



The Ins and Outs of Short Calendar

**December 18, 2019
6:00 p.m. – 8:00 p.m.**

**CT Bar Association
New Britain, CT**

CT Bar Institute, Inc.

CT: 2.0 CLE Credits (General)
NY: 2.0 CLE Credits (AOP)

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Lawyers' Principles of Professionalism

As a lawyer I must strive to make our system of justice work fairly and efficiently. In order to carry out that responsibility, not only will I comply with the letter and spirit of the disciplinary standards applicable to all lawyers, but I will also conduct myself in accordance with the following Principles of Professionalism when dealing with my client, opposing parties, their counsel, the courts and the general public.

Civility and courtesy are the hallmarks of professionalism and should not be equated with weakness;

I will endeavor to be courteous and civil, both in oral and in written communications;

I will not knowingly make statements of fact or of law that are untrue;

I will agree to reasonable requests for extensions of time or for waiver of procedural formalities when the legitimate interests of my client will not be adversely affected;

I will refrain from causing unreasonable delays;

I will endeavor to consult with opposing counsel before scheduling depositions and meetings and before rescheduling hearings, and I will cooperate with opposing counsel when scheduling changes are requested;

When scheduled hearings or depositions have to be canceled, I will notify opposing counsel, and if appropriate, the court (or other tribunal) as early as possible;

Before dates for hearings or trials are set, or if that is not feasible, immediately after such dates have been set, I will attempt to verify the availability of key participants and witnesses so that I can promptly notify the court (or other tribunal) and opposing counsel of any likely problem in that regard;

I will refrain from utilizing litigation or any other course of conduct to harass the opposing party;

I will refrain from engaging in excessive and abusive discovery, and I will comply with all reasonable discovery requests;

In depositions and other proceedings, and in negotiations, I will conduct myself with dignity, avoid making groundless objections and refrain from engaging in acts of rudeness or disrespect;

I will not serve motions and pleadings on the other party or counsel at such time or in such manner as will unfairly limit the other party's opportunity to respond;

In business transactions I will not quarrel over matters of form or style, but will concentrate on matters of substance and content;

I will be a vigorous and zealous advocate on behalf of my client, while recognizing, as an officer of the court, that excessive zeal may be detrimental to my client's interests as well as to the proper functioning of our system of justice;

While I must consider my client's decision concerning the objectives of the representation, I nevertheless will counsel my client that a willingness to initiate or engage in settlement discussions is consistent with zealous and effective representation;

Where consistent with my client's interests, I will communicate with opposing counsel in an effort to avoid litigation and to resolve litigation that has actually commenced;

I will withdraw voluntarily claims or defense when it becomes apparent that they do not have merit or are superfluous;

I will not file frivolous motions;

I will make every effort to agree with other counsel, as early as possible, on a voluntary exchange of information and on a plan for discovery;

I will attempt to resolve, by agreement, my objections to matters contained in my opponent's pleadings and discovery requests;

In civil matters, I will stipulate to facts as to which there is no genuine dispute;

I will endeavor to be punctual in attending court hearings, conferences, meetings and depositions;

I will at all times be candid with the court and its personnel;

I will remember that, in addition to commitment to my client's cause, my responsibilities as a lawyer include a devotion to the public good;

I will endeavor to keep myself current in the areas in which I practice and when necessary, will associate with, or refer my client to, counsel knowledgeable in another field of practice;

I will be mindful of the fact that, as a member of a self-regulating profession, it is incumbent on me to report violations by fellow lawyers as required by the Rules of Professional Conduct;

I will be mindful of the need to protect the image of the legal profession in the eyes of the public and will be so guided when considering methods and content of advertising;

I will be mindful that the law is a learned profession and that among its desirable goals are devotion to public service, improvement of administration of justice, and the contribution of uncompensated time and civic influence on behalf of those persons who cannot afford adequate legal assistance;

I will endeavor to ensure that all persons, regardless of race, age, gender, disability, national origin, religion, sexual orientation, color, or creed receive fair and equal treatment under the law, and will always conduct myself in such a way as to promote equality and justice for all.

It is understood that nothing in these Principles shall be deemed to supersede, supplement or in any way amend the Rules of Professional Conduct, alter existing standards of conduct against which lawyer conduct might be judged or become a basis for the imposition of civil liability of any kind.

--Adopted by the Connecticut Bar Association House of Delegates on June 6, 1994

THE INS AND OUTS OF SHORT CALENDAR
December 18, 2019
6:00pm-8:00pm

Moderator

- Vianca T. Malick, Esq., Diana, Conti & Tunila LLP, Manchester, Connecticut

Speakers

- Vanessa Laro, RP, Connecticut Attorney General's Office Employment Rights Dep't, Hartford, Connecticut
- John G. Miller, Esq., Hassett & Donnelly, P.C., Hartford, Connecticut
- Gerald Garlick, Esq., Gfeller Laurie LLP, West Hartford, Connecticut

Program Agenda

- 6:00 p.m. Introduction of Speakers & Topic – Vianca T. Malick, Esq.
- 6:15 p.m. Procedure and Logistics of Short Calendar – Vanessa Laro, RP
- 6:45 p.m. Preparing for Short Calendar – John G. Miller, Esq.
- 7:15 p.m. Presenting Your Argument – Gerald Garlick, Esq.
- 7:45 p.m. Q & A

Speaker Bios

Vanessa Laro, RP is the Chair of the Paralegals Section of the Connecticut Bar Association. She is a litigation Paralegal Specialist in the Employment Rights Department of the Connecticut Attorney General's Office. She is also the owner of New England Remote Paralegal Assistance, LLC, a virtual paralegal and CT mobile notary business. Mrs. Laro has over seven years of experience working in a variety of practice areas. She is a PACE Registered Paralegal® through the National Federation of Paralegal Associations, Inc., and holds a Masters in Criminal Justice from the University of New Haven and a Paralegal Certificate from Manchester Community College.

John G. Miller, Esq. is a partner at Hassett & Donnelly, P.C. focusing his practice on Civil Litigation, Catastrophic Injury, Wrongful Death, Construction Defect, Municipal Law, Trucking Litigation and Product Liability matters. Attorney Miller earned his J.D. from New York Law School in 2003 and his Bachelor of Arts degree in Government and International Affairs at Skidmore College in 1999. During his studies, Attorney Miller participated in a semester abroad studying European Law at the University of San Diego Institute of Comparative Law at Trinity College in Dublin, Ireland and completed a semester abroad at the Institute for European Studies in Freiburg, Germany studying the laws, policies and structure of the European Union. Prior to working at Hassett & Donnelly, P.C., Attorney Miller worked as a Litigation Associate at several civil litigation firms in Connecticut and most recently for a Boston-based insurance defense firm.

Gerald Garlick, Esq. is a partner at Gfeller Laurie LLP. His practice focuses on commercial litigation, including the representation of banks, title insurance companies, corporations, and individuals. In addition to his litigation experience, Attorney Garlick also has extensive experience in all aspects of real estate, including representing lenders, borrowers, sellers, and purchaser and was recognized for his real estate experience in the 2012 Business Edition of Super Lawyers. He has been a panelist at various seminars covering topics such as lender liability, title insurance issues, litigation theories and tactics, and real property issues.

THE WHAT, WHEN, WHERE, HOW OF SHORT CALENDAR

Vanessa Laro, RP

- What is Short Calendar- General Overview
 - Civil Short Calendar and Family Short Calendar
- What appears on Short Calendar on its own and what needs an extra step or two
 - Way to see whether a pending motion is claimed to the calendar
 - "re-claiming" a motion that's never appeared on or been claimed to calendar
- How and when to mark and/or re-claim a motion
 - Marking your own or OC motions and making sure OC knows about it
 - The window for marking motions
 - If it's arguable, expect the Court to want it marked as such; with some exceptions.
 - Tip for when to expect your motion to appear on the calendar once claimed
 - Specially scheduled dates by the Court may also appear and need marking
 - Marking off or just letting a motion go off a calendar
- How to know if a motion is arguable and what to do if it's not
 - Requesting argument on a non-arguable motion
- Additional requirements, tips and tricks at the pre-argument stage of Short Calendar
 - Make friends with your Court Clerks, Caseflow Coordinators and support staff
 - Know your Practice Book and Scheduling Order Timelines
- Questions



Civil Matters Statewide

Civil Short Calendar Standing Order

1) All attorneys and law firms are required to mark their Short Calendar matters electronically through E-Services unless exempted from this requirement as set forth in paragraph 3 below. Telephone markings are not available to attorneys unless an exemption from E-Services has been obtained.

Note: The following items are exempt from the marking requirements, and will be heard on the day they appear on the short calendar: Motions/Applications for exemption; motions for modification of executions and examination of judgment debtors and all motions for judgment on report of an attorney trial referee or factfinder, and any objections about the motions.

2) Self-represented parties who are enrolled in E-Services may mark their Short Calendar matters electronically through E-Services but are not required to do so. Self-represented parties may continue to mark Short Calendar matters by telephone. See more [Information about enrollment in E-Services and electronic access to civil cases](#).

3) Attorneys who require an exemption from E-Services requirements may apply for an exemption by submitting the [Exemption from E-Services Requirements form \(JD-CL-92\)](#) in accordance with the instructions on the form. The form is available online or at any judicial district clerk's office or Court Service Center.

4) Civil Short Calendar in each judicial district will start at 9:30 a.m. on Monday of each week, unless it is rescheduled.

5) The ordinary marking period is from 9:00 a.m. Tuesday to 4:00 p.m. Thursday of the week before the Short Calendar. If a state holiday falls on the Thursday before the calendar, matters may be marked from 9:00 a.m. Tuesday to 5:00 p.m. Wednesday. If a state holiday falls on the Friday before the calendar, matters may be marked from 9:00 a.m. Tuesday to 11:00 a.m. Thursday. If a calendar is canceled due to unexpected events, parties may reclaim their motions to the next available calendar. If however, the matter needs immediate action by the court, the party may apply for permission to schedule an earlier hearing date with the court. Note: all citations must be re-issued unless the court orders otherwise. Markings must be submitted electronically through [E-Services](#). Attorneys who have obtained an exemption from E-Services requirements and self-represented parties not enrolled in E-Services must submit markings by calling the telephone marking line. Self-represented parties enrolled in E-Services may mark their matters electronically or by calling the telephone marking line.

