

Instructions

1. Type or print.
2. **For Criminal and Motor Vehicle cases:** Fill out the form, including the certification section at the bottom of the form. File the original with the clerk. Mail or deliver a copy of the appearance to the prosecutor. *(Sections 3-4(d) and 3-5 of the Connecticut Practice Book)*
3. **For Civil , Eviction (Summary Process), and Small Claims cases:** Fill out the form, including the certification section at the bottom of the form. File the original with the clerk. Mail or deliver a copy to all counsel and self-represented parties of record. If a party who has been defaulted for failure to appear files an appearance before the entry of judgment after default, the default will automatically be set aside by the clerk. *(Sections 3-4(a), 3-4(b), 3-5 and 17-20 of the Connecticut Practice Book)*
4. **For Family cases:** Fill out the form, including the certification section at the bottom of the form. In addition to selecting plaintiff or defendant, indicate the scope of your appearance. File the original with the clerk. Mail or deliver a copy to all counsel and self-represented parties of record. *(Sections 3-4(a) and 3-5 of the Connecticut Practice Book)*
5. **For Juvenile cases:** Do not use this form. Use form JD-JM-13 Appearance, Juvenile Matters.
6. **For Self-represented parties who have changed their address after filing an appearance:** Check the box at the top of the other side or page 1 of this form. Fill out the form, including your new address in the Mailing Address section of this form. Fill out the certification section at the bottom of the form. File the original with the clerk. Mail or deliver a copy to all counsel and self-represented parties of record or, in a criminal case, to the prosecutor.

APPEARANCEJD-CL-12 Rev. 1-12
P.B. §§ 3-1 thru 3-6, 3-8, 10-13, 25A-2STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov**Instructions — See Back/Page 2****Notice To Self-Represented Parties**

A self-represented party is a person who represents himself or herself. If you are a self-represented party and you filed an appearance before and you have since changed your address, you must let the court and all attorneys and self-represented parties of record know that you have changed your address by checking the box below:

☐ **I am filing this appearance to let the court and all attorneys and self-represented parties of record know that I have changed my address. My new address is below.**

Return date

Docket number

Name of case (Full name of Plaintiff vs. Full name of Defendant)

<input type="checkbox"/> Judicial District	<input type="checkbox"/> Housing Session	<input type="checkbox"/> Small Claims	<input type="checkbox"/> Geographic Area number _____	Address of Court (Number, street, town and zip code)
Scheduled Court date (Criminal/Motor Vehicle Matters)				

Please Enter the Appearance of

Name of self-represented party (See "Notice to Self-Represented Parties" at top), or name of official, firm, professional corporation, or individual attorney

Juris number of attorney or firm

Mailing Address (Number, street) (Notice to attorneys and law firms - The address to which papers will be mailed from the court is the one registered or affiliated with your juris number. That address cannot be changed in this form.)

Post office box

Telephone number (Area code first)

City/town

State

Zip code

Fax number (Area code first)

E-mail address

in the case named above for: ("x" one of the following parties; if this is a Family Matters case, also indicate the scope of your appearance)

☐ The Plaintiff (includes the person suing another person).☐ All Plaintiffs.☐ The following Plaintiff(s) only: _____☐ The Defendant (includes the person being sued or charged with a crime).☐ The Defendant for the purpose of the bail hearing only (in criminal and motor vehicle cases only).☐ All Defendants.☐ The following Defendant(s) only: _____☐ Other (Specify): _____☐ This is a Family Matters case and my appearance is for: ("x" one or both)☐ matters in the Family Division of the Superior Court ☐ Title IV-D Child Support matters

Note: If other counsel or a self-represented party has already filed an appearance for the party or parties "x'd" above, put an "x" in box 1 or 2 below:

1. ☐ This appearance is in place of the appearance of the following attorney, firm or self-represented party on file (P.B. Sec. 3-8): _____

(Name and Juris Number)

2. ☐ This appearance is in addition to an appearance already on file.**I agree to accept papers (service) electronically in this case under Practice Book Section 10-13**☐ **Yes**☐ **No**

Signed (Individual attorney or self-represented party)

Name of person signing at left (Print or type)

Date signed

Certification

I certify that a copy of this document was mailed or delivered electronically or non-electronically on (date) _____ to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties receiving electronic delivery.

Name and address of each party and attorney that copy was mailed or delivered to*

For Court Use Only

Signed (Signature of filer)

Print or type name of person signing

Date signed

Telephone number

*If necessary, attach an additional sheet or sheets with the name of each party and the address which the copy was mailed or delivered to.