>	69 Brooklyn Street, Rockville 06066
<b>Rocky Hill</b>	20 Franklin Square, New Britain 06051
<b>Roxbury</b>	50 Field Street, Torrington 06790
<b>Salem</b>	70 Huntington Street, New London 06320
<b>Salisbury</b>	50 Field Street, Torrington 06790
<b>Scotland</b>	155 Church Street, Putnam 06260
<b>Seymour</b>	14 West River Street, Milford 06460
<b>Sharon</b>	50 Field Street, Torrington 06790
<b>Shelton</b>	14 West River Street, Milford 06460
<b>Sherman</b>	146 White Street, Danbury 06810
<b>Simsbury</b>	80 Washington Street, Hartford 06106
<b>Somers</b>	69 Brooklyn Street, Rockville 06066
<b>South Windsor</b>	80 Washington Street, Hartford 06106
<b>Southbury</b>	300 Grand Street, Waterbury 06702
<b>Southington</b>	20 Franklin Square, New Britain 06051
<b>Sprague</b>	70 Huntington Street, New London 06320
<b>Stafford</b>	69 Brooklyn Street, Rockville 06066
<b>Stamford</b>	17 Belden Avenue, Norwalk 06850
<b>Sterling</b>	155 Church Street, Putnam 06260
<b>Stonington</b>	70 Huntington Street, New London 06320
<b>Stratford</b>	1061 Main Street, Bridgeport 06604
<b>Suffield</b>	80 Washington Street, Hartford 06106
<b>Thomaston</b>	50 Field Street, Torrington 06790
<b>Thompson</b>	155 Church Street, Putnam 06260
<b>Tolland</b>	69 Brooklyn Street, Rockville 06066
<b>Torrington</b>	50 Field Street, Torrington 06790
<b>Trumbull</b>	1061 Main Street, Bridgeport 06604
<b>Union</b>	69 Brooklyn Street, Rockville 06066
<b>Vernon</b>	69 Brooklyn Street, Rockville 06066
<b>Voluntown</b>	70 Huntington Street, New London 06320

## Section 8 – Small Claims Area Filing Locations by Town

<b>Town</b>	<b>Small Claims Housing Filing Location(s)</b>
<b>Wallingford</b>	121 Elm Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Warren</b>	50 Field Street, Torrington 06790
<b>Washington</b>	50 Field Street, Torrington 06790
<b>Waterbury</b>	300 Grand Street, Waterbury 06702
<b>Waterford</b>	70 Huntington Street, New London 06320
<b>Watertown</b>	300 Grand Street, Waterbury 06702
<b>West Hartford</b>	80 Washington Street, Hartford 06106
<b>West Haven</b>	121 Elm Street, New Haven 06510
<b>Westbrook</b>	1 Court Street, Middletown 06457
<b>Weston</b>	17 Belden Avenue, Norwalk 06850
<b>Westport</b>	17 Belden Avenue, Norwalk 06850
<b>Wethersfield</b>	20 Franklin Square, New Britain 06051
<b>Willimantic</b>	155 Church Street, Putnam 06260
<b>Willington</b>	69 Brooklyn Street, Rockville 06066
<b>Wilton</b>	17 Belden Avenue, Norwalk 06850
<b>Winchester</b>	50 Field Street, Torrington 06790
<b>Windham</b>	155 Church Street, Putnam 06260
<b>Windsor Locks</b>	80 Washington Street, Hartford 06106
<b>Windsor</b>	80 Washington Street, Hartford 06106
<b>Winsted</b>	50 Field Street, Torrington 06790
<b>Wolcott</b>	300 Grand Street, Waterbury 06702
<b>Woodbridge</b>	121 Elm Street, New Haven 06510 or 54 West Main Street, Meriden 06451
<b>Woodbury</b>	300 Grand Street, Waterbury 06702
<b>Woodstock</b>	155 Church Street, Putnam 06260

## Section 9

### Small Claims Area Locations and Telephone Numbers

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Clerk, Ansonia-Milford Judicial District  
14 West River Street, P.O. Box 210  
Milford 06460  
(203) 877-4293

Clerk, Danbury Judicial District  
146 White Street  
Danbury 06810  
(203) 207-8600

Clerk, Fairfield Judicial District  
1061 Main Street  
Bridgeport 06604  
(203) 579-6527

Clerk, Hartford Judicial District  
95 Washington Street  
Hartford 06106  
(860) 548-2700

Clerk, Litchfield Judicial District  
50 Field Street  
Torrington 06790  
(860) 626-2100

Clerk, Middlesex Judicial District  
1 Court Street  
Middletown 06457  
(860) 343-6400

Clerk, New Britain Judicial District  
20 Franklin Square  
New Britain 06051  
(860) 515-5180

Clerk, New Haven Judicial District  
at New Haven  
235 Church Street  
New Haven 06510  
(203) 503-6800

Clerk, New Haven Judicial District  
at Meriden  
54 West Main Street  
Meriden 06451  
(203) 238-6666

Clerk, New London Judicial District  
at New London  
70 Huntington Street  
New London 06320  
(860) 443-5363

Clerk, New London Judicial District  
at Norwich  
1 Courthouse Square  
Norwich 06360  
(860) 887-3515

Clerk, Stamford-Norwalk Judicial  
District  
123 Hoyt Street  
Stamford 06905  
(203) 965-5308

Clerk, Tolland Judicial District  
69 Brooklyn Street  
Rockville 06066  
(860) 896-4920

Clerk, Waterbury Judicial District  
300 Grand Street  
Waterbury 06702  
(203) 591-3300

Clerk, Windham Judicial District  
155 Church Street  
Putnam 06260  
(860) 928-7749

## **Section 10**

### **Superior Court Housing Sessions by District**

*Refer to Section 8 for filing locations by town.*

#### **Fairfield Judicial District**

##### **Bridgeport Housing Session**

Superior Court-Housing Session                      (203) 579-6936  
1061 Main Street  
Bridgeport, CT 06604

#### **Hartford Judicial District**

##### **Hartford Housing Session**

Superior Court-Housing Session                      (860) 756-7920  
80 Washington Street  
Hartford, CT 06106

#### **New Britain Judicial District**

##### **New Britain Housing Session**

Superior Court-Housing Session                      (860) 515-5130  
20 Franklin Square  
New Britain, CT 06051

## **New Haven/Meriden Judicial District**

### **New Haven Housing Session**

Superior Court-Housing Session (203) 789-7937  
121 Elm Street  
New Haven, CT 06510

Superior Court-Housing Session (203) 238-6667  
54 West Main Street  
Meriden, CT 06451

## **Stamford/Norwalk Judicial District**

### **Norwalk Housing Session**

Superior Court-Housing Session (203) 846-4332  
17 Belden Avenue  
Norwalk, CT 06850

## **Waterbury Judicial District**

### **Waterbury Housing Session**

Superior Court-Housing Session (203) 591-3310  
300 Grand Street  
Waterbury, CT 06702

## Section 11

### Fees Payable to the Clerk in Small Claims Cases

These fees were correct on the date this booklet was printed but may change. Please contact your local Small Claims clerk’s office for the correct fees.

Filing (entry) fee . . . . .	\$95.00
Counter Claim Fee . . . . .	\$95.00
Motion to Transfer to the Regular Docket . . . . .	\$125.00
Application for Execution. . . . .	\$105.00
Jury Claim Fee . . . . .	\$440.00
Motion to Open Judgment . . . . .	\$75.00
Photocopies (per page) . . . . .	\$1.00
Certification of Document. . . . .	\$2.00
Copy of Judgement – Uncertified . . . . .	\$15.00
Copy of Judgement – Certified . . . . .	\$25.00
Copy of Judgement – Exemplified . . . . .	\$45.00

Personal Checks are acceptable with the following restrictions:

1. Check must be made payable to the “Clerk of the Superior Court;” third party checks are not acceptable;
2. Check must be preprinted with the current name of payer;
3. Check amount is not to exceed \$5,000.00 per check.
4. Photo ID or photo driver’s license is required as proof of identity;
5. A check drawn on a bank of a foreign country, other than Canada, shall not be accepted. Funds must be made payable in U.S. funds.
6. No checks are to be cashed, and
7. Personal checks may not be accepted post-judgment to pay for certain fees (for example, the fee for motion to open).



## Section 12

### Forms

JD-CV-40: Small Claims Writ and Notice of Suit

JD-CV-122: How to Serve (Deliver to Defendant) a Small Claims Writ and Notice of Suit

JD-CV-123: Statement of Service – (Delivery) Small Claims

JD-CV-121: Instructions to Defendant – (Notice to Person Being Sued)

JD-CV-41: Withdrawal

JD-CV-158: Small Claims – Motion to Transfer to the Regular Docket

JD-CL-43: Subpoena/Civil

JD-CV-51: Motion to Open Judgment

JD-CV-23: Post Judgment Remedies Interrogatories

JD-CV-23a: Interrogatories

JD-CV-3: Wage Execution Proceedings – Application, Order, Execution

JD-CV-3a: Exemption and Modification Claim Form, Wage Execution

JD-CV-5: Property Execution Proceedings – Application, Order, Execution

JD-CV-5b: Exemption Claim Form, Property Execution

JD-CV-24: Financial Institution Execution Proceedings – Judgment Debtor Who is a Natural Person, Application and Execution

JD-CV-24A: Exemption Claim Form, Financial Institution Execution

JD-CV-24N: Financial Institution Execution Proceedings – Judgment Debtor Who is NOT a Natural Person, Application and Execution

JD-CV-54: Petition for Examination of Judgment Debtor and Notice of Hearing

JD-CV-159: Small Claims Motion for Order of Payments

JD-CV-160: Small Claims Motion to Modify Order of Payments

JD-CV-162: Small Claims Motion to Order Judgment Satisfied

JD-CV-164: Satisfaction of Judgment

## Instructions to Plaintiff

The "Small Claims Court" is a part of Connecticut's court system where a person can sue for **money damages only up to \$5,000**. That amount is set by state law and may change from time to time. You may also be able to get interest and costs.

When a tenant (renter) of residential real estate property sues a landlord for the return of a wrongfully withheld security deposit, the Judicial Authority (Magistrate) may award the tenant twice the amount of the security deposit even if the total amount of damages and costs, combined, is greater than \$5,000. Read sections 51-15(d) and 47a-21 of the Connecticut General Statutes for more information.

### The small claims court does not hear libel and slander cases.

The instructions below are numbered. The numbers are the same as the numbered sections of the *Small Claims Writ and Notice of Suit* (form JD-CV-40). These instructions are to help you correctly fill out each section of the *Small Claims Writ and Notice of Suit*. For more information, get a copy of *How Small Claims Court Works* (form JDP-CV-45) from the Clerk's Office or from our website at [www.jud.ct.gov/faq/smallclaims.html](http://www.jud.ct.gov/faq/smallclaims.html).

**Note:** Unless you are hiring a state marshal to serve (deliver) the *Small Claims Writ and Notice of Suit* for you, you must deliver a copy of the completed original *Small Claims Writ and Notice of Suit* to each defendant with the *Instructions to Defendant* (form JD-CV-121), before filing those documents with the court. See *How to Serve (Deliver to Defendant) a Small Claims Writ and Notice of Suit* (form JD-CV-122) for instructions. You must deliver a copy of all the documents you want to file with the court, for example, all attachments to the original writ must be delivered. After all of those documents have been delivered, file the original *Small Claims Writ and Notice of Suit* and copies of your supporting documents (for example, a lease or a contract) with the court, with the appropriate entry fee and *Statement of Service* (form JD-CV-123) for each defendant. Keep a copy of the *Small Claims Writ and Notice of Suit* and the *Statement of Service* for your records. Keep the original of any supporting documents.

### 1. Information That Will Determine Where The Trial Will Be Held

The information you give in this section will determine where the trial will be held as long as the information completely describes the location.

**If you are suing as a Landlord or Tenant**, enter the town where the rental property is located.

**If you are an Individual Plaintiff**, enter the town and enter one of the following: the town (a) where you live, where the defendant lives or where the defendant's business is located, or (b) where the transaction or injury occurred. If you leave this section blank, the town where you live will determine the trial location.

**If you are a Business Entity**, include the name of the domestic or United States corporation or a limited liability company, choose and enter one of the following: (a) where the defendant lives, (b) where the defendant's business is located, or (c) where the transaction or injury occurred. If you leave this section blank, the town where the defendant lives will determine the trial location.

**Note:** An out-of-state limited liability defendant must own real or personal property in Connecticut to be sued in small claims court.

### 2. Case Type Codes:

The small claims case type code will contain a major code, which will be either S or H, and a minor code, which will be a number.

Select the code that best describes your case:

Code	Description
S00	Small Claims - Collection - Credit Card (Original Owner)
S05	Small Claims - Collection - Hospital
S10	Small Claims - Collection - Medical Non-Hospital
S15	Small Claims - Collection - Purchased Debt
S20	Small Claims - Contract - Home Improvement
S25	Small Claims - Contract - Other
S50	Small Claims - Tort - Motor Vehicle
S55	Small Claims - Tort - Other
S90	Small Claims - All Other
H11	Small Claims Housing - Return of Security Deposit
H13	Small Claims Housing - Rent and/or Damages

### 3. Claim Between Landlord and Tenant (Renter)

If the claim is between a landlord and a renter (tenant), then select the box for "Yes". If not, then select the box for "No".

### 4. Rental Property Location

If you answered "Yes" to question 3, then write the name of the town where the rental property is located.

### 5. Plaintiff(s)

You are the plaintiff because you are the person suing the other party. If there is more than 1 plaintiff, use the *Continuation of Parties* (form JD-CV-67). Enter the complete and correct legal name, address, and telephone number of each plaintiff. For each plaintiff, select the box for the type of plaintiff filing.

### 6. Attorney Information

To be filled out by an attorney only if representing the plaintiff.

### 7. Defendant(s)

The defendant is the person you are suing. If you are suing more than 1 person, use 1 box for each defendant. For more than 2 defendants, use the *Continuation of Parties* (form JD-CV-67). Enter the complete and correct legal name, address, and telephone number of each defendant. For each defendant, select the box for the type of defendant being sued.

**Note:** The name of the person or business you are suing must be exact. If you make a mistake, the court may not allow. Or, leave out any part of any name, the claim may not be allowed.

### 8. Statute of Limitations

A statute of limitations is a time limit on how long you have to start a case. The time limit is different for each type of case. Most statutes of limitations are found in Chapter 526 of the Connecticut General Statutes. If you claim the defendant(s) owe(s) a customer deposit, a debt or obligation made primarily for personal, family or household reasons, you must list the reasons why you believe that the statute of limitations time period has not run out. See section 52-350a(2) of the Connecticut General Statutes.

### Address Verification

Select the boxes that apply showing how you know the address is accurate for each defendant is accurate and provide the date you checked the addresses.

### 10. Amount Claimed

Enter the amount of money you are claiming the defendant owes you. The amount may not be more than the statutory limit for small claims matters. If you claim pre-judgment interest or that you should be awarded double damages because you are a tenant and your landlord wrongfully withheld your security deposit, select the box(es) that apply.

Do **not** include the filing fee, amount of pre-judgment interest, or double damages for a wrongfully withheld security deposit.

### 11. Reason for Claim

Give a clear, brief description of your case. You may attach additional pages, if needed. The claim must be for money damages only. Interest and/or the amount for double damages for a wrongfully withheld security deposit **must** be listed in this section. You may attach exhibits or documents to support your case (for example, a lease or contract). However, **do not** attach original versions; attach only copies. Attachments may not be returned to you. You may bring original documents to your hearing.

