

**SUMMONS  
SUMMARY PROCESS (EVICTION)**

JD-HM-32 Rev. 2-25  
C.G.S. § 51-348; P.B. §§ 8-1, 10-13

**STATE OF CONNECTICUT  
SUPERIOR COURT**

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

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

**For information on ADA accommodations, contact the Centralized ADA Office at 860-706-5310 or go to: [www.jud.ct.gov/ADA/](http://www.jud.ct.gov/ADA/)**

**Instructions:**

1. Type or print legibly. If you are a self-represented party, this form must be signed by a clerk of the court.
2. If there is more than one defendant, make a copy of the summons for each additional defendant. Each copy of the summons must show who signed the summons and when it was signed. Also, if there are more than two plaintiffs or four defendants, complete the *Civil Summons Continuation of Parties* (form JD-CV-2) and attach it to the original and all copies of the complaint.
3. Attach the summons to the complaint, and attach a copy of the summons to each copy 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.

For more information on Summary Process (Eviction) Cases and to find the correct court location to file this case, see *Rights and Responsibilities of Landlords and Tenants in Connecticut* (form JDP-HM-31) or visit [jud.ct.gov/faq/landlord.html](http://jud.ct.gov/faq/landlord.html).

**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	At (Town)	Case Type (From Judicial Branch code list)
<input type="checkbox"/> Housing Session		Major <u>H</u> Minor <u>00</u>
Address of court (Number, street, town and zip code)		Telephone number of clerk

Number of plaintiffs:	Number of defendants:	<input type="checkbox"/> Form JD-CV-2 attached for additional parties
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Parties	Name (Last, First, Middle Initial) and address of each party (Number; Street; P.O. Box; Town; State; Zip; Country, if not USA)	
First plaintiff	Name: Address:	P-01
Additional plaintiff	Name: Address:	P-02
First defendant	Name: Address:	D-01
Additional defendant	Name: Address:	D-02
Additional defendant	Name: Address:	D-03
Additional defendant	Name: Address:	D-04

**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 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* (form JD-CL-12) 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 timely written *Appearance* form, a judgment may enter 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 JD-CL-12) at the court address above or online at [www.jud.ct.gov](http://www.jud.ct.gov).
7. Each court location can give you an informational pamphlet (publication JDP-HM-15) explaining the summary process (eviction) action and an *Answer* (form JD-HM-5) so that you may file an answer to the plaintiff's claims. You can also get the pamphlet and *Answer* form online 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 select proper box)	<input type="checkbox"/> Commissioner of Superior Court	Name of person signing
		<input type="checkbox"/> 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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The attorney or law firm appearing for the plaintiff, or the plaintiff if self-represented, agrees to accept papers (service) electronically in this case. Any attorney who is not exempt from e-filing is required to accept electronic delivery. (Practice Book Section 10-13)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature of Plaintiff (if self-represented)
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E-mail address for delivery of papers under Section 10-13 of the Connecticut Practice Book	<b>For Court Use Only</b>
	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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