

# Procedures to Follow to Represent Yourself in an

## **ENTRY AND DETAINER (LOCKOUT) CASE**



**State of Connecticut Judicial Branch  
Superior Court**

## NOTICE

The Clerks' Offices of the Housing Session are authorized to help self-represented individuals. (Section 51-52 (d) of the Connecticut General Statutes). A list of the Clerk's office closest to where you live is on page 6.

We will help you as much as we can, but we cannot act as your attorney. You are responsible for any actions you take when you represent yourself. The Clerks' Offices are not responsible for any errors in the forms provided to you or in these instructions.

If you feel you need more information or help, you should talk with an attorney or read the appropriate sections of the Connecticut General Statutes and Connecticut Practice Book. If you want an attorney to represent you and do not know the name of an attorney in your area go to page 7. Go to page 8 for the Legal Aid Offices closest to where you live if you want an attorney to represent you but you cannot afford to hire one.

The Clerks' Offices of the Judicial District courts and Geographical Area courts are prohibited by law from providing help to self-represented individuals other than the information contained in these instructions or in official forms. A list of the Judicial District and a list of the Geographical Area Clerks' offices that are closest to where you live are on pages 10 and 11.

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# PROCEDURES TO FOLLOW TO REPRESENT YOURSELF IN AN ENTRY AND DETAINER (LOCKOUT) CASE

1. Read these instructions carefully and completely before trying to fill out any of the forms related to this type of case.
2. The first step in representing yourself is to fill out the form called Verified Lock-Out Complaint and Application for Temporary Injunction (Form JD-HM-24, see sample on page 3). You are known as the “plaintiff” and your landlord is known as the “defendant.” Once you have read and understand what these papers say, fill in all the blank spaces and check off all of the boxes that apply to you. The complaint must be signed in front of a clerk, notary public, or attorney and verified by you under oath.
3. Three orders will be given to the judge to review with your verified complaint. See Entry and Detainer Proceedings Summons and Order to Show Cause (Form JD-HM-23 on page 4). These orders will be filled out by the Clerk’s office *after you fill out the top part of the form*. The first order, the Summons, gives the court hearing date for not more than 8 days from the date the judge signs the order. This form orders the defendant (landlord) to come to court at the date and time in the Summons. Of course, you must also be in court at that date and time. Your landlord may bring an attorney to represent him or her. You have the same right if you want an attorney to represent you.

The second order is the Ex-Parte Temporary Injunction (Form JD-HM-37, see sample on page 5), which orders the landlord to let you back into your residence immediately after he/she receives the order from the marshal or other proper officer. If the judge signs the Ex-Parte Temporary Injunction, it will stay in effect until a hearing is held in court on the date and time in the Summons.

The third order is a Order to Show Cause (Form JD-HM-23 on page 4), which also orders the landlord to be in court on the day of the hearing. All 3 orders will be given to the judge by the Clerk with your completed verified complaint and application. It is up to the judge to decide whether or not he or she will sign any of these papers. The judge may sign only the Summons setting up a hearing date without signing the Ex-Parte Temporary Injunction or the Order to Show Cause or, he or she may sign both the Summons and Order to Show Cause without signing the Ex-parte Temporary Injunction.

(continued)