6) The following information is required when making a telephone marking:

- The position of the case on the calendar
- The name and docket number of the case
- The entry number and title of the motion
- The full name of the person making the marking and the law firm name, if applicable
- Confirmation that counsel and self-represented parties of record have been notified of the marking

7) Please do not call the clerk's office to confirm delivery. The Short Calendar Markings Confirmation and Receipt produced upon completion of the electronic Short Calendar Markings Entry transaction is the confirmation that the marking has been received.

See Chief Court Administrator's [Notice Regarding Arguable Civil Short Calendar Matters](#)

The Honorable Linda K. Lager
Chief Administrative Judge
Civil Division

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Mark Motions or Objections on the Short Calendar On-line

You can mark short calendar matters in your civil cases or in your e-filable family cases if you have enrolled in E-Services, filed an appearance and been approved for electronic access to your cases. You cannot mark short calendar matters in family cases that are not e-filable. **Note:** You can find a list of the types of cases that are e-filable in the revised [Procedures and Technical Standards for E-Services](#). On an existing case, you can check the docket number to know if the case is e-filable (paperless). If the number that follows the year is a 5 or a 6, the case is e-filable (paperless). For example, FBT CV 16 6051245 or HHD FA 15 5061789 are paperless.

- You must follow the procedures shown in the Notice section of the short calendar and in the [Civil](#) or [Family](#) Short Calendar Standing Orders to mark motions or objections.
- You can only mark motions or objections on the short calendar during the specific times (marking periods) shown in the [Civil](#) or [Family](#) Short Calendar Standing Orders. **Note:** Marking periods can change if there is a state holiday on a weekday. Check the standing orders if there is a state holiday.

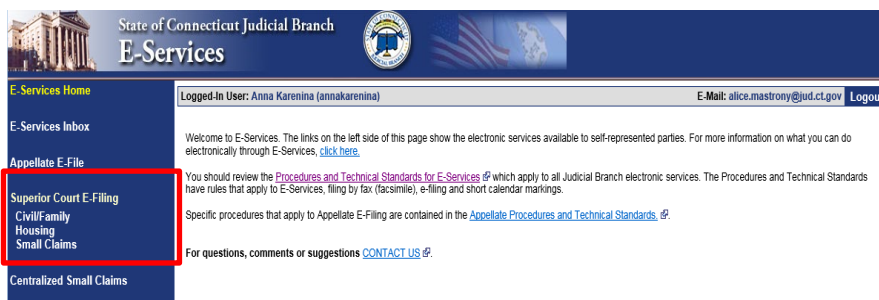
Here is a checklist of what you must do to mark your short calendar motions or objections on-line.

To mark your short calendar motions or objections on-line on your case

1. Enroll in E-Services to set up a User ID and password
2. Log in to E-Services with your User ID and password to request electronic access to your case
3. Be approved for electronic access by the clerk of the court
4. Tell other parties how you are marking the motions or objections
5. Log in to E-Services with your User ID and password
6. Choose **Superior Court E-filing** from the E-Services home page
7. Choose **Markings Entry** under **Short Calendars** on the Superior Court E-filing page
8. Choose the **Location** and **Court Type** to search for your calendar matters
9. Choose **Search**
10. Choose the marking for each motion or objections on the calendars
11. Enter your name and telephone number
12. Choose **Enter Markings**
13. Print the **Short Calendar Marking Confirmation and Receipt** page that gives you the information on what you have marked
14. Bring the copy of the receipt with you if you go to Court on an arguable matter.

Instructions and Pictures to tell you how to mark motions or objections on-line:

1. Log in to E-Services from the Branch website at: <https://eservices.jud.ct.gov/login.aspx>.



Mark Motions or Objections on the Short Calendar On-line (continued)

2. Choose **Superior Court E-filing** from the E-Services menu

The screenshot shows the 'Superior Court E-Filing' menu on the left, with 'Markings Entry' highlighted in red. The main content area displays a table titled 'Cases with pending electronic access requests or approval for electronic access for Anna Karenina (annakarenina)'. The table has columns for Category, Docket No., Case Name, Location, and Activity. One case is listed: Civil, FBT-CV-17-6052069-S, PAINT PRODUCTS, INC. v. KARENINA, ANNA, Bridgeport JD, and NEW.

Category	Docket No.	Case Name	Location	Activity
Civil	FBT-CV-17-6052069-S	PAINT PRODUCTS, INC. v. KARENINA, ANNA	Bridgeport JD	NEW

3. Choose **Short Calendar Markings Entry** from the Civil/Family Menu page.

4. Select the **Location** and **Court Type**.

5. Select **Sort Results** to show the list of cases in alphabetical order by case name or by location, or in number order by docket number, entry number, or calendar sequence number or motion.

The screenshot shows the 'Short Calendar Markings Entry' search interface. It includes a 'Show Instructions' link, a 'Location' dropdown menu set to 'All', a 'Court Type' dropdown menu set to 'All', and a 'Sort Order' dropdown menu set to 'Case Name'. A red box highlights the 'Search' button.

6. Choose **Search**.

Note: If a case has more than one motion or objection, the case name and docket number will appear for each motion or objection.

The screenshot shows the search results table. A red box highlights the 'Markings Entry' menu item in the left sidebar. The table lists search results for 'MAY 20, 2013'. A red box highlights the text: 'Each motion/objection is displayed separately. Cases with multiple motions/objections require multiple markings.' The table has columns for Case Name, Docket Number, Location, Case Type, Entry No., and Motion/Objection. Two entries for 'JOVI, BON v. FAKE CORPORATION, INC.' are highlighted with red boxes, showing their respective docket numbers and motions/objections.

Case Name	Docket Number	Location	Case Type	Entry No.	Motion/Objection	Actions
Smith, John v. Pocahontas	HHB-CV-12-6017453-S	New Britain	CV	111.00	MOTION FOR ADVICE BY COURT-APPOINTED PERSON (Defendant)	No Change Ready Off Take Papers
JOVI, BON v. FAKE CORPORATION, INC.	FBT-CV-13-6034273-S	Bridgeport	CV	101.00	MOTION FOR ORDER OF COMPLIANCE – PB SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)	No Change Off Take Papers
JOVI, BON v. FAKE CORPORATION, INC.	FBT-CV-13-6034273-S	Bridgeport	CV	102.00	OBJECTION TO REQUEST TO REVISE (Plaintiff)	No Change Off Take Papers

Mark Motions or Objections on the Short Calendar On-line (continued)

7. Select the marking code for each motion or objection you want to mark by clicking in one of the circles to the right of the motion or objection you are marking. "No change" will be selected for each motion or objection any time you come to this page, even if a motion or objection has been marked before.
 - The marking codes for civil arguable (Arg) motions or objections are Ready, Take Papers, or Off.
 - The marking codes for civil non-arguable matters (N/A), *except for property matters*, are Take Papers or Off.
 - The marking codes for civil non-arguable matters (N/A) in property cases *only* are Ready, Take Papers, or Off.
 - The marking codes for family motions or objections are Ready or Off.

If you do not know which marking to choose, you can find more information about the choices in the [Procedures and Technical Standards for E-Services](#), on the [short calendar notices](#), or in the [Short Calendar and the Markings Process Quick Card](#).

Note: Do not choose "Take Papers" to mark a civil motion or objection that appears on a calendar if a request for argument has been granted on a non-arguable motion or if the Court has granted or required argument on any other matter.

8. Check the box next to the certification.

Case Name: JOVI, BON v. FAKE CORPORATION, INC. Docket Number: FBT-CV-13-6034273-S Court Date: May 20, 2013 9:30 AM Cal.-Seq. No.: 10-001 Motion/Objection: MOTION FOR ORDER OF COMPLIANCE – PB SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)	Location: Bridgeport Case Type: CV Entry No.: 101.00	No Change <input type="radio"/> Off <input type="radio"/> Take Papers <input checked="" type="radio"/>
Marking	Marking Date / Marked By	
Take Papers	May 15, 2013 02:08:58 PM by BON JOVI (bonjovi)	
Take Papers	May 15, 2013 01:17:48 PM by BON JOVI (bonjovi)	

Case Name: JOVI, BON v. FAKE CORPORATION, INC. Docket Number: FBT-CV-13-6034273-S Court Date: May 20, 2013 9:30 AM Cal.-Seq. No.: 10-001 Motion/Objection: OBJECTION TO REQUEST TO REVISE (Plaintiff)	Location: Bridgeport Case Type: CV Entry No.: 102.00	No Change <input type="radio"/> Off <input type="radio"/> Take Papers <input checked="" type="radio"/>
Marking	Marking Date / Marked By	
Take Papers	May 15, 2013 02:08:58 PM by BON JOVI (bonjovi)	

There are 3 motions/objections displayed above

<input checked="" type="checkbox"/> I hereby certify that timely notice of any marking has been provided to all counsel and self represented parties of record. I understand that failure to do so may result in sanctions being imposed by the Court
<input type="text" value="bon jovi"/> <input type="text" value="860"/> <input type="text" value="555"/> <input type="text" value="5555"/>
Full Name Area Code Telephone Ext.

Enter Marking(s)

Cancel

Return to Superior Court E-Filing Menu

Go To Top Of Page

Print This Page

9. Enter your name and telephone number if you are submitting the markings.
10. You can choose one of the buttons at the bottom of the page to return to the **Superior Court E-Filing Menu**, go back to the top of this page, to print this page, or to cancel the markings completely.
11. Choose **Enter Markings** to submit the markings.

Mark Motions or Objections on the Short Calendar On-line (continued)

12. You will see the Short Calendar Markings Confirmation page

[Show Instructions](#)

Short Calendars Markings Confirmation

[New Search](#)

[Edit Instructions](#)

The following Short Calendar Markings were received on:
Wednesday, May 15, 2013 02:11:59 PM
for Bon Jovi (bonjovi)

Short Calendar Markings Received		
Case Name: JOVI, BON v. FAKE CORPORATION, INC.	Location: Bridgeport	Marked: Take Papers
Docket Number: FBT-CV-13-6034273-S	Case Type: CV	
Court Date: May 20, 2013 9:30 AM	Entry No.: 101.00	
Cal.-Seq. No.: 10-001		
Motion/Objection: MOTION FOR ORDER OF COMPLIANCE – PB SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)		
Case Name: JOVI, BON v. FAKE CORPORATION, INC.	Location: Bridgeport	Marked: Take Papers
Docket Number: FBT-CV-13-6034273-S	Case Type: CV	
Court Date: May 20, 2013 9:30 AM	Entry No.: 102.00	
Cal.-Seq. No.: 10-001		
Motion/Objection: OBJECTION TO REQUEST TO REVISE (Plaintiff)		

Certified By bon jovi, (860) 555-5555

Self-represented Party **bonjovi** has submitted 2 markings.

