

Notice Regarding Civil Summons – Form JD-CV-1

Under the authority of Practice Book § 8-1, the Chief Court Administrator has prescribed the following revised civil summons form for use in civil actions other than family actions and summary process actions. The form is available on the Judicial Branch website at [www.jud.ct.gov](http://www.jud.ct.gov).

Hon. Arthur A. Hiller  
Chief Administrative Judge  
Civil Division

**SUMMONS - CIVIL**

JD-CV-1 Rev. 9-08  
C.G.S. §§ 51-346, 51-347, 51-349, 51-350, 52-45a, 52-48, 52-259, P.B. Secs. 3-1 through 3-21, 8-1

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

See other side for instructions

TO: Any proper officer; BY AUTHORITY OF THE STATE OF CONNECTICUT, you are hereby commanded to make due and legal service of this Summons and attached Complaint.

- "X" if amount, legal interest or property in demand, not including interest and costs is less than \$2,500.
- "X" if amount, legal interest or property in demand, not including interest and costs is \$2,500 or more.
- "X" if claiming other relief in addition to or in lieu of money or damages.

Address of court clerk where writ and other papers shall be filed (Number, street, town and zip code) (C.G.S. §§ 51-346, 51-350)	Telephone number of clerk (with area code) ( )	Return Date (Must be a Tuesday) _____ Month _____ Day, 20____ Year
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<input type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session	<input type="checkbox"/> G.A. Number:	At (Town in which writ is returnable) (C.G.S. §§ 51-346, 51-349)	Case type code (See list on page 2) Major: _____ Minor: _____
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For the Plaintiff(s) please enter the appearance of:

Name and address of attorney, law firm or plaintiff if self-represented (Number, street, town and zip code)	Juris number (to be entered by attorney only)
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Telephone number (with area code) ( )	Signature of Plaintiff (if self-represented)
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Number of Plaintiffs:	Number of Defendants:	<input type="checkbox"/> Form JD-CV-2 attached for additional parties
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Parties	Name (Last, First, Middle initial) and Address of Each party (Number; Street; P.O. Box; Town; State; Zip; and Country, if not USA)	Code
First Plaintiff	Name: Address:	P-01
Additional Plaintiff	Name: Address:	P-02
First Defendant	Name: Address:	D-50
Additional Defendant	Name: Address:	D-51
Additional Defendant	Name: Address:	D-52
Additional Defendant	Name: Address:	D-53

**Notice to Each Defendant**

1. **YOU ARE BEING SUED.** This paper is a Summons in a lawsuit. The complaint attached to these papers states the claims that each plaintiff is making against you in this lawsuit.
2. To be notified of further proceedings, you or your attorney must file a form called an "Appearance" with the clerk of the above-named Court at the above Court address on or before the second day after the above Return Date. The Return Date is not a hearing date. You do not have to come to court on the Return Date unless you receive a separate notice telling you to come to court.
3. If you or your attorney do not file a written "Appearance" form on time, a judgment may be entered against you by default. The "Appearance" form may be obtained at the Court address above or at [www.jud.ct.gov](http://www.jud.ct.gov) under "Court Forms."
4. If you believe that you have insurance that may cover the claim that is being made against you in this lawsuit, you should immediately contact your insurance representative. Other action you may have to take is described in the Connecticut Practice Book which may be found in a superior court law library or on-line at [www.jud.ct.gov](http://www.jud.ct.gov) under "Court Rules."
5. If you have questions about the Summons and Complaint, you should talk to an attorney quickly. The Clerk of Court is not allowed to give advice on legal questions.

