

**REPRINTS AND PERMISSION REQUEST**

JD-ES-209 Rev. 6-17

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**CONNECTICUT JUDICIAL BRANCH  
DIVISION OF EXTERNAL AFFAIRS**

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Telephone Number: **(860) 757-2270**  
Fax Number: **(860) 757-2215**

**Requestor Identification**

Name of requestor (Last, first, middle initial)			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:

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2.) State the purpose and manner in which the material will be used:

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3.) Describe the mission of the organization seeking permission:

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4.) State whether the material requested will be used for commercial purposes and if so, in what manner:

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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?

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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:

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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?

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9.) Estimated number of copies to be printed or produced. (If Intranet, number of users):

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10.) Date(s) the material will be distributed:

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