

Short Calendar Markings



If you have not enrolled in E-Services and requested access to your case yet, stop here. Before you can electronically mark your short calendar motions or objections electronically, you must have electronic access to your case and have filed an appearance.

Overview of Short Calendar Markings

- You must follow the procedures shown in the Notice section of the short calendar and in the [Civil](#) Short Calendar Standing Order to mark motions or objections.
- You can only mark motions or objections on the short calendar during the specific times (marking periods) shown in the [Civil](#) Short Calendar Standing Order.

Note: Marking periods can change if there is a state holiday on a weekday. Check the standing order if there is a state holiday.

- You can only mark short calendar matters in cases that are Electronically Fileable.
- You cannot mark short calendar matters in cases that are not Electronically Fileable.

How to know if your case is Electronically Fileable:

- If the number that follows the year is a 5 or a 6, the case is e-filable (paperless).
For example, FBT CV 23 6051245 or HHD CV 22 5061789 are paperless.

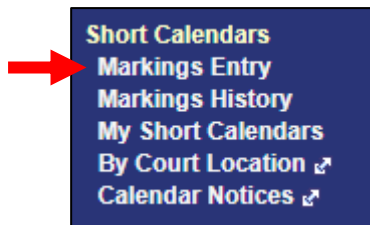
Here is a checklist of what you must do to mark your short calendar motions or objections on-line.

Summary of steps to mark your short calendar motions or objections on-line on your case

1. Enroll in E-Services to set up a User ID and password
2. Log in to E-Services with your User ID and password to request electronic access to your case
3. Be approved for electronic access by the clerk of the court
4. Tell other parties how you are marking the motions or objections
5. Log in to E-Services with your User ID and password
6. Choose **Superior Court E-filing** from the E-Services home page
7. Choose **Markings Entry** under **Short Calendars** on the Superior Court E-filing page
8. Choose the **Location** and **Court Type** to search for your calendar matters
9. Choose **Search**
10. Choose the marking for each motion or objections on the calendars
11. Enter your name and telephone number
12. Choose **Enter Markings**
13. Print the **Short Calendar Marking Confirmation and Receipt** page that gives you the information on what you have marked
14. Bring the copy of the receipt with you if you go to Court on an arguable matter.

Log In to EServices and Navigate to Marking Entry:

1. Navigate to the Judicial Branch Website by typing the following web address www.jud.ct.gov.
2. Choose **E-Services** from the menu on the left side menu
3. Click the **Log-In** button
4. Enter your **User ID** and **password**
5. Click **Login** to log in to E-Services
6. Click **Civil/Family Housing Small Claims** under *Superior Court E-Filing*
7. Select Marking Entry from the blue bar on the left side of the screen.

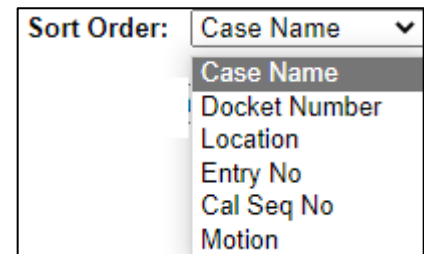


The Short Calendar Marking Entry Screen

The screenshot shows a form titled 'Short Calendars Markings Entry'. It contains three dropdown menus: 'Location' set to 'All', 'Court Type' set to 'All', and 'Sort Order' set to 'Case Name'. Below these is a 'Search' button.

From the Short Calendar Marking Entry screen, you can:

- Do a **Quick Search** by leaving all options set to the default. This type of search will display all items that can be marked
- Do a **Customize Search**, which will narrow the results based on the criteria selected
 - **Location** (the drop-down menu provides a list of all Judicial District Court Locations)
 - **Court Type** (CV)
- Select **Sort Order** which will display the results based on the Sort Order selected from the drop down.
 - Case name
 - Docket Number
 - Location
 - Entry No
 - Cal Seq No
 - Motion



Short Calendar Markings

Steps to perform a Short Calendar Marking Entry search

1. Leave all options set to the default values or customize if preferred
2. Click **Search**, the Short Calendar Marking Entry screen displays (as shown in screenshot below)
3. Motions/Objections available for Short Calendar Marking are listed

Note: If a case has more than one motion or objection, the case name and docket number will appear for each motion or objection.

Each motion/objection is displayed separately.
Cases with multiple motions/objections require multiple markings.

