

# A Tenant's Guide to Eviction Actions (Summary Process)



State of Connecticut Judicial Branch  
Superior Court



An eviction process (summary process) can be an overwhelming and stressful experience. If you or your family are feeling anxious or overwhelmed about your eviction action, please see the list of Additional Resources for Tenants Facing Eviction at the end of this pamphlet. Other resources are available at the state and local level and can be obtained by dialing 211 or by visiting [www.211ct.org](http://www.211ct.org). Many organizations require a referral from 211 to access services.

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 Judicial Branch employee or an ADA contact person listed at [www.jud.ct.gov/ada/](http://www.jud.ct.gov/ada/).

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## INTRODUCTION

This pamphlet is designed to inform you of the basic steps in an eviction action, which is also known as a summary process action. It is not intended as a substitute for the advice of an attorney. The Judicial Branch is not responsible for any errors or omissions in this pamphlet. If you feel you need more information or assistance, you should talk to an attorney or read the appropriate sections of the Connecticut General Statutes and Connecticut Practice Book.

## NOTICE

Clerks in the housing session will provide assistance to self-represented litigants. However, they cannot act as your attorney. You are responsible for your actions when you represent yourself. The Judicial Branch is not responsible for any errors or omissions in any forms or publications provided to you.

If you need more information or help, consider talking to an attorney. In addition, consider reading the Connecticut General Statutes and Connecticut Practice Book. If you are trying to find an attorney this publication may be helpful whether or not you can afford an attorney.

Judicial Clerks are only allowed to provide procedural assistance. Clerks may not offer legal advice, interpret statutes, rules, orders, or anything similar.

## APPEARANCE AND ANSWER

After you are served with an eviction summons and complaint, the first step in representing yourself is to file a form known as an Appearance no later than 2 days after the Return Date on your summons.

The appearance form is available online at <https://www.jud.ct.gov/webforms/forms/CL012.pdf>, or at the clerk's office. Your appearance lists your name, address, telephone number and signature. Your landlord is the Plaintiff, and you are the Defendant.

After completing your appearance form, you must file an Answer to the complaint. The answer form is available online at <https://www.jud.ct.gov/webforms/forms/HM005.pdf>, or at the clerk's office. You must read each numbered paragraph of the complaint and select your response on the answer form. Responses include "Agree," "Disagree," or "Do Not Know". There are also several special defenses listed on the answer form. You may check any that apply to you and fill in the blanks, as appropriate. Additional comments may be written at the bottom of the form. Be sure to sign the form.

In addition to filing the original appearance and answer, you must also immediately mail a copy of them to your landlord or your landlord's attorney, if there is one; failure to do this may result in you losing the case. If you have selected any applicable special defenses, the landlord must file a reply to them before a mediation and trial is scheduled.

A mediation with a Housing Mediator and a trial before a judge will be scheduled in your case. These two events may be scheduled on the same day: if you and your landlord do not settle your case in mediation, you may proceed directly to a trial. The clerk's office will notify you of the trial date by mailing you a Notice of Court Hearing.

## **TRIALS**

Unless your trial will be held remotely, it is important that you come to court on the trial date listed on the Notice of Court Hearing, or you may lose your case. You must be on time. You must bring any witnesses, papers or receipts that you may have; without these things you may lose your case. If a witness will not come to court voluntarily, you may apply for a subpoena at the clerk's office at least 2 days before the scheduled trial date. If a judge grants the application, a subpoena will issue. The subpoena must be served on your witness at least 18 hours before your trial date and time. The state marshal will charge you a fee to serve the subpoena.

Unless your trial will be held remotely, on the day of your mediation and trial, your case will be called by the courtroom clerk. When this happens, you must tell the clerk you are present. After your case is called, you and your landlord or landlord's attorney will meet with a Housing Mediator. The Housing Mediator will help you and your landlord come to a written agreement. The agreement will be reviewed by the judge. If the judge approves of the agreement, then a copy of the agreement will be given to you.

You are not required to reach an agreement with your landlord during mediation. If you do not reach an agreement, there will be a trial. The judge will hear the case and make a decision based on the evidence. The judge will either announce the decision in court or notify you by mail.

If you need an interpreter, you must contact the clerk's office at least 2 days before any hearing date.

## JUDGMENTS

After trial, if the judge rules in your favor, you may stay in the premises. If you lose the case, you will have 5 days to leave the premises, not including the date of judgment, Sundays and legal holidays.

