A Landlord's Guide to Summary Process (Eviction)



State of Connecticut Judicial Branch Superior Court



This material may be made available in an alternate format, or other assistance may be provided upon request by a qualified individual with a disability under the provisions of the Americans with Disabilities Act.

TABLE OF CONTENTS

Notice to Quit
Summons and Complaint
Default Judgments
Trials
Execution
Lawyer Referral Service
Appendices:
I. Listing of Housing Sessions by Town
II. Superior Court - Housing Session Locations
III. Judicial District Court Locations Handling Housing Matters
IV. Lawyer Referral Service Offices
Court Forms:
JD-HM-7: Notice to Quit Possession - Nonpayment of Rent 14
JD-HM-32: Summons - Summary Process (Eviction)
JD-HM-8: Summary Process (Eviction) - Complaint Nonpayment of Rent
JD-HM-20: Summary Process (Eviction) - Complaint Lapse of Time
JD-HM-9 : Motion for Default - Failure to Appear
JD-HM-10 : Motion for Default - Failure to Plead
JD-HM-2: Summary Process Execution for Possession 20
JD-HM-22 : Affidavit Re: Noncompliance with Stipulation 21

INTRODUCTION

This pamphlet is designed to inform you of the basic steps in an Eviction (Summary Process) action. It is not a substitute for the advice of an attorney. The Judicial Branch is not responsible for any errors or omissions in this pamphlet. If you feel you need more information or assistance, you should either consult an attorney or read the appropriate sections of the Connecticut General Statutes and Connecticut Practice Book. The material in this booklet does not address the specific law pertaining to commercial property leases, and, therefore, should not be relied upon in cases involving commercial property disputes.

Note: This pamphlet refers to a single landlord, tenant or defendant for ease of reading only. Actual eviction cases may involve multiple landlords, tenants and/or defendants.

NOTICE TO QUIT

The first step in the Summary Process (Eviction) procedure is the Notice to Quit. The form you may use for the Notice to Quit, which the court will provide upon request, must be completed with the exact name and address, including the apartment number, floor number or other designation, if any, of each adult tenant you want to evict and must be signed by you as the landlord. There must be an original Notice to Quit and sufficient additional copies for each tenant who lives at the premises. You should also keep one copy for your records (see JD-HM-7 on page 14).

The Notice to Quit must include at least one reason for eviction. The most frequently used reasons are non-payment of rent and termination of lease by lapse of time. These materials are designed to assist you in those types of cases. Evictions for other reasons may be more complex cases and are not addressed in this publication.

The Notice to Quit must include the names of all adults living in the premises. If you know there are adults living in the premises, but you do not know their names, you may characterize them as John Doe and/or Jane Doe, as appropriate.

The Notice to Quit must allow the tenant at least 3 (three) full days to move. This means that there must be 3 (three) full days between the date the Notice to Quit is served on your tenant and the last day specified in the Notice to Quit for the tenant to vacate the premises.

The first and last days are not counted in computing the 3 (three) days. (For example, if the Notice specifies that the tenant must move out by May 15, the state marshal must serve the Notice no later than May 11.)

Tenants have until midnight of the last day given to them in the Notice to Quit to vacate the premises before you may proceed with the Summons and Complaint, as explained below.

Month-to-Month Tenancy. In nonpayment of rent situations involving oral or written month-to-month tenancies, the Notice to Quit cannot be served until the tenth day after the date the rent was due, not counting the due date. (For example, if the rent is due on May 1, the Notice to Quit cannot be served until May 11.)

The Notice to Quit may also be served during the month immediately following the nonpayment of rent in a month-to-month tenancy. (For example, if the rent due on May 1 is not paid, the Notice to Quit may be served at any time from May 11 through the end of June.)

<u>Week-to-Week Tenancy</u>. In nonpayment of rent situations involving oral or written week-to-week tenancies, the Notice to Quit cannot be served until the fifth day after the rent was due, not counting the due date. (For example, if the rent is due on May 10, the Notice to Quit cannot be served until May 15.)

The Notice to Quit may also be served during the week immediately following the nonpayment of rent

in a week-to-week tenancy. (For example, if the rent due on May 10 is not paid, the Notice to Quit may be served at any time from May 15 through the end of the next week, which would be May 23.)

Lapse of Time. In cases when an oral or written lease has terminated by lapse of time ("without cause eviction"), the tenant must be given at least 3 (three) full days **and** at least until the end of the time period he or she would normally have been entitled to vacate the premises. (For example, in an oral month-to-month lease running from May 1 to May 31, if the Notice to Quit is served on May 20, it must give the tenant at least until the last day of the month, which is May 31. If, however, the Notice to Quit is served on May 28, it must give the tenant until June 1 to vacate.)

The Notice to Quit must be formally served. Service by a state marshal will satisfy this requirement. The fee charged by the state marshal for service is approximately \$35.00 to \$45.00. After the state marshal serves the Notice to Quit, the original will be returned to you, with the state marshal's completed return of service, indicating that service was made.

