

# Procedures to Follow to Represent Yourself in an Entry and Detainer (Lockout) Case



State of Connecticut Judicial Branch  
Superior Court



## NOTICE

The clerks' offices of the housing session are authorized to provide assistance to self-represented litigants. (Section 51-52 (d) of the Connecticut General Statutes). A list of the clerks' offices is on page 7.

Clerks will help you as much as they can, but they cannot act as your attorney. You are responsible for any actions you take when you represent yourself. The clerks' offices are not responsible for any errors in the forms provided to you or in these instructions.

If you feel you need more information or help, you should talk to an attorney or read the appropriate sections of the Connecticut General Statutes and Connecticut Practice Book. If you want an attorney to represent you and do not know the name of an attorney in your area go to page 9. Go to page 9 for the legal aid offices closest to where you live if you want an attorney to represent you but cannot afford to hire one.

The clerks' offices of the judicial district courts are prohibited by law from providing help to self-represented individuals other than the information contained in these instructions or in official forms. A list of the judicial district clerks' offices is on page 8.

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## **PROCEDURES TO FOLLOW TO REPRESENT YOURSELF IN AN ENTRY AND DETAINER (LOCKOUT) CASE**

1. Read these instructions carefully and completely before filling out any of the forms related to this type of lawsuit.
2. The first step in representing yourself is to fill out the form called Verified Lock-Out Complaint and Application for Temporary Injunction (Form JD-HM-24, see sample on page 4). You are known as the “plaintiff” and your landlord is known as the “defendant.” Once you have read and understand what these papers say, fill in all the blank spaces and check off all of the boxes that apply to you. The complaint must be signed in front of a clerk, notary public, or attorney and verified by you under oath.
3. Up to three orders will be given to the judge to review with your verified complaint. See Entry and Detainer Proceedings Summons and Order to Show Cause (Form JD-HM-23 on page 5). These orders will be filled out by the Clerk’s office *after you fill out the top part and appearance section of the form*. The first order, the Summons, sets a court hearing date that will be no more than 8 days from the date the judge signs the order. This form orders the defendant (landlord) to come to court at the date and time in the Summons. You must also be in court on that date and time. Your landlord may bring an attorney to represent him or her. You have the same right if you want an attorney to represent you. The second order is an Order to Show Cause which also orders the landlord to be in court on the day of the hearing.

*(continued)*

## **PROCEDURES TO FOLLOW TO REPRESENT YOURSELF IN AN ENTRY AND DETAINER (LOCKOUT) CASE** *(continued)*

The third order is the Ex-Parte Temporary Injunction (Form JD-HM-37, on page 6). This may order the landlord to let you back into your residence immediately after he/she receives the order from the marshal or other proper officer, and/or may order the landlord to do something else. If the judge signs the Ex-Parte Temporary Injunction, it may stay in effect until a hearing is held in court on the date and time in the Summons.

The summons and order to show cause and the ex parte temporary injunction, if then you decide to file it, will be given to the judge by the clerk with your completed verified complaint and application. It is up to the judge to decide whether or not he or she will sign any of these papers.

4. If you do not have the money to pay the entry fee for your case or the marshal's or other proper officer's fees, you may ask the court to waive these fees by filing a completed Application for Waiver of Fees (form JD-CV-120). The application must be signed in front of a clerk, notary public, or attorney and be verified by you under oath. These papers will be given with your other papers to the judge for his or her approval and signature.
5. Once the judge gives the papers back, you must have them served on the defendant by a marshal or other proper officer. Unless waived by the court, there is a fee to have the papers served by a marshal or other proper officer (approximately \$45.00- \$60.00). You must also pay the entry fee of \$175.00 at this time, unless the fee has been waived by the court.
6. It is important that you get the name of the marshal or other proper officer who is serving (delivering) the papers for you. Also, you must have the papers returned to the Clerk's office before the court hearing date. It is recommended that the papers be returned to the clerk's office at least 2 full working days before your hearing date.

