

# A LANDLORD'S GUIDE TO

## SUMMARY PROCESS (EVICTION)



State of Connecticut Judicial Branch  
Superior Court

This material may be made available in an alternate format, or other assistance may be provided upon request by a qualified individual with a disability under the provisions of the Americans with Disabilities Act.

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## INTRODUCTION

This pamphlet is designed to inform you of the basic steps in an Eviction (Summary Process) action. It is not intended as a substitute for the advice of an attorney. The clerk's office is not responsible for any errors or omissions in this pamphlet. If you feel you need more information or assistance, you should either consult an attorney or read the appropriate sections of the Connecticut General Statutes and Connecticut Practice Book. The material in this booklet does not address the specific law pertaining to commercial property leases, and, therefore, should not be relied upon in cases involving commercial property disputes.

Note: This pamphlet refers to a single landlord, tenant or defendant for ease of reading only. Actual eviction cases may involve multiple landlords, tenants and/or defendants.

## NOTICE TO QUIT

The first step in the Summary Process (Eviction) procedure is the Notice to Quit Possession. The form you must use for the Notice to Quit, which the court will provide upon request, must be completed with the exact name and address, including the apartment number, floor number or other designation, if any, of each adult tenant you want to evict and must be signed by you as the plaintiff/landlord. There must be an original Notice to Quit Possession and sufficient additional copies for each tenant who lives there. You should also keep 1 (one) copy for your own records. (See JD-HM-7 on page 15)

You must state a reason on the Notice to Quit. The most frequently used reasons for evictions are non-payment of rent and termination of lease by lapse of time. These materials are designed to assist you in those types of cases. Evictions for other reasons may be more complex cases and are not addressed in this booklet.

Always include in the Notice to Quit Possession the names of all adults living in the premises. If you know that there are adults living in the premises, but you do not know their names, you may characterize them as John and/or Jane Doe, as appropriate.

In any eviction, the Notice to Quit must allow the tenant at least 3 (three) full days in which to move. This means that there must be 3 (three) full intervening days between the date the Notice to Quit is served on your tenant and the last day specified in the Notice to Quit for the tenant to vacate the premises.

The first and last days are not counted in computing the 3 (three) days. (For example, if the Notice specifies that the tenant must move out by May 15, the state marshal must serve the Notice no later than May 11.)

In all cases, the tenants have until midnight of the last day given to them in the Notice to Quit to vacate the premises before you can proceed with the Summons and Complaint, as explained below.

Month-to-Month Tenancy. In nonpayment of rent situations which involve oral or written month-to-month tenancies, the Notice to Quit cannot be served until the tenth day after the date the rent was due, not counting the due date. (For example, if the rent is due on May 1, the Notice to Quit cannot be served until May 11.)

However, the Notice to Quit may also be served during the month immediately following the nonpayment of rent in a month-to-month tenancy. (For example, if the rent due on May 1 is not paid, the Notice to Quit may be served at any time from May 11 through the end of June.)

Week-to-Week Tenancy. In nonpayment of rent situations which involve oral or written week-to-week tenancies, the Notice to Quit cannot be served until the fifth day after the rent was due, not counting the due date. (For example, if the rent is due on May 10, the Notice to Quit cannot be served until May 15.)

However, the Notice to Quit may also be served during the week immediately following the nonpayment of rent

in a week-to-week tenancy. (For example, if the rent due on May 10 is not paid, the Notice to Quit may be served at any time from May 15 through the end of the next week, which would be May 23.)

Lapse of Time. In cases when an oral or written lease has terminated by lapse of time (“without cause eviction”), the tenant must be given at least 3 (three) full days and at least until the end of the time period to which he or she would normally have been entitled to vacate the premises. (For example, in an oral month-to-month situation running from May 1 to May 31, if the Notice to Quit is served no later than May 27, it must give the tenant at least until the last day of the month, which is May 31 in this case. If, however, the Notice to Quit is not served until May 28, it must give the tenant until June 1 to vacate.) (See JD-HM-7 on page 15)

The Notice to Quit must be formally served. Service by a state marshal will satisfy this requirement. The fee charged by the state marshal for service is approximately \$35.00 to \$45.00. After the state marshal serves the Notice to Quit, the original will be returned to you, with the state marshal’s signature, indicating that service was made. This is known as the State Marshal’s Return of Service.

## **SUMMONS AND COMPLAINT**

If your tenant still has not moved after the last day given in the Notice to Quit, you must return to the clerk’s office with the original Notice to Quit, the State Marshal’s Return of Service, and a completed Summons and

Complaint. (See JD-HM-32 on page 16 for an example of a completed Summons. See JD-HM-8 on page 17 for an example of a Complaint issued for nonpayment of rent in an oral, month-to-month tenancy, and JD-HM-20 on page 18 for a Complaint issued for termination of lease by lapse of time in an oral month-to-month tenancy.) You will need to make 1 (one) original and a copy for each of the tenants/defendants. In addition, you should keep 1 (one) copy of everything for your records. Be sure to indicate in numbers 1 (one) and 3 (three) of either Complaint whether it is an oral or written week-to-week, month-to-month or year's lease.