SUMMONS AND COMPLAINT

If your tenant still has not moved after the last day given in the Notice to Quit, you must deliver to the clerk's office the original Notice to Quit, the State Marshal's Return of Service, and a completed Summons and Complaint (see JD-HM-32 on page 15 for an example of a Summons and JD-HM-8 on page 16 for an example of a Complaint.) You will need to make 1 (one) original and a copy for each of the tenants/defendants. In addition, you should keep 1 (one) copy of everything for your records. Be sure to indicate in the Complaint whether you and the defendant had an oral or written week-to-week, month-to-month, or year-to-year lease.

You must return the completed Summons and Complaint to the court for the clerk's review and signature on the Summons. Also, bring the original Notice to Quit with the State Marshal's Return of Service. The clerk will set the return date on the Summons. The return date is a date from which certain time periods are measured, such as when the defendant must file an Appearance or a Pleading (Response). The return date can be any day of the week except Sundays and holidays. It is not necessary for you to appear in court on the return date because there will be no hearing on that date. After the clerk sets the return date and signs the Summons, you should keep 1 (one) copy of all papers for yourself and give the original and sufficient copies for each defendant to the state marshal, who will serve a copy on each defendant and return the original to you. The fee for this service is approximately \$45.00 to \$60.00, depending on the number of people served, mileage cost, etc.

Once the state marshal returns the original Summons and Complaint to you with a completed Return of Service, you must file them, and the original Notice to Quit, with the clerk's office at least 4 (four) days before the return date on the Summons. When filing these papers, you must pay an entry fee to the clerk. As of the date of printing, this fee is \$175.00. Payment must be made at the time of filing by cash or check payable to Clerk, Superior Court.

Always have the case name and docket number available when inquiring about your case.

DEFAULT JUDGMENTS

The defendant has 2 (two) full days after the return date to file an Appearance in the case. If no Appearance is filed by the third day after the return date, you may file a Default Judgment for Failure to Appear (see JD-HM-9 on page 18). In order to obtain the Default Judgment for Failure to Appear, you must file a Motion for Default Judgment for Failure to Appear and a Military Affidavit. The military affidavit must be signed in the presence of a notary, clerk, or Commissioner of the Superior Court. The clerk will give you this form. You must mail a copy of this Motion to the defendant and file the original with the court. Keep 1 (one) copy for your records. If no appearance is filed and all papers are in order, a judge may enter a Default Judgment in your favor without the necessity of a hearing. You will be notified by mail please do not call the clerk's office.

If, however, the defendant files only an Appearance but no response to your Complaint (pleading), you should file a Motion for Default Judgment for Failure to Plead (see JD-HM-10 on page 19). The clerk will give you this form. This Motion requires the defendant to file some type of response to your Complaint within 3 (three) days, not counting Sundays and holidays, after the Motion is filed with the clerk's office. A copy of the Motion must be mailed to the defendant or the defendant's attorney, if there is one, and the original must be filed with the court. Keep 1 (one) copy for your records. If no pleading is filed within this 3 (three)-day period and all papers are in order, a judge may enter a Default Judgment without the necessity of a hearing. You will be notified by mail – please do not call the clerk's office.

When the defendant is represented by an attorney, all court documents must be sent to the attorney and not to the defendant.

TRIALS

If the defendant files a response (pleading), you will receive a copy. If the pleading is an Answer and Special Defense(s), you must file with the clerk a Reply to the Special Defense(s), and mail a copy to the defendant or the defendant's attorney. The clerk will give you the form. A trial will then be scheduled at which time the case may be heard by a judge. You will be notified of the date and time of the hearing by mail. It is important to be on time and bring all witnesses, receipts, and related documents to the hearing or else you may lose your case for lack of proof. If a witness will not come to court voluntarily, you may apply for a subpoena at the clerk's

office at least 2 (two) days before the scheduled hearing date. If a judge grants the application, a subpoena will be issued. The subpoena must be served on your witness at least 18 (eighteen) hours before your hearing date and time. The state marshal will charge you a fee to serve the subpoena.

On the day of the trial, your case will be called by the courtroom clerk. When your case is called, tell the clerk that you are present. After your case is called, you will meet with a specially trained Housing Mediator who will discuss the case with you and the defendant. The Housing Mediator will assist you and the defendant in working out a fair settlement. If you and the defendant agree on a settlement, the agreement will be reviewed by the judge. If it is approved by the judge, it will be entered on the record as a "Stipulated Judgment." You will be given a copy of the agreement, which you should keep.

You are under no obligation to settle your case. If you do not work out an agreement, there will be a trial. The judge will hear the case and make a decision based on all of the evidence presented. The judge will either announce the decision in court, or you will be notified by mail.

