

**ADMINISTRATIVE APPEAL UNDER CONNECTICUT  
GENERAL STATUTES SECTION 4-183 — NOTICE OF FILING**  
(For use when service is made by certified or registered mail)

JD-CV-137 Rev. 2-20  
C.G.S. § 4-183; P.B. § 14-7A

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov



**Instructions to person appealing decision:**

1. Serve, in accordance with applicable law, a copy of the Appeal and this Notice of Filing by certified or registered mail on the agency that made the decision being appealed at the address of the agency or, if allowed by law, at the Office of the Attorney General, 165 Capitol Avenue, Hartford, Connecticut, 06106.
2. Also serve a copy of the Appeal and this Notice of Filing by certified or registered mail on each party named in the decision of the agency at the address of the party contained in the decision.
3. File the Appeal and this Notice of Filing with the Clerk of the Superior Court for the Judicial District of New Britain or for the Judicial District in which the person appealing resides or, if that person is not a resident of this state, with the Clerk of the Judicial District of New Britain.

**For information on ADA accommodations, contact a court clerk or go to: [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).**

Name of case (Plaintiff v. Defendant)		Case type code (See reverse for codes) Major:                      Minor:
Judicial District	Address of Court	Telephone number of Court (with area code)

**For the plaintiff(s) enter the appearance of:**

Name and address of attorney, law firm or plaintiff if self-represented (Number, street, town and zip code)	Juris number (if attorney or law firm)
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Telephone number (    ) -    -	Signature of plaintiff (if self-represented)
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The attorney or law firm appearing for the plaintiff, or the plaintiff if self-represented, agrees to accept papers (service) electronically in this case under Section 10-13 of the Connecticut Practice Book. <input type="checkbox"/> Yes <input type="checkbox"/> No	E-mail address for delivery of papers under Section 10-13 of the Connecticut Practice Book (if agreed)
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Parties	Name (Last, First, Middle Initial) and Address of Each party (Number; Street; P.O. Box; Town; State; Zip; Country, if not USA)	
<b>First Plaintiff</b>	Name: Address:	<b>P-01</b>
<b>Additional Plaintiff</b>	Name: Address:	<b>P-02</b>
<b>First Defendant</b>	Name: Address:	<b>D-01</b>
<b>Additional Defendant</b>	Name: Address:	<b>D-02</b>
<b>Additional Defendant</b>	Name: Address:	<b>D-03</b>
<b>Additional Defendant</b>	Name: Address:	<b>D-04</b>
Total number of plaintiffs:	Total number of defendants:	<input type="checkbox"/> Form JD-CV-2 attached for additional parties

**Notice to each defendant**

1. The Plaintiff will file the attached Appeal of a final administrative decision. The Appeal attached to these papers states the claims that the Plaintiff is making.
2. To receive further notices, you or your attorney must file an *Appearance* (form JD-CL-12) with the clerk at the address above within thirty (30) days of the mailing of the Appeal. You do not have to come to court on that date unless you receive a separate notice telling you to come to court.
3. If you do not file an *Appearance* on time, the Court may enter sanctions against you.
4. You can get an *Appearance* form at the Court address above or on-line at <https://jud.ct.gov/webforms/>.
5. If you have questions about the Notice of Filing and the Appeal, you should talk to an attorney.

**The court staff is not allowed to give advice on legal matters.**

Date	Signed (Sign and select proper box) <input type="checkbox"/> Plaintiff <input type="checkbox"/> Attorney for Plaintiff	Name of person signing
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		<b>For Court Use Only</b>
		File Date
		Docket Number

**STATE OF CONNECTICUT JUDICIAL BRANCH  
CASE TYPE CODES  
January, 2020**

<b>MAJOR DESCRIPTION</b>	<b>CODE Major/ Minor</b>	<b>MINOR DESCRIPTION</b>
<b>Appeals from Administrative Boards</b>	A 00 A 05 A 10 A 20 A 30 A 40 A 50 A 60 A 61 A 62 A 63 A 64 A 65 A 66 A 67 A 68 A 69 A 70 A 90	Zoning Affordable Housing Appeals Taxation Liquor Motor Vehicle Commissioner Unemployment Worker's Compensation Labor Relations Board Environmental Protection Commissioner - State Commission on Hospitals/Healthcare Employees Review Board Social Services Commission Freedom of Information Commission Inland Wetlands & Conservation Commission - Local Retirement Commission Housing and Building Code Enforcement Human Rights and Opportunities Commission Department of Children and Families All other