### 12. Signature and Oath

Your signature **must** be under oath. You must sign the writ in front of the person who is taking your oath. You must also clearly print your name and title, if applicable, in the box provided. Your oath must be taken at the time you sign the writ, and the person who took your oath (the Clerk, a Notary, or a Commissioner of the Superior Court) must also sign. Attorneys are Commissioners of the Superior Court.

**Keep a copy of all documents for your records.**

**SMALL CLAIMS WRIT  
AND NOTICE OF SUIT**

JD-CV-40 Rev. 9-19  
C.G.S. §§ 51-15, 51-345(g)

STATE OF CONNECTICUT  
SUPERIOR COURT  
SMALL CLAIMS SESSION  
www.jud.ct.gov



Type or print legibly. This Small Claims Writ and Notice of Suit must be served on (delivered to) the defendant(s) before filing it with the court. See Instructions to Plaintiff on reverse.

1.) Location information that will determine where the trial will be:	2.) Case type code (See list on reverse page 1) Major: _____ Minor: _____
---	--

3.) Is this a claim between a landlord and a tenant (renter)? (Select one) <input type="checkbox"/> Yes <input type="checkbox"/> No	4.) If you answered "Yes" to question #3, state the town where the rental premises is located: _____
--	--

Parties	Name (Last, First, Middle Initial) and Address of Each Party (Number, Street, P.O. Box, Town, State, Zip, Country, if not USA)		
<b>5.) First Plaintiff</b>	Name: _____ Address: _____ Telephone: _____	(Select one) <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> DBA <input type="checkbox"/> Corporation	<b>P-01</b>
6.) Name, address, and zip code of Attorney for Plaintiff(s)		Attorney's Juris Number	Telephone number (w/area code)
<b>7.) First Defendant</b>	Name: _____ Address: _____ Telephone: _____	(Select one) <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> DBA <input type="checkbox"/> Corporation	<b>D-01</b>

For more than 1 plaintiff/defendant, attach Continuation of Parties (form JD-CV-67) and select this box.

8.) If this claim is a consumer debt, which is a debt or obligation made primarily for personal, family, or household reasons, state the reasons why you believe that the statute of limitations has not expired.

\_\_\_\_\_

9.) How did you check in the last 6 months that the address given for defendant(s) is a correct address? Select all boxes that apply and provide the dates that the address was checked.

I checked town or city records (for example, checking a street list or tax records) \_\_\_\_\_ (date checked)

I checked with the Department of Motor Vehicles \_\_\_\_\_ (date checked)

I received correspondence (letters or other mail) from the defendant(s) that returned my address \_\_\_\_\_ (date checked)

I received other proof from the defendant that the address is correct \_\_\_\_\_ (description of proof and date checked)

I mailed by first class mail, at least 4 weeks before a summons and complaint was filed, a letter to the defendant at the address used and the letter was returned to me by the United States Postal Service \_\_\_\_\_ (last date checked for returned letter)

10.) Amount claimed\*   Plus pre-judgment interest\*\*  
 Plus double damages for security deposit withheld\*\*

\*The Amount Claimed may not be more than \$5,000. Do not include amounts for pre-judgment interest or doubling the security deposit in box 10. \*\*If you select one or more boxes, you MUST explain how much you want for each item in section 11 below.

**To Defendant(s)**

11.) You are being sued for \_\_\_\_\_ claim(s) you owe the above amount plus costs and pre-judgment interest and/or double damages for a withheld security deposit (if selected) for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The person signing below, being duly sworn, states that he or she has read the claim above and the information contained in this form and, to the best of his or her knowledge, information and belief, there is good ground to support the claim and the information is true.

12.) Signed _____	Type in name of person signing at left and title, if applicable	For Court Use Only (Date/Stamp)
Subscribed and sworn to before me on _____ Date _____	Signed (Clerk, Notary, Commissioner of the Superior Court)	

<p style="text-align: center;"><b>ADA NOTICE</b></p> <p>The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at <a href="http://www.jud.ct.gov/ADA">www.jud.ct.gov/ADA</a>.</p>	Docket Number
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**SMALL CLAIMS WRIT  
AND NOTICE OF SUIT**

JD-CV-60 Rev. 9-19  
C.G.S. §§ 51-15, 51-345(g)

STATE OF CONNECTICUT  
SUPERIOR COURT  
SMALL CLAIMS SESSION  
www.jud.ct.gov



Type or print legibly. This Small Claims Writ and Notice of Suit must be served on (delivered to) the defendant(s) before filing it with the court. See Instructions to Plaintiff on reverse.

1.) Location information that will determine where the trial will be:	2.) Case type code (See list on reverse page 1) Major: _____ Minor: _____
3.) Is this a claim between a landlord and a tenant (renter)? (Select one) <input type="checkbox"/> Yes <input type="checkbox"/> No	4.) If you answered "Yes" to question #3, state the town where the rental premises is located: _____

Parties Name (Last, First, Middle Initial) and Address of Each Party (Number; Street; P.O. Box; Town; State; Zip; Country, if not USA)			
<b>5.) First Plaintiff</b>	Name: _____ Address: _____ Telephone: _____	(Select one) <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> DBA <input type="checkbox"/> Corporation	<b>P-01</b>
6.) Name, address, and zip code of Attorney for Plaintiff(s) _____		Attorney's Juris Number _____	Telephone number (w/area code) _____
<b>7.) First Defendant</b>	Name: _____ Address: _____ Telephone: _____	(Select one) <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> DBA <input type="checkbox"/> Corporation	<b>D-01</b>

For more than 1 plaintiff/defendant, attach Continuation of Parties (form JD-CV-67) and select this box.

8.) If this claim is a consumer debt, which is a debt or obligation made primarily for personal, family, or household reasons, state the reasons why you believe that the statute of limitations has not expired.  
\_\_\_\_\_  
\_\_\_\_\_

9.) How did you check in the last 6 months that the address given for defendant(s) is correct? Select all boxes that apply and provide the dates that the address was checked.

I checked town or city records (for example, checking a street list or tax records) \_\_\_\_\_ (date checked) \_\_\_\_\_

I checked with the Department of Motor Vehicles \_\_\_\_\_ (date checked) \_\_\_\_\_

I received correspondence (letters or other mail) from the defendant(s) at that return address \_\_\_\_\_ (date checked) \_\_\_\_\_

I received other proof from the defendant that the address is correct \_\_\_\_\_ (description of proof and date checked) \_\_\_\_\_

I mailed by first class mail, at least 4 weeks before my claim was filed, a letter to the defendant at the address used and the letter was returned to me by the United States Postal Service \_\_\_\_\_ (last date checked for returned letter) \_\_\_\_\_

10.) Amount claimed\*   Costs  Plus judgment interest\*\*  Plus double damages for security deposit withheld\*\*

\*The Amount Claimed may not be more than \$5,000. Do not include amounts for pre-judgment interest or doubling the security deposit in box 10. \*\*If you select one or more boxes, you MUST explain how much you want for each item in section 11 below.

**To Defendant(s)**

11.) You are being sued for the following claim(s) and you owe the above amount plus costs and pre-judgment interest and/or double damages for a withheld security deposit (if selected) for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The person signing below, being duly sworn, states that he or she has read the claim above and the information contained in this form and, to the best of his or her knowledge, information and belief, there is good ground to support the claim and the information is true.

12.) Signed _____	Type in name of person signing at left and title, if applicable _____	For Court Use Only (Date/Stamp) _____ _____
Subscribed and sworn to before me on _____ Date _____	Signed (Clerk, Notary, Commissioner of the Superior Court) _____	Docket Number _____

**ADA NOTICE**

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

**SMALL CLAIMS WRIT  
AND NOTICE OF SUIT**

JD-CV-40 Rev. 9-19  
C.G.S. §§ 51-15, 51-345(g)

STATE OF CONNECTICUT  
SUPERIOR COURT  
SMALL CLAIMS SESSION  
www.jud.ct.gov



Type or print legibly. This Small Claims Writ and Notice of Suit must be served on (delivered to) the defendant(s) before filing it with the court. See Instructions to Plaintiff on reverse.

1.) Location information that will determine where the trial will be: (Select one) <input type="checkbox"/> Yes <input type="checkbox"/> No	2.) Case type code (See list on reverse page 1) Major: _____ Minor: _____
3.) Is this a claim between a landlord and a tenant (renter)? (Select one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
4.) If you answered "Yes" to question #3, state the town where the rental premises is located: _____	

Parties	Name (Last, First, Middle Initial) and Address of Each Party (Number, Street, P.O. Box, Town, State, Zip, Country, if not USA)	(Select one)	P-01
5.) First Plaintiff	Name: Address: Telephone: _____	<input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> DBA <input type="checkbox"/> Corporation	
6.) Name, address, and zip code of Attorney for Plaintiff(s)		Attorney's Juris Number	Telephone number (w/area code)
7.) First Defendant	Name: Address: Telephone: _____	<input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> DBA <input type="checkbox"/> Corporation	D-01

For more than 1 plaintiff/defendant, attach Continuation of Parties (form JD-CV-67) and select this box.

8.) If this claim is a consumer debt, which is a debt or obligation made primarily for personal, family, or household reasons, state the reasons why you believe that the statute of limitations has not expired.  
\_\_\_\_\_  
\_\_\_\_\_

9.) How did you check in the last 6 months that the address given for defendant(s) is accurate? Select all boxes that apply and provide the dates that the address was checked.

I checked town or city records (for example, checking a street list or tax records) \_\_\_\_\_ (date checked)

I checked with the Department of Motor Vehicles \_\_\_\_\_ (date checked)

I received correspondence (letters or other mail) from the defendant(s) that returned my address \_\_\_\_\_ (date checked)

I received other proof from the defendant that the address is current \_\_\_\_\_ (description of proof and date checked)

I mailed by first class mail, at least 4 weeks before the claim was filed, a letter to the defendant at the address used and the letter has not been returned to me by the United States Postal Service \_\_\_\_\_ (last date checked for returned letter)

10.) Amount claimed\*  Plus judgment interest\*\*

Plus costs  Plus double damages for security deposit withheld\*\*

\*The Amount Claimed must not be more than \$5,000. Do not include amounts for pre-judgment interest or doubling the security deposit in box 10. \*\*If you select one or more boxes, you MUST explain how much you want for each item in section 11 below.

**To Defendant(s)**

11.) You are being required to pay the claim you owe the above amount plus costs and pre-judgment interest and/or double damages for a withheld security deposit (if selected) for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The person signing below, being duly sworn, states that he or she has read the claim above and the information contained in this form and, to the best of his or her knowledge, information and belief, there is good ground to support the claim and the information is true.

12.) Signed _____	Type in name of person signing at left and title, if applicable	For Court Use Only (Date/Stamp)
Subscribed and sworn to before me on _____ Date _____	Signed (Clerk, Notary, Commissioner of the Superior Court)	
<b>ADA NOTICE</b> The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at <a href="http://www.jud.ct.gov/ADA">www.jud.ct.gov/ADA</a> .		Docket Number

**SMALL CLAIMS WRIT  
AND NOTICE OF SUIT**

JD-CV-40 Rev. 9-19  
C.G.S. §§ 51-15, 51-345(g)

STATE OF CONNECTICUT  
SUPERIOR COURT  
SMALL CLAIMS SESSION  
www.jud.ct.gov



Type or print legibly. This Small Claims Writ and Notice of Suit must be served on (delivered to) the defendant(s) before filing it with the court. See Instructions to Plaintiff on reverse.

1.) Location information that will determine where the trial will be:	2.) Case type code (See list on reverse page 1) Major: _____ Minor: _____
---	--

3.) Is this a claim between a landlord and a tenant (renter)? (Select one)  Yes  No

4.) If you answered "Yes" to question #3, state the town where the rental premises is located: \_\_\_\_\_

Parties Name (Last, First, Middle Initial) and Address of Each Party (Number; Street; P.O. Box; Town; State; Zip; Country, if not USA)			
<b>5.) First Plaintiff</b>	Name: _____ Address: _____ Telephone: _____	(Select one) <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> DBA <input type="checkbox"/> Corporation	<b>P-01</b>
6.) Name, address, and zip code of Attorney for Plaintiff(s)		Attorney's Juris Number	Telephone number (w/area code)
<b>7.) First Defendant</b>	Name: _____ Address: _____ Telephone: _____	(Select one) <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> DBA <input type="checkbox"/> Corporation	<b>D-01</b>

For more than 1 plaintiff/defendant, attach Continuation of Parties (form JD-CV-67) and select this box.

8.) If this claim is a consumer debt, which is a debt or obligation made primarily for personal, family, or household reasons, state the reasons why you believe that the statute of limitations has not expired.  
\_\_\_\_\_  
\_\_\_\_\_

9.) How did you check in the last 6 months that the address given for defendant(s) is accurate? Select all boxes that apply and provide the dates that the address was checked.

I checked town or city records (for example, checking a street list or tax records) \_\_\_\_\_ (date checked)

I checked with the Department of Motor Vehicles \_\_\_\_\_ (date checked)

I received correspondence (letters or other mail) from the defendant at that return address \_\_\_\_\_ (date checked)

I received other proof from the defendant that the address is current \_\_\_\_\_ (description of proof and date checked)

I mailed by first class mail, at least 3 weeks before the trial date, a letter to the defendant at the address used and the letter has not been returned to me by the United States Postal Service \_\_\_\_\_ (last date checked for returned letter)

10.) Amount claimed\*  Plus judgment interest\*\*  
 Plus double damages for security deposit withheld\*\*

\*The Amount Claimed may not be more than \$5,000. Do not include amounts for pre-judgment interest or doubling the security deposit in box 10. \*\*If you select one or more boxes, you MUST explain how much you want for each item in section 11 below.

**To Defendant(s)**  
 11.) You are being sued on this claim because you owe the above amount plus costs and pre-judgment interest and/or double damages for a withheld security deposit (if selected) for the following reasons:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The person signing below, being duly sworn, states that he or she has read the claim above and the information contained in this form and, to the best of his or her knowledge, information and belief, there is good ground to support the claim and the information is true.

12.) Signed _____	Type in name of person signing at left and title, if applicable	For Court Use Only (Date/Stamp)
Subscribed and sworn to before me on _____ Date _____	Signed (Clerk, Notary, Commissioner of the Superior Court)	

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**HOW TO SERVE (DELIVER TO DEFENDANT)  
A SMALL CLAIMS WRIT AND NOTICE OF SUIT**

JD-CV-122 Rev. 7-19  
P.B. 24-10

STATE OF CONNECTICUT  
**SUPERIOR COURT**



To start a small claims case, you must fill out a *Small Claims Writ and Notice of Suit* (form JD-CV-40), and attach copies of any related documents you wish to file with the court. Keep the original *Small Claims Writ and Notice of Suit* and attached documents. You, or your representative, must then serve (deliver) a copy of the *Small Claims Writ and Notice of Suit* to each defendant using one of the four methods listed below.

**1. Service (delivery) by United States Postal Service (USPS) Priority Mail with Delivery Confirmation:**

Mail to each defendant via USPS Priority Mail with Delivery Confirmation a **copy** of the *Small Claims Writ and Notice of Suit*, attached documents, and the *Instructions to Defendant* (form JD-CV-121). For each copy you have mailed, the USPS will send you a delivery confirmation. When you receive delivery confirmation, file the original *Small Claims Writ and Notice of Suit*, copies of the attached documents, a *Statement of Service* (form JD-CV-123) for each defendant, and the delivery confirmation(s) with the court.

**2. Service (delivery) by USPS Certified Mail, Return Receipt Requested or electronic delivery confirmation:**

Mail to each defendant via USPS Certified Mail with Return Receipt Requested a **copy** of the *Small Claims Writ and Notice of Suit*, attached documents, and the *Instructions to Defendant*. For each copy you have mailed, the USPS will send you a return receipt slip or an electronic delivery confirmation. When you receive the return receipt(s) or electronic delivery confirmation, file the original *Small Claims Writ and Notice of Suit*, copies of the attached documents, a *Statement of Service* for each defendant and the signed return receipt(s) or electronic delivery confirmation(s) with the court.

