

**ADMINISTRATIVE APPEAL UNDER
GENERAL STATUTES SECTION 4-183 —
NOTICE OF FILING**
*(For use when service is made by certified
or registered mail)*

JD-CV-137 Rev. 10-15
C.G.S. § 4-183; P.B. § 14-7A

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov



Instructions to Person Appealing Decision:

1. Serve, in accordance with applicable law, a copy of the Appeal and this Notice of Filing by certified or registered mail on the agency that made the decision that is being appealed at the address of the agency or, if allowed by law, at the Office of the Attorney General, 55 Elm Street, Hartford, Connecticut.
2. Also serve a copy of the Appeal and this Notice of Filing by certified or registered mail on each party named in the decision of the agency at the address of the party contained in the decision.
3. File the Appeal and this Notice of Filing with the Clerk of the Superior Court for the Judicial District of New Britain or for the Judicial District in which the person appealing resides or, if that person is not a resident of this state, with the Clerk of the Judicial District of New Britain.

Name of case (Plaintiff v. Defendant)		Case type code (See reverse for codes)
		Major: Minor:
Judicial District	Address of Court	Telephone number of Court (with area code)
Number of Plaintiffs:	Number of Defendants:	<input type="checkbox"/> Form JD-CV-2 attached for additional parties

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 Defendant

1. The Plaintiff will file the attached Appeal of a final administrative decision. The Appeal attached to these papers states the claims that each Plaintiff is making.
2. **To be notified of further proceedings, you or your attorney must file a form called an "Appearance" with the clerk of the above-named Court at the above Court address within thirty (30) days of the mailing of the Appeal. You do not have to come to court on that date unless you receive a separate notice telling you to come to court.**
3. If you do not file an "Appearance" in a timely manner, the Court is authorized to enter a sanction against you.
4. The "Appearance" form may be obtained at the Court address above or at www.jud.ct.gov under "Court Forms."
5. If you have questions about the Notice of Filing and the Appeal, you should talk to an attorney quickly. **The Clerk of Court is not allowed to give advice on legal questions.**

Signed (Sign and "x" proper box)	<input type="checkbox"/> Plaintiff	Name of person signing at left	Date
	<input type="checkbox"/> Attorney for Plaintiff		

<i>For Court Use Only</i>	
File Date	
Docket number	

ADA NOTICE

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 court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

**STATE OF CONNECTICUT JUDICIAL BRANCH
CASE TYPE CODES
October, 2015**

MAJOR DESCRIPTION	Codes Major/Minor	MINOR DESCRIPTION
Appeals from Administrative Boards	A 00	Zoning
	A 10	Taxation
	A 20	Liquor
	A 30	Motor Vehicle Commissioner
	A 40	Unemployment
	A 50	Worker's Compensation
	A 60	Labor Relations Board
	A 61	Environmental Protection Commissioner - State
	A 62	Commission on Hospitals/Healthcare
	A 63	Employees Review Board
	A 64	Social Services Commission
	A 65	Freedom of Information Commission
	A 66	Inland Wetlands & Conservation Commission - Local
	A 67	Retirement Commission
	A 68	Housing and Building Code Enforcement
	A 69	Human Rights and Opportunities Commission
	A 70	Department of Children and Families
A 90	All other	