[Print Receipt](#)

[Return to Markings Entry Search](#)

[Return to Superior Court E-Filing Menu](#)

13. Choose **Print Receipt** to print the *Short Calendar Markings Confirmation and Receipt*

14. Be sure that you have given notice of the markings to other self-represented parties and attorneys of record.

Note: To change a marking you have entered, you can log in to E-Services at any time during the marking period and change the marking. Be sure to tell other self-represented parties and attorneys about any changes you make.

If you want to look at the markings that have been made electronically in a certain case or on short calendars on a certain date in cases in which you have appeared and been approved for electronic access, you can choose **Markings History** from the **Superior Court E-Filing** menu.

Instructions on looking at short calendar markings are on the next page of these instructions.

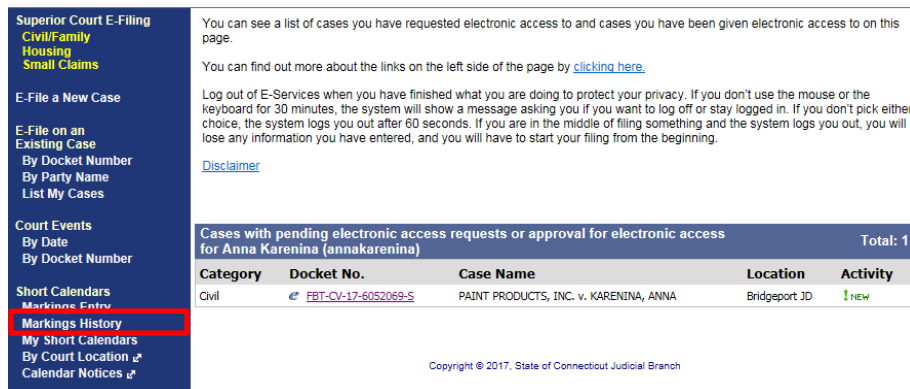
Look at Markings Made On-line

Short Calendars Markings History lets you look at case information and markings made electronically by you, attorneys or other self-represented parties in any civil or family case in which you have appeared and been approved for electronic access. If a marking on a motion or objection was made by telephone, it will not be shown as part of the Short Calendars Markings History. If no electronic markings were made by anyone in a case, the case will not be shown in the list.

1. Log in to E-Services from the Branch website at: <https://eservices.jud.ct.gov/login.aspx>.



2. Choose **Superior Court E-Filing** from the E-Services menu



3. Choose **Short Calendar Markings History** from the Superior Court E-Filing menu.

[Show Instructions](#)

Short Calendars Markings History

Enter a Court Date and/or a Docket Number

Court Date: (mm/dd/ccyy)

Location	Category	Year	Number	Suffix
--Select Location--	CV			S
Example: HHD	Example: CV	09	1234567	S

Search

Look at Markings Made On-line

- Enter a Court Date to look at a list of all markings in all the cases you have an appearance in that are scheduled on short calendars for that date. The following example is for May 6, 2013.
- Choose **Search**
- You will see the markings on short calendars on that date for any cases you appear in and have electronic access to.

for Bon Jovi (bonjovi) as of 5/15/2013

Court Date: 05/06/2013

Records: 1

Case Name	Docket Number	Location	Court Date	Cal.-Seq. No.	Entry No.	Motion/Objection
TRANSPORT FUNDING, LLC v. KORKUTOVIC, FIKRET Et Al	HNB-CV-11-6013007-S	New Britain	May 06, 2013	01-001	107.01	ORDER TO SHOW CAUSE (Court)
Marking		Marking Date / Marked By				
Off		Apr 30, 2013 02:27:37 PM by BON JOVI (bonjovi)				

- To look at a list of the markings on motions or objections in one case, you can enter the docket number in a case that you have an appearance in.

Enter a Court Date and/or a Docket Number

Court Date: (mm/dd/ccyy)

Location	Category	Year	Number	Suffix
FBT-Bridgeport	CV	13	6034273	S
Example: HHD	Example: CV	09	1234567	S

- Choose **Search**

You will see all the short calendar matters for all motions and objections in your case.

Case Name	Docket Number	Location	Court Date	Cal.-Seq. No.	Entry No.	Motion/Objection
JOVI, BON v. FAKE CORPORATION, INC.	FBT-CV-13-6034273-S	Bridgeport	May 20, 2013	10-001	101.00	MOTION FOR ORDER OF COMPLIANCE – PB SEC 13-14 (FAIL APPEAR DEP) (Plaintiff)
Marking		Marking Date / Marked By				
Take Papers		May 15, 2013 02:12:00 PM by BON JOVI (bonjovi)				
Take Papers		May 15, 2013 02:10:15 PM by BON JOVI (bonjovi)				
Take Papers		May 15, 2013 02:08:58 PM by BON JOVI (bonjovi)				
Take Papers		May 15, 2013 01:17:48 PM by BON JOVI (bonjovi)				
JOVI, BON v. FAKE CORPORATION, INC.	FBT-CV-13-6034273-S	Bridgeport	May 20, 2013	10-001	102.00	OBJECTION TO REQUEST TO REVISE (Plaintiff)
Marking		Marking Date / Marked By				
Take Papers		May 15, 2013 02:12:00 PM by BON JOVI (bonjovi)				
Take Papers		May 15, 2013 02:10:15 PM by BON JOVI (bonjovi)				
Take Papers		May 15, 2013 02:08:58 PM by BON JOVI (bonjovi)				

Note: You can enter a date and a docket number to look at markings in one case on a certain date.

Need help? If you have any questions markings on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link:

<http://www.jud.ct.gov/directory/directory/location/Default.htm>.



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[New Time Schedule - Effective 12/16/02- \(PDF\)](#)

Notice to Attorneys re Civil Short Calendar

Effective December 16, 2002, the standing order on Civil Short Calendar procedures, issued on April 2, 2001, is hereby revised. This standing order applies to Civil matters only and is set forth below.

Standing Orders
Superior Court
Superior Court Judges

1) Civil Short Calendar in each judicial district will commence at 9:30 a.m. on Monday of each week, unless it is rescheduled due to a holiday.

2) Short Calendar markings will occur from 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. Upon release of the Short Calendar Markings Entry transaction on the Judicial Branch website, markings may be submitted electronically based upon the above time periods except that the periods will commence upon system availability, generally 7:00 a.m. Tuesday.

3) Counsel and pro se parties may mark a matter either by fax or by telephone. A standard fax form has been adopted and is available on the Judicial Branch website; a fillable version (JD-CV-85) is under development. Additionally, upon release of the Short Calendar Markings Entry transaction on the Judicial Branch website, attorneys registered with the Statewide Grievance Committee and law firms which have obtained a law firm juris number may enroll and obtain a secure password that will enable them to mark Civil Short Calendar matters electronically. The use of a fax machine or the electronic Short Calendar Markings Entry transaction are encouraged as timesaving methods of transmittal.

4) Regardless of the method of transmittal, counsel and pro se parties are required to provide the following information when making a marking:

- Column number and position on the calendar;
- Name and docket number of the case;
- Number and title of motion;
- Marking;
- Full name of the person making the marking and the firm name, if applicable; and
- Confirmation that all counsel and pro se parties of record have been notified of the marking.

5) Counsel and pro se parties shall bring the confirmation of the marking to the short calendar hearing of an arguable matter. This may be in the form of a fax and a transmittal confirmation sheet, a *Short Calendar Markings Confirmation and Receipt* produced upon completion of the electronic Short Calendar Markings Entry transaction or a detailed signed statement from the person who telephoned the marking to the court.

6) A fax and a transmittal confirmation sheet, or a *Short Calendar Markings Confirmation and Receipt* produced upon completion of the electronic Short Calendar Markings Entry transaction serve as an acknowledgment of delivery. A telephone call to confirm delivery is not required. The unnecessary duplicative action of calling to verify receipt is burdensome to the clerks' offices.

John J. Langenbach
Chief Administrative Judge
Civil Division

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2018 Edition

Oral Argument in Civil Matters

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*Prepared by Connecticut Judicial Branch, Superior Court Operations,
Judge Support Services, Law Library Services Unit*

lawlibrarians@jud.ct.gov

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<http://www.jud.ct.gov/policies.htm>

Table 1: Practice Book [§ 11-18](#)

Procedure in Civil Matters

Connecticut Practice Book (2018)

[§ 11-18](#) – Oral Argument of Motions in Civil Matters

(a) Oral argument is at the discretion of the judicial authority except as to motions to dismiss, motions to strike, motions for summary judgment, motions for judgment of foreclosure, and motions for judgment on the report of an attorney trial referee and/or hearing on any objections thereto.

For those motions, oral argument shall be a matter of right, provided:

(1) the motion has been marked ready in accordance with the procedure that appears on the short calendar on which the motion appears, or

(2) a nonmoving party files and serves on all other parties pursuant to Sections 10-12 through 10-17, with proof of service endorsed thereon, a written notice stating the party's intention to argue the motion or present testimony. Such a notice shall be filed on or before the third day before the date of the short calendar date and shall contain (A) the name of the party filing the motion and (B) the date of the short calendar on which the matter appears.

(b) As to any motion for which oral argument is of right and as to any other motion for which the judicial authority grants or, in its own discretion, requires argument or testimony, the date for argument or testimony shall be set by the judge to whom the motion is assigned.

(c) If a case has been designated for argument as of right or by the judicial authority but a date for argument or testimony has not been set within thirty days of the date the motion was marked ready, the movant may reclaim the motion.

(d) Failure to appear and present argument on the date set by the judicial authority shall constitute a waiver of the right to argue unless the judicial authority orders otherwise.

(e) Notwithstanding the above, all motions to withdraw appearance, except those under Section 3-9 (b), and any other motions designated by the chief court administrator in the civil short calendar standing order shall be set down for oral argument.

(f) For those motions for which oral argument is not a matter of right, oral argument may be requested in accordance with the procedure that is printed on the short calendar on which the motion appears.

(P.B. 1978-1997, Sec. 211.) (Amended June 28, 1999, to take effect Jan. 1, 2000; amended June 21, 2004, to take effect Jan. 1, 2005; amended June 29, 2007, to take effect Jan. 1, 2008; amended June 20, 2011, to take effect Jan. 1, 2012.)