4. If you do not have the money to pay the filing fee for your case or the marshal's or other proper officer's fees, you may ask the court to excuse you from having to pay these fees by filing a Financial Affidavit and an Application for Waiver of Fees. Be sure to completely and accurately fill out these papers. They must be signed in front of a clerk, notary public, or attorney and be verified by you under oath. These papers will be given with your other papers to the judge for his or her approval and signature.
5. Once the papers have been given to the judge, you will have to have all of the ones which were signed by the judge (with the exception of the Application for Waiver of Fees and Financial Affidavit) served on (delivered to) your landlord by a marshal or other proper officer. Unless you have been excused by the court, there is a fee to have the papers served by a marshal or other proper officer (approximately \$45.00- \$60.00). You must also pay the filing fee of \$175.00 at this time unless the fee has been excused.
6. It is important that you get the name of the marshal or other proper officer who is serving (delivering) the papers for you. Also, you must have the papers returned to the Clerk's office before the court hearing date. It is recommended that the papers be returned to the Clerk's office at least 2 full working days before your hearing date.
7. On the day of the hearing listed in the Summons be in court on time and be ready to go forward with your case (that is, to show that you have been locked out illegally). You should bring all witnesses or evidence that will support your claims. The evidence should consist of rent receipts, written leases, cancelled rent checks, or any people who may have visited you at the residence you claim that you are being locked out of. Bring anything you consider important or related to your case. If a witness won't agree to come to court, you may request that the court issue a subpoena that orders the witness to come to court for the hearing. You should request the subpoena from the Clerk's office at least 3 days before the scheduled hearing date. The subpoena must be served (delivered) on your witness at least 18 hours before the time of your hearing. The marshal or other proper officer will charge a fee to serve (deliver) the subpoena. You can request to be excused from this fee when you fill out your Application for Waiver of Fees mentioned above.

Your landlord has a right to be at the hearing. Both you and your landlord will be given a chance to give your side of the case. The judge will decide the case on all the evidence.

8. You may also wish to bring a separate small claims action if your money damages equal \$5000.00 or less. The Clerk's office will supply you with forms and instructions to begin a small claims action. If your damages are more than \$5000.00, you should talk with an attorney to represent you in a civil action.

# Verified Lockout Complaint and Application for Temporary Injunction

## VERIFIED LOCKOUT COMPLAINT AND APPLICATION FOR TEMPORARY INJUNCTION

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

JD-HM-24 Rev. 12-10  
C.G.S. § 47a-43

Note: Use this form with form JD-HM-23 and, if applicable, form JD-HM-37.  
(Form JD-HM-37 is available only at Clerks' offices.)

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

Judicial District housing session at \_\_\_\_\_

Geographical Area number \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)

VS.

\_\_\_\_\_  
Defendant(s)

1. Since \_\_\_\_\_, the plaintiff(s) named above has/have been the actual possessor(s) of the rental dwelling unit  
(Date)  
located at the following address: \_\_\_\_\_

2. The defendant(s) named above or his/her/their agents has/have taken the following actions without the consent and against the will of the plaintiff(s) in violation of Section 47a-43(a) of the Connecticut General Statutes:  
(\*X\* applicable paragraphs)

- (a) On or about \_\_\_\_\_, entered the dwelling unit and locked the plaintiff(s) out  
(Date)

  - Padlocking the door
  - Changing the locks
  - Other (specify below)

Describe other method of locking plaintiff(s) out if "other" box is checked above

- (b) Prevented the plaintiff(s) from occupying the dwelling since \_\_\_\_\_  
(Date)
- (c) Damaged the premises described above or removed, damaged or took possession and control of personal property of the plaintiff(s) including, but not limited to, the following items:

List items

3. The above actions of said defendant(s) or his/her/their agents have caused irreparable loss or damage in that the plaintiff(s) is/are being deprived of his/her/their dwelling and possessions in the unit.

4. The plaintiff(s) is/are without any adequate remedy at law.

**The plaintiff(s) request(s) that the court:**

1. Issue an ex parte injunction immediately enjoining the defendant(s) and his/her/their agents from depriving the plaintiff(s) of the dwelling unit and the personal property described above; and, waive the bond requirement for the temporary injunction for good cause shown; (Sections 52-472, 52-473 of the Connecticut General Statutes).
2. Issue an order permanently enjoining the defendant(s) and his/her/their agents from depriving the plaintiff(s) of access to the dwelling unit and the personal property described above; (Section 52-471 of the Connecticut General Statutes and the following sections)
3. Award the plaintiff(s) a writ of restitution ordering that the plaintiff(s) be restored to the premises and/or to his/her/their personal property; (Section 47a-45a of the Connecticut General Statutes)
4. Order any other legal or equitable relief that the court deems proper.

I swear that the above statements are true to the best of my knowledge.

Signed (Plaintiff(s))

Subscribed and sworn to before me on (Date)

Current address of plaintiff(s)

Signed (Clerk, Notary Public, Commissioner of the Superior Court)

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.