You must personally return to the court with your completed Summons and Complaint for the clerk's signature on the Summons. Also, bring the original Notice to Quit with the State Marshal's Return of Service. The clerk will set the return date on the Summons. The return date is a date from which certain time periods are measured, such as when the defendant must file an Appearance or a Pleading (Response). The return date can be any day of the week except Sundays and holidays. It is not necessary for you to appear in court on the return date because there will be no hearing on that date. After the clerk sets the return date and signs the Summons, you should keep 1 (one) copy of all papers for yourself and give the original and sufficient copies for each defendant to the state marshal, who will serve a copy on each defendant and return the original to you. The fee for this service is approximately \$45.00 to \$60.00.

Once the state marshal returns the original Summons and Complaint to you with the Return of Service noted, you must file them at the clerk's office with the original



Notice to Quit, at least 4 (four) days before the return date on the Summons. When filing these papers, you must pay an entry fee to the clerk. As of the date of printing, this fee is \$175.00. Payment must be made at the time of filing by cash or check payable to Clerk, Superior Court.

Always have the case name and return date available when inquiring about your case docket number, if it has previously been given to you.

## **DEFAULT JUDGMENTS**

The defendant has 2 (two) full days after the return date to file an Appearance in the case to contest the eviction. If no Appearance is filed by the third day after the return date, you may request a Default Judgment for Failure to Appear. (See JD-HM-9 on page 19) In order to obtain the Default Judgment for Failure to Appear, you must personally come to the clerk's office to file a Motion for Default Judgment for Failure to Appear and a Military Affidavit. The office will supply you with this form. You must mail a copy of this Motion to the defendant and file the original with the court. Keep 1 (one) copy for your records and make a note of the case docket number. If no appearance is filed and all papers are in order, a judge will enter a Default Judgment in your favor without the necessity of a hearing. You will be notified by mail; therefore, please do not call the clerk's office.

If, however, the defendant does file an Appearance but no Response to your Complaint (Pleading), you should personally come to the clerk's office and file a Motion for Default Judgment for Failure to Plead. (See JD-HM-10 on

page 20) The clerk will provide you with this form. This Motion will require that the defendant file some type of Response to your Complaint within 3 (three) days, not counting Sundays and holidays, after the Motion is filed with the clerk's office. A copy of the Motion must be mailed to the defendant or the defendant's attorney, if there is one, and the original must be filed with the court. Keep 1 (one) copy for your records and make a note of the case docket number. If no Pleading is filed within this 3 (three)-day period and all papers are in order, a judge will enter a Default Judgment without the necessity of a hearing. You will be notified by mail; therefore, please do not call the clerk's office.

In all cases in which the defendant has an attorney to represent him or her, all court documents must be sent to the attorney and not to the defendant.

## **TRIALS**

If the defendant files a Response (Pleading), you will receive a copy. If the Pleading is an Answer and Special Defense(s), you must file with the clerk a Reply to the Special Defense(s), and mail a copy to the defendant or the defendant's attorney. A form for the Reply is available at the clerk's office. A trial will then be scheduled at which time the case may be heard by a judge. You will be notified of the date and time of the hearing by mail. Be on time and bring all witnesses, receipts, and related documents to the hearing. This is very important or you may lose your case for lack of proof. If a witness will not come to court voluntarily,

you may apply for a subpoena at the clerk's office at least 2 (two) days before the scheduled hearing date. If a judge grants the application, a subpoena will be issued. The subpoena must be served on your witness at least 18 (eighteen) hours before your hearing date and time. The state marshal will charge you a fee to serve the subpoena.

On the day of the trial, your case will be called by the courtroom clerk. When your case is called, be sure to tell the clerk that you are present. After your case is called, you will meet with a Housing Mediator, who is a specially trained mediator, who will discuss the case with you and the defendant. The Housing Mediator will assist you and the defendant in working out a fair settlement. If you and the defendant agree on a settlement, the agreement will be reviewed by the judge. If it is approved by the judge, it will be entered on the record as a "Stipulated Judgment." You will be given a copy of this, which you should be sure to keep.

You are under no obligation to settle your case. If you do not work out an agreement, there will be a trial. The judge will hear the case and make a decision based on all of the evidence. The judge will either announce the decision in court or you will be notified by mail.

## **EXECUTION**

If a judgment for immediate possession is entered in your favor, either by default or after a hearing, the defendant has a 5 (five)-day Stay of Execution, not counting intervening Sundays, legal holidays, or the date of judgment.

