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Welcome to the Connecticut Judicial Branch Law Libraries Self-Represented Parties Information Series.





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Filling out and filing an Appearance form for someone responding to a lawsuit (defendant).

In this overview, we will show you the correct way to fill out and file an Appearance in a lawsuit. An Appearance form (JD-CL-12) is the official court form filed with the Court Clerk that places your name and address on file with the Court. It also tells the court that you know about the case and that you are going to represent yourself in the case. Putting your name and address on file allows the Court to mail notices of court dates and court rulings to you at the address on file. It also gives other parties and attorneys an address to send paperwork to you. Court rules state that defendants should file an appearance within 2 days after the Return date.

When you file an Appearance, you are agreeing that the Court has authority over you and you are expected to follow the rules and decisions of the Court. You may say that the Court does not have any authority over you, but to do so you must file a separate paper, called a motion, with the Court after you file your Appearance. After you file your Appearance and you follow the rules, if you do not agree with the decisions of the Court, you can usually file an appeal later and the decisions will be looked at by another court.

How This Demonstration Works

How to fill out the Appearance form will be shown in the top screen
You can follow along and fill out the Appearance form in the bottom screen
You can move the video forward by pressing the  button
You can move the video backwards by pressing the  button

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How this demonstration works.

In this demonstration, the video in the top screen will show you what to do to fill out the Appearance form. A blank Appearance form is in the bottom screen. You may fill out the form in the bottom screen as we go through this demonstration.

To move to the next slide, click the blue button with the right facing arrow. To move back a slide, click the blue button with the left facing arrow.

If you are the Plaintiff in the case and representing yourself, it is not necessary to file a separate Appearance form. Your signature on the Complaint is considered to be your Appearance.

If you are the Defendant in a case, you should have the papers you got telling you about the lawsuit nearby. You will need to get some of the information from the Summons to fill out the Appearance form.

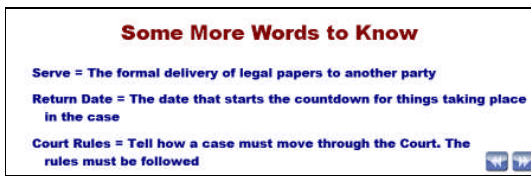
Some Words to Know

Plaintiff = Person who is suing
Defendant = Person being sued
Party = Anyone involved in the lawsuit, either a Plaintiff or Defendant

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Some words to know.

In this overview, the word Plaintiff is the person who is doing the suing. The word Defendant is the person who is being sued. Party is anyone who is involved in a lawsuit as either a Defendant or Plaintiff.



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Some more words to know.

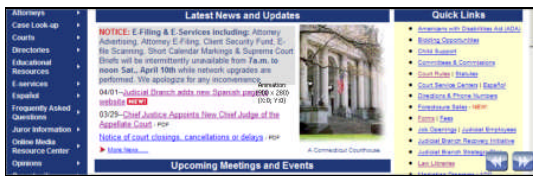
Serve is the formal delivery of legal papers, such as a Summons and Complaint, to another party. A Return Date is the date that begins the countdown for things, such as deadlines, taking place in the case. The Court rules tell what must be done to move a case through the Court. If you do not follow the Court rules you may hurt, or even lose, your case.



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Connecticut Practice Book.

You must follow the Court rules when filing your Appearance. The Court rules are found in the Connecticut Practice Book, which is available in any Judicial Branch Law Library and on the Judicial Branch website. Connecticut Practice Book sections 3-1 to 3-21 talk about Appearances. The Appearance form lists Connecticut Practice Book sections 3-1 to 3-6, 3-8 and 10-13. You will want to look at these Court rules to make sure that you understand the Appearance form and file it correctly.



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From the Judicial Branch home page, click on the quick link for Court Rules.

Click on the link for the current year Connecticut Practice Book.

The Connecticut Practice Book is in PDF format with a linked table of contents on the left hand side. Under Superior Court – General Provisions, click on Chapter 3, Appearances.