Civil Short Calendar Markings Entry Court Date: May 20, 2013			
Case Name: SMITH, JOHN v. POCAHONTAS	Location: New Britain	No Change <input checked="" type="radio"/>	
Docket Number: HHB-CV-12-6017453-S	Case Type: CV	Ready <input type="radio"/>	
Court Date: May 20, 2013 9:30 AM	Entry No.: 111.00	Off <input type="radio"/>	
Cal.-Seq. No.: 02-001	Motion/Objection: MOTION FOR ADVICE BY COURT-APPOINTED PERSON (Defendant)	Take Papers <input type="radio"/>	
Case Name: JOVI, BON v. FAKE CORPORATION, INC.	Location: Bridgeport	No Change <input checked="" type="radio"/>	
Docket Number: FBI-CV-13-6034273-S	Case Type: CV	Ready <input type="radio"/>	
Court Date: May 20, 2013 9:30 AM	Entry No.: 101.00	Off <input type="radio"/>	
Cal.-Seq. No.: 10-001	Motion/Objection: MOTION FOR ORDER OF COMPLIANCE - PB SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)	Take Papers <input type="radio"/>	
Case Name: JOVI, BON v. FAKE CORPORATION, INC.	Location: Bridgeport	No Change <input checked="" type="radio"/>	
Docket Number: FBI-CV-13-6034273-S	Case Type: CV	Ready <input type="radio"/>	
Court Date: May 20, 2013 9:30 AM	Entry No.: 102.00	Off <input type="radio"/>	
Cal.-Seq. No.: 10-001	Motion/Objection: OBJECTION TO REQUEST TO REVISE (Plaintiff)	Take Papers <input type="radio"/>	

4. Select the marking code for each motion or objection you want to mark by clicking in one of the circles to the right of the motion or objection you are marking.

Civil Short Calendar Markings Entry Court Date: May 20, 2013

Case Name: HHB-CV-12-6017453-S Location: New Britain No Change
Court Date: May 20, 2013 9:30 AM Case Type: CV Ready
Cal.-Seq. No.: 02-001 Entry No.: 111.00 Off
Motion/Objection: MOTION FOR ADVICE BY COURT-APPOINTED PERSON (Defendant) Take Papers

For additional information regarding each type of marking, go to the section titled **Types of Markings Available**

Note: *No change* will be selected by default for each motion or objection any time you come to this page, even if a motion or objection has been marked before.

5. Click the **Checkbox** next to the certification statement.
6. Enter your Full Name, Area Code, Telephone Number, and Extension if necessary.
7. Click the **Enter Markings** button to submit the markings. The confirmation page will display.

There are 3 motions/objections displayed above

hereby certify that timely notice of any marking has been provided to all counsel and self represented parties of record. I understand that failure to do so may result in sanctions being imposed by the Court.

bon jovi 860 555 5555
Full Name Area Code Telephone Ext.

Enter Marking(s) Cancel

Steps to perform a Short Calendar Marking Entry search (Continued)

8. From the Confirmation Page, choose **Print Receipt** to print the *Short Calendar Markings Confirmation and Receipt*

Show Instructions	Short Calendars Markings Confirmation	New Search
Edit Instructions		
The following Short Calendar Markings were received on: Wednesday, May 15, 2013 02:11:59 PM for Bon Jovi (bonjovi)		
Short Calendar Markings Received		
Case Name: JOVI, BON v. FAKE CORPORATION, INC. Docket Number: FBT-CV-13-6034273-S Court Date: May 20, 2013 9:30 AM Cal.-Seq. No.: 10-001 Motion/Objection: MOTION FOR ORDER OF COMPLIANCE – PB SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)		Location: Bridgeport Case Type: CV Entry No.: 101.00 Marked: Take Papers
Case Name: JOVI, BON v. FAKE CORPORATION, INC. Docket Number: FBT-CV-13-6034273-S Court Date: May 20, 2013 9:30 AM Cal.-Seq. No.: 10-001 Motion/Objection: OBJECTION TO REQUEST TO REVISE (Plaintiff)		Location: Bridgeport Case Type: CV Entry No.: 102.00 Marked: Take Papers
Certified By bon jovi, (860) 555-5555 Self-represented Party bonjovi has submitted 2 markings.		
<input type="button" value="Print Receipt"/>		
<input type="button" value="Return to Markings Entry Search"/>		<input type="button" value="Return to Civil / Family Menu"/>

9. Be sure that you have given notice of the markings to other self-represented parties and attorneys of record.

Note: To change a marking you have entered, you can log in to E-Services at any time during the marking period and change the marking. Be sure to tell other self-represented parties and attorneys about any changes you make.

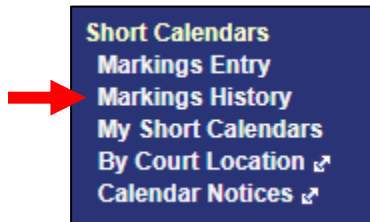
View History of Short Calendar Markings

Short Calendars Markings History is available for matters appearing on short calendars from January 2003 to the present.

For matters that have been marked and in which the logged-in juris number has an appearance, the Short Calendars Markings History provides case information and the markings made by the logged-in juris number and by all others on the case. If a marking on a motion or objection was made by telephone, it will not be shown as part of the Short Calendars Markings History. If no markings were made by anyone, no case information is displayed.

Log In to EServices and Navigate to Markings History

1. Navigate to the Judicial Branch Website by typing the following web address www.jud.ct.gov.
2. Choose **E-Services** from the menu on the left side menu
3. Click the **Log-In** button
4. Enter your **User ID** and **password**
5. Click **Login** to log in to E-Services
6. Click **Civil/Family Housing Small Claims** under *Superior Court E-Filing*
7. Select **Marking History** from the blue bar on the left side of the screen.