EXECUTION

If a judgment for immediate possession is entered in your favor, either by default or after a hearing, the defendant has a 5 (five)-day stay of execution, not counting intervening Sundays, legal holidays, and the date of judgment. However, in cases of nonpayment only, the defendant can apply to the court for up to an additional 3 (three) months in which to stay, if the full amount of the back rent and/or use and occupancy is paid to the court within 5 (five) days of judgment, and an Application for a Stay of Execution is filed. In cases of termination of lease by lapse of time, the defendant can file an Application for Stay of Execution for up to an additional 6 (six) months from the date of judgment. A hearing will be scheduled to establish the actual amount of time the defendant will receive, if any, and the conditions, if any. You will be notified by mail of the date and time of the hearing on the Application for a Stay of Execution.

If the defendant has neither vacated the premises after the 5 (five) full days expire, nor applied for an additional stay, as outlined above, you may obtain from the clerk's office a Summary Process Execution (see JD-HM-2 on page 20). The execution must be completed by you and given to the clerk for signature. After the execution is returned to you, you must give it to a state marshal for service on the defendant. The execution requires the defendant to vacate the premises within at least 24 (twenty-four) hours, or else be physically removed from the premises. If the defendant's possessions and personal effects are also not removed, they will be removed by the marshal and stored. If the defendant does not claim those belongings, they may be sold by the town.

In order to obtain an Execution in cases where a payment condition of a stipulated judgment has been violated, you must file an Affidavit of Non-Compliance, available at the clerk's office, stating exactly which payment has not been made (see JD-HM-22 on page 21). You may also file a completed Execution form at this

time. You must immediately mail a copy of the affidavit to the defendant or the defendant's attorney. An execution will not issue until the third business day after the filing of the affidavit.

If the defendant files an Objection, a hearing may be scheduled. If no Objection is filed, an Execution may be signed and issued to you at the appropriate time.

In cases where a non-monetary condition of a stipulated judgment has been violated, an affidavit must be filed stating the condition that was violated. A hearing before the judge may be scheduled. The judge will decide whether an execution should issue.

An execution may only issue for six months from the date of judgment or from the termination date of a court-approved stay of execution, whichever is later.

LAWYER REFERRAL SERVICE

If you need additional assistance, legal advice, or legal representation, you should consult an attorney. You may obtain an attorney by contacting a Lawyer Referral Service office. (See Appendix IV for a listing of Lawyer Referral Service offices.)

Note:

- 1. If there is more than 1 (one) plaintiff, all plaintiffs may be required to sign pleadings and to appear for all proceedings.
- 2. Only the clerk's offices of the Housing Sessions are authorized by C.G.S. §51-52(d) to assist parties representing themselves.

APPENDIX I

LISTING OF HOUSING SESSIONS BY TOWN

Bridgeport Housing Session

Bridgeport Fairfield Stratford Easton Monroe Trumbull

Hartford Housing Session

Avon Glastonbury South Windsor Bloomfield Granby Suffield

Canton Hartford West Hartford
East Granby Manchester Wethersfield
East Hartford Marlborough Windsor

East Windsor Newington Windsor Locks

Enfield Rocky Hill Farmington Simsbury

New Britain Housing Session

Avon Farmington Rocky Hill
Berlin New Britain Simsbury
Bristol Newington Southington
Burlington Plainville Wethersfield

Canton Plymouth

New Haven Housing Session

Bethany Madison North Haven
Branford Meriden Orange
Cheshire Milford Wallingford
East Haven New Haven West Haven
Guilford North Branford Woodbridge

Hamden

Stamford/Norwalk Housing Session

Darien Norwalk Westport Greenwich Stamford Wilton

New Canaan Weston

Waterbury Housing Session

Middlebury Prospect Watertown Naugatuck Southbury Wolcott Plymouth Waterbury Woodbury

APPENDIX II

SUPERIOR COURT HOUSING SESSION LOCATIONS

LOCATION	TELEPHONE
Fairfield Judicial District Superior Court Housing Session 1061 Main Street Bridgeport, Connecticut 06604	(203)579-6936
Hartford Judicial District Superior Court Housing Session 80 Washington Street Hartford, Connecticut 06106	(860)756-7920
New Britain Judicial District Superior Court Housing Session 20 Franklin Square New Britain, Connecticut 06051	(860)515-5130
New Haven Judicial District Superior Court Housing Session 121 Elm Street New Haven, Connecticut 06510	(203)789-7937
Stamford/Norwalk Judicial District Superior Court Housing Session 17 Belden Avenue Norwalk, Connecticut 06850	(203)846-4332
Waterbury Judicial District Superior Court Housing Session 300 Grand Street Waterbury, CT 06702	(203)591-3310

APPENDIX III

JUDICIAL DISTRICT COURT LOCATIONS HANDLING HOUSING MATTERS

Judicial District at Meriden 54 West Main Street Meriden, CT 06450 (203) 238-6667

Judicial District at Tolland 69 Brooklyn Street Rockville, CT 06066 (860) 875-6294

Judicial District of Danbury 146 White Street Danbury, CT 06810 (203) 207-8600

Judicial District of Litchfield at Torrington 50 Field Street Torrington, CT 06790 (860) 626-2100