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If you already have filed an Appearance and are letting the Court know that your mailing address has changed, check the box near the center top of the form before the words “I am filing this appearance only to let the court know that I have changed my address.” Only check this box if you are telling the Court about a change of address.

APPEARANCE		STATE OF CONNECTICUT SUPERIOR COURT	
JD-CV-12 (Rev. 12/09) #18, §§ 9-10a, 9-11, 9-14, 10-13		NOTICE TO SELF-REPRESENTED PARTIES (PRO SE) A self-represented party is a person who represents himself or herself. You must file the Clerk's Office form if you change your address by filing out this form. NOTE: If you are a self-represented party and you file an appearance before and you are filing this only to set the court before and you have changed your address, check the box below: <input type="checkbox"/> I am filing this appearance only to let the court know that I have changed my address. My new address is <u>06109-0000</u> .	
<input checked="" type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	<input type="checkbox"/> Geographic Area	<input type="checkbox"/> Small Claims
Address of Court 35 Washington Street, Hartford, CT 06109		INSTRUCTIONS 1. Fill in case 2. For Criminal and Motor Vehicle cases: Mail or deliver a copy of the appearance to the prosecutor. Fill out the Certification of Release and file the original with the case. (Practice Book § 37-2b, Sections 5-4, 5-5) 3. For cases in Judicial District Courts, except criminal cases: File only the original with the clerk. For criminal cases, see instructions at 4. For cases in Geographical Area Courts, except criminal cases: File the original and enough copies for each other party with the clerk. For criminal cases, see instruction at 5. For Juvenile Delinquency Proceeding cases: Follow the instructions for fill or appear, and mail a copy to the attorney for the plaintiff, or if the plaintiff does not have an attorney, mail a copy to the plaintiff. Fill out the Certification at the end of this form. 6. For Small Claims cases: File the original with the Small Claims area in Housing Session address. Mail or deliver	
Case Number		Return date	
Scribe name		Scribe date	

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Type the docket number if you know it. The docket number is the number used by the Court to identify your case. If you do not know the docket number, leave the box blank.

The docket number will usually begin with 3 letters, such as HHD, followed by a dash. These letters identify the Court where the case is filed. Next there will be 2 letters and 2 numbers. For example, CV10, followed by another dash. The letters are the type of case, CV means civil, and the numbers are the year the case was filed, in this case 2010. Next there will be a 7 digit number, for example 6001001, followed by a dash. This number is the number that shows when this case was filed compared to the other cases in the Court. The docket number will usually end with the letter S.

APPEARANCE		STATE OF CONNECTICUT SUPERIOR COURT	
JD-CV-12 (Rev. 12/09) #18, §§ 9-10a, 9-11, 9-14, 10-13		NOTICE TO SELF-REPRESENTED PARTIES (PRO SE) A self-represented party is a person who represents himself or herself. You must file the Clerk's Office form if you change your address by filing out this form. NOTE: If you are a self-represented party and you file an appearance before and you are filing this only to set the court before and you have changed your address, check the box below: <input type="checkbox"/> I am filing this appearance only to let the court know that I have changed my address. My new address is <u>06109-0000</u> .	
<input checked="" type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	<input type="checkbox"/> Geographic Area	<input type="checkbox"/> Small Claims
Address of Court 35 Washington Street, Hartford, CT 06109		INSTRUCTIONS 1. Fill in case 2. For Criminal and Motor Vehicle cases: Mail or deliver a copy of the appearance to the prosecutor. Fill out the Certification of Release and file the original with the case. (Practice Book § 37-2b, Sections 5-4, 5-5) 3. For cases in Judicial District Courts, except criminal cases: File only the original with the clerk. For criminal cases, see instructions at 4. For cases in Geographical Area Courts, except criminal cases: File the original and enough copies for each other party with the clerk. For criminal cases, see instruction at 5. For Juvenile Delinquency Proceeding cases: Follow the instructions for fill or appear, and mail a copy to the attorney for the plaintiff, or if the plaintiff does not have an attorney, mail a copy to the plaintiff. Fill out the Certification at the end of this form. 6. For Small Claims cases: File the original with the Small Claims area in Housing Session address. Mail or deliver	
Case Number HHD CV10-6001001-S		Return date February 2, 2010	
Scribe name		Scribe date	

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Type the return date which is found on the Summons you got telling you about the case. The return date, which is found in the top, right of the Summons, is the date that starts the countdown for things taking place in the case.

