

**REPRINTS AND PERMISSION REQUEST**

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**CONNECTICUT JUDICIAL BRANCH  
 DIVISION OF EXTERNAL AFFAIRS**231 Capitol Avenue Hartford, CT 06106  
 www.jud.ct.govTelephone Number: **(860) 757-2270**Fax Number: **(860) 757-2215****Requestor Identification**

Name of requestor <i>(Last, first, middle initial)</i>			Date of request
Organization/Agency/Division			Telephone number
Street address			Fax number
City	State	Zip	E-mail address

**Request Description**

- 1.) List the material that you are seeking to reprint:
  
- 2.) State the purpose and manner in which the material will be used:
  
- 3.) Describe the mission of the organization seeking permission:
  
- 4.) State whether the material requested will be used for commercial purposes and if so, in what manner:
  
- 5.) Will a profit be derived from the use of the copyrighted material?
  
- 6.) Will there be a charge for the product or program that includes the copyrighted material?
  
- 7.) If the requested material is to be placed in a publication, provide the name of the publication, and the context in which the material will appear:
  
- 8.) Will the requested material be published on a website or in other digital/electronic format? If so, is there a charge to use the website or other e-service?
  
- 9.) Estimated number of copies to be printed or produced. *(If Intranet, number of users):*
  
- 10.) Date(s) the material will be distributed: