

**REQUEST TO BRING ITEMS INTO THE COURTHOUSE**

JD-CL-90 Rev. 9-18  
P.B. § 1-10

**ADA NOTICE**  
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](http://www.jud.ct.gov/ADA).

COURT USE ONLY  
**AVREQ**  


**Instructions to the party making the request:**

Print or type all information requested and file with the **Clerk's Office**. If granted, present signed request to the Marshal at the courthouse entrance on the date(s) of the hearing or trial. Do **not** use this form for requests for an accommodation under the Americans with Disabilities Act (ADA), as the contents of this form are not confidential. For ADA accommodations, please use the Request For Accommodation By Persons With Disabilities, form number JD-ES-264.

**Instructions to the Clerk:**

After the request is reviewed by the judge or magistrate, ensure that the original is coded, if applicable, and placed in the court file. Provide a copy to the party making the request and, if granted, a copy to the Chief Judicial Marshal or his or her designee.

**Case Information**

Name of case (First-named plaintiff v. First-named defendant)	Docket number
Address of court (No., Street and Town)	
Name of Judge or Magistrate presiding over trial or hearing	Date(s) of trial or hearing

**Request I am the:**

Plaintiff  Defendant  Attorney for plaintiff/State  Attorney for defendant  Other (Specify): \_\_\_\_\_

**I request permission to bring the following item(s) into the courthouse for the hearing or trial indicated above:**

Audio/visual equipment (Specify): \_\_\_\_\_  Large and/or unusual exhibits (Specify): \_\_\_\_\_  Other (Specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I need to bring the item(s) for this hearing/trial for the following reasons:**

Signed (Party making request)	Name of attorney or self-represented party (Print)	
Address of party making request		Telephone number
Firm name (If applicable)		
Juris Number of attorney or law firm (If applicable)	Date of request	

**Certification**

I certify that a copy of this document was or will immediately be mailed or delivered electronically or non-electronically on (date) \_\_\_\_\_ to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties of record who received or will immediately be receiving electronic delivery.

Name and address of each party and attorney that copy was mailed or delivered to\*

\*If necessary, attach additional sheet or sheets with name and address which the copy was mailed or delivered to.

Signed (Signature of filer)	Print or type name of person signing	Date signed
Mailing address (Number, street, town, state and zip code)		Telephone number

**Order**

The request to bring the item(s) listed above into the courthouse above having been considered, it is hereby ordered:

Name of Judge/Magistrate (Print)	Signature	Date of Order
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