2/2/2010	<p>1. In the attorney or self-represented party and fill out the Certification at the bottom.</p> <p>2. For Appearances in place of (and/or) another attorney, law firm, or self-represented party: Fill out the Certification at the bottom. <i>JP.B. Sec. 3-B.</i></p> <p>3. If a party who has been obligated for failure to appear files an appearance before the entry of judgment after default, the default will automatically be set aside by the clerk. <i>JP.B. Sec. 17.20</i></p> <p>4. For appearance cases: Go over the form, check item 45, and 46. Appearance, Assente Members.</p>
<p>Name of case (Plaintiff vs. Defendant)</p>	
<p>Please Enter the Appearance Of</p>	
<p>Juris number of attorney or firm</p>	<p>Name of self-represented party (Use "Notice to 0000,0000 and Parties" at last), or name of official, firm, professional corporation, or individual attorney.</p>
<p>Mailing Address: (Mailing street, P.O. box or care of; do not use a post office box.) The address to which papers will be mailed from the court is the one required in affidavits and your jurisdiction. The address cannot be changed in this form.</p>	
<p>City/town</p>	<p>State</p>
<p>Zip code</p>	<p>Phone number (Area code first)</p>
<p>E-mail address</p>	<p>Telephone number (Area code first)</p>

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Type the name of your case on the line next to “Name of case.” You can find the case name on the first papers you got in the case. Be sure to enter the case name just as it appears on these papers.

2/2/2010	<p>1. In the attorney or self-represented party and fill out the Certification at the bottom.</p> <p>2. For Appearances in place of (and/or) another attorney, law firm, or self-represented party: Fill out the Certification at the bottom. <i>JP.B. Sec. 3-B.</i></p> <p>3. If a party who has been obligated for failure to appear files an appearance before the entry of judgment after default, the default will automatically be set aside by the clerk. <i>JP.B. Sec. 17.20</i></p> <p>4. For appearance cases: Go over the form, check item 45, and 46. Appearance, Assente Members.</p>
<p>Name of case (Plaintiff vs. Defendant): Plaintiff vs. William A. Citizen</p>	
<p>Please Enter the Appearance Of</p>	
<p>Juris number of attorney or firm</p>	<p>Name of self-represented party (Use "Notice to 0000,0000 and Parties" at last), or name of official, firm, professional corporation, or individual attorney.</p>
<p>Mailing Address: (Mailing street, P.O. box or care of; do not use a post office box.) The address to which papers will be mailed from the court is the one required in affidavits and your jurisdiction. The address cannot be changed in this form.</p>	
<p>City/town</p>	<p>State</p>
<p>Zip code</p>	<p>Phone number (Area code first)</p>
<p>E-mail address</p>	<p>Telephone number (Area code first)</p>

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Under the words “Please Enter the Appearance Of,” skip the box labeled “Juris number of attorney or firm.”

Enter your full legal name in the box labeled “Name of self-represented party.” Be sure to use your full name, not a nickname. For example, if your name is “William,” write “William,” not “Bill.”