However, in cases of nonpayment only, the defendant can apply to the court for up to an additional 3 (three) months in which to stay, if the full amount of the back rent and/or use and occupancy is paid to the court within 5 (five) days of judgment, and an Application for a Stay of Execution is filed. In cases of termination of lease by lapse of time, the defendant can file an Application for Stay of Execution for up to an additional 6 (six) months from the date of judgment. A hearing will be scheduled to establish the actual amount of time the defendant can stay, if any, and the conditions, if any. You will be notified by mail of the date and time of the hearing on the Application for a Stay of Execution.

If the defendant has not vacated the premises after the 5 (five) full days expire or applied for an additional Stay, as outlined above, you may obtain from the clerk's office a Summary Process Execution. (See JD-HM-2 on page 21) The Execution must be completed by you and given to the clerk for signature. After the Execution is returned to you, you must give it to a state marshal for service on the defendant. The Execution informs the defendant that they must vacate the premises within a minimum of 24 (twenty-four) hours or be physically removed from the premises and if the defendant does not move the defendant's possessions and personal effects they will be removed by the marshal and stored at the defendant's expense. If the defendant does not claim those belongings, they may be sold by the town.

In order to obtain an Execution in cases in which a payment condition of a stipulated judgment has been violated, you must file an Affidavit of Non-Compliance, available at the clerk's office, stating exactly which payment has not been made, along with a completed Execution form. (See JD-HM-22 on page 22) You must

immediately mail a copy of the Affidavit to the defendant or the defendant's attorney. An Execution will not issue until the third business day after the filing of the Affidavit.

If the defendant files an Objection, a hearing will be scheduled. If no Objection is filed, an Execution will be signed and issued to you at the appropriate time.

In those cases in which a condition of a stipulated judgment other than a payment term has been violated, an Affidavit must be filed stating the condition which has been violated. A hearing before the judge will be scheduled. The judge will decide whether an Execution should be issued. An Execution may only issue for six months from the date of judgment or from the termination date of a court-approved Stay of Execution, whichever is later.

## **LAWYER REFERRAL SERVICE**

If you feel you need additional assistance, legal advice or representation, you should consult your attorney. You may obtain an attorney by contacting a Lawyer Referral Service office. (See Appendix V for a listing of Lawyer Referral Service offices.)

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*Note:*

1. If there is more than 1 (one) plaintiff, all plaintiffs may be required to sign Pleadings and to appear for all proceedings.
2. Only the clerk's offices of the Housing Sessions are authorized by C.G.S. §51-52(d) to assist parties representing themselves (pro se parties).

# APPENDIX I

## LISTING OF HOUSING SESSIONS BY TOWNS

### *Bridgeport Housing Session*

Bridgeport	Fairfield	Stratford
Easton	Monroe	Trumbull

### *Hartford Housing Session*

Avon	Glastonbury	South Windsor
Bloomfield	Granby	Suffield
Canton	Hartford	West Hartford
East Granby	Manchester	Wethersfield
East Hartford	Marlborough	Windsor
East Windsor	Newington	Windsor Locks
Enfield	Rocky Hill	
Farmington	Simsbury	

### *New Britain Housing Session*

Avon	Farmington	Rocky Hill
Berlin	New Britain	Simsbury
Bristol	Newington	Southington
Burlington	Plainville	Wethersfield
Canton	Plymouth	

### *New Haven Housing Session*

Bethany	Madison	North Haven
Branford	Meriden	Orange
Cheshire	Milford	Wallingford
East Haven	New Haven	West Haven
Guilford	North Branford	Woodbridge
Hamden		

### *Stamford/Norwalk Housing Session*

Darien	Norwalk	Westport
Greenwich	Stamford	Wilton
New Canaan	Weston	

### *Waterbury Housing Session*

Middlebury	Prospect	Watertown
Naugatuck	Southbury	Wolcott
Plymouth	Waterbury	Woodbury

# APPENDIX II

## SUPERIOR COURT

### HOUSING SESSION LOCATIONS

LOCATION	TELEPHONE
<b>Fairfield Judicial District</b> Superior Court Housing Session 1061 Main Street Bridgeport, Connecticut 06604	(203)579-6936
<b>Hartford Judicial District</b> Superior Court Housing Session 80 Washington Street Hartford, Connecticut 06106	(860)756-7920
<b>New Britain Judicial District</b> Superior Court Housing Session 20 Franklin Square New Britain, Connecticut 06051	(860)515-5130
<b>New Haven Judicial District</b> Superior Court Housing Session 121 Elm Street New Haven, Connecticut 06510	(203)789-7937
<b>Stamford/Norwalk Judicial District</b> Superior Court Housing Session 17 Belden Avenue Norwalk, Connecticut 06850	(203)846-4332
<b>Waterbury Judicial District</b> Superior Court Housing Session 300 Grand Street Waterbury, CT 06702	(203)591-3310

