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Judicial District of New Haven at Meriden  
SUPERIOR COURT

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Civil Short Calendar

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54 West Main Street, Meriden, CT  
Courtroom 4  
9:30 A.M.

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NOTICE

CIVIL NONARGUABLE MATTERS

Self-represented Parties and Counsel **should not appear** in Court for this calendar unless the motion is listed as Arguable (ARG) and the matter is marked ready.

Non-arguable matters have "N/A" displayed next to the entry number of the motion.

Counsel / Self-Represented (PRO SE) Parties **should not** come to the courthouse.

MARKING PROCEDURES

Non-arguable (N/A) matters printed on the short calendar must be marked "TAKE PAPERS (TP)" to be considered by the court on the papers.

To ask for a hearing in a N/A matter, the matter must be marked "READY (R)" and a separate REQUEST FOR ARGUMENT must be filed. The Court will determine whether to review the matter on the papers or to order that a hearing be scheduled for a future date. **Note:** A READY marking without a separate REQUEST FOR

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NOTICE (continued from Column 1)

ARGUMENT will be treated as a TAKE PAPERS marking by the court.

Short calendar markings may be made from 9:00 a.m. Tuesday to 4:00 p.m. Thursday of the week before the short calendar. If a state holiday falls on the Thursday before the calendar, matters may be marked from 9:00 a.m. Tuesday to 5:00 p.m. Wednesday. If a state holiday falls on the Friday before the calendar, matters may be marked from 9:00 a.m. Tuesday to 11:00 a.m. Thursday.

If a calendar is canceled due to unexpected events, parties may reclaim their motions. If, however, the matter needs immediate action by the court, the party may apply for permission to schedule an earlier hearing date with the court. **Note:** all citations must be re-issued unless the court orders otherwise.

Markings by attorneys must be submitted electronically through E-Services ([www.jud.ct.gov](http://www.jud.ct.gov)). Self-represented (pro se) parties and attorneys who have obtained an exclusion from E-Services requirements must submit markings by calling 203-238-6543.

**Note:** Fax markings are not accepted.

Counsel and self-represented parties must give timely notice of markings to all self-represented parties and counsel of record. The court may impose sanctions if notice is not given. The following information is required when making a telephone marking:

- The position of the case on the calendar
- The name and docket number of the case
- The entry number and title of motion
- The full name of the person making the marking and the law firm name, if applicable
- Confirmation that counsel and self-represented parties of record have been notified of the marking

**ARGUABLE MATTERS**

Counsel and self-represented parties of record must come to court for matters listed on the calendar as Arguable (ARG) and marked "READY." If a party does not come to court for matters listed on the calendar as ARG and marked "READY", the court may decide the motion by reviewing the papers or the court may take action, including, but not limited to, nonsuit, default or dismissal.

**ADDITIONAL INFORMATION**

Additional information is available on the Judicial Branch website at <http://www.jud.ct.gov/external/super/StandOrders> and forms are available on the Judicial Branch website at <http://www.jud2.ct.gov/webforms>.

**Note:** Under the federal Violence Against Women Act of 2005, cases for relief from physical abuse, foreign protective orders, and motions that would be likely to publicly reveal the identity or location of a protected party may not be displayed and may be available only at the courts.

**By Order of the Court.**

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