4/2/2010 (Scheduling court date) (Continuance/venue matters)	1. In the attorney or self-represented party and fill out the Certification at the bottom. 2. For Appearances in place of (and/or) another attorney, law firm, or self-represented party: Fill out the Certification at the bottom. If B, Sec. 3-B. 3. If a party who has been obligated to appear files an appearance before the entry of judgment after default, the default will automatically be set aside by the court. If B, Sec. 17.20. 4. For Amended Cases: Go to case file history, case term, 45, 46, 47, Appearance, Amended Motions.
Name of case (Plaintiff vs. Defendant): Plaintiff v. William A. Citizen	
Please Enter the Appearance Of	
Juris number of attorney or firm (Continuance/venue matters)	Name of self-represented party (Use "Notice to Defendant Plaintiff" at last); or name of official, firm, professional corporation, or individual attorney. William A. Citizen
Mailing Address: (Number street, P.O. box, or other address to which papers will be mailed from the court)	
City/town	State
Zip code	Fax number (Area code first)
E-mail address	Telephone number (Area code first)

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In the box labeled "Mailing address," type your mailing address, number, street and, if needed, apartment number. If your mailing address is a post office box, type the box number in the box labeled "Post office box." Otherwise, leave this box blank.

4/2/2010 (Scheduling court date) (Continuance/venue matters)	1. In the attorney or self-represented party and fill out the Certification at the bottom. 2. For Appearances in place of (and/or) another attorney, law firm, or self-represented party: Fill out the Certification at the bottom. If B, Sec. 3-B. 3. If a party who has been obligated to appear files an appearance before the entry of judgment after default, the default will automatically be set aside by the court. If B, Sec. 17.20. 4. For Amended Cases: Go to case file history, case term, 45, 46, 47, Appearance, Amended Motions.
Name of case (Plaintiff vs. Defendant): Plaintiff v. William A. Citizen	
Please Enter the Appearance Of	
Juris number of attorney or firm (Continuance/venue matters)	Name of self-represented party (Use "Notice to Defendant Plaintiff" at last); or name of official, firm, professional corporation, or individual attorney. William A. Citizen
Mailing Address: (Number street, P.O. box, or other address to which papers will be mailed from the court)	
City/town	State
Zip code	Fax number (Area code first)
E-mail address	Telephone number (Area code first)

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Type your telephone number in the last box on the line labeled "Telephone number." Be sure to include the area code.

4/2/2010 (Scheduling court date) (Continuance/venue matters)	1. In the attorney or self-represented party and fill out the Certification at the bottom. 2. For Appearances in place of (and/or) another attorney, law firm, or self-represented party: Fill out the Certification at the bottom. <i>Pr.B. Sec. 3-B.</i> 3. If a party who has been obligated to appear files an appearance before the entry of judgment after default, the default will automatically be set aside by the court. <i>Pr.B. Sec. 17-20.</i> 4. For appearance cases: Do not over the form, use form JS-60.11 Appearance, Assisted Matters.
Name of case (Plaintiff vs. Defendant): Plaintiff v. William A. Citizen	
Please Enter the Appearance Of	
Juris number of attorney or firm (Continuance/venue matters)	Name of self-represented party (Use "Notice to 0000-0000 Third Parties" at last), or name of official, firm, professional corporation, or individual attorney. William A. Citizen
Mailing Address: (Number street, P.O. box, or other address - No address to which papers will be mailed from the court is the one required in affidavits and judgments. The address cannot be changed in this form.) 101 My Street	Post office box Telephone number (three code first) 800-555-5555
City/Town: State: Zip code:	Fax number (three code first) E-mail address

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On the next line, type the city or town of your mailing address in the box labeled “City/Town.” Type the state abbreviation, such as CT, in the box labeled “State.” In the next box, labeled “Zip code,” type your zip code. The zip code can be either 5 or 9 digits long.