Judicial District at Middlesex 1 Court Street Middletown, CT 06457-3374 (860) 343-6400 Judicial District of Ansonia-Milford at Milford 14 West River Street Milford, CT 06460 (203) 877-4293

Judicial District of New London at New London 70 Huntington Street New London, CT 06320 (860) 443-5363

Judicial District of New London at Norwich 1 Courthouse Square Norwich, CT 06360 (860) 887-3515

Judicial District of Windham at Putnam 155 Church Street Putnam, CT 06260 (860) 928-7749

APPENDIX IV

LAWYER REFERRAL SERVICE OFFICES

LOCATION	TELEPHONE
Fairfield County	(203) 335-4116
Hartford, Litchfield, Middlesex, Tolland and Windham Counties	(860) 525-6052 (Hartford)
New Haven County	(203) 562-5750
New London County	(860) 889-9384 M/W/F

JD-HM-7: Notice to Quit Possession

NOTICE TO QUIT (END) POSSESSION

JD-HM-7 Rev. 4-19 C.G.S. § 47a-23

Instructions:

- 1. Complete this notice. Make sure that the person signing this notice is the owner or lessor, or the owner's or lessor's legal representative, or the owner's or lessor's attorney-at-law or in-fact.
- 2. Give the completed notice to a state marshal or any proper officer with enough copies for each adult occupant and tenant you want to evict.
- 3. After service (delivery to the tenant(s) and occupant(s)) is made, the original Notice to Quit will be returned to you, If you do not want to include your address on this form, give this

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

If you have not moved out of the emises by the date indicated above, an eviction (summary process) case may be started against you. Name of landors of person signing (Submit to proper officer on a separate wheel if desired) Return of Service (To be completed by officer who serves (delivers) this notice) Return of Service (To be completed by officer who serves (delivers) this notice) Return of Service (To be completed by officer who serves (delivers) this notice) Return of service (To be completed by officer who serves (delivers) this notice) Then and there I made due and legal service of the foregoing notice by leaving a true and attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named attested copy (copies) with or at the place where each of the tenant(s) and occupant(s	information to the marshal or other proper officer on return the original notice to you promptly after makir	, contact a court clerk or an ADA on listed at www.jud.ct.gov/ADA.			
You must quit (end) possession or occupancy of the premises des 'ribed above and wo upied by you on or before (date)	To: Name(s) of tenant(s) and occupant(s)				
If you have not moved out of the emises by the date indicated above, an eviction (summary process) case may be started against you. Name and tile of person signing (Pinit or type officer on a separate sheet if desired) Return of Service (To be completed by officer who serves (delivers) this notice) Name(s) of person(s) served Address at which service was made On (Date of service) Fees Copy Endorsement Service Then and there I made due and legal service of the foregoing notice by leaving a true and attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named above usually live.	Address of premises, including apartment number, if any				
Mame and title of person signing (Print or ty, Name of landlord Date signed Date signed Date at (Town) Address of person signing (Submit to proper officer on a separate sheet if desired) Return of Service (To be completed by officer who serves (delivers) this notice) Name(s) of person(s) served Address at which service was made On (Date of service) Fees Copy Endorsement Then and there I made due and legal service of the foregoing notice by leaving a true and attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named above usually live. Attest (Name and title)				anu. Two	upied by you
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attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named above usually live. Attest (Name and title)					Endorsement
attested copy (copies) with or at the place where each of the tenant(s) and occupant(s) named above usually live. Attest (Name and title)	Then and there I made due and legal service	e of the foregoing r	notice by leaving a true	and	Service
Attest (Name and title)	attested copy (copies) with or at the place w				Travel
					Total

JD-HM-32: Summons **Summary Process (Eviction)**

SUMMONS SUMMARY PROCESS (EVICTION) JD-HM-32 Rev. 4-19 C.G.S. § 51-348; P.B. § 8-1

Address of court (Number, street, town and zip code)

STATE OF CONNECTICUT SUPERIOR COURT

www.jud.ct.gov

Instructions:

Housing Session

1. Type or print legibly. If you are a self-represented party, this form must be signed by a clerk of the court.

2. If there is more than one defendant, make a copy of the summons for each additional defendant. Each copy of the summons must show who signed the summons and when it was signed. Also, if there are more than two plaintiffs or four defendants, complete the Civil Summons Continuation of Parties (form JD-CV-2) and attach it to the original and all copies of the complaint.

3. Attach the summons to the complaint, and attach a copy of the summons to each copy of the complaint. 4. After service has been made by a proper officer, file the original papers and the officer's return with the clerk of court.

commanded to make due and legal service of this summons and attached complain

For more information on Summary Process (Eviction) Cases and to find the correct court location to file this case, see Rights and Responsibilities of Landlords and Tenants in Connecticut (form JDP-HiM-31) or visit jud.ct.