## APPENDIX III

### GEOGRAPHICAL AREA COURT LOCATIONS HANDLING HOUSING MATTERS

LOCATION (G.A.)	TELEPHONE
<b>G.A. 3</b> 146 White Street Danbury, Connecticut 06810	(203) 207-8600
<b>G.A. 5</b> 106 Elizabeth Street Derby, Connecticut 06418	(203) 735-9625
<b>G.A. 10</b> 112 Broad Street New London, CT 06320	(860) 443-8346
<b>G.A. 11</b> 120 School Street Danielson, CT 06239	(860) 779-8480
<b>G.A. 18</b> 80 Doyle Road (P.O. Box 667) Bantam, Connecticut 06750	(860) 567-3942
<b>G.A. 21</b> 1 Courthouse Square Norwich, Connecticut 06360	(860) 889-7338



# APPENDIX IV

## JUDICIAL DISTRICT COURT LOCATIONS HANDLING HOUSING MATTERS

LOCATION (J.D.)	TELEPHONE
<b>Judicial District at Meriden</b> 54 West Main Street Meriden, Connecticut 06450	(203) 238-6667
<b>Judicial District at Middlesex</b> 1 Court Street Middletown, CT 06457-3374	(860) 343-6400
<b>Judicial District at Tolland</b> 69 Brooklyn Street Rockville, Connecticut 06066	(860) 896-4920

# APPENDIX V

## LAWYER REFERRAL SERVICE OFFICES

LOCATION	TELEPHONE
Fairfield County	(203) 335-4116
Hartford, Litchfield, Middlesex, Tolland and Windham Counties	(860) 525-6052 (Hartford)
New Haven County	(203) 562-5750
New London County	(860) 889-9384 M/W/F

# JD-HM-7: Notice to Quit Possession

## NOTICE TO QUIT (END) POSSESSION

JD-HM-7 Rev. 3-12  
C.G.S. § 47a-23

### Instructions To Landlord

1. Fill out this notice and give it to a state marshal or any proper officer with enough copies for each adult occupant and tenant you want to evict.
2. After service (delivery to the tenant(s) and occupant(s)) is made, the original Notice to Quit will be returned to you. If you do not want to include your address on this form, give this information to the marshal or other proper officer on a separate sheet so that the officer can return the original notice to you promptly after making service.

**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).

[www.jud.ct.gov](http://www.jud.ct.gov)

To: Name(s) of renter/tenant(s) and occupant(s)

Address of premises, including apartment number, if any

**You must quit (end) possession or occupancy of the premises described above and now occupied by you on or before \_\_\_\_\_ for the following reason(s) (specify):**  
*(Date)*

**If you have not moved out of the premises by the date indicated above, an eviction (summary process case) may be started against you.**

Name of landlord (Print or type)	Signed (Landlord/Attorney)
Dated at (Town)	On (Date)
Address of landlord (Submit to proper officer on a separate sheet if desired)	

### Return Of Service (To be completed by officer who serves (delivers) this notice)

Name(s) of person(s) served	Address at which service was made	On (Date of service)
		<b>Fees</b>
		Copy
		Endorsement
		Service
		Travel
Then and there I made due and legal service of the foregoing notice by leaving a true and attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named above usually live.		<b>Total</b>
Attest (Name and title)		

**NOTICE TO QUIT (END) POSSESSION**

# JD-HM-32: Summons Summary Process (Eviction)

## SUMMONS SUMMARY PROCESS (Eviction)

JD-HM-32 Rev. 4-12  
C.G.S. § 51-348, P.B. Sec. § 8-1

## STATE OF CONNECTICUT SUPERIOR COURT [www.jud.ct.gov](http://www.jud.ct.gov)

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/).

**NOTICE TO OCCUPANT(S) NOT NAMED ON THE SUMMONS**  
If you claim to have a right to continue to occupy the premises you should complete and file with the Clerk's Office a Claim of Exemption, form JD-HM-3 as soon as possible. You can get the Claim of Exemption from the Clerk at the address listed below or on-line at [www.jud.ct.gov](http://www.jud.ct.gov).

**Instructions**

1. Type or print legibly; sign the summons.
2. If there is more than one defendant, make an exact copy of the summons for each additional defendant. Each copy of the summons must show who signed the original summons and when it was signed.
3. Attach the original summons to the original complaint, and attach a copy of the summons to each copy of the complaint. Also, if there are more than 2 plaintiffs or 4 defendants fill out form JD-CV-2 and attach it to the original and all copies of the complaint.
4. After service has been made by a proper officer, file the original papers and the officer's return with the clerk of court.

**TO:** Any proper officer; **By Authority of the State of Connecticut,** you are hereby commanded to make due and legal service of this Summons and attached Complaint.