Section 1: Intent to Argue (Arguable Matters)

A Guide to Resources in the Law Library

SCOPE:

- Bibliographic resources relating to oral argument of arguable matters, including related short calendar procedures.

DEFINITIONS:

- "Oral argument is at the discretion of the judicial authority except as to motions to dismiss, motions to strike, motions for summary judgment, motions for judgment of foreclosure, and motions for judgment on the report of an attorney trial referee and/or hearing on any objections thereto. For those motions, oral argument shall be a matter of right, provided..." Conn. Practice Book [§ 11-18\(a\)](#) (2018).
- "[E]ven though Practice Book sec. 11-18 grants ... oral argument as a matter of right, it is not automatic but must be claimed for argument as provided [by the rule]." [Wasilewski v. Commissioner of Transportation](#), 152 Conn. App. 560, 569, 99 A.3d 1181 (2014).

COURT RULES:

Amendments to the Practice Book (Court Rules) are published in the [Connecticut Law Journal](#) and posted [online](#).

- Connecticut Practice Book (2018)
 - [§ 11-18](#). Oral Argument of Motions in Civil Matters

STANDING ORDERS:

- [Superior Court Standing Orders](#)
 - [Civil Short Calendar Standing Order](#)
 - [Notice Regarding Arguable Civil Short Calendar Matters \(2/28/09\)](#)
 - [Family Short Calendar Standing Order](#)
 - [Short Calendar Notice for Foreclosure Matters](#)

E-FILING:

- [Mark Short Calendar Matters](#) (Instructions and Reference Guides)
- [Quick Reference Guide: Short Calendar and the Marking Process](#)

SHORT CALENDAR INFORMATION:

- [Short Calendars](#) (<http://civilinquiry.jud.ct.gov/ShortCalMenu.aspx>)
 - [Short Calendar Notices](#)

FORMS:

Official Judicial Branch forms are frequently updated. Please visit the [Official Court Webforms page](#) for the current forms.

- [JD-CL-6](#). Short Calendar List, Claim/Reclaim.
- 2 & 3A Joel M. Kaye & Wayne D. Efron, Connecticut Practice Series, [Connecticut Civil Practice Forms](#) (4th ed. 2004).
 - Form S-170 – Request for Oral Argument (See comments in pocket part.)
 - Form S-163 – Short calendar list claim/reclaim [*Retitled*] (See comments in pocket part.)

- Form 106.1. Motion to dismiss (See comments in pocket part.)
- Form 106.2. Motion to strike (See comments in pocket part.)
- Form 106.15. Motion for summary judgment (See comments in pocket part.)
- Kimberly A. Peterson, [*Civil Litigation: Connecticut, Massachusetts, New Jersey, New York, & Rhode Island*](#) (1999).
 - Example 7-1. Connecticut, Notice of Intent to Argue, p. 147.
- Kimberly A. Peterson, [*Civil Litigation in Connecticut: Anatomy of a Lawsuit*](#) (1998).
 - *Chapter 8. Pleadings: an Overview*
 - Example 1, Notice of Intent to Argue, p. 86.
- 1 Ralph P. Dupont, [*Dupont on Connecticut Civil Practice*](#) (2017-2018 ed.).
 - Form 11-18. Notice of Intent to Argue.

CASES:

Once you have identified useful cases, it is important to update the cases before you rely on them. Updating case law means checking to see if the cases are still good law. You can [contact your local law librarian](#) to learn about the tools available to you to update cases.

- [Wells Fargo Bank, N.A. v. Owen](#), 174 Conn. App. 102, 111, 165 A.3d 275, 280 (2017). “It is also notable that in the defendants’ motion to open the judgment of strict foreclosure, the defendants’ counsel only requested oral argument and specifically indicated that testimony was not required. See *USA Bank v. Schulz*, 143 Conn. App. 412, 419, 70 A.3d 164 (2013) (‘the defendant has no basis for claiming an abuse of discretion by the trial court in denying him relief that he could readily have sought, had he wished to, at a time when he was represented by competent counsel’). Perhaps another judge might have ordered an evidentiary hearing under the circumstances; however, we are unwilling to conclude that the failure to do so was an abuse of discretion.”
- [Wasilewski v. Commissioner of Transportation](#), 152 Conn. App. 560, 569-570, 99 A.3d 1181 (2014). “[E]ven though Practice Book § 11–18 grants ... oral argument as a matter of right, it is not automatic but must be claimed for argument as provided [by the rule].’ (Internal quotation marks omitted.) *Curry v. Allan S. Goodman, Inc.*, 95 Conn.App. 147, 152, 895 A.2d 266 (2006). The plaintiff further argues that he could not claim the motion for oral argument as a matter of right because it was not scheduled for short calendar after he filed his objection to the motion to dismiss. We agree with the plaintiff that he was entitled to oral argument on the motion to dismiss as a matter of right under Practice Book § 11–18. We nonetheless deem the court’s decision to grant the motion without hearing oral argument on it to be harmless error. ‘In order to constitute reversible error ... the ruling must be both erroneous and harmful.... The burden of proving harmful error rests on the party asserting it ... and the ultimate question is whether the erroneous action would likely affect the result.’ (Citations omitted.) *Manning v. Michael*, 188 Conn. 607, 611, 452 A.2d 1157 (1982). The plaintiff contends that he ‘believes that the court would have benefitted in making its decision if it had

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heard oral argument on the [m]otion to [d]ismiss.’ Given the extent of the patent deficiencies in the notice, however, and the plenary standard of review that we apply in this case, the court’s failure to hold oral argument on the motion before granting it was harmless error.”

- [People's United Bank v. Bok](#), 143 Conn. App. 263, 267, n. 5, 70 A.3d 1074, 1077 (2013) “The plaintiff also argues that because the defendants failed to appear at the hearing on its motion for judgment, the defendants waived their right to challenge the default and judgment of strict foreclosure on appeal. While the defendants may have waived their right to argue their objection before the court by failing to appear at the hearing; see Practice Book § 11–18(d); to the extent that the plaintiff claims that the defendants abandoned the merits of their claim for purposes of appeal, we reject the plaintiff’s argument.”
- [Cornelius v. Rosario](#), 138 Conn. App. 1, 20, 51 A. 3d 1144 (2012). “Section 11-18 sets forth the proper procedure for, inter alia, requesting oral argument or testimony with respect to various motions in civil matters. This section does not state or indicate that oral testimony is permitted or required on a motion for summary judgment; rather, it provides the procedure for requesting oral argument or testimony on motions on which either or both is appropriate.”
- [Town of Stratford v. Castater](#), 136 Conn. App. 535, 545, 46 A. 3d 953 (2012). “Whether to allow counsel fees and in what amount calls for the exercise of judicial discretion.... Generally, when the exercise of the court’s discretion depends on issues of fact which are disputed, due process requires that a trial-like hearing be held, in which an opportunity is provided to present evidence and to cross-examine adverse witnesses.’ (Citation omitted; internal quotation marks omitted.) *Esposito v. Esposito*, 71 Conn. App. 744, 747, 804 A.2d 846 (2002).”

“Here, the defendant requested a hearing on his motion for attorney’s fees for the first time in his motion for reconsideration. In the motion for reconsideration, the defendant’s counsel specifically stated that ‘[o]n Thursday, March 31, 2011, counsel marked the motion “take on the papers”: no objection had been made.’ It is well established that ‘[t]he knowledge and admissions of an attorney are imputed to his client.’ *Lafayette Bank & Trust Co. v. Aetna Casualty & Surety Co.*, 177 Conn. 137, 140, 411 A.2d 937 (1979). Thus, even assuming that the defendant had a right to a hearing on his motion for attorney’s fees, he waived that right when his counsel marked the motion for attorney’s fees ‘take on the papers’; the later request for a hearing on the motion for reconsideration, therefore, was ineffective.” *Id.* at 545-546.

- [Marut v. Indymac Bank](#), 132 Conn. App. 763, 771-772, 34 A.3d 439 (2012). “The plaintiff relies on Practice Book § 11-18 (a), which states that a motion for summary judgment is

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subject to oral argument as of right. The court, however, is not responsible for absenteeism in the courts by either the parties or their counsel. The court afforded the plaintiff the opportunity for oral argument on December 6, 2010, in accordance with Practice Book § 11-18 (a), but the plaintiff did not appear after his motion for a continuance was denied. As the court noted in its January 5, 2011 order, Practice Book § 11-18 (d) also provides in relevant part: 'Failure to appear and present argument on the date set by the judicial authority shall constitute a waiver of the right to argue unless the judicial authority orders otherwise.' Therefore, the court did not abuse its discretion in denying the motion to open."

- [Curry v. Allan S. Goodman, Inc.](#), 286 Conn. 390, 400, 944 A.2d 925 (2008). "The Appellate Court did not reach the merits of the appeal, but concluded that the trial court had abused its discretion in granting the defendant's motion for summary judgment solely on the basis of the defendant's pleadings and ignoring the parties' right to oral argument under Practice Book § 11-18. *Curry v. Allan S. Goodman, Inc.*, 95 Conn. App. 147, 152-53, 895 A.2d 266 (2006). It therefore reversed the judgment and remanded the case to the trial court with direction to hold a hearing and to allow oral argument on the defendant's motion for summary judgment."
- [Vertex v. Waterbury](#), 278 Conn. 557, 568, 898 A.2d 178 (2006). "First, as noted previously herein, the trial court in its memorandum of decision acknowledged that no motion to strike or motion for summary judgment had been filed. The pretrial briefs that led to the dismissal of two counts of the complaint were filed on the trial judge's order and not at the initiative of either party. Second, the record does not demonstrate that the plaintiff knowingly waived the applicable procedures under the rules of practice for dispositive motions. . . Finally, the record does not reveal that the plaintiff had a fair opportunity to respond to the potential dismissal of claims because it lacked notice that the trial court intended to use the parties' pretrial briefs to rule on the legal sufficiency of its claims."
- [Haggerty v. Williams](#), 84 Conn. App. 675, 685, 855 A.2d 264 (2004). "The defendant's second argument fails because the defendant did in fact present oral argument to the court on her succeeding motion to open. Although the defendant argues that she should have been able to argue before Judge Celotto instead of Judge DeMayo, there is no such rule in Connecticut. The defendant had her day in court to argue her motion to open and, accordingly, that claim must fail."
- [Bojila v. Shramko](#), 80 Conn. App. 508, 518, 758 A.2d 906 (2003). "The substitute plaintiff argues in his reply brief that oral argument was available as a matter of right without meeting the procedure set forth in Practice Book § 11-18(a). That simply is inaccurate."

