



STATE OF CONNECTICUT  
JUDICIAL BRANCH  
SUPERIOR COURT  
OFFICE OF THE CLERK  
*HARTFORD HOUSING SESSION*  
80 WASHINGTON STREET  
HARTFORD, CT 06106  
(860) 756-7920

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## HOUSING SESSION AT HARTFORD NOTICE FOR ALL HOUSING MATTERS: TRIAL PREPARATION: CIVIL PROCEDURE

### **Notice to Quit:**

- a. It is the responsibility of the Plaintiff(s) to see that the Notice to Quit complies with the applicable law and service is made in the manner provided by law.
- b. The Clerk is not permitted to give any legal advice in connection with any landlord/tenant matter.

### **If a 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 and Complaint.

**It is the responsibility of the Plaintiff(s) to prove all of the allegations contained in the Complaint. All documents, witnesses, or any other evidence that a party wants the court to consider must be brought to court on the day of the scheduled trial/summary process action.**

**It is the responsibility of the Defendant(s) to prove all of the allegations contained in the Answer and/or Answer and Special Defense.**

**It is the responsibility of the Plaintiff(s) and Defendant(s) to file the appropriate pleading in the case in accordance with the applicable law and the Connecticut Practice Book.**

**BY ORDER OF THE COURT,  
HON. RUPAL SHAH  
PRESIDING JUDGE**

#### **Judicial Branch Mission Statement**

The mission of the Connecticut Judicial Branch is to serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner.