

Superior Court for Family Matters Standing Order – Pretrial

All counsel and parties assigned a judicial, family relations or special master pretrial are ordered to come to court and arrive on time. Counsel and self-represented parties are to exchange with each other, and submit to the pre-trying authority (the person(s) presiding over the pretrial) the documents that comply with these Standing Orders. **Counsel and self-represented parties must be prepared to provide any supporting documentation needed, and should bring such documentation to the pretrial.**

Counsel and self-represented parties shall exchange the following documents at least seven (7) calendar days prior to the scheduled pretrial. These documents shall be submitted to the pre-trying authority at the time of the pretrial:

1. A non-argumentative memorandum that sets forth the facts relevant to the criteria in Connecticut General Statutes §§ 46b-81 and 46b-82;
2. Written proposed orders in accordance with Practice Book Sec. 25-30(c) and (d), which shall be comprehensive and state the parties' requested relief;
3. Current sworn financial affidavits (Form JD-FM-6), including a detailed income statement, a list of assets and liabilities, the sworn-to value of all assets, current value of all retirement and employment benefits and any proposed distribution;
4. If there are minor children, the parties shall prepare a fully completed child support guidelines worksheet that they agree to. If the parties do not agree, each party shall provide his or her own fully completed child support guidelines worksheet;

If a party does not fully comply with this order, that party may have sanctions imposed on him or her by the presiding judge.

These orders do not include and are not intended to be addressed to guardians ad litem for minor children.

**The Honorable Michael A. Albis
Chief Administrative Judge
Family Division**