*(continued)*

## **PROCEDURES TO FOLLOW TO REPRESENT YOURSELF IN AN ENTRY AND DETAINER (LOCKOUT) CASE** *(continued)*

7. On the day of the hearing listed in the Summons be in court on time and ready to go forward with your case (that is, to show that you have been locked out illegally). You should bring all witnesses and/or evidence that may support your claims. The evidence may consist of rent receipts, written leases, cancelled rent checks, or any people who may have visited you at the residence you claim to be locked out of. Bring anything you consider important or related to your case. If a witness will not agree to come to court, you may request that the court issue a subpoena ordering the witness to come to court for the hearing. You should file a completed Application for Issuance of Subpoena (form JDCL-136) with the clerk's office at least 3 days before the scheduled hearing date. The subpoena must be served (delivered) on your witness at least 18 hours before the time of your hearing. The marshal or other proper officer will charge a fee to serve (deliver) the subpoena. You can request this fee be waived by completing an Application for Waiver of Fees.

Your landlord has a right to be at the hearing. Both you and your landlord will be given a chance to give your side of the lawsuit. The judge will decide the case based on all the evidence.

8. You may also wish to bring a separate small claims lawsuit if your money damages equal \$5000.00 or less. The Clerk's office can supply you with forms and instructions. If your damages are more than \$5000.00, you should talk with an attorney to represent you in a civil action.

# Form: JD-HM-24 Rev. 4-19

**VERIFIED LOCKOUT COMPLAINT AND APPLICATION FOR TEMPORARY INJUNCTION**  
 JD-HM-24 Rev. 4-19  
 C.G.S. § 47a-43

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



Note: Use this form with form JD-HM-23 and, if applicable, form JD-HM-37. (Form JD-HM-37 is available only at Clerks' offices.)

Judicial District of \_\_\_\_\_

\_\_\_\_\_  
 Plaintiff(s)  
**V.**  
 \_\_\_\_\_  
 Defendant(s)

Judicial District Housing Session at \_\_\_\_\_

1. Since \_\_\_\_\_, the plaintiff(s) have been in actual possession of the premises located at \_\_\_\_\_  
(Date possession began)

\_\_\_\_\_  
(Address of land, tenement, or dwelling unit)

2. The defendant(s) or their agents have taken the following actions without the consent of the plaintiff(s) in violation of Section 47a-43(a) of the Connecticut General Statutes: *(Not applicable paragraph)*

(a) On or about (date) \_\_\_\_\_, the defendant(s) entered the premises and locked the plaintiff(s) out by:

Padlocking the door       Changing the locks       Other (specify below)

Describe other method of locking plaintiff(s) out if "other" box is checked above

(b) The defendant(s) prevented the plaintiff(s) from occupying the premises since (date) \_\_\_\_\_

(c) The defendant(s) damaged the premises described above or removed, damaged or took possession and control of personal property of the plaintiff(s) including, but not limited to, the following items:

List items that were removed, damaged or taken

3. The defendant(s) or their agents' actions have caused irreparable loss or damage because the plaintiff(s) are being deprived of the premises and of their personal property.

4. The plaintiff(s) are without an adequate remedy at law.

**The plaintiff(s) request that the court:**

1. If applicable, issue an ex parte (without hearing) temporary injunction preventing the defendant(s) and their agents from depriving the plaintiff(s) of the premises and the personal property described above, and, for good cause shown, waive the bond requirement for the temporary injunction (see Section 52-471 of the Connecticut General Statutes);
2. Issue a permanent injunction preventing the defendant(s) and their agents from depriving the plaintiff(s) of access to the premises and to the personal property described above (see Section 52-471 of the Connecticut General Statutes);
3. Award the plaintiff(s) a writ of restitution ordering that the plaintiff(s) be restored to the premises and/or to their personal property (see Section 47a-45a of the Connecticut General Statutes); and
4. Order any other legal or equitable relief that the court deems proper.

I swear that the above statements are true to the best of my knowledge.

