

**FACSIMILE FILING
COVER SHEET**

JD-CL-73 New 11-01

INSTRUCTIONS

CONNECTICUT JUDICIAL BRANCH
SUPERIOR COURT

www.jud.state.ct.us

1. See back/page 2 for Procedures and Technical Standards for Electronic Filing.
2. Type or print legibly. One cover sheet must be submitted per document.
3. Do not fax back/page 2 of this form to the court.
4. The filing party shall retain the signed copy of the pleading, document or other paper during the pendency of the action, any appeal period and any applicable appellate process.
5. The transmission record of each filing shall be the filing party's confirmation of receipt by the Court. Please **do not** call the Clerk's Office to confirm receipt.

TO: The below-named Superior Court.

<input type="checkbox"/> Judicial District at: _____	<input type="checkbox"/> Geographical Area No.: _____
<input type="checkbox"/> Housing Session at: _____	<input type="checkbox"/> Juvenile Matters at: _____
<input type="checkbox"/> Small Claims Area at: _____	<input type="checkbox"/> Child Protection Session at Middletown

FAX NO. OF ABOVE COURT	
DOCKET NO.	(Include prefix: e.g., CI, CP, CR, CV, FA, HC, JV, MI, MV, SC, SP)
TITLE OF DOCUMENT FAXED	
NUMBER OF PAGES	(Unless otherwise directed by the court, documents shall not exceed 20 pages (including cover sheet).)

The filing party assumes the risk of incomplete transmission or other factors that result in the document not being accepted for filing.

FROM:

NAME (Print or type full name of person to be contacted, if necessary)		DATE
TELEPHONE NO. (Include area code)	FAX NO. (Include area code)	

TO BE COMPLETED BY THE COURT ONLY

The document was not filed by the clerk's office for the following reason(s):

- The document is not in compliance with procedures and technical standards established by the Office of the Chief Court Administrator. See the Judicial Branch procedure at www.jud.state.ct.us.
- The document exceeds the 20-page limit.
- The document is: incomplete. illegible.
- The document was not accompanied by the required fax cover sheet.
- The document was faxed to the wrong court.
- Other _____

Pursuant to the Procedures and Technical Standards for Electronic Filing established by the Office of the Chief Court Administrator, such documents will not be returned by the clerk.

FROM (Print name and title)	DATE
-----------------------------	------

The information contained in this facsimile message may be privileged and confidential and is intended only for the use of the individual or entity named above. If the reader of this is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you receive this communication in error, please notify the sender immediately.

DO NOT FAX THIS SIDE/PAGE

Procedures and Technical Standards for Electronic Filing

Sec. 1. Scope.

Pursuant to the provisions of Section 4-4 of the Connecticut Practice Book, the following procedures are established by the Office of the Chief Court Administrator for filing by facsimile transmission pleadings, documents or other papers to be filed with the court.

Sec. 2. Facsimile Transmission of Pleadings, Documents and Other Papers

(a) Except as otherwise provided herein, any pleading, document or other paper to be filed with the court, may be filed by facsimile transmission. This section shall not apply to any pleadings, documents or other papers which require an oath or affirmation, except those required by Practice Book Sections 10-12 et seq. and subsection (d) herein. This section shall also not apply to any pleadings, documents or other papers which commence an action, to any filings which must be accompanied by any fee or other payment, to criminal summonses and complaints, Uniform Arrest Reports, arrest reports, bond forms and seized property inventories, or to requests, applications, petitions and other documents pertaining to restraining orders.

(b) Except for short calendar markings, any pleading, document or other paper filed by facsimile transmission shall be accompanied by a *Facsimile Transmission Cover Sheet*, form JD-CL-73, prescribed by the Office of the Chief Court Administrator. Such filings shall not exceed twenty pages, including the cover sheet, unless otherwise directed by the court.

(c) An attorney or party who files any pleading, document or other paper by facsimile transmission shall cause the transmitting facsimile machine to print a transmission record of each transmission. The transmission record shall be retained by the sending attorney or party. If the facsimile document is not filed with the court as set out in subsection (e) herein because of an error in transmission, the occurrence of which was unknown to the sender, or because of a failure to process the facsimile document when received by the court, the sender may move for an order to allow the filing of the document as deemed appropriate by the court. The motion shall be accompanied by the transmission record, a copy of the document transmitted, and an affidavit of transmission.

(d) The facsimile transmission received by the clerk shall be deemed the original and shall be considered signed for purposes of Section 4-2 of the Practice Book. The attorney or party who files any pleading, document or other paper by facsimile transmission shall retain a signed copy of the pleading, document or other paper during the pendency of the action, any appeal period and any applicable appellate process. The copy retained by the attorney or party shall contain a certification signed by the attorney or party indicating that the document is a true copy of the document that was transmitted by facsimile to the clerk. The attorney or party shall produce the signed copy upon request of the Court. Upon failure to produce the document, the Court may take any action and impose any sanction it deems appropriate.

(e) Facsimile transmission shall be complete upon receipt of the entire document by the clerk. Facsimile transmissions completed after the normal business hours of the court shall be deemed to have been filed on the next court day. The date of filing shall be as recorded on the document by the clerk.

(f) If the facsimile document exceeds the twenty page limit, is incomplete as transmitted, is not accompanied by the *Facsimile Transmission Cover Sheet*, form JD-CL-73, is faxed to the wrong court or is otherwise not in compliance with the requirements of this section, the clerk shall not file the transmitted document, but shall destroy it and return the cover sheet to the sender with a statement as to why the document was not filed.