If the judgment against you is based on nonpayment of rent, you may apply for a stay of execution for up to 3 months. The execution is used to remove you from the premises. In order to receive a stay, you must do both of the following things within 5 days from the date of judgment, not including the date of judgment, Sundays and legal holidays.

- A. Deposit with the court, in person, the full amount of the arrearage (back rent and/or use and occupancy) owed to your landlord. This can be paid only by certified check or money order payable to Clerk of the Superior Court, or by cash, and
- B. When making this deposit, file a completed Stay of Execution Application (form JD-HM-21), available online at <https://www.jud.ct.gov/webforms/forms/HM021.pdf>, or at the clerk's office.

A court hearing may then be scheduled on the Stay of Execution Application. If so, you will be notified of the date and time of hearing either immediately in person by the clerk, or by mail. At the hearing, the amount of time you may stay in the premises may be decided by the judge.

If the judgment against you is based on lapse of time, or that a previous right or privilege to occupy the premises has terminated, you also have the right to apply for a stay. You may file a Stay of Execution Application. A court hearing may then be scheduled. If so, you will be notified of the date and time of hearing either immediately in person, or by mail. At the hearing, the length of your stay of execution, up to a maximum of 6 months, may be decided by the judge.

If you do not move voluntarily when your stay of execution period ends, or if you have violated any conditions, the court may issue an execution.

If you do not make a payment that was agreed to or ordered by the court, the landlord must file an affidavit, and send a copy to you, before an execution may issue.

If you disagree with the landlord's affidavit, you may promptly file an Objection (form JD-HM-26). The objection form is available online at <https://www.jud.ct.gov/webforms/forms/HM026.pdf>, or at the clerk's office. If you do nothing, an execution may issue as early as the 3rd business day after the affidavit is filed. Your belongings may then be physically removed by the state marshal and delivered to a designated place of storage. If your belongings are removed and stored, and within 15 days you do not claim them and pay the storage expenses, those belongings may be sold by the town.

## **LEGAL AID AND LAWYER REFERRAL**

If you need additional assistance, legal advice or representation, you should contact an attorney. You may get an attorney by contacting a Lawyer Referral Service office, or, if you qualify, a Legal Aid Office. (See page 7 for a listing of these services.)

**Note:** Only the clerk's offices of the Housing Sessions may provide procedural assistance to self-represented parties.

## LEGAL AID OFFICES

AGENCY	TELEPHONE
<p>For initial screening of requests for legal assistance from legal aid programs in Connecticut:</p> <p style="text-align: center;"><b>STATEWIDE LEGAL SERVICES, INC.</b>  <b>(860) 344-0380</b>                      (Hartford, Central Connecticut, Middletown Areas)  <b>1-800-453-3320</b>                      (All Other Regions)</p>	
<p><b>Greater Hartford Legal Assistance</b>  <i>Hartford Office:</i></p>	<p>(860) 541-5000</p>
<p><b>New Haven Legal Assistance, Association, Inc.</b>  <i>New Haven Office:</i></p>	<p>(203) 946-4811</p>
<p><b>Connecticut Legal Services, Inc.</b>  <i>Regional Offices:</i>                      Bridgeport                      New Britain                      New London                      Stamford                      Waterbury                      Willimantic</p>	<p>(203) 336-3851                      (860) 225-8678                      (860) 447-0323                      (203) 348-9216                      (203) 756-8074                      (860) 456-1761</p>
<p><b>Connecticut Veterans Legal Center</b></p>	<p>(203) 479-0375</p>

**LAWYER REFERRAL  
SERVICE OFFICES**

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

eviction  
**HELP**<sup>CT</sup>



**You are facing the  
loss of your home  
or housing subsidy.  
We are here to help.**

The State of Connecticut created a **Right to Counsel program (CT-RTC)** to provide *free legal representation* to income eligible tenants facing eviction or loss of housing subsidy.

*The program began in a few communities on January 31, 2022 and will grow over time.*

To find out if **free legal representation** is available where you live and if you qualify call **1-800-559-1565** or visit **evictionhelpct.org**

**ONLINE LEGAL HELP**Go

to [ctlawhelp.org/eviction](http://ctlawhelp.org/eviction) to learn about the eviction process and how to respond to eviction notices.

**2-1-1 HELPLINE**

Call **211** for information and referrals for housing, utility, and food assistance or go to [211ct.org](http://211ct.org).