Signed (Plaintiff(s)) _____	Subscribed and sworn to before me	On (Date) _____
Current address of plaintiff(s) _____	Signed (Clerk, Notary Public, Commissioner of the Superior Court)	

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.

# Form: JD-HM-23 Rev. 4-19

## ENTRY AND DETAINER PROCEEDINGS SUMMONS AND ORDER TO SHOW CAUSE

JD-HM-23 Rev. 4-19  
C.G.S. § 47a-43

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



### Instructions to Clerk

1. Use this form in conjunction with JD-HM-24.
2. In the "Summons" section of this form, print the date and time the defendant is to appear to answer the complaint. This should not be more than eight nor less than six days from the date that the summons is signed by the judge.

<input type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	At (Address of court)
Name(s) and current address of plaintiff(s)		Telephone number
Name(s) and current address of additional plaintiff(s)		Telephone number
Name and address of defendant		
Name and address of agent for service (if any)		

### Summons

To: Any proper officer

By authority of the State of Connecticut, you are hereby commanded to summon the above-named defendant(s) to appear before the Superior Court **at the above address on the date and at the time and courtroom specified below**, to answer the attached complaint, by serving the defendant a true and attested copy of the same at least six days exclusive before the day of the hearing and make return of service to the court.

Date, time, and courtroom to which defendant is summoned to appear	Time	Courtroom
--	------	-----------

Dated at (Town)	On (Date)	Signed (Judge of the Superior Court)
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### Order to Show Cause

The plaintiff's(s) verified lockout complaint and application for temporary injunction was shown to the court. After review of the application, it is **ordered** that the defendant named above be summoned to the Superior Court named above **at the above address on the date and at the time specified in the above summons**, to show why a temporary injunction should not  be issued (allowed)  be continued, as requested in the attached complaint.

Dated at (Town)	On (Date)	Signed (Judge of the Superior Court)
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### For the plaintiff(s) enter the appearance

Name and address of attorney appearing for plaintiff if self-represented (Number, street, town and zip code)	Telephone number	Juris Number (if attorney or law firm)
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The attorney or law firm appearing for the plaintiff or the plaintiff if self-represented, agrees to accept papers (service) electronically in this case under Section 10-13 of the Connecticut Practice Book.  Yes  No

E-mail address for delivery of papers under Section 10-13 (if agreed to)

### Return of Service

Name of defendant		Date of service	
In accordance with the Summons, I left with and in the hands of/at the usual place of abode of the above-named defendant(s) a true and attested copy of the verified complaint, and summons and order to show cause.			
<b>Fees</b>	Copy	Endorsement	Service
			Travel
			<b>Total</b>

Attest (Name and title)

#### ADA NOTICE

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# Form: JD-HM-37 Rev. 4-19

**ENTRY AND DETAINDER PROCEEDINGS  
EX PARTE TEMPORARY INJUNCTION**  
JD-HM-37 Rev. 4-19  
C.G.S. § 47a-43

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



**Instruction to Clerk**

*This form may be used in conjunction with JD-HM-23 and JD-HM-24.*

<input type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	At (Address of court)
Name of plaintiff(s)		Telephone Number of plaintiff(s)
Address of plaintiff(s)		
Name of defendant(s)		Telephone Number of defendant(s)
Address of defendant(s)		

**Ex Parte Temporary Injunction**

To: The defendant(s) named above

It is ordered that, while waiting for the hearing you are being notified of in the attached summons, you and your agent(s) (*people helping you*) must let the plaintiff(s) into your premises immediately and give them the personal property described in the attached complaint. You and your agent(s) must also let the plaintiff(s) use the dwelling unit (*place to live*), and you must not try to prevent the plaintiff(s) from peacefully enjoying the dwelling unit.

Other Order: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

It is further ordered that, for good cause shown, no bond is required for this temporary injunction to issue.