**3. Service (delivery) by a nationally recognized courier service providing a delivery confirmation:**

Send to each defendant via nationally recognized courier service providing a delivery confirmation a **copy** of the *Small Claims Writ and Notice of Suit*, attached documents, and the *Instructions to Defendant*. For each copy you have sent, the courier service will send you a delivery confirmation. When you receive a delivery confirmation, file the original *Small Claims Writ and Notice of Suit*, copies of the attached documents, a *Statement of Service* for each defendant, and the delivery confirmation(s) with the court.

**4. Service by a proper officer, such as a state marshal:**

Give to the proper officer a **copy** of the *Small Claims Writ and Notice of Suit*, attached documents, and the *Instructions to Defendant*. After the proper officer serves (delivers) the *Small Claims Writ and Notice of Suit*, he or she will return the original *Small Claims Writ and Notice of Suit* and copies of the attached documents to you, along with his or her return of service (a written statement explaining how the documents were served) for filing with the court, unless you have arranged for the proper officer to file the return of service for you.

**Exceptions:**

**Out-of-State Businesses:**

For each defendant who is an out-of-state business (a business organized under the laws of a state other than Connecticut), use the method above, service by a proper officer.

**Out-of-State Insurance Companies:**

There are special requirements for service on (delivery to) out-of-state insurance companies. You can find information on these requirements in Chapter 697, Title 38a of the Connecticut General Statutes and through the Connecticut Insurance Department website at: [www.ct.gov/cid](http://www.ct.gov/cid).

**The *Small Claims Writ and Notice of Suit* must be returned to the court not later than one month after the date of service (delivery).**

When the court receives the *Small Claims Writ and Notice of Suit*, the clerk will set an answer date and will send a notice to all plaintiffs or their representatives of the docket number (case number) and answer date. The clerk will also send an answer form that includes the docket number and answer date to each defendant at the addresses provided by the plaintiff.

**ADA NOTICE**

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**Instructions**

If filed on paper, fill out one (1) form for each defendant. Attach all documents showing how the Small Claims Writ and Notice of Suit (form JD-CV-40) and related documents were served on (delivered to) the defendant, and check the box below that applies. Keep all receipts showing how much you paid to have the Small Claims Writ and Notice of Suit and related documents served on the defendant.

If filed electronically, follow the instructions above and ensure that you select the appropriate name of the document you are filing.

COURT USE ONLY
SMRSOS

For service on (delivery to) the defendant:
(Write name of defendant above)

The Small Claims Writ and Notice of Suit (form JD-CV-40) and related documents, if any, were served on (delivered to) the defendant named above by:

**(Check the box that applies)**

- 1.)  priority mail with delivery confirmation; delivery confirmation is attached. I paid \$ \_\_\_\_\_ for this, or
- 2.)  certified mail, return receipt requested, or with electronic delivery confirmation, return receipt, or electronic delivery confirmation, is attached. I paid \$ \_\_\_\_\_ for this, or
- 3.)  a nationally recognized courier service providing delivery confirmation; tracking information showing delivery is attached. I paid \$ \_\_\_\_\_ for this, or
- 4.)  a proper officer in the manner in which writ of summons is served in a civil action; officer's return of service filed with the court.

Signed (Plaintiff or plaintiff's representative)	Print name	Date signed

<p align="center"><b>ADA NOTICE</b></p> <p>The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at <a href="http://www.jud.ct.gov/ADA">www.jud.ct.gov/ADA</a></p>
--





Please read the instructions carefully.

For more information, get a copy of How Small Claims Court Works (form JDP-CV-45) from a Clerk's Office, Court Service Center or on the Judicial Branch website, at [www.jud.ct.gov/publications/CV045](http://www.jud.ct.gov/publications/CV045).

You may also find information on the Small Claims Frequently Asked Questions page on the Judicial Branch website at [www.jud.ct.gov/faq/smallclaims.html](http://www.jud.ct.gov/faq/smallclaims.html) or by contacting the clerk's office or a Court Service Center.

**What is the Small Claims Writ and Notice of Suit (form JD-CV-40) that I have received?**

The person suing you (called the plaintiff) has delivered to you (served on you) a copy of the *Small Claims Writ and Notice of Suit* (form JD-CV-40) and any documents related to your case. The *Small Claims Writ and Notice of Suit* contains the plaintiff's complaint, which explains how much money the plaintiff claims you owe them and the reasons why they think you owe them.

**How do I defend my case?**

In order to respond to the plaintiff's complaint, you must complete an *Answer* form and return it to court. **The court will send you an Answer form.** The *Answer* form will tell you the court house where you must file the form and the date by which you must return it.

You should receive an *Answer* form within six (6) weeks, but if you do not, call the clerk's office to ask why you have not received it yet. **Do not file a response until you receive an Answer form.**

The *Answer* form contains an Answer section, where you respond to the plaintiff's claims, and a Counterclaim section, where you can make claims against the plaintiff. The Answer section must be completed. It is up to you whether you complete the Counterclaim. There is a fee for filing a counterclaim, see the discussion below.

**How do I respond to the plaintiff's claims? - Filing an Answer**

The Answer is your chance to respond or reply to the plaintiff's claim. You may admit or deny all or part of the plaintiff's claim. Your Answer should be specific, but brief. Complete the form and sign it. Keep a copy for yourself and send a copy to each attorney or other representative of the plaintiff. If the plaintiff is representing themselves, send a copy to the plaintiff. If you are not filing a Counterclaim, send the original Answer form to the court at the address listed on the form by mail, fax or hand delivery. **You must receive your Answer form on or before the Answer Date.** If you are filing a Counterclaim, see the discussion on Counterclaims below.

**What if I know I owe the plaintiff some money?**

If you know you owe the plaintiff something, but do not agree on the amount in the claim or are not sure how much you owe, you should file an Answer. This gives you a chance to come to court for a hearing (also called a trial) to question how the plaintiff added up the amount or to see why you think the amount should be different.

**What if I admit that I owe the plaintiff all the money they are asking for but want time to pay?**

If you are sure that you owe the entire amount claimed by the plaintiff but want or need more time to pay, you may say this on the Answer form filed with the court. You may ask for a period of time during which you can make payments in a lump sum or as you suggest. If you ask for more time, but do not ask for a specific time period or amount, the court will enter a judgment with an order of payments of \$35 each week until the judgment is paid. If you ask to pay less than \$35 per week and the plaintiff does not agree, a hearing will be scheduled. A judgment against a business and a judgment against a landlord for return of a security deposit will be ordered to be paid in a lump sum.

**What if I pay the full amount plus costs, if any, before the Answer Date?**

If you pay the plaintiff, plaintiff's representative, or plaintiff's attorney the full amount of the claim plus costs, if any, before the Answer Date, you should say that on the *Answer* form and file it with the court.

**Do not send payment(s) to the Court.**

**What should I do if the plaintiff owes me money? - Filing a Counterclaim**

If you claim that the plaintiff owes you money, you may wish to file a Counterclaim. First, you should complete the Answer portion of the *Answer* form. Then you may complete the Counterclaim section of the *Answer* form. In that section, explain why you think the plaintiff owes you money and how much money you claim the plaintiff owes you. When you have completed the form, sign it. Keep a copy for yourself and send a copy to each attorney or other representative of the plaintiff or, if the plaintiff is representing themselves, send a copy to the plaintiff. Send the original *Answer* form to the court at the address listed on the form by mail or hand delivery along with a filing fee of \$95. **The court must receive your answer form on or before the answer date. You cannot fax a Counterclaim and its filing fee to the court.**

**What happens if I do not file an Answer?**

If you do not file an Answer in writing with the court, a money judgment may be entered against you. This is called a default judgment. After the Answer Date has passed, your case will be reviewed by a Magistrate, who will decide whether a judgment should enter without a hearing or if a hearing must be scheduled. The Magistrate may award the plaintiff the full amount of their claim, plus court costs.

**What happens if I file an Answer? Will I have a trial?**

If you file an Answer, the Court will schedule a hearing (also called a trial), if one is required. **The court will send you a notice letting you know exactly when and where your case will be heard. Do not come to court for a hearing on the Answer Date listed on the Answer form.** Cases are scheduled for hearing as quickly as possible.

**What happens if I file a Counterclaim? Will I have a trial?**

If you file a Counterclaim with your Answer, a notice will be sent to you and the plaintiff letting everyone know that a Counterclaim has been filed and telling the plaintiff when they must file their Answer to the Counterclaim. After the Counterclaim Answer Date has passed, the court will schedule a hearing (also called a trial), if one is required. **The court will send you a notice letting you know exactly when and where your case will be heard. Do not come to court for a hearing on the Answer Date listed on the Answer form.** Cases are scheduled for hearing as quickly as possible.

**What do I need to bring to Court for my hearing (trial)?**

On the day of your hearing, you should bring all of your witnesses and any evidence you have. This may include bills, invoices, checks, damage estimates, pictures or other documents. Evidence may also include damaged or defective or damaged goods that can be brought safely and easily into the court. Be prepared and organized so that you can present your complete case. A small claims judgment cannot be appealed.

**SAMPLE**

**ADA NOTICE**

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**WITHDRAWAL**

JD-CV-41 Rev. 1-18

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov

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Docket number
Return date (For Civil and Housing cases only)
Answer date (For Small Claims cases only)

Instructions:  
1. Complete this form by selecting any applicable withdrawal categories below.  
2. File with the clerk.

Name of case (First-named Plaintiff vs. First-named Defendant)

<input type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	Address of court (Number, street, town and zip code)
--	--	--

**Dispositive (Complete) Withdrawal**  
(Do not check the following two boxes if any intervening complaints, cross complaints, counterclaims, or third party complaints remain pending in this case. See below for partial withdrawal of action.)

(WDACT)  The Plaintiff's action is WITHDRAWN AS TO ALL DEFENDANTS without costs to any party.

(WOARD)  A judgment has been rendered against the following Defendant(s): \_\_\_\_\_  
and the Plaintiff's action is WITHDRAWN AS TO ALL REMAINING DEFENDANTS with \_\_\_\_\_

**Partial Withdrawal**  
The following pleading(s), motion(s) or other paper(s) in the case named above is/are withdrawn:

(WDCOMP)  Complaint (WAPPCOM)  Answer/Counterclaim  
(WOC)  Counterclaim (WDINTCO)  Intervention Complaint  
(WDCC)  Cross Complaint (cross claim) (WDTHPC)  Third Party Complaint  
(WDCOUNT)  Counts of the complaint: \_\_\_\_\_

(WOAAP)  Plaintiff(s): \_\_\_\_\_

(WOAAD)  Complaint against defendant(s) \_\_\_\_\_ only without costs

(WOM)  Motion: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Signature of Filer(s)**

Party \_\_\_\_\_ : By \_\_\_\_\_ Attorney or Self-represented party

Party \_\_\_\_\_ : By \_\_\_\_\_ Attorney or Self-represented party

Party \_\_\_\_\_ : By \_\_\_\_\_ Attorney or Self-represented party

Party \_\_\_\_\_ : By \_\_\_\_\_ Attorney or Self-represented party

**Name & Address of Filer(s):** \_\_\_\_\_

**Certification**

I certify that a copy of this document was or will immediately be mailed or delivered electronically or non-electronically on (date) \_\_\_\_\_ to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties of record who received or will immediately be receiving electronic delivery.

Name and address of each party and attorney that copy was or will be mailed or delivered to*		<b>For Court Use Only</b>
*If necessary, attach additional sheet or sheets with name and address which the copy was or will be mailed or delivered to.		
Signed (Signature of filer)	Print or type name of person signing	
Mailing address (Number, street, town, state and zip code)		
		Telephone number

**SMALL CLAIMS - MOTION TO TRANSFER TO THE REGULAR DOCKET**

JD-CV-158 New 12-17  
P.B. 24-21

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
[www.jud.ct.gov](http://www.jud.ct.gov)



**Instructions**

1. Type or legibly print.
2. Attach counterclaim or affidavit(s), pursuant to Section 24-21 of the Connecticut Practice Book.
3. Submit to the clerk along with all statutory fees.

**Note:** If your motion is granted, the appearance entered in the small claims case of an attorney at law and of a self-represented party as an individual shall be entered on the appropriate docket of the Superior Court. The appearance of any representative that was recognized in the small claims case, other than an attorney at law or a self-represented party as an individual, shall be entered for notice purposes only and not as a representative of any party in the case.

Name of case (Plaintiff v. Defendant)		Docket number
Type of court <input type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session		Address of court (Number, street, town and zip code)
Your name	Your address (Number, street, town, state and zip)	Date

The  Plaintiff  Defendant in the above named case moves to transfer this case to the regular docket for the Superior Court. Pursuant to Section 24-21 of the Connecticut Practice Book, this motion is accompanied by all statutory fees and (select all that apply):

- A counterclaim in an amount greater than the jurisdiction of the small claims court
- An affidavit stating that a good defense exists to the claim and setting forth with specificity the nature of the defense
- An affidavit stating that the case has been properly claimed for summary judgment

Signed (Individual Attorney or self-represented party)	Print or type name of person signing	Date signed
--	--------------------------------------	-------------

**Certification**

I certify that a copy of this document was or will immediately be mailed or delivered electronically or non-electronically on (date) \_\_\_\_\_ to all attorneys and self-represented parties of record, and that written consent for electronic delivery was received from all attorneys and self-represented parties of record who receive or will immediately be receiving electronic delivery. Name and address of each party and attorney to whom copy was or will be mailed or delivered: \_\_\_\_\_

*If necessary, attach additional sheet or sheets with name and address which the copy was or will be mailed or delivered to.		
Signed (Individual Attorney or self-represented party)	Print or type name of person signing	Date signed
Mailing address (Number, street, town, state and zip code)	Telephone number	

**Order**

This motion to transfer to the regular docket is ordered:

- Granted.
- Denied.

<b>By the court</b>	Signed (Judge/Magistrate)	Date signed
---------------------	---------------------------	-------------

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**SUBPOENA - CIVIL/HOUSING/SMALL CLAIMS/FAMILY/  
FAMILY SUPPORT MAGISTRATE/CRIMINAL/MOTOR VEHICLE**

JD-CL-43 Rev. 10-19  
C.G.S. §§ 52-143, 52-144; P.B. §§ 7-19, 24-22

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov



For information on ADA accommodations,  
contact a court clerk or go to: [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

COURT USE ONLY
SUBISSU

- Instructions:**
- Do not use this subpoena if the witness is being summoned by the state, or the following people, acting in their official capacity: Attorney General, Assistant Attorney General, Public Defender, or Assistant Public Defender.
  - The person being subpoenaed and the items that person is required to bring must be identical to the name and item(s) ordered on the Application for Issuance of Subpoena, form JD-CL-136 (if applicable).

Name of Case (Full name of Plaintiff v. Full name of Defendant)		Docket Number
Address of Court (Number, street, town and zip code)		
<input type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	<input type="checkbox"/> Geographical Area
To: (Name and address)		

Date and time you must come to court	Report to
Time . m.	<input type="checkbox"/> Clerk's office <input type="checkbox"/> Courtroom number _____ <input type="checkbox"/> Person requesting subpoena

**To any proper officer or indifferent person to serve and return:**  
**By Authority of the State of Connecticut,** you are required to come to court at the address of Court above on the Date and Time indicated above, or on a later date (within 60 days of the date indicated above) when the case will be tried. You must testify about what you know of the case.  
**You are further required to bring with you and produce:**

The court can impose penalties not complying with this subpoena	Name of person requesting subpoena	Phone number (with area code)
Signed (Clerk, Commissioner of Superior Court)	Type name	Date
		At

**Notice to the person Summoned**  
 If you do not come to court on the date and time stated, or on the date and time which your appearance may have been postponed or continued to appear in court, the court may order your arrest. Also, if one day's witness fees have been paid to you and you do not come to court and testify, without reasonable excuse, you will be fined up to \$25.00 and required to pay all damages to the aggrieved party. **The party requesting the subpoena is responsible for paying the witness fees.**

Questions about this subpoena must be directed to the person who requested it.

