CIVIL SHORT CALENDAR MARKINGS
FAX TRANSMITTAL

JD-CV-85 New 6/03

CONNECTICUT JUDICIAL BRANCH
SUPERIOR COURT OPERATIONS
www.jud.state.ct.us

INSTRUCTIONS

1. *All markings must be received between 9:00 a.m. Tuesday to 4:00 p.m. Thursday of the week preceding the civil short calendar. In the event a state holiday falls on Thursday preceding the calendar, matters may be marked from 9:00 a.m. Tuesday to 5:00 p.m. Wednesday. If a state holiday falls on Friday preceding the calendar, matters may be marked from 9:00 a.m. Tuesday to 11:00 a.m. Thursday.*
2. *Motions must be marked in accordance with the revised standing order on civil short calendar procedures available on the Judicial Branch website (www.jud.state.ct.us) and the procedures provided in the "NOTICE" section of the short calendar.*

NOTE: Markings are also accepted electronically or by telephone. The electronic Short Calendar Markings Entry transaction is available, at no cost, to enrolled attorneys and law firms. Additional information is available on the Judicial Branch website (www.jud.state.ct.us).

I hereby certify that timely notice of any marking has been provided to all counsel and pro se parties of record. I understand that failure to do so may result in sanctions being imposed by the Court.

FROM *(Name)*	NAME OF FIRM	DATE

E-MAIL ADDRESS

TELEPHONE *(with area code)*	FAX NO. *(with area code)*	TOTAL NO. PAGES	JUDICIAL DISTRICT OF CALENDAR	DATE OF CALENDAR

[ ] ← Enter the number of the appropriate calendar (e.g., 1, 2, 3...etc.). **Markings for different calendars must be faxed separately.** If conflicting markings are made, the last one received will control.

MARKING KEY
R - Ready for Adjudication
O - Off
TP - Take Papers
RA - Request For Argument

COLUMN NO.	POSITION NO.	DOCKET NO.	CASE CAPTION	MOTION NO.	TITLE OF MOTION	MARKING ("X" one)
						☐ R ☐ O ☐ TP ☐ RA
						☐ R ☐ O ☐ TP ☐ RA
						☐ R ☐ O ☐ TP ☐ RA
						☐ R ☐ O ☐ TP ☐ RA
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