TO: Any proper officer; by authority of the State of Connecticut, you are hereby

NOTICE TO OCCUPANT(S) NOT NAMED ON THE SUMMONS

If you claim to have a right to continue to occupy the premises you should complete and file with the clerk's office a Claim of Exemption (form JD-HM-3) as soon as possible. You can get the Claim of Exemption from the clerk at the address listed below or online at www.jud.ct.gov.

For information on ADA accommodations, contact a court clerk or go to www.jud.ct.gov/ADA.

Case Type (From Judicial Branch code list) н

Minor JOT <u>n</u> Minor hone number of clerk

turn Date (Month, day, year) (Any day but Sundays

and legal holidays)

Number of plainti	ffs:	Number of defendants:	Form JL	'-2 attache	ed for ad	o, ial p	arties	
Parties	Name (Last,	First, Middle Initial) and address of e	ach part	r; S. '' P.O.	Box; T	n; State;	Zip; Country, if I	not USA)
First plaintiff	Name: Address:							P-01
Additional plaintiff	Name: Address:							P-02
First defendant								
Additional defendant	Name: Address:							D-02
Additional defendant	Name: Address:							D-03
Additional defendant	Name: Address:							D-04
Notice to e	ach defenda	ant						
2. This paper is 3. The complai eviction clair 4. To respond a proceedings Appearance address on a 5. If you or you a judgment a plaintiff will b Date For the plaintiff	 You are being sued for possession of a premit occupy. This paper is a summons in a summary occoexistion. The complaint attacher of these papers such the grounds for eviction claimed by the plaintiff. To respond to this such nons, or to be notified of further proceedings, you or your attorney of not file a him called an Appearance (form JD-CL-12) with the claim of the above count address on or before the second day at the above Return Date. If you or your attorney do not file a time, written Appearance form, a judgment may enter against your judefault. If that happens, the plaintiff will have the right to evict you from the premises. You can get the Appearance (form JD-CL-12) at the court address above or online at www.jud.ct.gov. Each court location can give you an informational pamphlet (JDP-HM-15) explaining the summary process (eviction) action and an Answer (form JD-CL-12) at the court address above or online at www.jud.ct.gov. Each court location can give you an informational pamphlet (JDP-HM-15) explaining the summary process (eviction) action and an Answer (form JD-CL-12) at the court address above or online at www.jud.ct.gov. Each court location can give you an informational pamphlet (JDP-HM-15) explaining the summary process (eviction) action and an Answer (form JD-CL-12) at the court address above or online at www.jud.ct.gov. Each court location can give you an informational pamphlet (JDP-HM-15) explaining the summary process (eviction) action and an Answer (form JD-CL-12) at the court address above or online at www.jud.ct.gov. If you can get the Appearance (form JD-CL-12 at which above court and explaining the summary process (eviction) action and an Answer (form JD-CL-12 at which above can also you and informational pamphlet (JDP-HM-15) explaining the summary process (eviction) action and explainity above and an Answer (form JD-CL-12) with a court and explain							
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E-mail address for o	delivery of papers unde	er Section 10-13 of the Connecticut Practice I	Book (if agreed to)				For Court Use C	
						Receipt File Date		No Fee
	ns is signed by		:! 4- 41			The Date		
b. It is the resp c. The clerk is d. The clerk sig any errors of	 a. The signing has been done so that the plaintiff(s) will not be denied access to the courts. b. It is the responsibility of the plaintiff(s) to see that service is made in the manner provided by law. c. The clerk is not permitted to give any legal advice in connection with any lawsuit. d. The clerk signing this summons at the request of the plaintiff(s) is not responsible in any way for any errors or omissions in the summons, any allegations contained in the complaint, or the service of the summons and complaint. 							
I certify I have runderstand the	eau anu	f (Self-represented plaintiff)		Date signed		Docket Nu	ımber	

JD-HM-8: Summary Process (Eviction) Complaint Nonpayment of Rent

SUMMARY PROCESS (EVICTION) COMPLAINT – NONPAYMENT OF RENT

JD-HM-8 Rev. 2-19 C.G.S. § 47a-23a P.B. § 10-29

Instructions to plaintiff (landlord)

- Attach this complaint to the Summons (form JD-HM-32) and follow the instructions on that form.
 Attach the original Notice to Quit (End) Possession (form JD-HM-7) to this complaint.
- 2. Attent the original voluce to Quir (End) Possession (IOTH ID-PHIN-7) to this complaint.
 3. If there is a written lease, do not attach a copy of the lease to this complaint. If you want to make the lease a part of your complaint, refer to the lease as an exhibit (for example "Exhibit A") and file it separately with the court no later than the return date. Serve a copy of the exhibit upon each party who appears in this matter at the first court session of the matter or no later than seven days after receipt of notice of the appearance of the party, whichever is earlier. Service must be made as provided in sections 10-12 through 10-17 of the Connecticut Practice Book.