**GUIDE AND FORM FILLER**

Go to [cteviction.guide](http://cteviction.guide) to learn about the eviction process and prepare court forms for your case.

**EVICITION PREVENTION FUND**

Check your eligibility for UniteCT's Eviction Prevention Fund by visiting [unitectprescreen.formstack.com/forms/eviction\\_prevention](http://unitectprescreen.formstack.com/forms/eviction_prevention)

eviction  
**HELP**<sup>CT</sup>



**Usted está en riesgo  
de perder su hogar  
o su subsidio de  
vivienda. Estamos  
aquí para ayudarle.**

El estado de Connecticut ha creado el programa **"Derecho a un Abogado"** (CT-RTC, por sus siglas en inglés) con el fin de brindar representación jurídica gratuita a inquilinos de bajos ingresos que corran riesgo de desalojo o pérdida del subsidio de vivienda.

*El programa comenzó el 31 de enero de 2022 en un número limitado de comunidades y continuar expandiéndose.*

Para averiguar si usted reúne los requisitos para el programa de representación jurídica gratuita o si está disponible en su zona, llame al **1-800-559-1565** o visite **evictionhelpct.org**

**ASISTENCIA LEGAL  
POR INTERNET**

Visite [ctlawhelp.org/eviction](http://ctlawhelp.org/eviction) para obtener información sobre el proceso de desalojo y cómo responder a una notificación de desalojo.

**LÍNEA DE ASISTENCIA 2-1-1**

Para información y derivaciones a programas de asistencia con el alquiler, servicios públicos y alimentos, llame al **211** or visite [211ct.org](http://211ct.org).

**GUÍA PARA COMPLETAR  
FORMULARIOS**

Visite [cteviction.guide](http://cteviction.guide) para obtener información sobre el proceso de desalojo y cómo completar los formularios judiciales.

**FONDO PREVENTIVO  
DE DESALOJOS**

Para verificar si reúne los requisitos para recibir asistencia del Fondo Preventivo de Desalojos de UniteCT, visite [unitectprescreen.formstack.com/forms/eviction\\_prevention](http://unitectprescreen.formstack.com/forms/eviction_prevention)

CT-RTC is administered by the Connecticut Bar Foundation, 31 Pratt Street, Hartford, CT 06103

[www.ctbarfdn.org](http://www.ctbarfdn.org)

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## SUPERIOR COURT HOUSING SESSION LOCATIONS

LOCATION	TELEPHONE
<b>Bridgeport Judicial District</b> Superior Court - Housing Session 1061 Main Street Bridgeport, CT 06604	Tel: (203) 579-6936 Fax: (203) 579-7291
<b>Hartford Judicial District</b> Superior Court - Housing Session 80 Washington Street Hartford, CT 06106	Tel: (860) 756-7920 Fax: (860) 756-7925
<b>New Britain Judicial District</b> Superior Court - Housing Session 20 Franklin Square, Room 211 New Britain, CT 06051	Tel: (860) 515-5130 Fax: (860) 515-5138
<b>New Haven Judicial District</b> Superior Court - Housing Session 121 Elm Street New Haven, CT 06510	Tel: (203) 789-7937 Fax: (203) 773-6795
<b>Stamford Judicial District</b> Superior Court - Housing Session 123 Hoyt Street Stamford, CT 06905	Tel: (203) 965-5308 Fax: (203) 965-5788
<b>Waterbury Judicial District</b> Superior Court - Housing Session 300 Grand Street Waterbury, CT 06702	Tel: (203) 591-3310 Fax: (203) 596-4080

## JUDICIAL DISTRICT COURT LOCATIONS HANDLING HOUSING MATTERS

Judicial District at Meriden  
54 West Main Street  
Meriden, CT 06450  
(203) 238-6666

Judicial District at Tolland  
69 Brooklyn Street  
Rockville, CT 06066  
(860) 396-4920

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

Judicial District of Litchfield  
at Torrington  
50 Field Street  
Torrington, CT 06790  
(860) 626-2100

Judicial District at Middlesex  
1 Court Street  
Middletown, CT 06457-3374  
(860) 343-6400

Judicial District of Ansonia-Milford  
at Milford  
14 West River Street  
Milford, CT 06460  
(203) 877-4293

Judicial District of New London  
at New London  
70 Huntington Street  
New London, CT 06320  
(860) 443-5363

Judicial District of New London  
at Norwich  
1 Courthouse Square  
Norwich, CT 06360  
(860) 887-3515

Judicial District of Windham  
at Putnam  
155 Church Street  
Putnam, CT 06260  
(860) 928-7749

## ADDITIONAL RESOURCES FOR TENANTS FACING EVICTION

Other resources are available at the state and local level and can be obtained by **dialing 211** or by visiting [www.211ct.org](http://www.211ct.org). Many organizations require a referral from 211 to access services.