Dated at (Town)	On (Date)	Signed (A Judge of the Superior Court)
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**Return of Service**

Name of defendant	Date of service	Fees
In accordance with the attached summons, I left with and in the hands of/at the usual place of abode of the above-named defendant(s) a true and attested copy of the verified complaint, summons and order to show cause, and ex parte temporary injunction.		Copy
		Endorsement
		Service
		Travel
Attest (Name and title)		<b>Total</b>

**ADA NOTICE**  
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# APPENDIX I

## SUPERIOR COURT HOUSING SESSIONS

### **Fairfield Judicial District**

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

### **New Britain Judicial District**

Superior Court-Housing Session  
20 Franklin Square, Room 211  
New Britain, CT 06051  
Telephone: (860) 515-5130

### **Stamford/Norwalk Judicial District**

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

### **Hartford Judicial District**

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

### **New Haven Judicial District**

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

### **Waterbury Judicial District**

Superior Court-Housing Session  
300 Grand Street  
Waterbury, CT 06721  
Telephone: (203) 591-3310

## **APPENDIX II**

### **JUDICIAL DISTRICT COURT LOCATIONS HANDLING HOUSING MATTERS**

#### **Judicial District at Meriden**

54 West Main Street  
Meriden, CT 06450  
(203) 238-6667

#### **Judicial District at Tolland**

69 Brooklyn Street  
Rockville, CT 06066  
(860) 875-6294

#### **Judicial District of Danbury**

146 White Street  
Danbury, CT 06810  
(203) 207-8600

#### **Judicial District of Litchfield at Torrington**

50 Field Street  
Torrington, CT 06790  
(860) 626-2100

#### **Judicial District at Middlesex**

1 Court Street  
Middletown, CT 06457-3374  
(860) 343-6400

#### **Judicial District of Ansonia-Milford at Milford**

14 West River Street  
Milford, CT 06460  
(203) 877-4293

#### **Judicial District of New London at New London**

70 Huntington Street  
New London, CT 06320  
(860) 443-5363

#### **Judicial District of New London at Norwich**

1 Courthouse Square  
Norwich, CT 06360  
(860) 887-3515

#### **Judicial District of Windham at Putnam**

155 Church Street  
Putnam, CT 06260  
(860) 928-7749

## **APPENDIX III**

### **LAWYER REFERRAL SERVICE OFFICES**

#### **Location:**

Fairfield County .....	(203) 335-4116
Hartford, Litchfield, Middlesex, ..... Tolland and Windham Counties	(860) 525-6052
New Haven County.....	(203) 562-5750
New London County .....	(860) 889-9384

## **APPENDIX IV**

### **LEGAL AID OFFICES**

For all initial screening of requests for legal assistance from legal aid programs in Connecticut:

**Statewide Legal Services, Inc.**  
**(860) 344-0380**  
(Hartford, Central Connecticut, Middletown Areas)

**1-800-453-3320**  
(All Other Regions)

*(continued)*

**APPENDIX IV** *(continued)*

**Greater Hartford Legal Assistance**

*Hartford Office* ..... (860) 541-5000  
*Enfield Office*..... (860) 745-0606

**New Haven Legal Assistance Association, Inc.**

*New Haven Office* ..... (203) 946-4811

**Connecticut Legal Services, Inc.**

*Regional Offices:*

Bridgeport ..... (203) 336-3851  
New Britain ..... (860) 225-8678  
New London..... (860) 447-0323  
Stamford ..... (203) 348-9216  
Waterbury..... (203) 756-8074  
Willimantic .....(860) 456-1761

*Satellite Locations:*

Danbury..... 1-800-541-8909  
Meriden/Middletown ..... (860) 225-8678  
Norwalk ..... (203) 348-9216  
Norwich ..... (860) 447-0323  
Rockville ..... 1-800-413-7796  
Torrington ..... 1-800-413-7797  
AIDS Legal Network..... (860) 541-5040  
Legal Assistance for Medicare Patients.....1-800-413-7796 or (860) 423-2556





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[www.jud.ct.gov](http://www.jud.ct.gov)