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

ADA NOTICE

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	NO 12 3:	
Plaintiff(s)/Landlord(s)	☐ Juc al District	
vs.	☐ Judicia. 'r ∪t Housing Sessio	n at
Defendant/s/Transits	Town/City	
Defendant(s)/Tenant(s)	Town/City	
Complaint		
1. On or about (date) the plaintndlord)	d), the defendant (tenant) agreed orally or	
in a written lease (Exhibit) that the defence at variety	ld rent following premises (rented property):	
Location of premises (number, street, town and unit or floc number)		
for the term of one (tern. \ \ f lease,		
2. The defendant agreed to pay \$	weekly monthly on the	day
of each week month.		
3. The defendant us and occurred the emises as agreed und	nder the lease and still occupies the premises.	
4. The defendant has not paid the reduce on (date)	as agreed to in the lease.	
5. On (date) ne plaintiff had a Notice to Quit	uit (End) Possession (form JD-HM-7) served on the d	efendant
and that notice required the defendant to move out of the prem	mises on or before (date) The N	otice to
Quit (End) Possession (form JD-HM-7) is attached to this comp	nplaint.	
The time given in the Notice to Quit (End) Possession (form JD ended, but the defendant has not moved out.	D-HM-7) for the defendant to move out of the premis	ses has
The plaintiff asks the court for judgment for immediate posse	session of the premises.	
The plaintiff also asks for forfeiture to the plaintiff of the this is a nonresidential property.	e defendant's possessions and personal effects b	oecause
Signed (Plaintiff/Plaintiff's attorney)	Date signed	

JD-HM-20: Summary Process (Eviction) Complaint Lapse of Time

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

SUMMARY PROCESS (EVICTION) COMPLAINT TERMINATION OF LEASE BY LAPSE OF TIME

JD-HM-20 Rev. 4-19 C.G.S. § 47a-23a P.B. § 10-29

Instructions to plaintiff/landlord

- 1. Attach this complaint to the Summons (form JD-HM-32) and follow the instructions on that form.
- 2. Attach the original Notice to Quit (End) Possession (form JD-HM-7) to this complaint.
- 3. If there is a written lease, do not attach a copy of the lease to this complaint. If you want to make the lease a part of your complaint, refer to the lease as an exhibit (for example "Exhibit 1") and file it separately with the court no later than the return date. Serve a copy of the exhibit upon each party who appears in this matter at the first court session of the matter or no later than seven days after receipt of notice of the appearance of the party, whichever is earlier. Service must be made as provided in Sections 10-12 through 10-17 of the Practice B*

	Return date:
	,1cial District of
Plai	ntiff(s)/Landlord(s)
٧.	☐ Jut if District housing session at:
Def	endant(s)/Tenant(s) town/city
C	omplaint
1.	On or about (date) the plaintiff/landlord a the efendant/tenant
	agreed orally or in a written lease (L.). That the defendant/tenant would rent the following
	premises (rented property) for the term of one (ternf lease).
	Location of premises (Number, street, town, and unit or flou
2.	The defendant/tenant agreed to \$\ "mount of mon. \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
	on theday of ach problem month.
3.	The defendant/tenan used and occur of the premises as agreed under the lease and still occupies the premises.
4.	The lease has term ated by the of the lease has ended).
5.	On (date) the p ntiff/landlord had a Notice to Quit (End) Possession (form JD-HM-7) served on the
	defendant/tenant and that notice equired them to move out of the premises on or before (date)
	The Notice to Quit (End) Possession (form JD-HM-7) is attached to this complaint.
6.	The time given in the Notice to Quit (End) Possession (form JD-HM-7) for the defendant/tenant to move out of the
	premises has ended, but the defendant/tenant has not moved out.
Th	e plaintiff/landlord asks the court for judgment for immediate possession of the premises.
	The plaintiff/landlord also asks for forfeiture to the plaintiff/landlord of the defendant's/tenant's possessions and personal effects because this is a nonresidential property.
Sigr	ned (Plaintiff/landlord or attorney) Date signed

ADA NOTICE

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JD-HM-9: Motion for Default Failure to Appear

MOTION FOR DEFAULT FOR **FAILURE TO APPEAR AND** JUDGMENT FOR POSSESSION

1. One motion may be used for multiple defendants.

Instructions to plaintiff (landlord)

JD-HM-9 Rev. 5-19 C.G.S. § 47a-26 P.B. §§ 17-20, 17-21, 17-30

ADA NOTICE
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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.

2. File this motion with the clerk. Mail or deliver a copy of this motion to all defendants or their attorney(s), if applicable.