1. If you or your family are feeling anxious or overwhelmed about your eviction action, please see below for mental health services in CT:

A. The CT Department of Mental Health and Addiction Services (DMHAS) provides lists of local, state-operated, DMHAS-funded, addiction and other mental health services. Services are listed by geographic area.

To find mental health services in your area:

<https://portal.ct.gov/DMHAS/Programs-and-Services/Finding-Services/Finding-Services> or 860-418-6962.

To find crisis services in your area:

<https://portal.ct.gov/DMHAS/Programs-and-Services/Finding-Services/Crisis-Services>. For substance abuse treatment 24/7 call the Access Line at 1-800-563-4086.

B. The CT Department of Children and Families (DCF) has information regarding community based mental health services for children and their families, which are generally provided in the home or community. Please see below for more information and contacts:  
<https://portal.ct.gov/DCF/Community-Mental-Health-Services/Home>

C. Help through Mental Health Connecticut (MHC):

MHC is a nonprofit organization that offers programs and services in Bridgeport, Danbury, Stamford, Torrington, Waterbury, Farmington and West Hartford. Call their free information line at 860-529-1970 or email [info@mhconn.org](mailto:info@mhconn.org) for information about support groups, mental health information, behavioral health services or other resources.

Additional information can be found at:

<https://www.mhconn.org>

2. If you are looking to prevent homelessness or for information on emergency shelter placement, please see the below information:

A. For up to date information regarding homeless services including emergency shelter placement or housing assistance, call the United Way Infoline: 211 from anywhere in Connecticut or 1-800-203-1234 and press #3 and #1 to be connected with an intake specialist; if you are hearing impaired, use the TTY number: 1-800-671-0737. Note that many agencies require a referral through 2-1-1 and will not accept individual or direct calls without the referral.

B. For the City of New Haven: The Office of Housing & Homeless Services can provide information for local services. Tel: 203-946-6033. <https://www.newhavenct.gov/government/departments-divisions/office-of-housing-homelessness-services>

C. For Veterans: The Veterans Affairs Connecticut Healthcare System provides support for veterans facing homelessness. Infoline: 1-877-424-3838; Errera Community Center, 114 Orange Avenue, West Haven, CT 06516, Tel: 203-932-5711 Ext. 1361.

3. If you are looking for information on rental assistance programs, please see below:
  - A. Rental Assistance Program (RAP) and Housing Choice Voucher Program (also known as Section 8): These programs are administered by the CT Department of Housing and or local Public Housing Authorities, and provide income based rental assistance vouchers for eligible tenants. Postings for waitlist openings can be found at <http://cthcvp.org/> or by calling 2-1-1. Information about RAP can be found at <http://portal.ct.gov/DOH/DOH/Programs/Rental-Assistance-Program/>
  - B. Site Based Rent Subsidy Programs: These programs can be administered by US Department of Housing and Urban Development (HUD) or by local Public Housing Authorities. Call the HUD office in Hartford to request the guidebook “Looking for HUD-Associated Rental Housing in Connecticut” for a list of HUD funded housing projects by town (860-240-4800). The guidebook can also be found in English and Spanish at <https://www.hud.gov/sites/dfiles/State/documents/CTBLUEBOOK.pdf>
  - C. Public Housing Program: These programs are administered by local Public Housing Authorities and can provide rental housing for eligible low-income families, older adults, and people with disabilities. For a list of housing authorities by town, go to: <https://www.hud.gov/states/connecticut/renting/hawebsites>
4. If you are concerned about discrimination or your rights as a tenant, please contact the CT Fair Housing Center at 860-247-4400 or go to: <https://www.ctfairhousing.org/>
5. Go to the Department of Housing website for the most current information on rental assistance programs.
  - Department of Housing main page for housing: <https://portal.ct.gov/DOH>
  - Department of Housing Eviction Prevention Fund: <https://portal.ct.gov/DOH/DOH/Programs/Eviction-Prevention-Fund>

## NOTES





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