**Return Date** (Month, day, year) (Any day but Sundays and legal holidays)

<input type="checkbox"/> Judicial District	Geographical Area number	At (Town in which writ is returnable) (C.G.S. 51-346, 51-349)	Case Type (From Judicial Branch code list)
<input type="checkbox"/> Housing Session			Major <b>M</b> Minor <b>81</b>
Address of Court Clerk Where Writ and Other Papers Shall Be Filed (Number, street, town and zip code) (C.G.S. 51-346, 51-350)			Telephone Number of Clerk

Parties	Name and Complete Address of Each Party (Number, street, town and zip code)	<input type="checkbox"/> Form JD-CV-2 attached
<b>First Named Plaintiff</b>		
Additional Plaintiff		
<b>First Named Defendant</b>		
Additional Defendant		
Additional Defendant		
Additional Defendant		

**Notice To Each Defendant**

1. You are being sued for possession of the premises you occupy.
2. This paper is a Summons in a summary process (eviction) action.
3. The Complaint attached to these papers states the grounds for eviction (possession) claimed by the plaintiff.
4. To respond to this Summons, or to be notified of further proceedings, you or your attorney must file a form called an "Appearance" with the Clerk at the above Court address on or before the second day after the above Return Date.
5. If you or your attorney do not file a written "Appearance" form on time, a judgment may be entered against you by default. If that happens, the plaintiff will have the right to evict you from the premises.
6. You can get the "Appearance" form at the Court address above or on-line at [www.jud.ct.gov](http://www.jud.ct.gov).
7. Each court location will also give you an instructions pamphlet (JDP-HM-15) explaining the summary process (eviction) action and with an "Answer" form (JD-HM-5) so that you may file an answer to the plaintiff's claims against you. You can also get the pamphlet and Answer form on-line at [www.jud.ct.gov](http://www.jud.ct.gov).
8. If you have questions about the Summons and Complaint, you should talk to an attorney promptly. The Clerk of Court is not allowed to give advice on legal questions; however, in Housing Session locations only, the clerk can give procedural assistance to all self-represented parties.

Date	Signed (Sign and "X" proper box)	<input type="checkbox"/> Comm. of Superior Court	Type Name of Person Signing at Left
		<input type="checkbox"/> Assistant Clerk	

**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)	Telephone Number	Juris Number (if attorney or law firm)
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Name and Address of Person Recognized to Prosecute in the Amount of \$250 (Not to be completed by self-represented plaintiffs)	Signature of Plaintiff if Self-Represented
--	--

# Pfls.	# Defs.	# Cnts.	Signed (Official taking recognizance; "X" proper box)	<input type="checkbox"/> Comm. of Superior Court	<b>For Court Use Only</b>
				<input type="checkbox"/> Assistant Clerk	Receipt <input type="checkbox"/> No Fee

**If this 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.

I certify I have read and understand the above:	Signed (Self-represented plaintiff)	Date Signed	Docket Number
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# JD-HM-8: Summary Process (Eviction) Complaint Nonpayment of Rent

## SUMMARY PROCESS (EVICTION) COMPLAINT NONPAYMENT OF RENT

JD-HM-8 Rev. 12-13  
C.G.S. § 47a-23a  
P.B. § 10-29

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

### Instructions to Plaintiff (Landlord)

1. Attach this complaint to the Summons, form JD-HM-32, and follow the instructions on that form.
2. Attach the original Notice to Quit, form JD-HM-7, to this complaint.
3. If there is a written lease, do not attach a copy of the lease to this complaint. If you want to make the lease a part of your complaint, refer to the lease as an exhibit (for example "Exhibit A") and file it separately with the court no later than the return date. Serve a copy of the exhibit upon each party who appears in this matter at the first court session of the matter or no later than seven days after receipt of notice of the appearance of the party, whichever is earlier. Service must be made as provided in Sections 10-12 through 10-17 of the Practice Book.

\_\_\_\_\_  
Plaintiff(s)/Landlord(s)

VS.

\_\_\_\_\_  
Defendant(s)/Tenant(s)

Return Date: \_\_\_\_\_

Judicial District of \_\_\_\_\_

Judicial District Housing Session at

\_\_\_\_\_  
Town/City

Geographical Area Number \_\_\_\_\_

at \_\_\_\_\_  
Town/City

## Complaint

1. On or about (date) \_\_\_\_\_ the plaintiff (landlord), and the defendant (tenant) agreed  orally or  in a written lease (Exhibit \_\_\_\_\_) that the defendant would rent the following premises (rented property):

Location of premises (Number, street, town and unit or floor number)

for the term of one \_\_\_\_\_ (week/month/year) (term of lease).

2. The defendant agreed to pay \$ \_\_\_\_\_  weekly  monthly on the \_\_\_\_\_ day of each  week  month.  
(Amount of money defendant agreed to pay)

3. The defendant used and occupied the premises as agreed under the lease and still occupies the premises.

4. The defendant has not paid the rent due on (date) \_\_\_\_\_ as agreed to in the lease.

5. On (date) \_\_\_\_\_ the plaintiff had a Notice to Quit Possession served on the defendant and that notice required the defendant to move out of the premises on or before (date) \_\_\_\_\_. The Notice to Quit is attached to this complaint.