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3. Defore this motion may be granted, the holice to quit with the c	ompieteu return or service m	iust be filed with the cierk.	
Judicial District		Docket number	
Housing Session At:			
Address of court (Number, street, and town)			
Name of case			
Motion for Default for Failure to Appear a	and Judgment r	Possession	
The plaintiff <i>(landlord)</i> asks that judgment for po because the defendant(s) <i>(tenant(s) and/or occu</i>			, ,
Name(s) of applicable defendant(s)			
Signed (Plaintiff/Plaintiff's attorney)			Date signed
Military Service Affidavit - select all that appl	y		
The following defendant(s) is (are) in military serv	rice ι the υ. d State	s:	
The following defendant(s) in this action (State facts showing defendant(s) is (are not	in n tary service of ervice and i	the United States. nclude source of knowledge	of these facts):
	* 1 4 3 1 41 41		
I cannot determine whether or no he f .owing	rendant(s) in this action	on is (are) in military service of	the United States.
		lso, if the defendant(s) is (are le to determine his/her/their i	
anas (e.g. John De of Jane Doe, tate the re	asonable enonts mad	e to determine ms/ner/men i	uenny).
Signed (Signature of plaintiff/affiant)	Print or type name and title of	person signing	Date signed
•			
Subscribed and sworn to before me on:	ed (Assistant Clerk, Notary, Cor	mmissioner of the Superior Court)	
Certification			
I certify that a copy of this document was or will imm			
hand on (date) to all attorneys and appeared in this matter and that written consent for a		s of record and to all parties where	
parties receiving electronic delivery. (If necessary, attack			
Name and address of first attorney or party	iri additioriai srieets witti riari		Hand delivered Mailed
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		_	Electronically delivered
Name and address of second attorney or party			Hand delivered Mailed
		<u>=</u>	Electronically delivered
Name and address of third attorney or party			Hand delivered Mailed
			Electronically delivered
Name and address of fourth attorney or party			Hand delivered Mailed
			Electronically delivered
Signed (Signature of filer)	Print or type name of person	signing	Date signed
▶	, ,		
Mailing address (Number, street, town, state and zip code)	1		Telephone number
			•

JD-HM-10: Motion for Default Failure to Plead

MOTION FOR JUDGMENT FOR POSSESSION FOR FAILURE TO PLEAD

Mailing address (Number, street, town, state and zip code)

JD-HM-10 Rev. 3-20 C.G.S. § 47a-26a, P.B. § 17-30



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Telephone number

		MEDEJES
Instructions to Plaintiff (Landlord)		
1. File this motion with the clerk.		
Mail or deliver a copy of this motion to all appearing defe	endants or their attorney(s), if applicable.	
Judicial District	Docket number	
Housing Session At:		
Address of court (Number, street, and town)		
Name of case		
Motion		
The defendant(s) listed below has not filed a	a pleading with the received tine her? a.	If the defendant(s) does not
file a pleading within three (3) days after this	s motion is fit with the lerk, the intiff	(s) asks that judgment for
possession of the premises be entered for the		(1, 11, 11, 11, 11, 11, 11, 11, 11, 11,
•		
Name(s) of applicable defendant(s)		
Signed (Plaintiff/Plaintiff's attorney)	Print type . of person, gning	Date signed
Certification		
I certify that a copy of this documer va will	immed ely be mailed or delivered electronic	cally or non-electronically or in
hand on (date) to a ttorne		
delivery was received from all attorne and		
(If necessary, attach additional ets with name res	ses and methods of delivery.)	,
Name and address of first attorr or party		Hand delivered Mailed
		☐ Electronically delivered
Name and address of second a.		Hand delivered Mailed
		☐ Electronically delivered
Name and address of third attorney or party		Hand delivered Mailed
		☐ Electronically delivered
Name and address of fourth attorney or party		Hand delivered Mailed
		☐ Electronically delivered
Signed (Plaintiff/Plaintiff's attorney)	Print or type name of person signing	Date signed
oigned (Framun/Flamun Sauomey)	1 till of type fiame of person signing	Date signed

ADA NOTICE
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JD-HM-2: Summary Process Execution for Possession

