



The Short Calendar Process Has Changed!

In conjunction with the efforts of the Public Service and Trust Commission, the Chief Court Administrator directed Court Operations to revise the existing short calendar process to provide the Bench, the Bar and self-represented parties with efficient, standardized and uniform procedures for short calendar matters.

- **December 1, 2008**

Beginning with the calendars of December 1, 2008, attorneys and law firms have been required to mark matters on the short calendar electronically for both civil and family cases unless they obtained an exclusion from E-Services requirements. Fax markings have been eliminated, and phone markings are limited to self-represented parties, and attorneys/law firms with an exclusion from Eservices requirements.

- **March 16, 2009**

Beginning with the March 16, 2009 calendars, a number of changes go into effect to standardize the short calendar process, including the designation of matters as arguable or non-arguable, the numbering of the calendars in all judicial districts, and the marking options that are available for civil and family matters.

This brochure describes short calendar procedures and provides information on these changes.

What is a short calendar?

The short calendar is a list of cases or matters with motions or pleadings that require action by a judge or magistrate. If your case is on the calendar, you must mark it to let the Court know that some action is necessary.

Where do I find a calendar?

Short calendars are sent to self-represented parties and counsel who have an appearance in a case that is listed on the short calendar. Short calendars are also on the Judicial Branch website:

<http://civilinquiry.jud.ct.gov/ShortCalMenu.aspx>

If a matter is listed on the short calendar, do I have to come to Court?

- You, or your attorney if you have one, and the other side must come to court for matters listed on the calendar as **Arguable and** if you (or your attorney) or the other side marked the matter "R" (Ready). (See additional information in this brochure about marking matters and what those markings mean.)
- In some cases, you (or your attorney) and the other side have to come to court even if you (or your attorney) or the other side have not marked the matter "R" (Ready). Those matters will be heard on the date that is on the short calendar.
- Read the instructions on the short calendar to determine whether you have to come to Court on the day of the short calendar.

What if a case contains both arguable and non-arguable matters?

Usually, Civil Arguable and Non-Arguable matters appear on separate short calendars, but if a case has both arguable and non-arguable matters, they will appear together on the Arguable Calendar.

What does an "R" (Ready) marking mean?

You, or your attorney if you have one, and the other side must use the "R" (Ready) marking to have a Civil or Family matter that is listed on the calendar as arguable heard by the Court on the scheduled date. You, or your attorney if you have one, and the other side may also ask for a hearing on a civil matter listed on the calendar as non-arguable. If you (or your attorney) or the other side mark a non-arguable matter "R" (Ready), the Court may decide to review the papers or may schedule a hearing on a future date.

What does a "TP" (Take Papers) marking mean?

You, or your attorney if you have one, and the other side must use the "TP" (Take Papers) marking for civil arguable matters to ask the Court to decide the matter by reviewing the papers. Civil arguable matters marked "TP" may be handled in one of two ways: 1) the court may decide the matter by reviewing the papers or 2) the court may have a hearing. You, or your attorney if you have one, and the other side must also use this marking for civil matters listed on the calendar as non-arguable to ask the Court to review the matter.

What does an "O" (Off) marking mean and what happens if a matter is not marked at all?

When you, or your attorney if you have one, or the other side use the "O" (Off) marking in any matter (Civil or Family, arguable or non-arguable) the matter will not be heard or reviewed by the court.

If a motion is not marked, the court will take no action on it. An "O" (Off) marking is used to change a "R" (Ready) or "TP" (Take Papers) marking that has already been made.

When I mark a matter, do I have to notify the other parties in my case?

Yes. When you mark a matter, you must notify all other self-represented parties and counsel of record of that marking. You may be sanctioned by the Court if you do not. Also, if you mark an arguable matter ready, you must bring the confirmation of the marking to the short calendar hearing. The confirmation may be in the form of a detailed signed statement from the person who telephoned the marking to the court or a *Short Calendar Markings Confirmation and Receipt* produced upon completion of the online electronic Short Calendar Markings Entry transaction.

What methods are available for marking?

Self-represented parties, and attorneys or law firms with an exclusion from E-Services requirements, may mark their cases by telephone. The telephone number for the marking line will be printed on the calendar. Attorneys and law firms must mark short calendar matters electronically through E-Services unless they received an exclusion from E-Services requirements. This exclusion may be obtained through the Statewide Grievance Committee. Markings by facsimile are not accepted.

What information must I give when I mark a short calendar matter?

You, or the person making the marking, must provide the following information whether you do it by phone or computer:

- 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

Will the calendar numbers be changed?

Yes. As of March 16, 2009 civil and family short calendars will have the same calendar number in every district. All districts will have:

- Short Calendar # 1- Civil (Non-Family) Arguable Matters;
- # 2 – Arguable and Non-Arguable Property Matters;
- # 3 – All Matters with a PJR Prefix;
- # 4 – Family Matters; and
- # 10 Civil (Non-Family) Non-Arguable Matters.
- In Hartford and New Haven, a Short Calendar # 5 – Family Matters will also be printed.
- No changes will be made to the Habeas Short Calendars in Rockville (TSR) at this time.

Will the designation of motions as arguable or non-arguable change?

The arguable and non-arguable status of certain civil filings will be standardized. Arguable matters will include the motions specified in Practice Book §11-18(a) and (e) and motions designated as arguable by the Chief Court Administrator under Practice Book §11-18(e). The list of designated motions may be found in the Chief Court Administrator's Notice Regarding Arguable Civil Short Calendar Matters found on the web site at: http://www.jud.ct.gov/external/super/Standorders/Notice_CivShCal_022809.htm

Have the marking options for short calendar matters changed?

Markings for all civil and family matters will be standardized as of March 16, 2009. Short calendar markings for **civil matters** will be:

- "R" (Ready),
- TP" (Take Papers) and
- "O" (Off).

Short calendar markings for **family matters** will be "R" (Ready) and "O" (Off).

What are the deadlines for submitting markings?

Markings must be submitted in accordance with the **Notice** section of the respective short calendars and the **Civil and Family Short Calendar Standing Orders**, posted on the Judicial Branch website at: <http://www.jud.ct.gov/external/super/StandOrders/>.

How do I mark a short calendar matter electronically? (For attorneys and law firms only; electronic marking by non-attorneys is not available yet.)

- Log in to E-Services from the Branch website at: <https://eservices.jud.ct.gov/login.aspx?ReturnUrl=%2fdefault.aspx>

- Select **Short Calendar Markings Entry** from the E-Services menu

- Select the **Location** and **Court Type**

- Select **Sort Results** to display cases by case name, docket number, location, entry number, calendar sequence number or motion

- Click **Find**

Note: Motions or objections display separately so if a case has multiple motions or objections, the caption and docket number will appear multiple times. Each one must be marked separately.

- Each motion/objection must be marked separately. For civil matters, select "**R**" (**Ready**), "**TP**" (**Take Papers**) or "**O**" (**Off**); for family matters, select "**R**" (**Ready**) or "**O**" (**Off**).

- Check the certification box

- Enter the name and telephone number of the individual submitting the markings

- Click **Enter Markings** and print the *Short Calendar Markings Confirmation and Receipt*

- Provide notice of marking to all appearing parties