6. The time given in the Notice to Quit possession for the defendant to move out of the premises has ended, but the defendant has not moved out.

### The Plaintiff Asks The Court For Judgment For Immediate Possession Of The Premises.

("x" if this applies)

The plaintiff also asks for forfeiture to the plaintiff of the defendant's possessions and personal effects because this is a nonresidential property.

Signed (Plaintiff/Plaintiff's Attorney)

Date signed

### ADA NOTICE

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**SUMMARY PROCESS (EVICTION) COMPLAINT  
NON-PAYMENT OF RENT**

# JD-HM-20: Summary Process (Eviction) Complaint Lapse of Time

## SUMMARY PROCESS (EVICTION) COMPLAINT TERMINATION OF LEASE BY LAPSE OF TIME

JD-HM-20 Rev. 12-13  
C.G.S. § 47a-23a  
P.B. § 10-29

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
[www.jud.ct.gov](http://www.jud.ct.gov)

### Instructions to Plaintiff (Landlord)

1. Attach this complaint to the Summons, form JD-HM-32, and follow the instructions on that form.
2. Attach the original Notice to Quit, form JD-HM-7, to this complaint.
3. If there is a written lease, do not attach a copy of the lease to this complaint. If you want to make the lease a part of your complaint, refer to the lease as an exhibit (for example "Exhibit A") and file it separately with the court no later than the return date. Serve a copy of the exhibit upon each party who appears in this matter at the first court session of the matter or no later than seven days after receipt of notice of the appearance of the party, whichever is earlier. Service must be made as provided in Sections 10-12 through 10-17 of the Practice Book.

Plaintiff(s)/Landlord(s) \_\_\_\_\_

VS.

Defendant(s)/Tenant(s) \_\_\_\_\_

Return date: \_\_\_\_\_

Judicial district of \_\_\_\_\_

Judicial district housing session at \_\_\_\_\_

town/city

Geographical area number \_\_\_\_\_

### Complaint

1. On or about (date) \_\_\_\_\_ the plaintiff (landlord) and the defendant (tenant) agreed  Orally or  In a written document (**Exhibit** \_\_\_\_\_) that the defendant would lease (rent) for the term of one \_\_\_\_\_ (term of lease) the following premises (rental property):
- week/month/year

Location of premises (Number, street, town, and unit or floor number)

2. The defendant agreed to pay \$ \_\_\_\_\_  Weekly  Monthly  
(amount of money defendant agreed to pay)  
on the \_\_\_\_\_ day of each  Week  Month.
3. The defendant used and occupied the premises as agreed to under the lease, and still occupies the premises.
4. The lease has terminated by lapse of time (the term of the lease has ended).
5. On (date) \_\_\_\_\_ the plaintiff had a Notice to Quit Possession served on the defendant and that notice required the defendant to move out of the premises on or before (date) \_\_\_\_\_.  
The Notice to Quit is attached to this complaint.
6. The time given in the Notice to Quit Possession for the defendant to move out of the premises has ended, but the defendant has not moved out.

### The Plaintiff Asks The Court For Judgment For Immediate Possession Of The Premises.

("x" if this applies)

- The plaintiff also asks for forfeiture to the plaintiff of the defendant's possessions and personal effects because this is a nonresidential property.

Signed (Plaintiff/Plaintiff's Attorney) \_\_\_\_\_

Date signed \_\_\_\_\_

### 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).

**SUMMARY PROCESS (EVICTION) COMPLAINT  
TERMINATION OF LEASE BY LAPSE OF TIME**

# JD-HM-9: Motion for Default Failure to Appear

**MOTION FOR DEFAULT FOR  
FAILURE TO APPEAR AND  
JUDGMENT FOR POSSESSION**

JD-HM-9 Rev. 2-12  
C.G.S. § 47a-26  
Pr. Bk. Secs. 17-20, 17-21, 17-30

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



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).

**Instructions To Plaintiff (Landlord)**

1. *File the original motion with the clerk and mail a copy of the motion to the defendant.*
2. *Before this motion may be granted, the Notice to Quit with the Return of Service filled-in by the State Marshal or other officer that delivered the Motion to Quit must be filed with the clerk.*

<input type="checkbox"/>	Judicial District	At:		<input type="checkbox"/>	Geographical Area Number	Docket number
<input type="checkbox"/>	Housing Session			<input type="checkbox"/>		Return date
Address of court (Number, street, and town)						
Name(s) of Plaintiff(s) (Landlord(s))				Name(s) of Defendant(s) (Tenant(s) and/or Occupant(s))		

**Motion for Default for Failure to Appear and Judgment for Possession**

The plaintiff (*landlord*) asks that the defendant(s) (*tenant(s) and/or occupant(s)*) be defaulted for failing to file an appearance and that judgment for possession of the premises be entered for the plaintiff.