How to view Short Calendar Marking History

Marking History can be viewed in in two different ways:

- By **Court Date** – Will display a list of markings in all the cases that are scheduled on short calendars for that date.
- By **Docket Number** – Will display a list of all the markings for the docket number entered.

Short Calendars Markings History

Enter a Court Date and/or a Docket Number

Court Date: (mm/dd/ccyy)

Location	Category	Year	Number	Suffix
--Select Location--	CV			S
Example: HHD	Example: CV	09	1234567	S

How to view Short Calendar Marking History (Continued)

Search By Court Date

1. Enter a Court Date to look at a list of all markings in all the cases you have an appearance in that are scheduled on short calendars for that date.
2. Choose **Search**
3. Any markings on short calendars for the date entered.

By Party Name List My Cases Court Events By Date By Docket Number Short Calendars Markings Entry Markings History My Short Calendars By Court Location ⚡ Calendar Notices ⚡ My Shopping Cart(1) My E-Filed Items My Access Requests	Records: 2						
	Case Name	Docket Number	Location	Court Date	Cal.-Seq. No.	Entry No.	Motion/Objection
	JOVI, BON v. FAKE CORPORATION, INC.	FBT-CV-13-6034273-S	Bridgeport	May 20, 2013	10-001	101.00	MOTION FOR ORDER OF COMPLIANCE – PB SEC 13-14 (FAIL APPEAR DEP) (Plaintff)
	Marking		Marking Date / Marked By				
	Take Papers		May 15, 2013 02:12:00 PM by BON JOVI (bonjovi)				
	Take Papers		May 15, 2013 02:10:15 PM by BON JOVI (bonjovi)				
	Take Papers		May 15, 2013 02:08:58 PM by BON JOVI (bonjovi)				
	Take Papers		May 15, 2013 01:17:48 PM by BON JOVI (bonjovi)				
	JOVI, BON v. FAKE CORPORATION, INC.	FBT-CV-13-6034273-S	Bridgeport	May 20, 2013	10-001	102.00	OBJECTION TO REQUEST TO REVISE (Plaintff)
	Marking		Marking Date / Marked By				
Take Papers		May 15, 2013 02:12:00 PM by BON JOVI (bonjovi)					
Take Papers		May 15, 2013 02:10:15 PM by BON JOVI (bonjovi)					
Take Papers		May 15, 2013 02:08:58 PM by BON JOVI (bonjovi)					

Search By Docket Number

1. Enter the docket number for a case that you have an appearance in to view a list of the markings for the specific case entered.
2. Choose **Search**
3. Any markings on short calendars for the docket number entered.

for Bon Jovi (bonjovi) as of 5/15/2013						
Court Date: 05/06/2013						
Records: 1						
Case Name	Docket Number	Location	Court Date	Cal.-Seq. No.	Entry No.	Motion/Objection
TRANSPORT FUNDING, LLC v. KORKUTOVIC, FIKRET Et Al	HHB-CV-11-6013007-S	New Britain	May 06, 2013	01-001	107.01	ORDER TO SHOW CAUSE (Court)
Marking		Marking Date / Marked By				
Off		Apr 30, 2013 02:27:37 PM by BON JOVI (bonjovi)				

Note: You can enter a date and a docket number to look at markings in one case on a certain date.

Types of Markings Available

The following designations may be used in marking matters on the short calendar.

- Ready
- Off
- Take papers
- No Change

Note: Information on marking matters on specific calendars is found in the calendar notices.

Ready: This marking is used for civil arguable matters:

- to have a matter that is listed on the calendar as ARG (arguable) heard by the court on the scheduled date.
- to have the following matters listed as non-arguable (N/A) on the property calendar (currently Calendar 02) heard by the court on the scheduled date:
 - Motion to open and modify judgment;
 - Motion to open and vacate judgment;
 - Motion to open judgment;
 - Motion to open judgment and extend the law day; and
 - Motion to open judgment and extend the sale date.

Take Papers: This marking is used for civil arguable and non-arguable matters:

- To ask the court to decide a civil arguable matter by reviewing the papers. Civil arguable matters marked “Take Papers” 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. October 3, 2022
- To ask the court to review and decide a civil non-arguable matter on the papers.
- To ask the court to hear argument on a civil non-arguable matter. If you want to ask the court for a hearing on a motion listed as N/A, you must mark the motion “Take Papers” and file a Request for Argument. Do not come to the courthouse on the date of the calendar unless you have received a specific notice from the clerk directing you to do so.

Note: Do not use a “Take Papers” marking to mark a civil matter that appears on a calendar if a request for argument has been granted on a non-arguable motion or the Court has granted or required argument on any other matter.

Off: This marking may be used for civil (arguable or non-arguable)

No change: Is the default selection for each motion or objection any time you come to this page, even if a motion or objection has been marked before

If you do not know which marking to choose, you can find more information about the choices in the [Procedures and Technical Standards for E-Services](#), on the [short calendar notices](#), or in the [Short Calendar and Marking FAQs](#).

Need help? If you have any questions about short calendar markings on-line, e-mail EServices@jud.ct.gov. If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.