SUMMARY PROCESS EXECUTION

STATE OF CONNECTICUT

The Judicial Branch of the State of Connecticut

FOR POSSESSION (EVICTION)		SUPERIOR		(ADA). If you need a reasonable accom-modation in				
JD-HM-2 Rev. 4-19 C.G.S. §§ 47a-26h, 47a-42		www.jud.o	ct.gov	accordance with the ADA, contact a court cler ADA contact person listed at www.jud.ct.gov/A				
Court			Docket number		ADA contact pers		ite of judgme	
Judicial Distri	ct Housin	g Session	Dooner Hamber				to or judgim	one
Address of court location (N	lumber, street, town and	zip code)						
Г	Name and mailing ad	dress of plaintiff/landl	ord or attorney	٦	Instructions	to plaintiff/lai	ndlord or a	attorney:
ı				· ·	1. Complete			
						rm with the cle execution is sig		Ü
						pload it to the		
						ndlord or attorn		
L				٦	de r the	signed execut	ion to a St	ate Marsnai.
Name(s) of plaintiff(s)/landle	ord(s)			Name(s) of defendant(s)/te	enant(s) a occup	pant/		
Address of premises (Numb	er, street, town and apar	rtment number)						
TO: Any proper Stat	to Marchal							
By the authority of	the State of Connection				s) possession of the			
	it(s) and any other occ all their possessions a				e defendant(s)/tena liver them to the pl			
chief executive offi	cer of the town; before	e removal you m	nust give e ci	er of the	town 24 hours no	tice of the evic	tion, stating	g the date,
	of the eviction, as well signated place of stora				ount of property to u must use reasor			
defendant(s)/tenan	nt(s) and any other occ oursuant to Section 47	cupant(s, `u.	the judg on	t of the are and time the Statutes.				
Serve a true copy upon			Signea Signea	Statutes.			Date signe	d
occupant bound by the								
Notice to defen	idant(s)/ter. 🦙	nd/oءر،	r o、upan	t(s) (To be compl	eted by State M	arshal)		
Your landlord (the plain			this eviction ca					
This means that you n		rem ∋s at u	dress abo	ve by this date:				
Date	A' (ie)	you do no	t romovo vour	oossessions and perso	nal offacta on ar h	oforo that dat	o vour	
possessions and person			State Marshal a		nai enecis on or i	belore triat dai	e, your	
					You n	nay call:		
				them given back to yo				
removed and stored at 47a-42 of the Connect			the expense o	of storage within 15 day	s, then they may	be sola by the	town und	er Section
		*	s. vou should	contact an attorney	immediately.			
•		•		rage was designated by	-	ve officer of th	e town.	
Datama of Camal								
Return of Servi	ice							
By virtue of	On	At (Time)		and I further advised general description, t	said chief executiv ypes, and amount	e officer, so fa of the property	to be rem	i, of the oved from
this execution,		_	.M.	said premises,				
	endant(s)/tenant(s) an		•	On		At (Time)	.M.	
	le efforts to locate the (s) but was unable to							
— and/or occupant	(3) but was unable to	notify the follow	iiig.	and afterwards, the d possessions,	lefendant's(s')/tena	int's(s') and/or	occupant's	s(S')
				had been remove				
Thereafter I notified the	chief executive officer	of the town who	ere the		me and stored. To n of said premises.		ındlord(s) v	were then
premises are situated,	On	At (Time)		Signed (State Marshal)	. c. sala promises.		Date signe	d
	J	1 ' '	.M.	Signed (State Marshal)			oigilo	-
		(D 1 /		Fees				
that the eviction of the d possessions and persor			pant's(s')					
	On	At (Time)						
		_	.M.					
		•		1				

JD-HM-22: Affidavit of Noncompliance with Stipulation

AFFIDAVIT OF NONCOMPLIANCE WITH STIPULATION JD-HM-22 Rev. 7-19 P.B. § 17-53

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

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	Disabilities Act (ADA). If you	State of Connection	Connecticut complies with the sonable accommodation in ac	cordance with th		
Judicial District at		Hous Sessi		D	ocket Number	r
	ımber, street, town and zip code)					
				//	_	
Name of case						
Date of judgment or court order	Use and occupancy	Amount du	e:	Payment ac	(5,	<u> </u>
	Arrearage	Amount du	e:	Payment date	(s,	
I am over the personal books and records.	ed hereby deposes and sta the age of eighteen years an irron ordered to receive the econodes of the entity ordered	d I believe above-mer d to receive	in the ob' ation of all bath ationed pay ant(s); , I an the above-rule of a day.	n familiar with ments, and I h	ave perso	onal knowledge of the
3. On the above arrearage in4. To date, pay5. I therefore r	red herein and the facts set ve-mentioned date of judgm in the amount shown above, yment has not been receive equest that a Summary Pro	nent or cour on or befored.	t or r, defende was re the aym. date(s, indi	ordered to pa icated. sion issue.	-	d occupancy and/or
Signed (Affiant)			Print or ty, me and title of person	on signing		Date signed
Subscribed and sworn to before	On (date)	/Assistar	Notary, Commissioner of the S	Superior Court)		-
hand on delivery was re	copy of is document was (date) " attorno al	vs and s	ediately be mailed or delive self-represented parties of resented parties receiving e methods of delivery.)	record, and the	at written	
Name and address of	f first attorney or party					Hand delivered Mailed
						Electronically delivered
Name and address of	f second attorney or party					Hand delivered Mailed Electronically delivered
Name and address of	f third attorney or party					Hand delivered Mailed
Name and address of	f fourth attorney or party					Electronically delivered
Name and address o	rioditir attorney or party					Hand delivered Mailed Electronically delivered
Signed (Signature of	f filer)		Print or type name of person signing			Date signed
Mailing address (Nu	mber, street, town, state and zip code)					Telephone number
					FOR (COURT USE ONLY
Notice To Defendant					Date	
A Summary Process Execution will issue on the third business day						
after the filing of this affidavit with the court. If you object to the						
execution issuing, you must file an objection before the issuance of						
the exe	ecution with the clerk at th	ne court ad	dress indicated above.			
Distribution: Or	iginal — Court File Copy 1 — Det	fendant Co	opy 2 — Plaintiff			

NOTES



JDP-HM-14 Rev. 6/20

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