- [Davis v. Westport](#), 61 Conn. App. 834, 839-840, 767 A.2d 1237 (2001). “Therefore, we concluded that ‘even if [Practice Book (1999) § 19-16] grants . . . oral argument as of right, it is not automatic but must be claimed for argument as provided in [Practice Book (1999) § 11-18]. . . .Aside from the plain meaning of the words of those sections, which do not grant oral argument as of right . . . judicial economy and practicality require a common sense reading of both sections.’ Paulus v. LaSala, [56 Conn. App. 139, 146, 742 A.2d 379 (1999), cert. denied, 252 Conn. 928, 746 A.2d 789 (2000)].”
- [Dietzel v. Redding](#), 60 Conn. App. 153, 166, 758 A.2d 906 (2000). “We note, parenthetically, that the Oppenheimers had requested oral argument on the motion to intervene. Pursuant to Practice Book § 11-18, however, oral argument is at the discretion of the trial court for that type of motion, and, therefore, the court was not obligated to provide them with an opportunity for oral argument.”

WEST KEY NUMBERS:

TEXTS & TREATISES:

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- Trial # 12. Short-cause calendars.
- 1 Wesley W. Horton et al., Connecticut Practice Series, [Connecticut Superior Court Civil Rules](#) (2017-2018).
 - Chapter 11. Motions, requests, orders of notice
 - Authors’ comments following § 11-18
- 18 Erin Carlson, Connecticut Practice Series, [Summary Judgment & Related Termination Motions](#) (2017).
 - § 3:39. Procedural considerations—Oral argument
 - § 3:95. Procedural considerations—Oral argument
- Margaret P. Mason, [LexisNexis Practice Guide: Connecticut Civil Pretrial Practice](#) (2017).
 - § 11.06[4][c] Not all motions are assigned for oral argument or hearing dates
 - § 11.06[5][e] Available markings
 - § 11.06[5][g] Motions listed as arguable
 - § 11.07[1][b] Motions for which oral argument is as of right
 - § 11.07[1][c] Date for hearing set by judge to whom motion is assigned
 - § 11.12[1] Oral argument is at court’s discretion except for certain motions
- Kimberly A. Peterson, [Civil Litigation: Connecticut, Massachusetts, New Jersey, New York, & Rhode Island](#) (1999). Chapter 7. The pretrial stage: motions and objections
 - State summaries
 - Motion practice in Connecticut
 1. Motions and pleadings
 - D. Oral arguments as a right: Pbs 11-18
 - E. When oral argument is not requested
 - F. When an opposing party wants oral argument

- G. Deadline to file Notice of Intent to Argue
- H. Oral argument for other motions or objections
- Kimberly A. Peterson, [*Civil Litigation in Connecticut: Anatomy of a Lawsuit*](#) (1998).
 - Chapter 8. Pleadings: an Overview
 - VI. How pleadings are decided: Short Calendar
 - E. When opposing party wants oral argument
- 1 Ralph P. Dupont, [*Dupont on Connecticut Civil Practice*](#) (2017-2018 ed.).
 - Chapter 11. Motions, requests, [applications] orders of notice and short calendar
 - § 11-18.1 Requesting oral argument; testimony

Section 2: Request for Oral Argument (Non-Arguable Matters)

A Guide to Resources in the Law Library

SCOPE:

- Bibliographic resources relating to requests to argue motions for which oral argument is not a matter of right, including related short calendar procedures.

DEFINITIONS:

- “For those motions for which oral argument is not a matter of right, oral argument may be requested in accordance with the procedure that is printed on the short calendar on which the motion appears.” Conn. Practice Book [§ 11-18\(f\)](#) (2018).

COURT RULES:

Amendments to the Practice Book (Court Rules) are published in the [Connecticut Law Journal](#) and posted [online](#).

- Connecticut Practice Book (2018)
[§ 11-18](#). Oral Argument of Motions in Civil Matters

FORMS:

Official Judicial Branch forms are frequently updated. Please visit the [Official Court Webforms page](#) for the current forms.

- [JD-CV-128](#). Request For Argument, Non-Arguable Civil Short Calendar Matter
- [JD-CL-6](#). Short Calendar List, Claim/Reclaim

SHORT CALENDAR INFORMATION:

- [Short Calendars](#) (<http://civilinquiry.jud.ct.gov/ShortCalMenu.aspx>)
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- [Superior Court Standing Orders](#)
 - [Civil Short Calendar Standing Order](#)
 - [Notice Regarding Arguable Civil Short Calendar Matters \(2/28/09\)](#)
 - [Family Short Calendar Standing Order](#)

CASES:

- [Wells Fargo Bank, N.A. v. Henderson](#), 175 Conn. App. 474, 491, 167 A.3d 1065, 1075 (2017). “A decision on a motion for a continuance is reviewed for an abuse of discretion by the trial court, but the defendant makes no claim that this denial was an abuse of discretion; she claims only that she was denied an opportunity to present oral argument on this motion. The

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defendant has failed to provide any record of a request on her part for oral argument of her motion, and a motion for a continuance is not one of the civil motions that require oral argument pursuant to Practice Book § 11-18 (a). As a result, the court had the discretion to rule on her motion for a continuance without providing for oral argument.”

“The defendant had no right to an evidentiary hearing on her motion to reargue, and the court had the discretion to deny it without a hearing. Practice Book § 11-12 (c) provides: “The motion to reargue shall be considered by the judge who rendered the decision or order. Such judge shall decide, without a hearing, whether the motion to reargue should be granted. If the judge grants the motion, the judge shall schedule the matter for hearing on the relief requested.” Id. at 492-493.

- [D’Amato v. Hart-D’Amato](#), 169 Conn. App. 669, 675-676, 152 A. 3d 546 (2016). “Pursuant to Practice Book § 11-18(a), however, whether to hear oral argument on motions in civil matters is a matter within the discretion of the court, except in limited circumstances, not relevant here, in which argument is a matter of right. Section 11-18(a) provides in relevant part: ‘Oral argument is at the discretion of the judicial authority except as to motions to dismiss, motions to strike, motions for summary judgment, motions for judgment of foreclosure, and motions for judgment on the report of an attorney trial referee and/or hearing on any objections thereto....’ We review the claim of error in not hearing oral argument under an abuse of discretion standard. See *Brochard v. Brochard*, 165 Conn.App. 626, 638, 140 A.3d 254 (2016). It is clear, then, that the defendant was not entitled to oral argument as of right on her motion for a continuance, her ‘motion to open and set aside judgment and for new trial,’ her motion to reargue/reconsideration, and her motion for clarification. The trial court’s decisions not to hold evidentiary hearings with respect to these motions were, by the rules of practice and case authority, within its discretion.”
- [Valenzisi v. Connecticut Educ. Ass’n](#), 150 Conn. App. 47, 50, n. 2, 90 A. 3d 324 (2014). “[T]he plaintiff suggests several times in his appellate brief that the court improperly failed to hold a hearing on the motion to open. A motion to open is not a motion for which oral argument is of right; Practice Book § 11-18(a); nor is there any indication in the record that the plaintiff requested oral argument.”
- [Marcus v. Cassara](#), 142 Conn. App. 352, 357, 66 A.3d 894 (2013). “It is unfair to the court to leave it with the impression that counsel is in agreement with the court’s preference to decide the motion on the papers and then argue on appeal that the court abused its discretion by failing to schedule an evidentiary hearing. See *Stratford v. Castater*, 136 Conn. App. 535, 545-46, 46 A.3d 953 (2012). Accordingly, we decline to review the merits of the defendant’s claim.”

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WEST KEY NUMBERS:

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- [Town of Stratford v. Castater](#), 136 Conn. App. 535, 546, 46 A.3d 953 (2012). “The defendant cites no authority, nor are we aware of any, in support of his argument that the trial court was obligated to hold a hearing on the motion for reconsideration itself. ‘[A] motion to reargue ... is not to be used as an opportunity to have a second bite of the apple....’ (Internal quotation marks omitted.) *Opoku v. Grant*, 63 Conn. App. 686, 692-93, 778 A.2d 981 (2001).”
- [Haggerty v. Williams](#), 84 Conn. App. 675, 685, 855 A.2d 264 (2004). “The defendant’s second argument fails because the defendant did in fact present oral argument to the court on her succeeding motion to open. Although the defendant argues that she should have been able to argue before Judge Celotto instead of Judge DeMayo, there is no such rule in Connecticut. The defendant had her day in court to argue her motion to open and, accordingly, that claim must fail.”
- [Dietzel v. Redding](#), 60 Conn. App. 153, 166, 758 A.2d 906 (2000). “We note, parenthetically, that the Oppenheimers had requested oral argument on the motion to intervene. Pursuant to Practice Book § 11-18, however, oral argument is at the discretion of the trial court for that type of motion, and, therefore, the court was not obligated to provide them with an opportunity for oral argument.”
- Trial # 12. Short-cause calendars.
- 1 Wesley W. Horton et al., Connecticut Practice Series, [Connecticut Superior Court Civil Rules](#) (2017-2018).
 - Chapter 11. Motions, requests, orders of notice
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 - § 3:39. Procedural considerations—Oral argument
 - § 3:95. Procedural considerations—Oral argument
- Margaret P. Mason, [LexisNexis Practice Guide: Connecticut Civil Pretrial Practice](#) (2017).
 - § 11.06[5][e] Available markings
 - § 11.07[1][c] Date for hearing set by judge to whom motion is assigned
 - § 11.12[1] Oral argument is at court’s discretion except for certain motions
 - § 11.12[4] Party may request hearing
- Kimberly A. Peterson, [Civil Litigation: Connecticut, Massachusetts, New Jersey, New York, & Rhode Island](#) (1999). Chapter 7. The pretrial stage: motions and objections
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- H. Oral argument for other motions or objections
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- 1 Ralph P. Dupont, [*Dupont on Connecticut Civil Practice*](#) (2017-2018).
 - Chapter 11. Motions, requests, [applications] orders of notice and short calendar
 - § 11-18.1 Requesting oral argument; testimony