<b>Return of Service</b>		Date
I served this subpoena eighteen hours or more before the time designated for the person summoned to appear. I read this subpoena to the summoned person and left a true and attested copy of it in the hands/at the last usual place of abode of the summoned person as follows:		
<b>Fees</b>	Copy	Endorsement
		Service
		Travel
		<b>Total</b>
Attest (Signature of proper officer or indifferent person)		Title (if applicable)

**Distribution:** Original - Return to clerk after making service      Copy 1 - Witness      Copy 2 - Court file

**MOTION TO OPEN JUDGMENT  
(SMALL CLAIMS AND HOUSING MATTERS)**

JD-CV-51 Rev. 6-19  
C.G.S. §§ 52-212, 52-212a, 52-259c  
P.B. §§ 17-4, 17-43, 24-31

STATE OF CONNECTICUT  
SUPERIOR COURT  
www.jud.ct.gov



*NOTICE: This motion must be filed with the correct fee required by section 52-259c(a) of the Connecticut General Statutes.*

\_\_\_\_\_  
(Name and address of plaintiff or plaintiff's attorney)

Court Use Only	
<b>MTOPJH</b> 	<b>SCMTO</b> 

\_\_\_\_\_  
(Name and address of defendant or defendant's attorney)

**ADA NOTICE**  
The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

▶ \_\_\_\_\_ Docket number

\_\_\_\_\_  
Address of Court (Number, street, town, and zip code)

Judicial District     Housing Session

▶ Name of case (Plaintiff vs. Defendant) \_\_\_\_\_

**Motion to Open Judgment**

I request that the judgment in the case named above be opened because \_\_\_\_\_

NOTE: If this is a motion to open a judgment entered because of a clerical error or no fault of the motion must be sworn to by the person filing this motion or that person's attorney.

Signed (Plaintiff/Defendant or Attorney) \_\_\_\_\_

Subscribed and sworn to before me on (Date) \_\_\_\_\_ Signed (Clerk, Comm. of Superior Court, Notary Public) See NOTE above

**Certification**

I certify that a copy of this document was immediately be mailed or delivered electronically or non-electronically on (date) \_\_\_\_\_ to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties of record who received or will immediately be receiving electronic delivery.

Name and address of \_\_\_\_\_ (Name and address of party that copy was or will be mailed or delivered to)

\*If necessary, attach additional sheet or sheets with name and address which the copy was or will be mailed or delivered to.

Signed (Signature of filer/Connecticut Attorney) \_\_\_\_\_ Print or type name of person signing \_\_\_\_\_ Date signed \_\_\_\_\_

▶ Mailing address (Number, street, town, state and zip code) \_\_\_\_\_ Telephone number \_\_\_\_\_

**Notice of Court Hearing**

A court hearing on this case has been scheduled. All parties must come to the hearing at the address and time indicated below. If you cannot come to the hearing, you should let the other party know and get an agreement before you notify the court that you cannot come to the hearing. (If you have any witnesses, please let them know about this court hearing so that they can be in court with you. Bring all other evidence you want to show the court, such as bills, receipts, invoices, etc. If this motion is granted, a trial on the case may start the same day.)

Place of hearing (If different from Address of Court above)	Date of hearing	Time _____m.	Courtroom
Clerk of Court, by _____		Date	

**POST JUDGMENT REMEDIES  
INTERROGATORIES**

JD-CV-23 Rev. 11-10  
Gen. Stat. §§ 52-321a, 52-351b, 52-352b,  
52-361a, 52-361b, 52-400a, 52-400c

**STATE OF CONNECTICUT  
SUPERIOR COURT**  
www.jud.ct.gov



**Form JD-CV-23a must be attached to this form**

<input type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session <input type="checkbox"/> Geographical Area number		At _____	Docket number _____
Address of court (Number, street, town, and zip code)			
Date of judgment	Original amount of judgment	Amount due on the judgment	
Name of creditor (Person or business judgment is for)	Address of judgment creditor (Street and town)		
Name of judgment debtor (Person or business judgment is against)	Address of judgment debtor (Street and town)		
Name and address of person believed to have assets of judgment debtor (If applicable)			
Date interrogatories were served (Delivered)	Name and address of person that interrogatories must be returned to		

**Instructions To:**

**Judgment Creditor:**

Put an "X" in the box next to the questions to be answered on form JD-CV-23a that is attached to this form.

**Person who received interrogatories:**

Answer the questions indicated by an "X" on form JD-CV-23a that is attached to this form. You must give information that you know about the assets of the judgment debtor up to an amount clear enough to satisfy the judgment indicated by the "X" in the original judgment above. Print your answers in the space provided on the form. If you need more space to answer the questions, use the space to attach to form JD-CV-23a or attach additional sheets to this form.

**Notice**

**Do not file the interrogatories, the notice of interrogatories or the questions to the interrogatories with the court.** The person who received these interrogatories must answer and return them within 30 days of the date of their service (delivery) to the person named above.

If the person who received these interrogatories does not answer or return them within 30 days or does not within 30 days disclose assets of the judgment debtor that are enough to execute on the judgment, if the person who received the interrogatories objects within 30 days, the judgment creditor may ask the court for additional discovery orders that may be necessary to make sure that disclosure is made including an order for compliance with the interrogatories or (2) an order authorizing additional interrogatories. The judgment creditor may ask for asset discovery, including the taking of depositions, from any person served with interrogatories under the process for discovery in civil actions without the court ordering it. The court may order additional discovery as justice requires if a person asked for discovery does not disclose the judgment debtor's assets, that person may be held in contempt of court. Attorney's fees may be allowed for counsel at a contempt hearing necessary to enforce a court order for counsel at any discovery hearing required because these interrogatories were not answered.

**Notice Of Rights To Person Served**

- Under Section 52-352b of the General Statutes, you must disclose information about the amount, nature and location of the judgment debtor's assets up to an amount clearly enough in value for full satisfaction of the judgment with interest and costs.
- Under subsection (d) of Section 52-351b of the General Statutes, any party who must disclose information about the judgment debtor's assets may apply to the court to be protected from annoyance, embarrassment, oppression or undue burden or expense.
- Certain personal property of the judgment debtor is exempt from execution (cannot be used to satisfy judgment). The following list is a description of common types of property that are exempt from execution from a judgment debtor who is a natural person. (Section 52-352b of the General Statutes).
  - Apparel, bedding, foodstuffs, household furniture and appliances that are needed by the judgment debtor to live;
  - Tools, books, instruments, farm animals and livestock feed that are needed by the judgment debtor in the course of his or her occupation, or profession, farming operation or farming partnership;
  - Public assistance payments and any wages earned by a public assistance recipient under an incentive earnings or similar program;

(Continued on page 2)

- (d) Health and disability insurance payments;
- (e) Health aids that are needed by the judgment debtor to work or to keep healthy;
- (f) Worker's compensation, social security, veterans and unemployment benefits;
- (g) Court approved payments for child support;
- (h) Arms (weapons) and military equipment, uniforms or musical instruments owned by any member of the militia or armed forces of the United States;
- (i) One motor vehicle worth up to \$3,500.00. The value of the motor vehicle must be determined as the fair market value of the motor vehicle minus the amount of all liens and security interests which are on it;
- (j) Wedding and engagement rings;
- (k) Residential utility deposits for one residence and one residential security deposit;
- (l) Any assets or interests of a judgment debtor in, or payments received by the judgment debtor from, a plan or arrangement described in Section 52-321a of the General Statutes, including, but not limited to, certain trust or retirement income or certain retirement, education, or medical savings accounts;
- (m) Alimony and support, other than child support, but only to the extent that wages are exempt from execution under Section 52-361a of the General Statutes;
- (n) An award under a crime reparations act;
- (o) All benefits allowed by any association of persons in this state to support any of its members that are incapacitated by sickness or infirmity from attending to his or her usual business;
- (p) All moneys that are owed to the judgment debtor from any insurance company on any insurance policy on exempt property, up to the same amount that the property was exempt;
- (q) Burial plot for the judgment debtor and his or her immediate family;
- (r) Transfers of money that cannot be taken back (revoked) to an account held by a debt adjuster used under Sections 36a-655 to 36a-665 of the General Statutes for the benefit of creditors of the judgment debtor;
- (s) Any interest of the judgment debtor in any property worth not more than \$1,000.00;
- (t) Any interest of the judgment debtor worth not more than \$4,000.00 in any account, dividend or interest, annuity, or loan value of, any unexpired life insurance contract owned by the judgment debtor under which the insured is the judgment debtor or is an individual who the judgment debtor is a dependent or beneficiary;
- (u) The homestead (home) of the judgment debtor worth not more than \$75,000.00, or the residue of a money judgment arising out of services provided at a hospital worth not more than \$125,000.00, the value must be determined as the fair market value of the real property less the amount of any statutory or agreed on (consensual) lien which is on the property.

**SAMPLE**



**INSTRUCTIONS**

**JUDGMENT CREDITOR:** Complete Name of Case and Docket No., put an "X" in the box next to the items to be answered.

**PERSON SERVED WITH INTERROGATORIES:** Answer the questions indicated by the . You must disclose assets of the judgment debtor up to an amount clearly sufficient to satisfy the judgment indicated by the "Amount Due Thereon" on the attached form JD-CV-23. Place answers in space provided on this form. If you need more room to answer these questions, use the space on page 2 of attached form JD-CV-23 or attach additional sheets. You must answer the questions and return them to the person named on attached form JD-CV-23 within thirty days of the date of service.

NAME OF CASE	DOCKET NO.
--------------	------------

**I. JUDGMENT DEBTOR**

STATE YOUR NAME, ADDRESS, AND TELEPHONE NO.

Are you presently employed?     NO     YES (If yes, complete the information below)

NAME, ADDRESS, AND TELEPHONE NO. OF YOUR EMPLOYER	
YOUR JOB TITLE OR POSITION	
NAME, ADDRESS OF EACH BOOKKEEPER, PAYROLL CLERK OR OTHER PERSON HAVING RECORDS OF SALARIES OR OTHER AMOUNTS OF MONEY PAID TO YOU BY YOUR PRESENT EMPLOYER	
IF YOU RECEIVE ADDITIONAL COMPENSATION FOR OVERTIME, STATE (1) RATE OF OVERTIME PAY AND (2) THE AVERAGE NUMBER OF HOURS OF OVERTIME YOU WORK PER WEEK	
STATE THE DATE ON WHICH YOU ARE PAID FOR BOTH REGULAR AND OVERTIME WORK	

Are you receiving any income from any source not disclosed in your answers to the foregoing questions?     NO     YES (If yes, complete the information below)

STATE THE SOURCE(S) OF SUCH INCOME	AMOUNT RECEIVED EACH WEEK
IF THERE ARE ANY PAYMENTS DUE FROM THE ABOVE SOURCE STATE (1) THE AMOUNT DUE AND (2) NAME AND ADDRESS OF PARTY FROM WHOM IT IS DUE	

List all banks, savings and loan associations, credit unions, or other financial institutions in which you maintain an account of any kind, giving in your answer the following: (a) name and address of institution; (b) name in which account is held; (c) account number; (d) present balance; (e) if joint account give name and address of other person(s).

NAME AND ADDRESS OF INSTITUTION		NAME AND ADDRESS OF INSTITUTION	
NAME IN WHICH ACCOUNT IS HELD		NAME IN WHICH ACCOUNT IS HELD	
ACCOUNT NO.	PRESENT BALANCE (\$)	ACCOUNT NO.	PRESENT BALANCE (\$)
IF JOINT ACCOUNT GIVE NAME AND ADDRESS OF OTHER PERSON(S)		IF JOINT ACCOUNT GIVE NAME AND ADDRESS OF OTHER PERSON(S)	

List all nonexempt personal property in which you have an interest, whether legal or beneficial, which in total value is clearly sufficient to ensure full satisfaction of the judgment with interest and costs, including but not limited to (a) cash on hand, (b) household goods and supplies and furnishings, (c) stamp and/or coin collections and other collections, (d) wearing apparel, (e) jewelry, (f) watches, (g) automobiles, (h) trucks, (i) trailers or other motor vehicles, (j) boats, motors and accessories. As to each such item of property give the precise description and location, the approximate value of such property and whether or not such property is subject to any form of security interest, lien or encumbrance. If so, state the name and address of such holder of a security interest, lien or encumbrance, the nature of the instrument evidencing the same and the amount of the instrument. (If additional space is necessary, attach a separate sheet to this form.)

State whether any of your nonexempt personal property is in the hands of a third person. If so, describe the property involved, the person or persons so holding the property, the reason the property is so held and any consideration that may have passed therefor.

List all real estate in your name which in total value is clearly sufficient to ensure full satisfaction of the judgment with interest and costs (*where possible give street address*).

List your accounts receivable which in total value are clearly sufficient to ensure full satisfaction of the judgment with interest and costs giving a) the name of the party, b) the amount owed, and c) the date the debt was incurred. (*If additional space is needed, attach a separate sheet to this form.*)

**II. EMPLOYER**

Is the Judgment Debtor employed by you?  NO  YES (*If yes, complete the information below*)

YOUR NAME, ADDRESS, AND TELEPHONE NO.	
EMPLOYEE'S NORMAL WORKING HOURS	EMPLOYEE'S GROSS SALARY PER HOUR, WEEK, OR YEAR
THE DATES ON WHICH EMPLOYEE IS PAID FOR BOTH REGULAR AND OVERTIME WORK	
NAME, ADDRESS, AND TELEPHONE NO. OF THE BOOKKEEPER, PAYROLL CLERK OR OTHER PERSON WHO DISTRIBUTES EMPLOYEE'S WAGES OR SALARY	

**III. FINANCIAL INSTITUTION**

Does the Judgment Debtor maintain an account of any kind in your institution?  NO  YES  
*(If yes, complete the information below. You must state only whether you hold funds of the judgment debtor on account and the balance of such funds if so held, up to the amount necessary to satisfy the judgment.)*

YOUR NAME, ADDRESS, AND TELEPHONE NO.	
NAME, ADDRESS, AND TELEPHONE NO. OF FINANCIAL INSTITUTION	
ACCOUNT NO. OF EACH ACCOUNT	NAME IN WHICH THE ACCOUNT IS HELD
PRESENT BALANCE IN EACH ACCOUNT	
IF JOINT ACCOUNT, NAME AND ADDRESS OF THE OTHER PERSON(S)	

**IV. PERSON IN POSSESSION OF JUDGMENT DEBTOR'S PROPERTY**

Are you in possession of nonexempt personal property belonging to the judgment debtor?  NO  YES  
*(If yes, complete the following information.)*

YOUR NAME, ADDRESS, AND TELEPHONE NO.
DESCRIBE THE PROPERTY, THE REASON YOU ARE HOLDING IT AND ANY CONSIDERATION THAT MAY HAVE PASSED FOR YOUR HOLDING THE PROPERTY.
LOCATION OF THE PROPERTY

**V. SIGNATURE OF PERSON COMPLETING THIS FORM OR AUTHORIZED AGENT**

NOTE: Interrogatories served on a judgment debtor shall be signed by such debtor under penalty of false statement.