4/2/2010 (Scheduling court date) (Continuance/venue matters)	1. In the attorney or self-represented party and fill out the Certification at the bottom. 2. For Appearances in place of (and/or) another attorney, law firm, or self-represented party: Fill out the Certification at the bottom. <i>Pr.B. Sec. 3-B.</i> 3. If a party who has been obligated to appear files an appearance before the entry of judgment after default, the default will automatically be set aside by the court. <i>Pr.B. Sec. 17-20.</i> 4. For appearance cases: Do not over the form, use form JS-60.11 Appearance, Assisted Matters.
Name of case (Plaintiff vs. Defendant): Plaintiff v. William A. Citizen	
Please Enter the Appearance Of	
Juris number of attorney or firm (Continuance/venue matters)	Name of self-represented party (Use "Notice to 0000-0000 Third Parties" at last), or name of official, firm, professional corporation, or individual attorney. William A. Citizen
Mailing Address: (Number street, P.O. box, or other address - No address to which papers will be mailed from the court is the one required in affidavits and judgments. The address cannot be changed in this form.) 101 My Street	Post office box Telephone number (three code first) 800-555-5555
City/Town: State: Zip code:	Fax number (three code first) E-mail address

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If you have a personal fax machine, type that number, including the area code, in the next box labeled “Fax number.” If you do not have a fax machine, leave this box blank. Since the Court or other parties may fax confidential or personal information to the fax number given, you may not want to give a public fax number or the number of a work fax machine.

2/2/2010 (Scheduled court date) (Connecticut State District)		1. If you are an attorney, please file the appropriate return, declaration or affidavit, as required, with or without a copy to the attorney or self-represented party and fill out the Certification at the bottom. 2. For appearances in place of (in behalf of) another attorney, law firm, or self-represented party, fill out the Certification at the bottom. P.B. Sec. 3-8. 3. If a party who has been scheduled for trial is to appear files an appearance before the entry of judgment after default, the default will automatically be set aside by the court. P.B. Sec. 17-20. 4. For appearance cases, see also case forms JD-CR-13, Appearance, Assembly Matters.	
Name of case (Plaintiff vs. Defendant): Plaintiff v. William A. Citizen			
Please Enter the Appearance Of			
Juris number of attorney or firm _____		Name of self-represented party (Use "Notice to 1026, 1029 and Parties" at top), or name of official, firm, professional corporation, or individual attorney. William A. Citizen	
Mailing Address: (Number street number to attorney and law firm - No address to which papers will be mailed for the cost to the self-represented party) (You may use an alternate address if you wish.) 101 My Street Hartford		State: CT Zip code: 06106	Fax number (Area code first): 800-644-4444 E-mail address: _____
		Four office lines: _____	Telephone number (Area code first): 860-555-5555

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In the last box on this line, labeled “E-mail address,” type your personal email address. Once again, you may not want to give an email address that is not private.

In the case named above for, (")" one of the following parties)	
<input type="checkbox"/> The Plaintiff (includes the person suing another person).	
<input type="checkbox"/> All Plaintiffs.	
<input type="checkbox"/> The following Plaintiff(s) only: _____	
<input type="checkbox"/> The Defendant (includes the person being sued or charged with a crime).	
<input type="checkbox"/> The Defendant for the purpose of the bail hearing only (in criminal and motor vehicle cases only).	
<input type="checkbox"/> All Defendants.	
<input type="checkbox"/> The following Defendant(s) only: _____ Attention: _____	
<input type="checkbox"/> Other (Specify): _____ (Use 1026, 1029)	
<small>Note: If other counsel or a self-represented party have already filed an appearance for the party or parties "X" above, put an "X" in 1 of these 2 boxes.</small>	
<input type="checkbox"/> This appearance is in place of the appearance of the attorney or firm or self-represented party on file (P.B. Sec. 3-8) OR	
<input type="checkbox"/> This appearance is in addition to an appearance already on file	
and I agree to accept papers (electronically in this case under Practice Book Section 10-13) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>Signed (Attorney or self-represented party) _____ (Name and Juris Number) <small>_____ (Name of person signing at left, official or legal) _____ Date signed _____</small> </small>	

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The next section of the form is labeled “in the case named above for:” Check the box before “The Defendant” if you are the only Defendant in the case. If there is more than one Defendant in the case, check the box before “The following Defendant(s) only:” and type your name. The other choices are for attorneys who are representing parties. Please remember that you may not represent anyone else unless you are an attorney licensed in Connecticut.