Table 2: Unpublished Connecticut Decisions — Oral Argument

Unpublished Connecticut Decisions — Oral Argument	
Marking Motion "Ready" Versus "Take Papers"	<u>Discover Bank v. Freedman</u> , Superior Court, Judicial District of Litchfield at Litchfield, No. LLI-CV-12-6007025S (April 23, 2013) (2013 WL 1943887) (2013 Conn. Super. LEXIS 880). "Practice Book § 11-18(a)(1) provides that oral argument is a matter of right on a motion for summary judgment, provided that the motion was marked 'ready.' In the present case, the motion for summary judgment was marked 'take papers.' Therefore, no oral argument was conducted and this court's decision is based upon the arguments and evidence set forth in the motion for summary judgment." [Footnote 1]
Improperly Filed Motion	<u>Richard Patterson et al. v. Mine Safety Appliances Company et al.</u> , Superior Court, Judicial District of Hartford, Complex Litigation Docket at Hartford, No. HHD-X04-CV-04-4034666-S (May 7, 2008) (45 Conn. L. Rptr. 462, 463) (2008 WL 2169400) (2008 Conn. Super. LEXIS 1141). "The plaintiffs' motion to strike is not addressed to a pleading. Accordingly, it is denied. Under these circumstances, where the plaintiffs improperly filed a motion to strike, they were not entitled to oral argument as of right. See Practice Book § 11-18(a)."
Nonappearance by Defense Counsel	<u>Nadeau v. Tracy</u> , Superior Court, Judicial District of New Haven at Meriden, No. CV 02-0282226S (Dec. 2, 2003) (2003 WL 22905182) (2003 Conn. Super. LEXIS 3242). "Pursuant to Practice Book § 11-18(d), the court treated nonappearance by defense counsel at the hearing as a waiver of the defendants' right to argue, heard argument from plaintiff, and then denied the motion to strike for the reason stated below."
Nonappearance by Both Counsel	<u>Nair v. Belcher</u> , Superior Court, Judicial District of Waterbury, No. CV 01 0163122 (Dec. 10, 2001) (2001 WL 1681964) (2001 Conn. Super. LEXIS 3556). "Further, in light of the failure of counsel for the plaintiff and counsel for the defendants (except for Leask) to appear for this matter on the date assigned, the court hereby enters a default against the defendants (except for Leask) and a nonsuit against the plaintiffs, neither of which may be opened except upon the filing of a proper motion explaining on oath the reason for the failure to appear for argument as ordered, along with any required fee. Such motion shall only be considered by the court upon attendance of the moving party at a scheduled oral argument, so claimed in a proper manner by the moving party." [Decision corrected in <u>Nair v. Belcher</u> , Superior Court, Judicial District of Waterbury, No. CV 01-0163122 (Dec. 20, 2001) (2001 WL 1707078) (2001 Conn. Super. LEXIS 3594)]

<p>Notice of Intent to Argue Without Explanation of Why Argument Is Necessary (For Class of Motions Not as of Right)</p>	<p><u>Matos v. B-Right Trucking Co.</u>, Superior Court, Judicial District of Fairfield at Bridgeport, No. CV 94310065S (January 9, 1996) (15 Conn. L. Rptr. 650, 650) (1996 WL 38247) (1996 Conn. Super. LEXIS 86). "The motion to reargue is denied. Under Practice Book § 211(A) [now 11-18], as amended effective October 1, 1995, oral argument on such motions is within the discretion of the court. When the defendant filed its Notice of Intent to Argue, it did not explain why oral argument was necessary nor did it explain why the defendant should prevail. Section 211 was amended to facilitate the resolution of short calendar motions. Clearly, the two motions decided by the court were ones which could be decided without oral argument. Whenever a litigant files a motion of the class for which oral argument does not exist as of right, the opposing party must do something more than merely file a notice of intent to argue. Otherwise, the amendment to § 211 will have had no effect whatsoever."</p>
<p>Motion to Reargue</p>	<p><u>Faile v. Zarich</u>, Superior Court, Judicial District of Hartford, Complex Litigation Docket at Hartford, No. HHD X04 CV-06-5015994 S (Sep. 10, 2009) (2009 WL 3285986) (2009 Conn. Super. LEXIS 2406). "As discussed above, the defendants base their motion to reargue on Practice Book § 11-12, not on Chapter 13. The standing order does not require this court to hold a hearing on the motion to reargue."</p>
<p>Motion to Open</p>	<p><u>Stanley v. Stanley</u>, Superior Court, Judicial District of Tolland at Rockville, No. FA-09-4011831S (Dec. 29, 2010) (2010 WL 5644928) (2010 Conn. Super. LEXIS 3364). "Under Practice Book Section 11-18, there is no right to oral argument on motions to withdraw a complaint or on motions to open, and oral argument in civil matters is instead 'at the discretion of the judicial authority.'"</p>
<p>Applicable to Family Cases</p>	<p><u>Marshall v. Marshall</u>, Superior Court, Judicial District of Stamford-Norwalk at Stamford, No. FST-FA-00-0176688-S (May 6, 2008) (45 Conn. L. Rptr. 440, 441) (2008 WL 2169011) (2008 Conn. Super. LEXIS 1155). "The plaintiff also asserts that she had the right to argument on the motion for protective order. She argues that because P. B. § 11-18 is not referenced in P.B. § 25-23 it does not apply to family matters and therefore plaintiff had a right to argument 'as of right.' P.B. § 25-23 lists certain civil practice book sections that are incorporated in the family rules. This court does not find that listing exclusive. If only those rules referenced in P.B. § 25-23 apply to family matters, then plaintiff's instant motion to reargue pursuant to P.B. § 11-12 would not be permitted and, hence, not be here ruled on."</p>
<p>Incarcerated Party</p>	<p><u>Tierinni v. Town of Manchester</u>, Superior Court, Judicial District of New Haven at New Haven, No. NNHCV165037155S (July 3, 2017) (2017 WL 3332747) (2017 Conn. Super. LEXIS 3889). "At the plaintiff's request, he participated in the oral argument via video teleconferencing due to his status as an incarcerated inmate."</p>

**FREQUENTLY ASKED QUESTIONS
SHORT CALENDARS AND SHORT CALENDAR MARKINGS**

1. How do I mark a short calendar matter if I am not an attorney or if I am an attorney who is excluded from E-Services requirements?

If you are a self-represented party, or an attorney who is excluded from E-Services requirements, you can mark your motion or pleading by calling the court at the telephone number for the marking line, which is printed on the notice you have received. You cannot fax or email your marking to the court.

Go to [Civil Matters – Marking Periods and Phone Numbers](#) to see a list of the marking periods and marking telephone numbers for civil matters by judicial district.

Go to [Family Matters – Marking Periods and Phone Numbers](#) to see a list of the marking periods and marking telephone numbers for family matters by judicial district.

Self-represented parties who have enrolled in E-Services and have been approved for electronic access to a case can mark motions or objections electronically in their cases that are on the *civil or family* short calendar.

Note: *You can only request access to an e-filable case so if your family dissolution, legal separation, annulment or civil union dissolution, legal separation or annulment was started on or after before December 15, 2014, you will not be able to mark any short calendar matters in the case on-line.*

2. How do I get notice that I have a matter on the short calendar if I am not an attorney or if I am attorney who is excluded from E-Services requirements?

If you are a self-represented party, or if you are an attorney excluded from E-Services requirements, you will receive a paper notice regarding any matter that you have on the short calendar in the mail at least a week prior to the scheduled calendar date. The notice will have a list of the matters that you have on the short calendar, along with the date, time, and location of the court where the calendar will be heard. The notice also provides the telephone number you can call to mark your matter. The notice also gives you answers to the most common questions about the markings process and the calendar.

If you are a self-represented party who has filed an appearance and requested and been approved for electronic access to your file, you would also receive notice through E-Services. See question #3 below.

3. How do I get notice that I have a matter on the short calendar if I am an attorney or a self-represented party with an appearance and electronic access to my file?

Notice of short calendar matters is provided to attorneys and law firms and self represented parties with an appearance and access to their file through E-Services. When an attorneys/law firms or self-represented parties log in to E-Services and select **Superior Court E-Filing**, they will see a link with the number of future calendar matters on the Civil/Family/Housing Menu page. To see your future calendar matters, click on that link and enter the date, calendar type, court location and the order in which you want the matters displayed on the page before clicking **Search**. Your calendar matters for the date that you chose will be listed on the page that appears. The date defaults to the date of the next available calendar.

4. **I clicked on the link on the Superior Court E-Filing page that told me I have 10 future calendar items, but it only shows me a list of the items on the calendar. How can I mark my calendar items from this page?**

You cannot mark your items from this page. This page provides you with a listing of your current and future short calendar matters. To mark current short calendar matters, return to the **Superior Court E-Filing** page and select **Short Calendar Markings Entry** from the options on the left side of the page.

5. **How do I mark a short calendar matter electronically?**

To mark your short calendar matter, you would log in to E-Services from the Branch website at: <https://eservices.jud.ct.gov/login.aspx>, and select **Superior Court E-Filing**. From the Menu page, select **Short Calendar Markings Entry**. That selection will take you to the page where you will be asked to enter information about the court location (a single district or all districts), the court type (civil or family) and how you want the results displayed. Click **Search** and you will be taken to the page where the items to be marked are shown.

Each motion or objection in a case will show separately, and you must mark each one separately. For civil matters, select **“R” (Ready)**, **“TP” (Take Papers)** or **“O” (Off)**; for family matters, select **“R” (Ready)** or **“O” (Off)**.

Do not use a “Take Papers” marking to mark a matter that appears on a calendar if a request for argument has been granted on a non-arguable motion, or if the Court has granted or required argument on any other matter.

You can mark as many matters as you would like to mark at the same time. Once you have marked the matters, you must check the certification box, and enter your name and telephone number. Then click **Enter Markings** and print the *Short Calendar Markings Confirmation and Receipt*.

6. **When I go to the Short Calendar Markings Entry page, I don’t see 10 items to mark, although the link on the Superior Court E-Filing page said there were 10 future calendar matters. Why?**

When you click on the link on the **Superior Court E-Filing** page, the display defaults to the next calendar date. If you change the date to “All”, you will see matters that are on all upcoming short calendars, including matters that are not yet available for marking, if you do not select a specific date. If you leave the default date, or if you select another specific date, the *total* number of future calendar items may not display because you have chosen to show only items on the calendar on a certain date.

Some districts have scheduled foreclosure matters out several weeks in advance so that they will appear as future calendar items although they will not appear once you have selected a specific date. Also, if you select a specific date on the markings entry page, you will see only the matters that are scheduled for that date, which would exclude cases that are scheduled for a calendar on a different date. For example, in some districts, the family calendar is not heard on the same day as the civil calendar. If you select a Monday date, then the family matters being heard on a Wednesday or a Thursday will not appear as available for marking, but they will appear as “future calendar items.”