SIGNED ( <i>Person completing form or authorized agent</i> )	PRINT NAME OF PERSON SIGNING AT LEFT	DATE SIGNED
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**WAGE EXECUTION PROCEEDINGS  
APPLICATION, ORDER, EXECUTION**

JD-CV-3 Rev. 2-15  
C.G.S. §§ 31-58(b), 52-350a, 52-361a, 52-356d,  
29 U.S.C. 206(a)(1)

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov

Employer: See Page 2 for instructions

APPWEX



WAGEEX



**Instructions**

- |   |  |
|---|--|
| <p><b>Judgment Creditor or Attorney</b></p> <ol style="list-style-type: none"> <li>Unless filing electronically, prepare original and four copies.</li> <li>Attach form JD-CV-3a to this form, or include with execution as one PDF electronic form.</li> <li>Present original and 3 copies to clerk of court.</li> <li>Keep one copy for your file.</li> </ol> | <p><b>Clerk</b></p> <ol style="list-style-type: none"> <li>Issue execution by signing original.</li> <li>Enter any court ordered limitation at the bottom of section II on page 2.</li> <li>Return original and 2 copies if on paper.</li> <li>Retain/scan copy for court file.</li> </ol> |
|---|--|

- Proper Officer**
- Leave one signed copy with employer.
  - Make return on signed original.
  - Leave one copy of Modification and Exemption Claim form (JD-CV-3a) with employer and fill in "Date of Service" on form.

Name and mailing address of Judgment Creditor or Attorney  
(To be completed by Judgment Creditor or Attorney)

**ADA NOTICE**  
The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

	Address of court (Number, street, and town) <input type="checkbox"/> G.A. <input type="checkbox"/> J.D. <input type="checkbox"/> Housing Session	Date of judgment	Number of judgments
Application	Name(s) and address(es) of Judgment Creditor(s)		Name(s) and address(es) of Judgment Debtor(s)
	Name and address of employer of Judgment Debtor (If known)		Telephone number of employer (if known)
	1. Amount of judgment (Include where applicable, prejudgment interest and costs and fees)		2. Amount of costs and fees
	3. Total amount of judgment, costs and fees (Add 1 and 2)		5. Total amount unpaid (Subtract 4 from 3)
6. Application fee for wage execution (If not waived by the court, application fees are paid for executions on this judgment)			
8. Other Court ordered postjudgment costs and fees			9. Total (Sum of lines 5, 6, 7, and 8)
<input type="checkbox"/> Check if applicable <input type="checkbox"/> Postjudgment interest was ordered by the Court			

Execution	<p>The above-named Judgment Creditor(s) has/have brought the following judgment(s) against the above-named Judgment Debtor(s). The Judgment Debtor(s) has/have failed to pay the amount due on the judgment(s).</p> <p>Pursuant to the Connecticut General Statutes, the Court listed above entered an order that the judgment be paid by the above-named Judgment Debtor(s) in the following installment payments:</p> <p>The amount of _____ was ordered to be paid in _____ (weekly, monthly, or other) installment payments. *See Note below</p> <p>(Note: This is <b>not</b> the amount the employer must pay. Employer must pay the amount of execution calculated on page 2 of this form.</p> <p>The court ordered that the installment payments begin on _____ (commencement date)</p> <p>The Judgment Debtor(s) failed to comply with the Installment Payment Order</p> <p><b>Therefore, the Judgment Creditor(s) applies/apply for this execution upon the wages of the Judgment Debtor(s) for the remaining amount due on the judgment shown in line 9 above</b></p>		
	Signed (Judgment Creditor or Attorney)	On (Date)	Telephone Number
	<p><b>To: Any Proper Officer</b></p> <p>By the authority of the State of Connecticut, you are ordered to cause any wages due to the Judgment Debtor(s), not exceeding the Amount of Execution calculated on page 2, to be paid to the Judgment Creditor(s) until the judgment is satisfied, including postjudgment interest as ordered by the court, if applicable, plus the application fee(s) and other Court ordered postjudgment costs and fees, and your own fees or until the execution is modified or set aside.</p> <p>Serve this execution within one year of this date, and make return of service to this court within thirty days from satisfaction of the execution.</p>		
	Signed (Assistant Clerk of said court)	On (Date)	

For Court Use Only
File date

**Important Notice To Employer**

You are being served with a wage execution, a court order requiring you to withhold non-exempt wages from a person employed by you. This execution is being served on you because your employee, the Judgment Debtor (on page 1), has had a judgment entered against him/her by the Superior Court requiring him/her to pay judgment, costs and fees to the Judgment Creditor (on page 1) and has not made payment of the total amount of the judgment plus any costs and fees as shown on page 1. This notice is to inform you of the actions you must take in order to comply with the law regarding wage executions. Please read each section carefully.

**I. You must notify the employee** — Your employee has certain legal rights which may allow him/her to request the court to change or stop this execution upon his/her wages. A notice of his/her rights and how to get a hearing in court is attached to the second copy of the wage execution given to you by the officer. You must complete your portion of the wage execution and your portion of the exemption and modification claim form and deliver or mail, postage prepaid, a copy of these papers to your employee immediately so that your employee can make any claims allowed by law.

**II. Execution not effective for 20 days** — This execution is not effective until after 20 days from the day the officer served these papers on you. No money should be deducted from your employee's wages until the first wages you pay to your employee after the 20-day period ends. If your employee elects within the 20-day period to make a claim to the court that his/her wages are partially or totally exempt from execution to pay this judgment or he/she seeks to have the amount of this execution changed, wages are not to be withheld from the employee until the court decides the claims or determines the rights of your employee in this case. If you are not notified that your employee has filed papers with the court, the execution is to be enforced after 20 days from the date of service on you.

**III. Stay of execution** — No earnings claimed to be exempt or subject to a claim for modification may be withheld from any employee until determination of the claim by the court.

**IV. Only one execution issued under section 52-361a of the General Statutes is to be satisfied at a time** — You must make deductions from your employee's wages and pay over the withheld money against only one execution issued under General Statutes section 52-361a at a time. If you are served with more than one execution issued under General Statutes section 52-361a against this employee's wages, the

executions are to be satisfied in the order in which you are served with them, (Income withholdings and voluntary wage deductions for support of a family, if there are any, must be paid before this execution. Family support income withholdings and voluntary wage deductions are issued on Form JD-FM-1.)

**V. Maximum amount deducted** — The maximum amount which can be legally withheld from your employee's wages is 25% of his/her disposable earnings for each week. The amount to be withheld to pay this execution may be less than 25%, but it can never be more. The computations you complete below will allow you to calculate the exact amount which should be withheld from this employee's wages.

Unless the court orders that this execution is to be for a smaller amount, you must withhold and pay over the maximum amount which you figure out using the computations below. Your employee has a right to request the court to reduce the amount withheld, but until you receive notice that the court has agreed to allow the amount to be reduced, you must withhold the maximum amount.

**VI. Your duty to comply with this execution** — You have a legal duty to make deductions from your employee's wages and pay any amounts deducted as required by this execution. If you do not, legal action may be taken against you. If you are found to be in contempt of a court order, you may be held liable to the Judgment Creditor for the amounts of wages which should not be withheld from your employee.

**VII. Discipline against your employee** — You may not discipline, suspend or discharge your employee because this employee has been served upon you. If you do unlawfully take action against your employee, you may be liable to pay him all of his lost earnings and employment benefits from the time of your action to the time that the employee is reinstated.

The law allows you to take disciplinary measures against an employee if you are served with more than one execution against his wages in any calendar year.

**Section I. Calculation Of Employee's Disposable Earnings**

"Disposable Earnings" means that part of the earnings of an individual remaining after the deduction of those earnings of amounts to be withheld for payment of federal income and employment taxes, normal retirement contributions, union dues and initiation fees, group life insurance premiums, health insurance premiums, and federal unemployment taxes.

- 1. Employee's gross compensation per week.....
- 2. Federal income tax withheld.....
- 3. Federal employment tax.....
- 4. Normal retirement contribution.....
- 5. Union dues and initiation fees.....
- 6. Group life insurance premium.....
- 7. Health insurance premium.....
- 8. Federal unemployment tax levied.....
- 9. Voluntary withholdings (Add lines 2-8).....
- 10. Weekly Disposable Earnings (Subtract line 9 from line 1).....

**Section II. Calculation Of Employee's Disposable Earnings**

<i>To be calculated by employer</i>	Column 1	Column 2
A-1. Weekly disposable earnings (from line 10 above)	\$	
A-2. 25% of disposable earnings for week		\$
B-1. Weekly disposable earnings (from line 10 above)	\$	
B-2. Forty times the <b>higher</b> of the current federal minimum hourly wage <b>or</b> state full minimum fair wage.	\$	
Amount by which line B-1 exceeds B-2		\$
<b>Amount of Execution</b> (Employer must pay the lesser of the two amounts in column 2 unless the court ordered limitation set forth below is a lesser amount, in which case the employer must pay that lesser amount)		\$

Court ordered limitation (if any, to be entered by clerk)

**EXEMPTION AND MODIFICATION CLAIM FORM, WAGE EXECUTION**  
 JD-CV-3a Rev. 11-15  
 C.G.S. § 31-58(j), 52-212, 52-350a, 52-352b, 52-361a, 52-361b, 29 U.S.C. 206(a)(1)

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
 www.jud.ct.gov



Name and mailing address of judgment debtor (person who must pay money) or attorney of judgment debtor  
 (To be completed by judgment creditor (person who money is paid to))



M X M P E X

**Instructions**

**To proper officer:** Complete Section II below and make service on employer in accordance with the instructions on form JD-CV-3.

**To employer:** Complete Section III below and immediately deliver to employee.

To:

**Section I - Judgment Creditor (person who money is paid to) must fill out this section and attach to one copy of the wage execution application (JD-CV-3).**

<input type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	<input type="checkbox"/> Geographical Area number	Name and address of court
Name of case			Docket number

Name of judgment debtor (person who must pay money)

**Section II - Proper Officer must complete this section**

Name of proper officer	Date of service of wage execution on employer
------------------------	---

**Section III - Employer must fill out this section and IMMEDIATELY return one copy of this form to the Wage Execution form (JD-CV-3) to the judgment debtor (person who money is paid to) (Section 52-361a(d)).**

Name and address of employer	Number of payroll department
------------------------------	------------------------------

Date of delivery or mailing to judgment debtor	Total amount of wage execution	Amount to be withheld from weekly earnings
	\$	\$

**Section IV - Notice to judgment debtor (person who money is paid to)**

Because a judgment entered against you, the attached execution has been issued against wages earned by you from the employer named above. Beginning twenty (20) days from the Date of Service of Wage Execution on Employer indicated above, the employer will remove from your weekly earnings an amount of money (less your tax) seventy-five percent (75%) of your disposable earnings OR (b) forty (40) times the higher of the minimum hourly wage under federal law or state law, whichever is the larger amount. On page 2 of this form are the sections of the Connecticut General Statutes which your employer must follow to figure out (calculate) the weekly amount that may be taken out of your wages with the wage execution. If you think that your employer has not calculated the weekly amount correctly, you should tell your employer with the wage execution.

**Your earnings may be exempt from execution (do not have to be taken)** — Any wages earned by a person who gets public assistance under a state law or federal law are exempt from (may not be taken from you) execution. (Section 52-352b(d) of the Connecticut General Statutes).

**How to claim an exemption allowed by law** — If you want to claim that your earnings are exempt from execution you must fill out and sign the exemption claim form on page 2 of this form and return this exemption and modification claim form to the Superior Court at the above address.

When the clerk of the Superior Court gets this form, the clerk will notify you and the judgment creditor of the date on which the court will have a hearing to figure out the issues raised by your claim. If this form is received by the court no later than twenty (20) days from the Date of Service of Wage Execution on Employer indicated above, the employer will not begin withholding (removing) your earnings from your wages until after your claim is figured out by the court. A claim may also be filed after the twenty (20) day period. No earnings claimed to be exempt may be withheld from any employee until the claim has been figured out.

**Modification of execution** — If you have reasonable cause to believe that you have a right to a modification (change) of the wage execution and you want to ask for a modification (to have less money taken from your wages), you must fill out the Claim for Modification on page 2 of this form and return this exemption and modification claim form to the Superior Court at the address listed above.

When the clerk of Superior Court gets this form the clerk will tell you and the judgment creditor the date on which the court will have a hearing to figure out the issues raised by your claim. If this form is received by the court no later than twenty (20) days from the Date of Service of Wage Execution on Employer indicated above, the employer will not begin withholding your earnings until after your claim is figured out by the court. A claim may also be filed after the twenty (20) day period. No earnings subject to a claim for modification may be withheld from any employee until the claim has been figured out.

**Setting aside judgment** — If the judgment was made against you because you did not come to court, you may, within four (4) months of the date the court made its judgment and upon belief that you have reasonable cause, ask the court to set aside the judgment entered against you and the case will begin again. A fee will be charged to you for a motion to set aside judgment.

For Court Use Only	
File date	
Exemption and modification claim	

**Section V - Claim of exemption established by law**

I, the Judgment Debtor (person who must pay money), claim and certify under the penalty of false statement that my earnings are exempt from execution (do not have to be taken) because:

- I get public assistance and earn wages under an incentive earnings or similar program and my earnings are exempt from execution, or
- Other statutory exemption (state exemption and statutory citation) \_\_\_\_\_

Signed (Judgment Debtor)	Date signed	Name and address of judgment debtor	Telephone number
--------------------------	-------------	-------------------------------------	------------------

**Section VI - Claim for modification**

I, the Judgment Debtor (person who must pay money), ask for a modification of the wage execution against me because:

New amount requested / Per week	Describe why you think you should get a modification (have less money taken from your wages)
------------------------------------	--

Signed (Judgment Debtor)	Date signed	Name and complete mailing address of judgment debtor	Telephone number
--------------------------	-------------	--	------------------

**Section VII - Agreement to a modification**

The Judgment Creditor(s) (person who money is paid) agrees to the modification of the Wage Execution claimed

Signed (Judgment Creditor(s) or Attorney)	Date
---	------

**Section VIII - Notice of hearing on exemption modification**

Date of hearing	Time of hearing	Place of hearing	Name of the Assistant Clerk
-----------------	-----------------	------------------	-----------------------------

**Section IX - Order of court**

It is ordered that:

Signed (Judge, Magistrate)	By order of the court	Date signed
----------------------------	-----------------------	-------------

**General Statutes**

1. The following is the part of section 52-361a(f) of the Connecticut General Statutes which says what part of your wages can be removed by the employer and given to the judgment creditor.

"The maximum part of the aggregate weekly earnings of an individual which may be subject under this section to levy or other withholding for payment of a judgment is the lesser of (1) twenty-five (25) percent of his disposable earnings for that week, or (2) the amount by which his disposable earnings for that week exceed forty (40) times the higher of (A) the minimum hourly wage prescribed by section 6(a)(1) of the Fair Labor Standards Act of 1938, 29 U.S.C. Section 206(a)(1), or (B) the full minimum fair wage established by subsection (i) of section 31-58, in effect at the time the earnings are payable."

2. The following is the part of section 52-350a(4) of the Connecticut General Statutes which defines disposable earnings and which defines what parts of your wages which can not be included in your total earnings when figuring out (calculating) the weekly amount which is subject to execution.

"Disposable earnings' means that part of the earnings of an individual remaining after the deduction from those earnings of amounts required to be withheld for payment of federal income and employment taxes, normal retirement contributions, union dues and initiation fees, group life insurance premiums, health insurance premiums and federal tax levies."

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact the clerk at the court named on page 1 or an ADA contact person listed at [www.jud.ct.gov/ADA/](http://www.jud.ct.gov/ADA/).