# Entry and Detainer Proceedings Summons and Order to Show Cause

**ENTRY AND DETAINER PROCEEDINGS  
SUMMONS AND ORDER TO SHOW CAUSE**

JD-HM-23 Rev. 9-10  
C.G.S. § 47a-43

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



*Instructions To Clerk*

1. Use this form in conjunction with JD-HM-24.
2. In the "Summons" section of this form, set down the date and time the defendant is to appear to answer the complaint. This should not be more than eight nor less than six days from the date that the summons is signed by the judge.

<input type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	<input type="checkbox"/> Geographical Area Number _____	At (Address of court)
Name(s), current address, and telephone number of plaintiff(s)			

Name and address of defendant

**Summons**

To: Any Proper Officer

By authority of the State of Connecticut, you are hereby commanded to summon the above-named defendant to appear before the above Superior Court in session **at the above address on the date and at the time specified below**, then and there to answer to the attached complaint, by serving on the defendant a true and attested copy of the same at least six days inclusive before the day appointed for hearing.

Hereof fail not, but of this summons make due service and return.

Date And Time Defendant Is Summoned To Appear	Date	Time
Dated at (Town)	On (Date)	Signed (A Judge of the Superior Court)

**Order To Show Cause**

An application for temporary injunction in the above matter, duly verified, has been shown to the court; and on application of the plaintiff(s), it appears that an order should be made directing the defendant in this action to appear (*come*) before the court to show why a temporary injunction should not  Issue/  Be continued;

It is **ordered** that the defendant named above be summoned to come to the Superior Court named above **at the above address on the date and at the time specified in the above summons**, to show why a temporary injunction should not  Issue/  Be continued; as requested in the attached complaint.

Dated at (Town)	On (Date)	Signed (A Judge of the Superior Court)
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**Return Of Service**

County of _____, Connecticut	<b>Fees</b>
Name of defendant _____	Copy
Date of service _____	Endorsement
Then and there, by virtue of the foregoing, I left with and in the hands of/at the usual place of abode of the above-named defendant a true and attested copy of the verified complaint, Summons/Order to Show Cause.  The within and attached is <input type="checkbox"/> the original/ <input type="checkbox"/> a true copy of the original complaint, Summons/Order to Show Cause.	Service
	Travel
	<b>Total</b>
Attest (Name and title)	

**ADA NOTICE**

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**Distribution:** Original - Return to court after service    Copy 1 - Defendant    Copy 2 - Plaintiff    Copy 3 - Court File

# Entry and Detainer Proceedings Ex Parte Injunction

**ENTRY AND DETAINER PROCEEDINGS  
EX PARTE INJUNCTION**

JD-HM-37 Rev. 12-10  
C.G.S. § 47a-43

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



**Instructions To Clerk**

1. Use this form in conjunction with JD-HM-23 and JD-HM-24.

<input type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	<input type="checkbox"/> Geographical Area Number	At (Address of court)
Name(s), current address, and telephone number of plaintiff(s)			

Name and address of defendant

**Ex Parte Temporary Injunction**

To: The defendant named above

It is **ordered** that, while waiting for the hearing you are being notified of in the attached summons, you and your agents (*people helping you*) must let the plaintiff(s) into the premises immediately and give them the personal property described in the attached complaint. You and your agents must also let the plaintiff(s) use the dwelling unit (*place to live*), and you must not try to re-rent the unit used by the plaintiff(s) or stop the plaintiff(s) from peacefully enjoying the dwelling unit.

It is further **ordered** that, for good cause shown, no bond is required for this temporary injunction to issue.