Signed (Plaintiff/Plaintiff's Attorney)	Date signed
---	-------------

**Military Service Affidavit**

I say: ("X" the appropriate box)

- the defendant(s) is (are) in the military or naval service of the United States.
- that no defendant(s) in this action is (are) in the military or naval service of the United States, and that, to my personal knowledge (*state facts showing defendant is not in such service and state source of knowledge of these facts*):

I cannot find out whether or not the defendant(s) in this action is (are) in the military or naval service of the United States.

Signed	Subscribed and sworn to before me on	Signed (Assistant Clerk, Notary, Comm. Superior Court)
--------	--------------------------------------	--

**Certification**

I certify that a copy of this document was mailed or delivered electronically or non-electronically on (date) \_\_\_\_\_ to all attorneys and self-represented parties of record and to all parties who have not appeared in this matter and that written consent for electronic delivery was received from all attorneys and self-represented parties 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

**Judgment**

This motion is ordered:

- Granted and judgment is entered for the plaintiff.
- Denied.

By the Court (Assistant Clerk)	Date	<i>For Court use only</i>
		File date

**Distribution:** Original - Court File    Copy - Plaintiff    Copy - Defendant

**MOTION FOR DEFAULT FOR FAILURE TO APPEAR AND JUDGMENT FOR POSSESSION**

# JD-HM-10: Motion for Default Failure to Plead

## MOTION FOR DEFAULT FOR FAILURE TO PLEAD AND JUDGMENT FOR POSSESSION

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



JD-HM-10 Rev. 2-12  
C.G.S. § 47a-26a, Pr. Bk. § 17-30

**Instructions To Plaintiff (Landlord)**

File (give) original with (to) the Clerk and mail or deliver a copy to the defendant.

**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).

<input type="checkbox"/> Judicial District at _____	<input type="checkbox"/> Housing Session at _____	<input type="checkbox"/> Geographical Area number _____	Docket number _____
Address of Court _____			Return date _____
Name(s) of Plaintiff(s) (Landlord(s)) _____		Name(s) of Defendant(s) (Tenant(s) and/or Occupant(s)) _____	

**Motion**

The plaintiff (landlord) asks that the defendant(s) [tenant(s) and/or occupant(s)] be defaulted for not filing an answer or other pleading within the required time period. The plaintiff also asks that, **if the defendant(s) does not respond to this motion within three (3) days after it is filed**, judgment for possession of the premises be entered for the plaintiff.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Plaintiff/Plaintiff's Attorney*

**Certification**

I certify that a copy of this document was 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 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 (Individual attorney or self-represented party) _____	Print or type name of person signing _____
Mailing address _____	Telephone number _____

**Judgment**

This motion was heard and is ordered:

- Granted** and judgment is made in favor of the plaintiff.
- Denied.**

By the Court (Judge/Assistant Clerk) _____	Date _____	<i>For Court use only</i>
		File date _____

**Distribution:** Original - Court File Copy 1 - Plaintiff Copy 2 - Defendant

**MOTION FOR DEFAULT FOR FAILURE TO  
PLEAD AND JUDGMENT FOR POSSESSION**



# JD-HM-2: Summary Process Execution for Possession

## SUMMARY PROCESS EXECUTION FOR POSSESSION (EVICTION)

JD-HM-2 Rev. 9-11  
C.G.S. §§ 47a-26h, 47a-42

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

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 <input type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session <input type="checkbox"/> Geographical Area Number _____ Address of court location (Number, street, town and zip code) _____	Docket number _____  Date of judgment _____
---	---

Name and Mailing Address of Plaintiff or Attorney _____ _____ _____	<b>Instructions To Plaintiff Or Attorney</b> 1. Complete this form. 2. Give 2 copies of this form to the clerk for the clerk to sign. 3. The clerk will give the original form back to you. 4. Keep a copy of the form for your records and give the original to a State Marshal for service on the defendant(s) (tenants and/or occupant(s)).
--	--

Name(s) of Plaintiff(s) (Landlord) _____  _____	Name(s) of Defendant(s) (Tenant(s) and/or Occupant(s)) _____  _____
---	---

Address of premises (Number, street, town and apartment number) \_\_\_\_\_

### TO: Any Proper State Marshal

By the authority of the State of Connecticut, you are commanded to give the Plaintiff(s) possession of the premises above, by putting the Defendant(s) and any other Occupant(s) bound by the judgment out of possession; if the Defendant(s) and such other Occupant(s) have not removed all their possessions and personal effects then you may remove them and deliver them to the place of storage designated by the chief executive officer of the town; prior to removal you must give the chief executive officer of the town 24 hours notice of the eviction, stating the date, time and address of the eviction as well as a general description, if known, of the types and amount of property to be removed from the premises and delivered to the designated place of storage. Prior to giving notice to the chief executive officer you must use reasonable efforts to locate and notify the Defendant(s) and any other Occupant(s) bound by the judgment of the date and time the eviction is to take place and the possibility of a sale of their possessions pursuant to section 47a-42 of the Connecticut General Statutes.

