

NOTICES

Small Claims Decentralization

Effective Monday, October 16, 2017, the Centralized Small Claims Office located at 80 Washington Street, Hartford, CT 06106 will be closed. No new small claims writs or any other documents on small claims cases can be filed at the Centralized Small Claims Office in person, by fax or by mail as of that date.

Effective Friday, September 1, 2017 and after, any small claims cases filed on paper or electronically will have an answer date after October 16, 2017, and any existing small claims case that requires a hearing date or has a final date for compliance ordered by a magistrate after September 1, 2017 will be transferred to the small claims docket at the appropriate judicial district or housing session. Upon transfer, a new docket number will be assigned, and documents filed on paper must include the new docket number and be filed with the clerk of the appropriate location. Documents filed electronically must be filed using the new docket number through E-Services *Superior Court E-Filing not Centralized Small Claims E-Filing*. Until 5:00 p.m. on October 13, 2017, any new cases, or documents filed on existing cases that have *not* been transferred, can be filed *on paper* with the Centralized Small Claims Office or appropriate court location, or electronically through *Centralized Small Claims E-Filing* by attorneys and law firms without an exclusion from electronic services requirements.

Effective October 16, 2017, and after, any *new* small claims cases filed on paper must be filed with the appropriate judicial district or housing session location clerk's office as set forth in Section 51-345 and 51-346 of the Connecticut General Statutes. Any *new* small claims case filed electronically must be filed through *Superior Court E-Filing*. Any documents filed on paper on an existing case that has *not* been transferred to a judicial district or housing session location must be filed with the appropriate judicial district or housing session clerk's office so that the case can then be transferred by the clerk and assigned a new docket number. Any application for an execution filed *electronically* on a small claims case that has *not* been transferred and assigned a new docket number, must be filed using the existing small claims docket number through *Centralized Small Claims E-Filing*, not *Superior Court E-Filing*. Once the execution is filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number.

To view a file that has not been transferred and assigned a new docket number, contact the appropriate judicial district or housing session location for assistance.

For more information on small claims decentralization, go to the Judicial Branch website at www.jud.ct.gov or a clerk's office, court service center, public information desk or law library.