Dated at (Town)	On (Date)	Signed (A Judge of the Superior Court)
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**Return Of Service**

County of _____, Connecticut	<b>Fees</b>
Name of defendant _____, SS. _____, _____	Copy
Date of service _____	Endorsement
Then and there, by virtue of the foregoing, I left with and in the hands of/at the usual place of abode of the above-named defendant a true and attested copy of the verified complaint, Summons/Ex Parte Temporary Injunction/Order to Show Cause. The within and attached is <input type="checkbox"/> the original/ <input type="checkbox"/> a true copy of the original complaint, Summons/Ex Parte Temporary Injunction/Order to Show Cause.	Service
	Travel
Attest (Name and title)	<b>Total</b>

**ADA NOTICE**

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# Appendix I

## SUPERIOR COURT HOUSING SESSIONS

### **Fairfield Judicial District**

Superior Court-Housing Session  
1061 Main Street  
Bridgeport, CT 06604  
Telephone: (203) 579-6936

### **Hartford Judicial District**

Superior Court-Housing Session  
80 Washington Street  
Hartford, CT 06106  
Telephone: (860) 756-7920

### **New Britain Judicial District**

Superior Court-Housing Session  
20 Franklin Square, Room 211  
New Britain, CT 06051  
Telephone: (860) 515-5130

### **New Haven Judicial District**

Superior Court-Housing Session  
121 Elm Street  
New Haven, CT 06510  
Telephone: (203) 789-7937

### **Stamford/Norwalk Judicial District**

Superior Court-Housing Session  
17 Belden Avenue  
Norwalk, CT 06850  
Telephone: (203) 846-4332

### **Waterbury Judicial District**

Superior Court-Housing Session  
300 Grand Street  
Waterbury, CT 06721  
Telephone: (203) 591-3310

# Appendix II

## LAWYER REFERRAL SERVICE OFFICES

**Location:**

Fairfield County (203) 335-4116

Hartford, Litchfield,  
Middlesex, Tolland and  
Windham Counties (860) 525-6052

New Haven County (203) 562-5750

New London County (860) 889-9384

# Appendix III

## LEGAL AID OFFICES

For all initial screening of requests for legal assistance from legal aid programs in Connecticut:

**Statewide Legal Services, Inc.**

**(860) 344-0380**

(Hartford, Central Connecticut, Middletown Areas)

**1-800-453-3320**

(All Other Regions)

*(continued)*

# Appendix III *(continued)*

## **Greater Hartford Legal Assistance**

*Hartford Office*  
(860) 541-5000

*Enfield Office*  
(860) 745-0606

## **New Haven Legal Assistance Association, Inc.**

*New Haven Office*  
(203) 946-4811

## **Connecticut Legal Services, Inc.**

### *Regional Offices:*

Bridgeport (203) 336-3851

New Britain (860) 225-8678

New London (860) 447-0323

Stamford (203) 348-9216

Waterbury (203) 756-8074

Willimantic (860) 456-1761

### *Satellite Locations:*

Danbury 1-800-541-8909

Meriden/Middletown (860) 225-8678

Norwalk (203) 348-9216

Norwich (860) 447-0323

Rockville 1-800-413-7796

Torrington 1-800-413-7797

AIDS Legal Network (860) 541-5040

Legal Assistance for Medicare Patients 1-800-413-7796 or  
(860) 423-2556

# Appendix IV

## GEOGRAPHICAL AREA COURT LOCATIONS HANDLING HOUSING MATTERS

### **G.A. 3**

146 White Street  
Danbury, CT 06810  
(203) 207-8600

### **G.A. 5**

106 Elizabeth Street  
Derby, CT 06418  
(203) 735-7438

### **G.A. 10**

112 Broad Street  
New London, CT 06320  
(860) 443-8343

### **G.A. 11**

120 School Street  
Danielson, CT 06239  
(860) 779-8480

### **G.A. 18**

80 Doyle Road  
(P.O. Box 667)  
Bantam, CT 06750  
(860) 567-3942

### **G.A. 21**

1 Courthouse Square  
Norwich, CT 06360  
(860) 889-7338

# Appendix IV

## JUDICIAL DISTRICT COURT LOCATIONS HANDLING HOUSING MATTERS

### **Judicial District at Meriden**

54 West Main Street

Meriden, CT 06450

(203) 238-6667

### **Judicial District at Middlesex**

1 Court Street

Middletown, CT 06457-3374

(860) 343-6400

### **Judicial District at Tolland**

69 Brooklyn Street

Rockville, CT 06066

(860) 875-6294





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