If you are a self-represented party who is replacing the attorney that was representing you, check the box before the words “This appearance is in place of the appearance of the attorney or firm....” and fill in the name and juris number of that attorney on the line provided.

In the case named above for, ("r" one of the following parties)

The Plaintiff (includes the person suing another person):

All Plaintiffs _____

The following Plaintiff(s) only _____

The Defendant (includes the person being sued or charged with a crime)

The Defendant for the purpose of the bail hearing only (in criminal and motor vehicle cases only)

All Defendants _____

The following Defendant(s) only _____

Other (Specify) _____

Note: If other counsel or a self-represented party have already filed an appearance for the party or parties "r/d" above, put an "r" in one of these 2 boxes:

This appearance is in place of the appearance of the attorney or firm or self-represented party on file (P.B. Sec. 3-19, C.M.R.) _____ (Name and Juris Number)

This appearance is in addition to an appearance already on file _____

and, I agree to accept papers (service) electronically in this case under Practice Book Section 10-13 Yes No

Signatures (attorney or self-represented party) _____ Date of person signing at left (month or year) _____ Date signed _____

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The last line of this section asks if you will accept delivery of papers filed in this case electronically, in computer format, instead of being delivered to you on paper. You will need to check either the box before “Yes,” if you will accept electronic delivery, or in front of “No,” if you will not. Remember, these papers can have confidential or personal information in them so, if you agree to accept delivery electronically, make sure that the email account you have indicated above on the form is private. Connecticut Practice Book section 10-13 talks about Service, or delivery, of papers.

All Plaintiffs _____

The following Plaintiff(s) only _____

The Defendant (includes the person being sued or charged with a crime)

The Defendant for the purpose of the bail hearing only (in criminal and motor vehicle cases only)

All Defendants _____

The following Defendant(s) only _____

Other (Specify) _____

Note: If other counsel or a self-represented party have already filed an appearance for the party or parties "r/d" above, put an "r" in one of these 2 boxes:

This appearance is in place of the appearance of the attorney or firm or self-represented party on file (P.B. Sec. 3-19, C.M.R.) _____ (Name and Juris Number)

This appearance is in addition to an appearance already on file _____

and, I agree to accept papers (service) electronically in this case under Practice Book Section 10-13 Yes No

Signatures (attorney or self-represented party) _____ Date of person signing at left (month or year) _____ Date signed _____

Certification _____ On Court Case only

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Check that you have filled in all the necessary information and make sure that it is correct. If it is not, make any changes or begin again with a new form. If the information is correct, skip the box labeled “Signed.” In the next box, labeled “Name of person signing at left,” type your name. In the last box on this line, labeled “date signed,” type the date that you are completing the form.

William A. Cilizen		1/5/2018
Certification <small>This certification has to be filled out only in eviction cases, for "in place of" appearances, in criminal cases, and in small claims matters.</small>		For Court use only
I certify that I mailed or delivered a copy of this Appearance form to:		
<input type="checkbox"/> All counsel and self-represented parties of record as listed below and on any additional sheets. (For evictions (P.B. Sec. 3-56c), criminal actions (Judicial, 3-56c) and small claims matters) (NOV 200)		
<input type="checkbox"/> Counsel or the party whose appearance is to be replaced as listed below and on additional sheets. (For appearances in place of another attorney or firm (P.B. Sec. 3-8))		
<small>Signer (individual attorney or self-represented party)</small>		<small>Date copies mailed or delivered</small>
<small>Name of each party who was mailed or delivered to *</small>		<small>Address at which copies were mailed or delivered</small>

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The Certification section only needs to be filled out for some cases. The types of cases are: eviction, small claims, and criminal matters. In these types of cases you must mail or deliver a copy of the completed Appearance form to all other parties in the case (both Plaintiffs and Defendants). Check the box before the words “All counsel and self-represented parties of record....”