7. **Can I change a marking after I make it?**

Yes, you can change a marking you have entered at any time *during the marking period*. To change a marking, log in to E-Services and follow the instructions for entering a marking. If you have marked a matter “Ready”, “Take Papers” or “Off”, you can change the marking. Be sure to notify all counsel and appearing parties of any changes to markings.

8. Do I have to tell anybody that I have marked a matter on the short calendar?

When you mark a matter, you must tell attorneys of record and self-represented parties in a timely manner that you have marked a short calendar matter and tell them how you have marked the matter (ready, take papers or off). When you mark your matter either electronically or by telephone, you will be required to certify that you have notified all attorneys of records and self-represented parties.

9. Can I see whether I or anybody else in the case has marked a short calendar matter?

If the marking period is open, you can log in to E-Services, select **Superior Court E-Filing**, and then select **Markings Entry** to look at the markings that have been made *electronically*. The page will show who marked a matter, the marking that was entered, and the time the marking was entered. Once the marking period has closed, you must go to **Markings History** to see markings.

Note: The online markings history will not show markings that have been made by telephone.

You can also see markings that have been made electronically by logging in to E-Services, selecting **Superior Court E-Filing**, and then selecting **Markings History** from the menu options. On the markings history page, you can enter a calendar date to see the markings on your cases on the calendar, or you can enter a docket number to see the markings for a specific case. You can also enter both a date and a docket number to look at markings in a specific case for a specific calendar.

Self-represented parties will only be able to see markings on cases for which they have been approved for electronic access.

10. The Superior Court E-Filing page said that I have five future calendar items, but when I went to the Short Calendar Markings Entry page, it said: “No Short Calendar motions/objections exist for the above selected location or it is not during the set time frames for submitting markings.” What is the problem?

When you see the message saying that no short calendar motions/objections exist, it could be that the marking period for the matters you want to mark is not open. The marking periods for civil and family matters are open at different times. For example, if you are attempting to mark a matter on the civil short calendar on a Monday morning, you will see this message because the marking period for civil matters generally opens on Tuesday morning.

If you see this message, please check the short calendar standing orders to determine whether the marking period is open.

Note: *Not all districts have civil and family short calendars on the same day. Family calendars in some districts, such as Bridgeport, New Haven, Waterbury and Hartford, are on a different day from civil matters so the marking periods would be different. Also, if a holiday*

occurs during the week, the short calendar marking period can be shortened. To avoid missing the marking period, look at the civil and family short calendar standing orders.

The [Civil](http://www.jud.ct.gov/external/super/Standorders/ElectronicCivil.htm) Short Calendar Standing Order can be found at the following link:
<http://www.jud.ct.gov/external/super/Standorders/ElectronicCivil.htm>.

The [Family](http://www.jud.ct.gov/external/super/Standorders/ElectronicFamily.htm) Short Calendar Standing Order can be found on the Judicial Branch website at the following link: <http://www.jud.ct.gov/external/super/Standorders/ElectronicFamily.htm> .

11. Do all motions and requests appear on the short calendar?

The Practice Book rules provide information on which matters appear on the short calendars. Generally, requests do *not* appear on the calendar, but most motions and objections *do* appear on the calendar. (Practice Book section 11-2) Exceptions to this general guide include a Motion for Default for Failure to Plead (Practice Book section 17-32), a Motion for Default for Failure to Appear (Practice Book section 17-20) and a Motion for Default and Judgment filed under Practice Book sections 17-24 through 17-28 (Practice Book section 17-29).

Also, Practice Book Section 17-31 provides that a reclaim must be filed in order to get certain motions on the short calendar, including motions for order of compliance in connection with discovery. (See question #13 below)

12. How quickly does a motion come up on the short calendar?

Unless a Practice Book rule requires a longer time period (see #13 below), matters will appear on the next available short calendar, which usually is within 10 - 14 days of the filing date.

13. I filed a motion and it still has not appeared on the short calendar. Why not?

It may not have appeared because the rules require that some motions appear on the short calendar no earlier than 45 days after filing (Motion to Dismiss – Practice Book section 10-31 and Motion to Strike - Practice Book section 10-40). Other motions will not appear on the short calendar until they are claimed or reclaimed, such as a motion for order of compliance or a motion for default for failure to comply with a request to revise (Practice Book section 17-31), which must be claimed ten days after filing, or a Motion for Summary Judgment (Practice Book section 17-45), which must be claimed not less than forty-five days after filing. Before you call the Clerk or the E-Services Support Line, you can check the Practice Book rules that govern your motion to see whether you need to file a reclaim to get your motion on the short calendar.

14. I filed a “notice” electronically, but it has never come up on the calendar. Why not?

When you are filing a document electronically, you select the name for your pleading. That name serves several purposes. It tells the judge, the clerk, other parties and anyone viewing the case detail page what document is being filed. It also directs the filing automatically to the appropriate place: to the file only, if nothing further is required from the court after filing; to the attention of the clerk or the casflow coordinator, if it requires some kind of action by either of those offices; or to the short calendar, if it is a pleading that must appear on the calendar. By selecting “notice” you told the system that no further action needed to be taken on the filing: a notice requires no judicial action and does not appear on the calendar.

15. How do I file a reclaim if I have marked my short calendar matter “off”?

A reclaim is not filed through the short calendar markings entry program.

Self-represented parties and attorneys with an exclusion from electronic services requirements can fill out the claim/reclaim form ([JD-CL 6](#)), which is available as a fillable form on the Judicial Branch website. The paper form must be mailed or faxed to the clerk’s office for filing.

Attorneys who are not excluded from electronic services requirements must file reclaims electronically through E-Services in any e-filable civil or family case. Self-represented parties who have enrolled in E-Services may file a reclaim electronically in any e-filable civil or family case once they have been approved for electronic access to the case.

To file a reclaim in *civil or family e-filable* cases, go to the **Superior Court E-Filing** page and go to the case detail page for your case by docket number, case name or from a list of your cases. You must then select **E-File a Reclaim** as the case activity using the dropdown on the case detail page.

16. If I have questions about the short calendar, who can I contact?

If you have questions about a matter that is on the calendar, you can call the clerk of the court where your action has been filed. The telephone numbers for each clerk’s office may be found on the Judicial Branch website at the following link:
<http://www.jud.ct.gov/directory/directory/location/>.

If you have questions about the electronic marking process, you can contact E-Services by email at eservices@jud.ct.gov or by telephone at (866) 765-4452.



Short Calendar and the Marking Process Quick Reference Guide

Revised 06/01/18

Questions?

E-Services Support Line: (866) 765- 4452

Eservices@jud.ct.gov

What is a short calendar?

The short calendar is a list of cases with motions or pleadings that require action by a judge. The motions or pleadings are usually filed by you or by another party.

How do I know my case is on the short calendar if I am representing myself?

In order to get any notices from the court or copies of documents filed by other parties in your case, you should file an Appearance. After you file an appearance, the court will send you a notice in the mail if your case is on the short calendar. The court sends the notice out at least a week before the calendar date. The notice tells you that a motion or pleading in your case is on the short calendar on the court date shown on the notice. The notice also gives you the telephone number to call, explains when to call, and lists the things you must say when you call.

Note: *Self-Represented Parties can mark motions or pleadings electronically in civil and family cases for which they have been approved for electronic access.*

How do I file an appearance in my case?

An appearance is an official court form ([JD-CL-12](#)) that you file with the court clerk. The appearance tells the court that you are representing yourself in a lawsuit. (Attorneys file an appearance for you if they represent you.) A self-represented party with electronic access to a case can file an appearance electronically. A paper form to file your own appearance can be obtained at any Superior Court clerk's office, Court Service Center or on the Judicial Branch website. Once you fill out the form, you can mail or fax it to the court. You do not have to go to the court in person to file an Appearance. If you have enrolled in E-Services and have been approved for electronic access to a case, you can file an appearance electronically in the case.

What do I have to do when I get a notice about a motion or pleading on the short calendar?

If the motion or pleading is one that you filed, and you are representing yourself, you have to let the court know whether you want the court to decide it by marking it. You have to choose one of the following marking options:

1. If your motion or pleading in a **civil matter** is listed as **ARG** (arguable) on the notice you received or on the calendar online or it is a family motion or pleading that is not related to discovery or deposition, and you want to come to court and present your claims about it to a judge, mark the motion or pleading **Ready**.
2. The court requires argument on some motions on Calendar 02 only even though they are listed as **NA** (non-arguable): Motion to open and modify judgment; Motion to open and vacate judgment; Motion to open judgment; Motion to open judgment and extend the law day; and Motion to open judgment and extend the sale date. To argue these motions on the calendar day, you must mark them **Ready**.
3. If your motion or pleading in a **civil matter** is listed as **ARG** (arguable) on the notice you received or on the calendar online, and you do not want to come to court but you want the court to decide it, you must mark your motion or pleading **Take Papers**.
4. If your motion or pleading in a **civil matter** is listed as **N/A** (non-arguable) and you want the court to decide it, you must mark it **Take Papers**. The court will decide the motion or pleading by reviewing the documents in the file that concern the motion.

What do I have to do when I get a notice about a motion or pleading on the short calendar? (continued)

5. If your motion or pleading in a **civil matter** is listed as **N/A** (non-arguable), you can ask the court for permission to come to court on a later date to present your claims to a judge by marking a motion or pleading **Take Papers** and filing a **Request for Argument Non-Arguable Civil Short Calendar Matter (JD-CV-128)**. If the court agrees to hear your argument, the clerk will send you another notice about a date to come to court. Do not come to court on the date listed on the notice that you received about the short calendar.
6. If your motion is a **family discovery or deposition motion**, it is considered non-arguable, and you must mark the motion **Ready** if you want the court to rule on it without a hearing.
7. If you have marked your motion or pleading, but you no longer want the court to decide it on the court date that is listed on the notice you received or on the calendar notice online, you must mark your matter **Off**.

Note: *If a request for argument has been granted on a non-arguable civil motion or the Court has granted or required argument on any other civil matter, you cannot mark it **Take Papers** when it appears on a calendar.*

How can a self-represented party with electronic access or an attorney without an exclusion mark a motion or pleading?

An attorney without an exclusion from electronic services requirements is **required** and a self-represented party with electronic access to a case is **permitted** to mark short calendar matters electronically in civil and family cases. Information on the electronic markings process is available on the other side of this card

How can a self-represented party without electronic access to a case or an excluded attorney mark a motion or pleading?