Signed (Sign and "X" proper box)	<input type="checkbox"/> Commissioner of the Superior Court <input type="checkbox"/> Assistant Clerk	Name of Person Signing at Let	Date
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If this Summons is signed by a Clerk: a. The signing has been done so that the Plaintiff(s) will not be denied access to the courts. b. It is the responsibility of the Plaintiff(s) to see that service is made in the manner provided by law. c. The Clerk is not permitted to give any legal advice in connection with any lawsuit. d. The Clerk signing this Summons at the request of the Plaintiff(s) is not responsible in any way for any errors or omissions in the Summons, any allegations contained in the Complaint, or the service of the Summons or Complaint.	<b>For Court Use Only</b> File Date
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I certify I have read and understand the above:	Signed (Self-Represented Plaintiff)	Date signed
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Name and address of person recognized to prosecute in the amount of \$250	Docket Number
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Signed (Official taking recognizance; "X" proper box)	<input type="checkbox"/> Commissioner of the Superior Court <input type="checkbox"/> Assistant Clerk	Date	Docket Number
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## Instructions

1. Type or print legibly; sign summons.
2. Prepare or photocopy a summons for each defendant.
3. Attach the original summons to the original complaint, and attach a copy of the summons to each copy of the complaint. Also, if there are more than 2 plaintiffs or more than 4 defendants prepare form JD-CV-2 and attach it to the original and all copies of the complaint.
4. After service has been made by a proper officer, file original papers and officer's return with the clerk of court.
5. The party recognized to pay costs must appear personally before the authority taking the recognizance.
6. Do not use this form for the following actions:
  - (a) Family matters (for example divorce, child support, custody, paternity, and visitation matters).
  - (b) Summary process actions.
  - (c) Applications for change of name.
  - (d) Probate appeals.
  - (e) Administrative appeals.
  - (f) Proceedings pertaining to arbitration.
  - (g) Any actions or proceedings in which an attachment, garnishment or replevy is sought.

## Case Type Codes

Major Description	Codes Major/Minor	Minor Description	Major Description	Codes Major/Minor	Minor Description
Contracts	C 00	Construction - All other	Torts (Other than Vehicular)	T 02	Defective Premises - Private - Snow or Ice
	C 10	Construction - State and Local		T 03	Defective Premises - Private - Other
	C 20	Insurance Policy		T 11	Defective Premises - Public - Snow or Ice
	C 30	Specific Performance		T 12	Defective Premises - Public - Other
	C 40	Collections		T 20	Products Liability - Other than Vehicular
	C 90	All other		T 28	Malpractice - Medical
Eminent Domain	E 00	State Highway Condemnation		T 29	Malpractice - Legal
	E 10	Redevelopment Condemnation		T 30	Malpractice - All other
	E 20	Other State or Municipal Agencies		T 40	Assault and Battery
	E 30	Public Utilities & Gas Transmission Companies		T 50	Defamation
	E 90	All other		T 61	Animals - Dog
Miscellaneous	M 00	Injunction	T 69	Animals - Other	
	M 10	Receivership	T 70	False Arrest	
	M 20	Mandamus	T 71	Fire Damage	
	M 30	Habeas Corpus (extradition, release from Penal Institution)	T 90	All other	
	M 40	Arbitration	Vehicular Torts	V 01	Motor Vehicles* - Driver and/or Passenger(s) vs. Driver(s)
	M 50	Declaratory Judgment		V 04	Motor Vehicles* - Pedestrian vs. Driver
	M 63	Bar Discipline		V 05	Motor Vehicles* - Property Damage only
	M 66	Bar Discipline - Reinstatement		V 06	Motor Vehicle* - Products Liability Including Warranty
	M 68	Bar Discipline - Inactive Status		V 09	Motor Vehicle* - All other
	M 80	Foreign Civil Judgments - C.G.S. 52-604 & C.G.S. 50a-30		V 10	Boats
	M 82	Housing Civil Matters		V 20	Airplanes
	M 83	Small Claims Transfer to Regular Docket		V 30	Railroads
	M 84	Foreign Protective Order		V 40	Snowmobiles
M 90	All other	V 90		All other *Motor Vehicles include cars, trucks, motorcycles, and motor scooters.	
Property	P 00	Foreclosure	Wills, Estates and Trusts	W 10	Construction of Wills and Trusts
	P 10	Partition		W 90	All other
	P 20	Quiet Title/Discharge of Mortgage or Lien			
	P 30	Drug Asset Forfeiture - C.G.S. 54-36h			
	P 90	All other			