If you are filing the Appearance to replace your current attorney, you need to send a copy of the completed Appearance form to your attorney and check the box before the words “Counsel or the party whose appearance is to be replaced....”

After you check the correct box, type the date that the copies of the Appearance form will be mailed to the other parties.

William A. Cilizen		1/5/2018
Certification <small>This certification has to be filled out only in eviction cases, for "in place of" appearances, in criminal cases, and in small claims matters.</small>		For Court use only
I certify that I mailed or delivered a copy of this Appearance form to:		
<input checked="" type="checkbox"/> All counsel and self-represented parties of record as listed below and on any additional sheets. (For evictions (P.B. Sec. 3-56c), criminal actions (Judicial, 3-56c) and small claims matters) (NOV 200)		
<input type="checkbox"/> Counsel or the party whose appearance is to be replaced as listed below and on additional sheets. (For appearances in place of another attorney or firm (P.B. Sec. 3-8))		
<small>Signer (individual attorney or self-represented party)</small>		<small>Date copies mailed or delivered</small>
<small>Name of each party who was mailed or delivered to *</small>		<small>Address at which copies were mailed or delivered</small>

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Below the signature line, in the first box, type the names of the parties that you will mail copies to, and in the second box, type their addresses. If you need more space attach another sheet of paper with the names and addresses of other parties that you will mail a copy of the completed Appearance form to.

This certification has to be filed only in election cases, for "in place" appearances in criminal cases, and in small claims matters.

I certify that I mailed or delivered a copy of this Appearance form to:

All counsel and self-represented parties of record as listed below and on any additional sheets. (For elections (P.B. Sec. 3-5(a)), criminal actions (P.B. Sec. 3-5(c)) and small claims matters.)

Counsel or the party whose appearance is to be replaced as listed below and on additional sheets. (For appearances in place of another attorney form (P.B. Sec. 3-8))

Signed (attorney, attorney or self-represented party): _____ Date: 10/20/19

Name of each party case was mailed or delivered to:

Plaintiff	Address at which copy was mailed or delivered
	1152419

*If necessary, attach an additional sheet or sheets with the name of each party and the address at which the copy was mailed or delivered to.

PRINT **RESET** **APPEARANCE**

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Make sure that all the required information is filled out and spelled correctly. Once you have done this, you can print the completed form by pressing the “Print” button at the bottom of the form. Once you have printed the form, sign the form in the box labeled “Signed.” Also, if you have filled out the Certification section, sign the form again in the “Signed” box in the Certification section.

Make Copies and File the Original Appearance Form with the Clerk's Office

Make a copy of the Appearance form to keep for your own records

File the original Appearance form with the Clerk's Office

Make a copy of the Appearance form to mail to each party


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Make a copy of the signed form for your own records and file the original with the Clerk's Office in the court where the case is filed. If you signed the Certification section, make copies to send to the other parties in the case.

Responsive Pleadings: Motions, Requests and Answer

[Connecticut Practice Book sections 10-6 to 10-7](#)

[Connecticut Civil Lawsuit: First Steps as a Defendant video](#)



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Responsive pleadings: motions, requests and answer.

After completing and filing your Appearance form, you will want to read the Court rules to decide which responsive pleading or pleadings you will file in response to the Complaint. Connecticut Practice Book sections 10-6 to 10-7 talk about the pleadings and their order. You may also want to view our video “Connecticut Civil Lawsuit: First Steps as a Defendant” for more information on pleadings.

More Help

For procedural help and help filling out court forms, visit a [Court Service Center](#)

For more information on handling your case, visit a [Judicial Branch Law Library](#)



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More Help.

If you need procedural help or further assistance with completing the Appearance form or any court form, please visit a Court Service Center.

If you need further information on handling your case, please visit a Judicial Branch Law Library.



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This is the end of our demonstration. For more information please visit a Judicial Branch Law Library, a Court Service Center, or the Judicial Branch website.