*Make service of a true copy upon each defendant and occupant bound by the judgment and due return within 60 days of the date hereof.*

Signed (Clerk) _____	Date signed _____
----------------------	-------------------

### Notice To Defendant(s) (Tenant(s) and/or Occupant(s))

#### (To be completed by State Marshal)

Your landlord (the plaintiff) has won a judgment against you in this eviction case giving the landlord possession of the premises. This means that **you must move** out of the premises at the address above **by this date**.

**If you think you have a right to stay in the premises, you should contact an attorney immediately.**

If you do not move out by that date, this paper, which does not have to be handed to you personally, gives a State Marshal the legal right to move your possessions and personal effects out of the premises and deliver them to the place of storage designated by the chief executive officer of the town.

If you do not move your possessions and personal effects on or before

Date _____	At (Time) _____M.
------------	-------------------

I will return to move

your possessions and personal effects out of the premises and store them. Your possessions and personal effects will be stored at:

You may call:

\_\_\_\_\_ to reclaim any of those possessions and personal effects and to arrange to have them given back to you. *(If your possessions and personal effects are removed and stored and you do not reclaim them and pay the expense of storage within 15 days, then they may be sold by the town under section 47a-42 of the Connecticut General Statutes.)*

### Return of Service

By virtue of the foregoing execution,

On _____	At (Time) _____M.
----------	-------------------

- I notified the Defendant(s) and Occupant(s).  
 I used reasonable efforts to locate the Defendant(s) and Occupant(s) but was unable to notify the following:

Thereafter I notified the chief executive officer of the town where the premises are situated,

On _____	At (Time) _____M.
----------	-------------------

that the eviction of the Defendant's(s) and Occupant's(s) possessions and personal effects would take place,

On _____	At (Time) _____M.
----------	-------------------

and I further advised said chief executive officer, so far as known of the general description, types and amount of the property to be removed from

said premises. 

On _____	At (Time) _____M.
----------	-------------------

And afterwards, the Defendant's(s) and Occupant's(s) possessions,

- had been removed.  
 were removed by me and stored and I put the Plaintiff(s) in possession of said premises.

Signed (State Marshal) _____	Date signed _____
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Fees _____
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# JD-HM-22: Affidavit Re: Noncompliance with Stipulation

**AFFIDAVIT RE:  
NONCOMPLIANCE WITH STIPULATION**

JD-HM-22 Rev. 10-08 Pr. Bk. § 17-53

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



<input type="checkbox"/> Judicial District at _____ <small>Address of Court (Number, street, town and zip code)</small>	<input type="checkbox"/> Housing Session at _____ <small>Address of Court (Number, street, town and zip code)</small>	<input type="checkbox"/> Geographical Area Number _____	Return Date _____  Docket Number _____
--	--	---	--

Name of Case (First-Named Plaintiff vs. First-Named Defendant) \_\_\_\_\_

Date of Judgment	<input type="checkbox"/> Use & Occupancy      Amount Due: _____ <input type="checkbox"/> Arrearage                      Amount Due: _____	Payment Date(s) _____ Payment Date(s) _____
------------------	--	--

The undersigned duly deposes and says that I am the plaintiff or plaintiff's attorney in the above-entitled matter and states as follows:

1. I am over the age of eighteen years and I believe in the obligation of an oath.
2. On the above-mentioned date of judgment, the defendant was ordered to pay use and occupancy and/or an arrearage to the plaintiff/plaintiff's attorney in the amount shown above. This payment was to be made on or before the payment date indicated.
3. To date, this payment has not been received.
4. I am therefore requesting that a Summary Process (Eviction) Execution for Possession issue.

Signed (Plaintiff/Plaintiff's Attorney) ▶

Signed (Clerk/Commissioner of Superior Court) ▶

Subscribed and sworn to before me on: \_\_\_\_\_ Date

**Certification**

I hereby certify that a copy of the above was mailed or delivered to all counsel and self-represented parties of record on: \_\_\_\_\_ Date Copy or Copies Mailed or Delivered

Signed (Individual attorney or self-represented party) <span style="float: right;">▶</span>	Address (Number, street, town, and zip code)
Name and Address of Each Party Served (If necessary, attach additional sheet)	

**Notice To Defendant**

**A Summary Process Execution will issue on the third business day after the filing of this affidavit with the court.**

**If you object to the execution issuing, you must file an objection before the issuance of the execution with the clerk at the court address indicated above.**

*FOR COURT USE ONLY*

File Date \_\_\_\_\_

**Distribution:**    Original — Court File    Copy 1 — Defendant    Copy 2 — Plaintiff

**AFFIDAVIT RE:  
NONCOMPLIANCE WITH STIPULATION**