**PROPERTY EXECUTION PROCEEDINGS  
APPLICATION, ORDER, EXECUTION**

JD-CV-5 Rev. 9-09, C.G.S. §§ 52-356a, 52-356d  
P.A. 03-266 Sec. 9

**STATE OF CONNECTICUT  
SUPERIOR COURT**

www.jud.ct.gov



See Back Page 2 for Instructions to person in possession of property of Judgment Debtor

**To Judgment Creditor or Attorney**

Type or print original and four copies of the Application. If judgment debtor is a natural person, attach copy of form JD-CV-5b. Present original and 3 copies to clerk of court. Enter name and address of person to receive issued execution in the address box below. See **Notice to Judgment Creditor or Attorney** on back/page 2.

**To Clerk**

Check the file to ensure that no stay of enforcement has been entered on the judgment, the time for filing an appeal of the judgment has expired, no appeal has been filed staying enforcement of the judgment and that the information provided on the application is correct. Sign original execution; return original and 2 copies to the applicant. Retain a copy for the file.

**To Proper Officer**

Make execution as directed in the "Execution" section below. Attach return to signed original within 4 months from the date this execution issued. If judgment debtor is a natural person, attach exemption claim form JD-CV-5b to copy(ies) of execution served. **Complete Section II on exemption claim form.**

Name and mailing address of Judgment Creditor or Attorney  
(To be completed by Judgment Creditor or Attorney)

APPFEXT



EXISSUE



EXRETD



Address of Court (Number, street, and town) <input type="checkbox"/> Geographic Area <input type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session <input type="checkbox"/>		Date of judgment	Docket number
(Folio) Name(s) and address(es) of Judgment Creditor(s) making application		Name(s) and address(es) of Judgment Debtor(s) (Include any necessary identification information)	
Application	1. Amount of judgment (Include, where applicable, pre-judgment interest and attorney's fees)	2. Amount of costs and fees	Amount of judgment, costs and fees (Add 1 and 2)
	4. Total amount paid (If any)	5. Total amount unpaid (Subtract 4 from 1)	7. Total of lines 5 and 6
	Is this judgment arising out of services provided at a hospital? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, see <b>Notice to Judgment Creditor or Attorney</b> on back/page 2)		
	Is this a Consumer judgment? ("Consumer judgment" means a judgment of less than \$5,000 against a natural person resulting from a debt incurred primarily for personal, family or household purposes) <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, a stay of property execution been granted pursuant to an installment payment order?) <input type="checkbox"/> No <input type="checkbox"/> Yes		
If a stay of property execution has been granted, has the Judgment Debtor(s) on an installment payment order? (Specify)			
Signed (Judgment Creditor or Attorney)		Date signed	Telephone number (Include area code)
Execution	<p><b>To Any Proper Officer:</b> Whereas on and date of judgment the Judgment Creditor(s) recovered judgment against the Judgment Debtor(s) before the court for the amount of \$_____ and, whereof execution remains to be done. These are, therefore, BY AUTHORITY OF THE STATE OF CONNECTICUT AND YOU: That of the nonexempt goods of said Judgment Debtor(s) within your precincts, you cause to be levied (that is, to be seized and sold as the law directs), paid and satisfied to said Judgment Creditor(s) the total unpaid amount of said judgment, plus your own fees in the following manner: You shall personally serve a copy of this execution on the judgment debtor, and if the judgment debtor is a natural person, a copy of the exemption claim form (JD-CV-5b), and make demand for payment of the judgment debtor of all sums due under the money judgment. On failure of the judgment debtor to make immediate payment you are commanded to levy on nonexempt personal property of the judgment debtor, other than debts due from a banking institution or earnings, sufficient to satisfy the judgment as follows: If such nonexempt personal property is in the possession of the judgment debtor, you shall take such personal property into your possession as is accessible without breach of peace. If the judgment debtor has left the state prior to service of this execution, or if he cannot be found with reasonable effort at his last known address in this state, you shall proceed with the levy after (1) making demand for payment at such last known address and on any agent or attorney of the judgment debtor of record with the clerk of the Superior Court and (2) making a reasonable effort to ascertain and provide notice of the execution at any forwarding address. <b>See back/page 2 for additional command regarding Demand on Third Person.</b></p>		
	HEREOF FAIL NOT, AND MAKE DUE RETURN OF THIS WRIT WITH YOUR DOINGS THEREON, ACCORDING TO LAW, WITHIN FOUR MONTHS HEREOF.		
	<p><b>NOTICE: THE JUDGMENT DEBTOR'S NONEXEMPT PERSONAL PROPERTY IS SUBJECT TO LEVY, SEIZURE, AND SALE BY THE PROPER OFFICER PURSUANT TO THIS EXECUTION.</b></p>		
Signed (Assistant Clerk)		On (Date)	

FOR COURT USE ONLY

**Instructions (continued from front/page 1)**

**PERSON IN POSSESSION OF PROPERTY OF JUDGMENT DEBTOR WHO IS A NATURAL PERSON** — Pursuant to Gen. Stat. 52-356a, you are required to mail to the judgment debtor indicated on the front/page 1 at his or her last known address, postage prepaid, a copy of this property execution and the attached property execution exemption claim form. Complete Section III on exemption claim form before mailing it to judgment debtor. Twenty days from the date of the service of this property execution, you must deliver to the proper officer property owned by the judgment debtor in your possession or you must deliver to the proper officer payment of a debt owed by you to the judgment debtor. EXCEPT (1) If an exemption claim has been filed with the court you shall withhold delivery of the property or payment of the debt owed by you subject to the determination of the exemption claim by the court and (2) if the debt owed by you to the judgment debtor is not due at the expiration of the twenty days, you shall pay the amount to the proper officer when the debt becomes due if it becomes due within four months after the date of issuance of this execution.

**PERSON IN POSSESSION OF PROPERTY OF JUDGMENT DEBTOR WHO IS NOT A NATURAL PERSON** — Pursuant to Gen. Stat. 52-356a, you are required to deliver to the proper officer, property in your possession owned by the judgment debtor or pay to the proper officer the amount of a debt owed by you to the judgment debtor, provided, if the debt owed by you is not yet payable, payment shall be made to the proper officer when the debt becomes due if it becomes due within four months after the date of issuance of this execution.

**Notice To Judgment Creditor Or Attorney**

Pursuant to Public Act 03-266, Section 9, in the case of a judgment arising of services provided at a hospital, application for a property execution shall be made until the court has (A) issued an order for installment payments in accordance with Gen. Stat. 52-356d, (B) made a finding that the debtor has defaulted on payments under the order, and (C) lifted the mandatory stay concerning compliance or default, and decide whether to modify the installment payment plan, continue the installment payment plan, or lift the stay.

<b>Demand On third Person (continued from page 1)</b>	
<b>Execution (continued)</b>	<p><b>A. If judgment debtor is a natural person:</b> On failure of the judgment debtor to make immediate payment of all sums due under the money judgment, and upon your being unable to levy on nonexempt personal property of the judgment debtor in the judgment debtor's possession and, if the judgment debtor has left the state prior to the service of this execution, upon your being unable to obtain payment sufficient to satisfy the judgment by making demand for payment of the debt at the last known address in this state and on appointment of the judgment debtor of record with the clerk of the Superior Court, you are also commanded to levy upon any third person having possession of nonexempt personal property of the judgment debtor for payment to you, or to levy on any nonexempt personal property or debt due said judgment debtor sufficient to satisfy the total amount of judgment unpaid pursuant to Gen. Stat. 52-356a(4)(c). After making such demand, you are directed to serve two true and attested copies of this execution, together with the exemption claim form and your findings endorsed thereon, on the third person upon whom such demand was made.</p> <p><b>B. If judgment debtor is not a natural person:</b> On failure of the judgment debtor to make immediate payment of all sums due under the money judgment and upon your being unable to levy on nonexempt personal property of the judgment debtor in the judgment debtor's possession and, if the judgment debtor has left the state prior to the service of this execution, upon your being unable to obtain payment sufficient to satisfy the judgment by making demand for payment at the judgment debtor's last known address in this state and on any agent or attorney of the judgment debtor of record with the clerk of the Superior Court, you are also commanded to make demand upon any third person having possession of nonexempt personal property of the judgment debtor for payment to you or to levy on any nonexempt personal property or debt due said judgment debtor(s) sufficient to satisfy the total amount of the judgment unpaid pursuant to Gen. Stat. 52-356a(4)(c).</p>





Name and mailing address of Judgment Debtor or Attorney  
(To be completed by judgment creditor or judgment creditor's attorney)

**Instructions**

- To Judgment Creditor or Judgment Creditor's Attorney:** Complete section 1 below and follow instructions on form JD-CV-5.
- To proper officer:** Complete section 2 below and follow instructions on form JC-CV-5.
- To third person:** Complete section 3 below and follow instructions on form JD-CV-5.
- To Judgment Debtor:** Read section 4 below and complete section 5 if it applies to you.

**Section 1 (Must be completed by Judgment Creditor or Judgment Creditor's attorney)**

Address of Court (Number, street, town, zip code)  Geographical Area  Judicial District  Housing Session

Name of Case \_\_\_\_\_ Debtor Number \_\_\_\_\_

Name of Judgment Debtor \_\_\_\_\_

**Section 2 (Must be completed by proper officer)**

Date of service of execution \_\_\_\_\_ Name and address of proper officer \_\_\_\_\_

Name and address of third person served with execution (if any) \_\_\_\_\_ Telephone number (if known) \_\_\_\_\_

**Section 3 (Must be completed by third person served with execution (if any))**

Date execution mailed to Judgment Debtor \_\_\_\_\_

**Section 4 — Notice To Judgment Debtor**

As a result of a judgment entered against you, an attached execution has been issued against your personal property. Some of your personal property may be exempt from execution — certain classes of personal property may be protected from execution by state statutes or other laws of this state or of the United States. A checklist and description of the most common classes of personal property of a natural person exempt from execution are listed on page 2 of this form.

**How to claim an exemption:** If served by law, you want to claim that the property levied on by the levying officer is exempt by law from execution you must first and separately file the Claim of Exemption on page 2 of this form and return this exemption claim form to the clerk of the Superior Court at the address above. **The form must be received by the clerk of the Superior Court within 20 days of the levy on the property.**

Upon receipt of this form, the court clerk will send you and the judgment creditor the date of the court hearing on your claim.

**Right to request an installment payment order** — If you are a consumer judgment debtor, you may seek to have the court issue an installment payment order with a provision that compliance with the order prevents a levy on your property. (Section 52-356d of the Connecticut General Statutes.) An installment payment order is a court order that you pay a weekly amount to the judgment creditor until the judgment is satisfied.

"Consumer Judgment" means a money judgment of less than \$5,000 against a natural person resulting from a debt or obligation incurred primarily for personal, family, or household purposes.

**Setting aside the judgment** — If the judgment was rendered against you because you did not come to court, you may ask the court to set aside the judgment rendered against you within four months of the date judgment was rendered and upon belief that you have reasonable cause. (Section 52-212 of the Connecticut General Statutes.)

FOR COURT USE ONLY

**ADA NOTICE**

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**Section 5 — Claim Of Exemption Established By Law**

I claim and certify under penalty of false statement that the property described below is exempt from execution as follows:

Name and address of person holding property	Telephone number
Property claimed to be exempt	
Describe basis for exemption as established by law	
Complete mailing address of Judgment Debtor	Telephone number
Signed (Judgment Debtor)	Date signed

**Section 6 — Notice Of Hearing On Exemption/Modification Claim**

Date of hearing	Time of hearing	Courtroom number	By the Assistant Clerk
	__M.		

**Section 7 — Order Of Court**

Ordered that the following item(s) are exempt from execution:

Signed (Judge, Magistrate, Assistant Clerk)	Date signed
By Order of the Court	

**Checklist And Description Of Common Exemptions Established By Law**  
 (Section 52-352b of the Connecticut General Statutes)

- (a) Necessary apparel, bedding, foodstuffs, household furniture and appliances;
- (b) Tools, books, instruments, farm animals and other stock, and such implements as the exemptioner in the course of his or her occupation, profession, farming operation or business uses;
- (c) Burial plot for the exemptioner and his or her immediate family;
- (d) Public assistance payments and any wages earned by a public assistance recipient under an incentive earnings or similar program;
- (e) Health and disability insurance benefits;
- (f) Health aids necessary to enable the exemptioner to work or to sustain health;
- (g) Worker's compensation, social security benefits and employment benefits;
- (h) Court approved payments for child support;
- (i) Arms and military equipment, unless prohibited instruments owned by any member of the militia or armed forces of the United States;
- (j) One motor vehicle to the value of \$5,000, provided such value shall be determined as the fair market value of the motor vehicle less the amount of any security interests which encumber it.
- (k) Wedding and engagement rings;
- (l) Residential utility deposits for the residence and one residential security deposit;
- (m) Any assets or interests of the exemptioner in, or payments received by the exemptioner from, a plan or arrangement described in section 52-321a;
- (n) Alimony and support, other than child support, but only to the extent that wages are exempt from execution under general statute section 52-361a;
- (o) An award under a crime reparations act;
- (p) All benefits allowed by any association of persons in this state towards the support of any of its members incapacitated by sickness or infirmity from attending to his usual business; and
- (q) All moneys due the exemptioner from any insurance company on any insurance policy issued on exempt property, to the same extent that the property was exempt.
- (r) Any interest of the exemptioner in any property not to exceed in value \$1,000;
- (s) Any interest of the exemptioner not to exceed in value \$4,000 in any accrued dividend or interest under, or loan value of, any unmaturing life insurance contract owned by the exemptioner under which the insured is the exemptioner or an individual of whom the exemptioner is a dependent; and
- (t) The homestead of the exemptioner to the value of \$75,000 or, in the case of a money judgment arising out of services provided at a hospital, to the value of \$125,000, provided value shall be determined as the fair market value of the real property less the amount of any statutory or consensual lien which encumbers it.
- (u) Irrevocable transfers of money to an account held by a debt adjuster licensed pursuant to sections 36a-655 to 36a-665 inclusive for the benefit of creditors of the exemptioner.

**FINANCIAL INSTITUTION EXECUTION  
PROCEEDINGS - JUDGMENT DEBTOR  
WHO IS A NATURAL PERSON,  
APPLICATION AND EXECUTION**  
JD-CV-24 Rev. 2-15  
C.G.S. §§ 52-366b, 52-367b  
P.A. 14-7, 14-9

**STATE OF CONNECTICUT  
SUPERIOR COURT**  
www.jud.ct.gov

(See page 2 for instructions to financial institution  
and ADA Notice)



**Instructions - Judgment Creditor Or Attorney**

**Instructions - Clerk**

1. Type or print legibly.
2. Complete the application section; prepare original and 2 copies.
3. Complete section 1 of the Exemption Claim Form, JD-CV-24a and attach to this form.
4. Present original and 1 copy to clerk of court. Retain a copy.

1. Check the file to ensure that the information provided on the application is correct.
2. Sign original execution.
3. Return original to applicant, retain a copy for file.

Address of court		<input type="checkbox"/> Judicial district	Geographic area number	Docket number
		<input type="checkbox"/> Housing session		
Name and mailing address of Judgment Creditor or Attorney (To be completed by Judgment Creditor)				
Name(s) and address(es) of Judgment Creditor(s)				
Name(s) and address(es) of Judgment Debtor(s)				
Date of judgment	1. Amount of judgment (Include, where applicable, pre-judgment interest and attorney's fees)	2. Total amount of judgment, costs and fees (Add 1 and 2)		
4. Total amount paid (if any)	5. Total amount unpaid (Subtract 4 from 3)	6. Total amount of financial institution execution (If not waived by the court)		
7. Application fees paid for prior executions on this judgment	8. Other pre-judgment costs and fees	9. Total of items 5, 6, 7, and 8		
Is this judgment arising out of services rendered at a home? <input type="checkbox"/> No <input type="checkbox"/> Yes				Check if applicable <input type="checkbox"/> post-judgment interest was ordered by the court
If this is a judgment arising out of services rendered at a home, has a financial institution execution been entered pursuant to an installment payment order? <input type="checkbox"/> No <input type="checkbox"/> Yes				
If a stay of a financial institution execution has been entered, has the Judgment Debtor defaulted on an installment payment order? <input type="checkbox"/> No <input type="checkbox"/> Yes (Specify)				
Signed (Judgment Creditor or Attorney)		Date signed	Telephone number	

**Financial Institution Execution**

**To any proper officer,**

Whereas on said Debtors' account above-named Judgment Creditor(s) recovered judgment against the above-named Judgment Debtor(s) before the above-named court for the amount of judgment costs and fees stated above, as appears of record, whereof execution remains to be done.

These are, therefore, **by authority of the State of Connecticut to command you:**

Within seven days from your receipt of this execution, make demand upon the main office of any financial institution having its main office within your county, or if such main office is not within your county, upon any branch office of such financial institution having one or more branch offices within your county, upon an employee of such a branch office, such employee and such branch office being designated by the financial institution in accordance with regulations adopted by the commissioner of banking, for payment to you pursuant to section 52-367b(b) of the General Statutes of any nonexempt debt due said Judgment Debtor(s), which sum shall not exceed the total unpaid judgment, costs and fees as stated above, plus post-judgment interest as ordered by the court, if applicable, plus the application fee and other court ordered post-judgment costs and fees and your own fee. After having made such demand you are directed to serve a true and attested copy of this execution, together with the attached affidavit and exemption claim form, with your doings endorsed thereon, with the financial institution officer upon whom such demand was made. Said sum shall be received by you and applied on this execution in accordance with the provisions of section 52-367b of the General Statutes. You shall not serve more than one financial institution execution per judgment debtor at a time, including copies thereof. After service of an execution on one financial institution, you shall not serve the same execution or a copy thereof upon another financial institution until receiving confirmation from the preceding financial institution that the judgment debtor had insufficient funds at the preceding financial institution available for collection to satisfy the execution, provided any such additional service is made not later than forty-five days from the receipt by you of such execution. After service of an execution, you shall not serve the same execution or a copy thereof upon such financial institution if an electronic direct deposit from a readily identifiable source described in section 52-376b (c) of the General Statutes was made to the judgment debtor's account within the look-back period described in section 52-376b (c) of the General Statutes (sixty days or, with regard to federal benefits, such greater period as required by federal law). If no such deposit was made, you may subsequently serve the same execution or a copy thereof upon such institution, provided the execution has not expired or otherwise become unenforceable.

**Hereof fall not, and make due return of this writ with your doings thereon, according to law.**

Signed (Assistant Clerk)

Date signed

For Court Use Only

*NOTE: The provisions of section 52-367b, as amended from time to time, take precedence over these instructions.*

## **Instructions To Financial Institution Upon Receipt Of A Financial Institution Execution When Judgment Debtor Is A Natural Person**

1. If any funds are removed from the judgment debtor's account pursuant to subsection (c) of section 52-367b of the General Statutes, complete section II of the accompanying Exemption Claim Form (JD-CV-24a) and (1) send, forthwith, 2 copies of both this form and the Exemption Claim Form to the judgment debtor and to any secured party that is a party to a control agreement between you and such secured party under article 9 of title 42a of the General Statutes, postage pre-paid, at the last known address of the judgment debtor and of any such secured party with respect to the affected accounts on the records of your institution and (2) mail notice to the judgment debtor as required by 31CFR212.6 and 212.7.
2. Remove from the judgment debtor's account the amount of any debts due from you to the judgment debtor not exceeding the Total Amount Unpaid as appears on page 1 of this form plus interest and the Application Fee for Financial Institution Execution and other court ordered postjudgment costs or fees and the serving officer's fee, before your midnight deadline, as defined in section 42a-4-104 of the General Statutes. If an electronic direct deposit is readily identifiable as exempt federal veterans' benefits, Social Security benefits, including, but not limited to, retirement, survivors' and disability benefits, supplemental security income benefits, exempt benefits paid by the federal Railroad Retirement Board or the federal Office of Personnel Management, unemployment compensation benefits exempt under section 52-352b of the Connecticut General Statutes, or child support payments processed and received pursuant to Title IV-D of the Social Security Act were made to the judgment debtor's account during the look-back period of either the sixty-day period preceding the date that the execution was served on you, or, with regard to federal benefits, such greater period as required by federal law then you shall leave the lesser of the account balance or one thousand dollars in the judgment debtor's account, provided nothing in this subsection shall be construed to limit your right or obligation to remove such funds from the judgment debtor's account if required by any other provision of law or by a court order. The judgment debtor shall have full and customary access to the funds left in the judgment debtor's account. You may notify the judgment creditor that funds have been left in the judgment debtor's account pursuant to this provision. Nothing herein shall alter the exempt status of funds which are exempt from execution under subsection (c) of section 52-367b of the General Statutes or under any other provision of state or federal law, or the rights of the judgment debtor or creditor in such exemption. Nothing herein shall be construed to affect any other rights or obligations of the judgment creditor or financial institution with regard to the funds in the judgment debtor's account.
3. You must hold the amount removed from the judgment debtor's account pursuant to this execution for fifteen days from the date you mail the copies of this form and the Exemption Claim Form to the judgment debtor and any secured party. During such fifteen day period you must not pay the officer serving this execution.
4. If the judgment debtor returns the Exemption Claim Form or you receive notice that an exemption is being claimed, and if any secured party delivers to you written notice of such secured party's claim of a security interest in such deposit account, you must, within two business days of receipt of such notice, send a copy of such notice to the clerk of the court which issued the execution. You must continue to hold the amount removed from the judgment debtor's account for forty-five days or until a court order is received regarding disposition of the funds, whichever occurs earlier. If a court order is received within forty-five days of the date you send a copy of the Exemption Claim Form or notice of exemption to the court, you must return the funds to the judgment debtor's account.
5. If you do not receive a claim of exemption or secured party claim notice within fifteen days of the mailing to the judgment debtor and any secured party of this execution and Exemption Claim Form you must, upon demand, forthwith pay the serving officer the amount removed from the judgment debtor's account.
6. If no exemption claim or secured party claim notice is filed or if the court orders you to pay the serving officer an amount removed from the judgment debtor's account not exceeding the amount due on the execution and you fail or refuse to do so, you shall be liable in an action therefor to the judgment creditor(s) named in the execution for the amount of nonexempt monies which you fail or refuse to pay over. If no exemption claim is filed or if the court orders you to pay the serving officer an amount removed from the judgment debtor's account not exceeding the amount due on the execution and you fail or refuse to do so, you shall be liable in an action therefor to the judgment creditor(s) named in the execution for the amount of nonexempt monies which you fail or refuse to pay over, excluding funds of up to one thousand dollars which you in good faith allowed the judgment debtor to access pursuant to subsection (c) of section 52-367b of the General Statutes.
7. If you pay exempt monies from the account of the judgment debtor contrary to these instructions, or the provisions of section 52-367b of the General Statutes, you shall be liable in an action therefor to the judgment debtor for any exempt monies so paid. If you pay exempt monies from the account of the judgment debtor contrary to these instructions, or the provisions of section 52-367b of the General Statutes, you shall be liable in an action therefor to the judgment debtor for any exempt monies so paid and you shall refund or waive any charges of fees by you, including, but not limited to, dishonored check fees, overdraft fees or minimum balance service charges and legal process fees, which were assessed as a result of such payment of exempt monies.

### **ADA NOTICE**

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

**EXEMPTION CLAIM FORM  
FINANCIAL INSTITUTION EXECUTION**

JD-CV-24A Rev. 1-17  
C.G.S. 31-58(j), 52-321a, 52-350a, 52-352b, 52-361a,  
52-367b, 29 U.S.C. 206(a)(1)

SEE INSTRUCTIONS ON BACK/PAGE 2

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov



Name and address of Judgment Debtor or Attorney  
(To be completed by judgment creditor or attorney)

To: \_\_\_\_\_

For court use only
<b>MXMPEX</b>

**Section 1 — (To be completed by judgment creditor)**

<input type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	<input type="checkbox"/> Geographical Area Number	Name and address of Court (Number, Street, Town and Zip Code)
Name of case			Name of Judgment Debtor
			Docket number

**Section 2 — (To be completed by financial institution - see instructions on back/page 2)**

Name and address of financial institution to which exemption claim (if any) is to be returned			Name of Judgment Debtor
Last 4 Digits of the Account Number(s)	Amount removed pursuant to execution	Amount	Type of readily identifiable exempt funds removed

Additional sheet(s) attached hereto and made a part hereof (if necessary)

**Section 3 — Notice To Judgment Debtor**

As a result of a judgment entered against you, the attached execution has been issued against funds deposited by you in the financial institution named above. To comply with this execution, the financial institution has removed the amount of money indicated above from the account(s) listed above.

**THE MONEY IN YOUR ACCOUNT(S) MAY BE EXEMPT FROM EXECUTION.** The money in your account(s) may be protected from execution by state statutes or by other laws or regulations of Connecticut or of the United States. A checklist and a description of the most common exemptions established by law are set forth below.

**HOW TO CLAIM AN EXEMPTION ESTABLISHED BY LAW.** If you wish to claim that the money in your account(s) is exempt by law from execution, you must fill out and sign before a notary public a sworn affidavit of Exemption below and mail or deliver this exemption claim form to the financial institution at the above address. This form must be received by the financial institution no later than 15 days from the DATE OF MAILING OF THE JUDGMENT DEBT as indicated above.

Upon receipt of this form the financial institution will send the Superior Court and the court clerk will notify you and the judgment creditor of the date on which a hearing will be held to determine the issues raised by your claim.

**SECTION 4 — AFFIDAVIT OF EXEMPTION ESTABLISHED BY LAW**

I, the judgment debtor named above, claim and certify under the penalty of false statement that the money in the above account is exempt by law as follows: ("X" all that apply to the funds contained in this account)

- |  |   |
|--|---|
| <input type="checkbox"/> Social Security benefits (section 52-352b(g))   | <input type="checkbox"/> Private pension, trust, retirement, or medical savings account payments (sections 52-321a, 52-352b(m)) |
| <input type="checkbox"/> Unemployment benefits (section 52-352b(g))  | <input type="checkbox"/> Health or disability insurance payments (section 52-352b(e))   |
| <input type="checkbox"/> Worker's Compensation benefits (section 52-352b(g))   | <input type="checkbox"/> An amount in the bank not to exceed \$1000 (section 52-352b(r))  |
| <input type="checkbox"/> Veteran's benefits (section 52-352b(g))   | <input type="checkbox"/> Other claim of exempt funds (Explain basis for claim of exemption): _____                              |
| <input type="checkbox"/> Public Assistance payments (section 52-352b(d))   |   |
| <input type="checkbox"/> Wages earned by a public assistance recipient under an incentive earnings or similar program (section 52-352b(d)) |   |
| <input type="checkbox"/> Court-ordered child support payments (section 52-352b(h))   | Amount claimed to be exempt if less than the entire amount: _____   |
| <input type="checkbox"/> Alimony and support other than child support* (section 52-352b(n))  |   |

\*See Note Regarding Exemption for Alimony and Support on back/page 2.

Signed	Date signed	Telephone number
--------	-------------	------------------

Complete mailing address of Judgment Debtor

Subscribed and sworn to before me on :	Date	At (Town)	Signed (Notary Public, Commissioner of Superior Court)
--	------	-----------	--

**Instructions**

**To Financial Institution**

1. Complete section 2 of this form and (1) send 2 copies of this form and the financial institution execution form to the judgment debtor and to any secured party that is party to a control agreement between the financial institution and such secured party under article 9 of title 42a pursuant to section 52-367b of the General Statutes and (2) mail notice to judgment debtor as required by 31CFR212.6 and 212.7.
2. If this claim of exemption is returned completed, fill out section 6 of this form and mail, within two business days, to the issuing clerk's office at the address of court indicated on the front side. See additional instructions on the financial institution execution form.

**To Clerk**

1. Attach this form to each financial institution execution issued in a civil or family matter against a judgment debtor that is a natural person.
2. Deliver the execution along with this form to the judgment creditor requesting the execution.
3. If judgment debtor completes and returns this form claiming an exemption, enter the appearance of the judgment debtor with address set forth on page 1.
4. Set matter down for short calendar hearing.
5. Complete section 7 below.
6. Send file-stamped copy of this form to judgment debtor and judgment creditor.
7. After hearing, send copy of any order entered to the financial institution.

**Note Regarding Exemption for Alimony and Support**

**Alimony and Support, other than child support, are exempt only to the following extent:**

*The amount of alimony and support, other than child support, that may be subject to levy or other withholding for payment of a judgment is the lesser of (1) twenty-five percent of the individual's disposable earnings for that week, or (2) the amount by which the individual's disposable earnings for that week exceed forty times the higher of (A) the federal minimum hourly wage under Section (a)(1) of the Fair Labor Standards Act of 1938, U.S.C. Title 29, Section 206(a)(1), or (B), the state minimum hourly wage under Section (i) of Section 31-58, in effect at the time the earnings are payable.*

*Section 52-350a(4) of the Connecticut General Statutes defines "disposable earnings" as that part of the earnings of an individual remaining after the deduction from those earnings of amounts required to be withheld for payment of federal income and excise taxes, normal retirement contributions, union dues and initiation fees, group life insurance premiums, health insurance premiums and federal tax levies.*

**Section 5 — Proper Officer Must Complete This Section**

Name and title of proper officer	Date of service of financial institution	Telephone number
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**Section 6 — (To be completed by financial institution upon receipt of exemption claim form)**

Date claim received	Date mailed to court	Name of financial institution	Telephone number
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**Section 7 — Notice To Judgment Debtor and Judgment Creditor**

The assets in dispute are being levied for (1) forty-five days from the date the exemption claim form was received by the financial institution designated on the financial institution execution form or (2) until disposition is ordered by the court at a hearing to be held at short calendar on the date set forth below, whichever occurs earlier.

Date of hearing	Time of hearing	Courtroom
	<input type="checkbox"/> a.m.	
	<input type="checkbox"/> p.m.	

Signed (Assistant Clerk)	Date signed
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**Order**

The Court/Magistrate, hereinafter, at a hearing to determine the issues raised by this claim, hereby orders that:

By the Court (Name of Judge/Family Support Magistrate/Magistrate)	<input type="checkbox"/> Judge	<input type="checkbox"/> FSM	<input type="checkbox"/> Magistrate
Signed (Judge/Family Support Magistrate/Magistrate/Assistant Clerk)	Date signed		

**ADA NOTICE**

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**FINANCIAL INSTITUTION EXECUTION  
PROCEEDINGS - JUDGMENT DEBTOR  
WHO IS NOT A NATURAL PERSON,  
APPLICATION AND EXECUTION**

**STATE OF CONNECTICUT  
SUPERIOR COURT**  
www.jud.ct.gov


(See page 2 for instructions to financial institution)



JD-CV-24N Rev. 10-09 C.G.S. 52-367a

- Instructions - Judgment Creditor or Attorney**
1. Type or print legibly.
  2. Complete the application section; prepare original and 2 copies.
  3. Present original and all copies to clerk of court.

- Instructions - Clerk**
1. Check the file to ensure that the information provided on the application is correct.
  2. Sign original execution.
  3. Return original and 1 copy to applicant, retain a copy for file.

Address of court		<input type="checkbox"/> Judicial District	<input type="checkbox"/> Geographical area number	Docket number
		<input type="checkbox"/> Housing Session		
Name and mailing address of Judgment Creditor or Attorney (To be completed by Judgment Creditor)				
				
Name(s) and address(es) of Judgment Creditor(s)				
Name(s) and address(es) of Judgment Debtor(s)				
Date of judgment	1. Amount of judgment (Include, where applicable, pre-judgment interest and attorney's fees)	2. Amount of judgment, costs and fees (Add 1 and 2)		
4. Total amount paid (If any)	5. Total amount unpaid (Subtract 4 from 3)	Application for financial institution execution (If not waived by the court)		
7. Other court ordered postjudgment costs and fees	Total of items 1, 2, 3, 4, 5, 6, and 7	Check if applicable <input type="checkbox"/> Post judgment interest was ordered by the court		
Signed (Judgment Creditor or Attorney)		Date signed	Telephone number	

**Financial Institution Execution**

**To Any Proper Officer,**

Whereas on said Date of Judgment the above-named Judgment Creditor(s) recovered judgment against the above-named Judgment Debtor(s) before the above-named court for the amount of judgment, costs and fees stated above, as appears of record, whereof execution remains to be done. These are, therefore, by the authority of the **State of Connecticut to command you:**

Make demand upon the main office of the financial institution having its main office within your county, or if such main office is not within your county and the financial institution has one or more branch offices within your county, upon an employee of such a branch office, such employee of such branch office having been designated by the financial institution in accordance with regulations adopted by the commissioner of the Superior Court of any debt due said Judgment Debtor(s), which sum shall not exceed the total unpaid judgment, costs and fees stated above, plus post judgment interest as ordered by the court, if applicable, plus the application fee and other court ordered postjudgment costs and fees, and your own fees. Said sum shall be received by you and applied on this execution. After having made such demand you are directed to serve a true and attested copy hereof, with your doings thereon endorsed, with the financial institution officer from whom such demand was made. You shall not serve more than one financial institution execution per judgment debtor at a time, including copies thereof. After service of an execution on one financial institution, you shall not serve the same execution or a copy thereof upon another financial institution until receiving confirmation from the preceding financial institution that the judgment debtor had insufficient funds at the preceding financial institution available for collection to satisfy the execution. If you do not receive within twenty-five days of the service of the demand a response from the financial institution that was served indicating whether or not the judgment debtor has funds at the financial institution available for collection, you may assume that sufficient funds are not available for collection and you may proceed to serve another financial institution in accordance with section 52-367a of the General Statutes.

**Hereof fail not, and make due return of this writ with your doings thereon, according to law.**

Signed (Assistant Clerk)	Date signed
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For Court Use Only

*Note: The provisions of section 52-367a, as amended from time to time, take precedence over these instructions.*

**Instructions To Financial Institution Upon Receipt Of A Financial Institution Execution When Judgment Debtor is Not A Natural Person**

1. You must remove from the judgment debtor's account the amount of any debts due from you to the judgment debtor not exceeding the Total Amount Unpaid as appears on page 1 of this form, plus interest and the Application Fee for Financial Institution Execution and court ordered postjudgment costs or fees and the serving officer's fee.
2. Except as provided in #4 below, you must immediately pay to the serving officer the amount removed from the judgment debtor's account. Nothing herein shall be construed to affect any other rights or obligations of the financial institution with regard to the funds in the judgment debtor's account.
3. You must act on this execution according to section 42a-4-303 of the general statutes, before your midnight deadline.
4. If the deposit account is subject to a security interest of a secured party, other than you, pursuant to a control agreement between you and such secured party under article 9 of title 42a, and if any funds removed from the judgment debtor's account pursuant to subsection (c) of section 52-367a of the general statutes you shall forthwith mail a copy of the execution when received from the serving officer, postage prepaid, to the judgment debtor and to such other secured party at the last known address of such parties with respect to the affected accounts on your records. You shall hold the amount removed from the judgment debtor's account for twenty days from the date of the mailing to the judgment debtor and such other secured party, and during such period you shall not disburse the serving officer. Such other secured party shall give notice of its prior perfected security interest in such deposit account, by presenting to the clerk of the court that issued the execution a written claim for determination of interests in property pursuant to section 42a-4-303c and by delivering a copy of such claim to the financial institution upon which such execution is served.
5. If a written claim for determination of interests in property is made pursuant to subsection (e) of section 42a-4-303 of the general statutes, you shall continue to hold the amount removed from the judgment debtor's account until a court order is received regarding disposition of the funds. If no written claim for determination of interests in property is made you shall, on demand, forthwith pay to the serving officer the amount removed from the judgment debtor's account, and the serving officer shall thereupon pay such amount, less such serving officer's fees, to the judgment creditor, except to the extent otherwise ordered by the court.

**SAMPLE**



**APPLICATION FOR EXAMINATION OF JUDGMENT DEBTOR AND NOTICE OF HEARING**

JD-CV-54 Rev. 6-19  
C.G.S. § 52-397

**ADA NOTICE**  
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STATE OF CONNECTICUT  
**SUPERIOR COURT**  
[www.jud.ct.gov](http://www.jud.ct.gov)



**Instructions to Judgment Creditor**

1. Fill out and give the original and 2 copies to the clerk to review and sign.
2. Attach a completed Subpoena (form JD-CL-43), if one is needed.
3. Give the original and 1 copy of the signed application to a proper officer for service (delivery).
4. Make a copy for your file.
5. The original application must be returned to court after it is served at least 6 days before the court hearing.
6. Come to the court hearing and be prepared to examine the judgment debtor on the debtor's property and the means of paying the judgment.

**To: The Superior Court**

<input type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	At _____	Docket number _____
Address of Court (Number, street, town and zip code) _____			
Name(s) of judgment creditor(s) _____		Address(es) (Number, street, town, state and zip code) _____	
Name of judgment debtor _____		Address (Number, street, town, state and zip code) _____	
Date of judgment _____	Amount of damages awarded _____	Amount of costs awarded _____	Total damages and costs awarded _____
Name and address of judgment creditor's attorney (if applicable) _____			

**Application for Examination of Judgment Debtor**

A judgment was recovered against the judgment debtor named above in the Superior Court on the date and for the amount of damages and costs indicated above. (\*X\* one or both)

- An execution was issued on this judgment which has been returned unsatisfied in whole or in part.
- Postjudgment interrogatories were served on the judgment debtor in accordance with the Connecticut General Statutes, but the judgment debtor did not respond within the time specified in the summons of the date of service.

The judgment creditor(s) request that the judgment debtor be ordered to come to the Superior Court where the judgment was entered, to be examined under oath concerning the debtor's property and means of paying this judgment.

Signed (Judgment creditor or attorney) _____	Date signed _____	Telephone number _____
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**Order for Examination and Notice of Hearing**

The Application for Examination of Judgment Debtor having been presented to the court, it is **ordered that the judgment debtor named above come to the Superior Court at the court location shown above**, to be examined under oath concerning the judgment debtor's property and means of paying the judgment described in the above Application for Examination of Judgment Debtor **on the date and time set for the hearing shown below**.

Court Hearing Date And Time		
Date of hearing _____	Time of hearing _____	Courtroom _____
_____ .m.		

To Any Proper Officer:

By authority of the State of Connecticut, you are commanded to give notice of the pendency of this Application and to summon the judgment debtor to appear at the place, date, and time set for the examination by serving on said judgment debtor, as prescribed by law for the service of civil process, a true and attested copy of the foregoing Application and of this order at **least twelve days** prior to the hearing date shown above.

Make service and return this Application to the court at **least six days** prior to the hearing date shown above.

Signed (Judge/Clerk) _____	Date signed _____
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**SMALL CLAIMS MOTION FOR  
ORDER OF PAYMENTS**

JD-CV-159 New 12-17  
P.B. 24-30

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov



**Instructions**

1. Type or print legibly.
2. Submit the original to the clerk of court.

Name of case (Plaintiff v. Defendant)		Docket number
Type of court <input type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session	Address of court (Number, street, town and zip code)	
Your name	Your address (Number, street, town, state and zip)	Date
The <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant in the above entitled matter, requests that the court enter an order of payments in the amount of \$ _____ <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly		
Signed (Individual Attorney or self-represented party)	Print or type name of person signing	Date signed

**Certification**

I certify that a copy of this document was or will immediately be mailed or delivered electronically or non-electronically on \_\_\_\_\_ (date) \_\_\_\_\_ to all attorneys and self-represented parties of record and that my consent for electronic delivery was received from all attorneys and self-represented parties of record who received notice of my intended use of receiving electronic delivery.

Name and address of each party and attorney that copy was or will be mailed or delivered to:

\*If necessary, attach additional sheet or sheets with names and addresses of the parties who the copies will be mailed or delivered to.

Signed (Individual Attorney or self-represented party)	Print or type name of person signing	Date signed
Mailing address (Number, street, town, state and zip)	Telephone number	

**Order**

The above motion as presented to the court is hereby ordered:

- Granted.  
 Denied.

In the amount of \$ \_\_\_\_\_  Weekly     Bi-weekly     Monthly

First payment is due on or before \_\_\_\_\_ and  Weekly     Bi-weekly     Monthly thereafter.

Payments are to be made to: \_\_\_\_\_

By the court	Signed (Judge/Magistrate)	Date signed
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**ADA NOTICE**

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**SMALL CLAIMS MOTION TO  
MODIFY ORDER OF PAYMENTS**

JD-CV-160 Rev. 7-19  
C.G.S. § 52-356d; P.B. 24-30

**Instructions**

1. Type or print legibly.
2. Submit the original to the clerk of court.

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STATE OF CONNECTICUT  
**SUPERIOR COURT**  
[www.jud.ct.gov](http://www.jud.ct.gov)



Name of case (Plaintiff v. Defendant) \_\_\_\_\_ Docket number \_\_\_\_\_

Type of court \_\_\_\_\_ Address of court (Number, street, town and zip code) \_\_\_\_\_

Judicial District  Housing Session \_\_\_\_\_  
Your name \_\_\_\_\_ Your address (Number, street, town, state and zip) \_\_\_\_\_ Date \_\_\_\_\_

The  Plaintiff  Defendant in the above entitled matter, requests that the court modify the order of payments

from: \$ \_\_\_\_\_  Weekly  Bi-weekly  Monthly  
to: \$ \_\_\_\_\_  Weekly  Bi-weekly  Monthly

Based upon the judgment debtor's financial circumstances as follows:

Signed (Individual Attorney or self-represented party) \_\_\_\_\_ Print or type name of person signing \_\_\_\_\_ Date signed \_\_\_\_\_

**Service (Delivery)**

*This document must be served on (delivered to) all parties and counsel of record as prescribed in Sections 52-352-350e of the Connecticut General Statutes. You may use the Certification below if the document is served within 180 days of the judgment or if it is served on a party who has filed a postjudgment appearance. In all other situations, you must use one of the service by Proper Officer (Marshal) options.*

Certification (if applicable)  
I certify that a copy of this document was or will immediately be made for delivery electronically or non-electronically on (date) \_\_\_\_\_ to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties of record who consented or will immediately be receiving electronic delivery.  
Name and address of each party and attorney that copy was or will be delivered to: \_\_\_\_\_

\*If necessary, attach \_\_\_\_\_ sheet(s) to this document.  
Signed (Signature of \_\_\_\_\_) \_\_\_\_\_ Print or type name of person signing \_\_\_\_\_ Date signed \_\_\_\_\_

Mailing address (Number, street, town, state and zip) \_\_\_\_\_ Telephone number \_\_\_\_\_

- Service by Proper Officer (Marshal) (if applicable) (check only one box that applies)
- Document mailed by proper officer (Marshal) by certified mail, return receipt requested and signed return receipt is attached.
  - Served by proper officer in the manner in which a writ of summons is served in a civil action and officer's return of service will be filed with court.

**Order**

The above motion having been presented to the court is hereby ordered:

- Granted.
- Denied.

In the amount of \$ \_\_\_\_\_  Weekly  Bi-weekly  Monthly

First payment is due on or before \_\_\_\_\_ and  Weekly  Bi-weekly  Monthly thereafter.

Payments are to be made to: \_\_\_\_\_

By the court \_\_\_\_\_ Signed (Judge/Magistrate) \_\_\_\_\_ Date signed \_\_\_\_\_

**SMALL CLAIMS MOTION TO  
ORDER JUDGMENT SATISFIED**

JD-CV-162 New 12-17  
P.B. 24-30

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov



**Instructions**

1. Type or print legibly.
2. Submit the original to the clerk of court.

Name of case (Plaintiff v. Defendant)		Docket number
Type of court <input type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session	Address of court (Number, street, town and zip code)	
Your name	Your address (Number, street, town, state and zip)	Date

The judgment debtor, having paid the judgment in the above entitled matter in full, requests that the court make a finding that the judgment is satisfied.

Signed (Individual Attorney or self-represented party)	Print or type name of person signing	Date signed
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**Service (Delivery)**

This document must be served on (delivered to) all parties and counsel of record as described in Section 50e of the Connecticut General Statutes. You may use the **Certification**, below, if the document is served within 180 days of the judgment. It is served on a party who has filed a postjudgment appearance. In all other situations, you must use one of the **Service by Officer (Marshal)** options.

Certification (if applicable)

I certify that a copy of this document was or will immediately be mailed or delivered electronically or electronically on (date) \_\_\_\_\_ to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties of record who receive or will immediately be receiving electronic delivery.

Name and address of each party and attorney that copy was or will be mailed or delivered electronically on \_\_\_\_\_

*If necessary, attach additional sheet(s) to include all information.		
Signed (Signature of filer)	Print or type name of person signing	Date signed
Mailing address (Number, street, town, state and zip code)	Telephone number	

Service by Officer (Marshal) (if applicable) (check only one box that applies)

- Document mailed by proper Officer (Marshal) by certified mail, return receipt requested and signed return receipt is attached.
- Served by Officer (Marshal) in the manner in which a writ of summons is served in a civil action and officer's return of service will be filed with court.

**Order**

The Court, having examined the proof of payment submitted by the judgment debtor, finds that the judgment was paid in full and orders that the judgment be declared satisfied as of:

Date

By the court	Signed (Judge/Magistrate)	Date signed
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**SATISFACTION OF JUDGMENT**

JD-CV-164 New 12-17  
P.B. §§ 6-5, 24-30

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov



**Instructions**

1. Type or print legibly
2. Submit the original to the clerk of court.

Name of case		Docket number
Type of court <input type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session	Address of court (Number, street, town and zip code)	
Your name	Your address (Number, street, town, state and zip)	Date

The  Plaintiff     Defendant    in the above-entitled action gives notice that the judgment entered by the court on (date) \_\_\_\_\_ has been fully satisfied by the  Plaintiff     Defendant    \_\_\_\_\_, on (date) \_\_\_\_\_.

Signed (Individual Attorney or self-represented party)	Print or type name of person signing	Date signed
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**Service (Delivery)**

This document must be served on (delivered to) all parties and counsel of record as prescribed in Section 52-350e of the Connecticut General Statutes. You may use the **Certification**, below, if the document is served within 180 days of the judgment or if it is served on a party who has filed a postjudgment appearance. In all other situations, you must use one of the **Service by Proper Officer (Marshal)** options.

Certification (if applicable)

I certify that a copy of this document was or will be timely mailed, delivered electronically or non-electronically on (date) \_\_\_\_\_ to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties of record who received or will immediately be receiving electronic delivery.

Name and address of each party and attorney who has or will be receiving delivery

*If necessary, attach additional sheet(s) to provide all information.		
Signed (Signature of)	Print or type name of person signing	Date signed
Mailing address (Number, street, town, state and zip code)		Telephone number

Service by Proper Officer (Marshal) (if applicable) (check only one box that applies)

- Document mailed by proper officer (Marshal) by certified mail, return receipt requested and signed return receipt is attached.
- Served by proper officer in the manner in which a writ of summons is served in a civil action and officer's return of service will be filed with court.

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