You will mark the matter by telephone call. The notice and the online calendar tell you when you must call the marking number. For example, if you have a civil case, the time you must call and mark your motion or pleading is between 9:00 a.m. on Tuesday and 4:00 p.m. Thursday, unless a state holiday occurs during the marking week. If a state holiday occurs, the marking period will usually be shorter. Check the online notice or the notice that was sent to you for more information.

What do I have to tell the court when I call?

You must give the court your name and the following information from the notice that was sent to you:

1. The calendar number (found at the top of the notice)
2. The position number of the case (found below the name of the case on the notice)
3. The name and docket number of the case
4. The entry number and the title of your motion or pleading
5. You must then tell the court the marking: **Ready, Take Papers** or **Off**. The marking tells the court what you want it to do with your motion or pleading. **Note:** In a family matter, the marking options are **Ready** or **Off**. A **Take Papers** marking is not allowed in family matters.
6. You must tell the court that other self-represented parties and attorneys have been told (notified) about the marking.

Do I have to tell attorneys and other self-represented parties about my markings?

Whether you mark your matters by telephone or electronically through E-Services, you must **tell the attorneys and other self-represented parties in the case** by telephone, fax or, if the other attorneys or self-represented parties have agreed in writing, by email, how you are marking your motion or pleading. Other parties must tell you how they are going to mark *their* motions or pleadings.

Do I have to come to court on the calendar date?

You have to come to court on the court date for motions listed as **ARG** (arguable) if you or another party marked the motion or pleading **Ready**. You do not have to come to court if the motion or pleading has been marked **Off** or **Take Papers**.

In civil matters, you have to come to court if the motion is an application for exemption, motion for modification of execution, motion for examination of judgment debtor, motion for approval of report of an attorney trial referee or fact-finder, or an objection to one of these motions, even if the motion or pleading has not been marked **Ready**.

In civil matters you should not come to court for motions or pleadings listed as N/A (non-arguable) and marked **Take Papers**.

In family matters you should not come to court for non-arguable family discovery or deposition motions that are marked **Ready**. All other family matters are considered arguable, and if you want to be heard on the matter, you must come to court on the calendar date.

How do I mark a short calendar matter electronically?

Attorneys without an exclusion and self-represented parties with electronic access to their files can mark civil and family matters electronically. To mark matters electronically, you must:

- Log in to E-Services from the Judicial Branch website at: <https://eservices.jud.ct.gov/login.aspx>
- Select **Superior Court E-Filing** from the E-Services menu
- Select **Short Calendars Markings Entry** from the menu page that appears
- Select the **Location** and **Court Type**

Note: You can select all locations and court types (civil or family) or you can select a specific location and court type.

- Select **Sort Results** to display cases by case name, docket number, location, entry number, calendar sequence number or motion
- Click **Search**

Note: Motions or pleadings display separately so the name and docket number of a case with more than one motion or pleading will appear more than once in the list.

- Each motion or pleading must be marked separately. For civil matters, select **Ready**, **Take Papers** or **Off**. For family matters, the marking options are **Ready** and **Off** only)
- Check the certification box
- Enter the name and telephone number of the person submitting the markings
- Click **Enter Markings** and print the *Short Calendar Markings Confirmation and Receipt* for your records.

Can I see a copy of the short calendar online?

The short calendars are posted on the Judicial Branch website. To see the short calendars, go to the following link: <http://civilingquiry.jud.ct.gov/ShortCalMenu.aspx>. Choose the court location where your case is filed and the date of the calendar you want to see.

Note: *Under the federal Violence Against Women Act of 2005, cases for relief from physical abuse, foreign protective orders, and motions that would be likely to publicly reveal the identify or location of a protected party may not be displayed and may be available only at the courts.*

What happens if the calendar is canceled or I miss the deadline for marking my motion or pleading?

If the calendar is canceled due to unexpected events or you missed the deadline for marking your motion or pleading, you may reclaim your motions by filing a reclaim, JD-CL-6. If the matter needs immediate attention by the court, you may apply for permission to schedule an earlier hearing date with the court.

Note: *All citations must be re-issued unless the court orders otherwise.*

If I make a mistake when marking a motion or pleading, or change my mind, how do I change the marking?

If the marking period is still *open*, you can:

- Call the telephone marking line again to make any changes to the marking you have entered; or
- Login to E-Services, select **Superior Court E-Filing** and then go to **Short Calendar Markings Entry**, and make any changes to the marking you have entered, if you are an attorney or a self-represented party with electronic access to your case.

You must tell the Court that other self-represented parties and attorneys were told about the changes. You must **tell other self-represented parties and attorneys** by telephone, fax or, if the other attorneys or self-represented parties have agreed in writing, by email, about any changes you make.

Where can I find more information about short calendars and the markings process?

Additional information about the civil and family short calendars, the markings process, and the marking periods is available on the Judicial Branch web site at the following link: <http://www.jud.ct.gov/external/super/StandOrders>.

Where can I find the forms to use to request argument on a non-arguable motion or pleading or to reclaim a motion or pleading?

You can get forms at any Superior Court clerk's office, Court Service Centers or on the Judicial Branch website at the following link: <http://www.jud.ct.gov/webforms/>

Who do I contact with questions about electronic markings?

For questions about the case, the motion, or scheduling, contact the clerk of the court where your file is located. For questions about the *electronic* short calendar markings process, call the E-Services Support Line: (866) 765-4452 or e-mail E-Services at eservices@jud.ct.gov.

Understanding the Display of Case Information

If you have a question that is not covered on this page about the information displayed for civil, family, housing or small claims cases, choose from the list of options found at [Contact Us](#) to send an e-mail. You may view additional information about the Judicial Branch by going to [Frequently Asked Questions](#).

Timeliness of information

Most case information is updated as the information is entered into the case management system, but scheduled events are updated nightly. **Short Calendars** are generally available on Thursday afternoon.

Short Calendars

The short calendar is a list of cases with motions or pleadings that require action by a judge or family support magistrate. Short calendars are generally scheduled each week in each judicial district.

Court Date	The date the calendar is scheduled for
Category	<ul style="list-style-type: none"> • Magistrate: Family Support Magistrate Short Calendars • Short Calendar - CV: Short Calendar for Civil Cases • Short Calendar - FA: Short Calendar for Family Cases
Case Name	Usually the Plaintiff versus (v.) the Defendant
District	The judicial district (JD) where the court is located
Docket Number	A unique number assigned to a case to identify the case. Each docket number starts with a three-letter location code, which represents the location of the appropriate court. These three letters are followed by two letters that tell the type of case: civil (including housing and small claims)(CV); or family (FA). The next two numbers represent the year the case was filed, followed by the seven digit docket number. The Docket Number must be on all documents filed with the court.
Entry No	An identifying number assigned to each motion, document or activity by the clerk's office or by the e-filing system. The entry number appears to the left of the document name on the short calendar and on the case detail page. Certain documents are not assigned a number, such as an appearance or a reclaim.
List No.	The number of the calendar. The calendars are numbered from 01 to 10 in every district. Some districts have additional short calendar numbers from 11 to 18, for individual calendaring judges' short calendars. Short Calendar - CV 01 lists arguable matters; 02 lists foreclosure matters; 03 lists special proceedings; 10 lists non-arguable matters; Short Calendar - FA 04 and 05 list family matters. Some districts have Short Calendar - FA 06 as well. Family Support Magistrate Calendars do not necessarily have the same calendar numbers from location to location. When the calendar displays, the position number for the motion or objection appears to the left of each matter on the calendar.
Location	The city or town where the court is located
Motion/Objection	A brief description of the name of the motion or pleading that is on the calendar
Posted	The date when the calendar is posted on the website

Attorney/Firm Case List

To see a list of the cases in which an attorney or law firm has filed an appearance, select this link and enter the juris number of the attorney or firm. **The list will include civil and family cases, housing session cases filed on or after March 1, 2016, and small claims cases filed on or after October 16, 2017 or small claims cases filed before October 16, 2017 and then transferred to the small claims docket in the appropriate judicial district or housing session location, subject to the disclaimer found on the Case Look-up homepage. Go to the case look-up pages for housing and small claims cases for more information.

Attorney/Firm Look-up

To find the juris number and other information about an attorney or firm, choose this link and enter the juris number or the name and the city or town, if you know it. The inquiry displays information about firms and information about attorneys admitted to practice law in Connecticut. It also shows the attorney's licensing and disciplinary history.

Party Name Search

To look for a case, you can type the last name or part of the name of any party in the case or the name or part of the name of a business, firm or company party. If you are not sure of the correct spelling of a name, you can enter a few letters of a name. For example, you could enter SMITH or SMI in the Last Name field and get a list of all cases with party names beginning with SMITH or with SMI.

If the party name you are searching for has an apostrophe, search for the name both with the apostrophe and without the apostrophe. For example, you would enter **O'Connor** (with the apostrophe) in the Last Name field and get a list of cases, and then enter **OConnor** (without the apostrophe), and get a different list of cases. The system search looks for an exact match, and the results of your search can be different depending upon how the name was entered in the system when the case was filed.

Case Detail Screen (with Parties & Motions)

The Case Detail Screen contains a history of a case including a list of parties, attorneys, motions, pleadings, objections filed, and the status of each. This screen displays information about the case in six sections:

1. Case Header

Case Name	Usually the Plaintiff versus the Defendant
Case Type	Cases are identified by the major and minor case type codes used on the summons. A complete list is found in form JD-CL-134 .
Docket Number	A unique number assigned to a case identify the case. Each docket number starts with a three-letter location code, which represents the location of the appropriate court. These three letters are followed by two letters that tell the type of case: civil (including housing and small claims)(CV); or family (FA). The next two numbers represent the year the case was filed, followed by the seven digit docket number. The Docket Number must be on all documents filed with the court.
File Date	The date the case was filed
Return Date	The date on which the 90-day waiting period for a divorce begins. Also, the date that starts the countdown for things taking place in a case, such as the deadlines for filing certain papers, including the date by which the defendant should <i>file</i> an appearance. Nothing happens in court on the return date and no one needs to go to court on the return date.

2. Case Information

Case Type	Cases are identified by the major and minor case type codes used on the summons and the explanation of what the code means.
Court Location	The city/town where the court is located for a case
Financial Disputes/Parenting Disputes	For family cases only, the case detail will display the status of any financial or parenting disputes.
Last Action Date	The date the data was entered, not the actual date of the action taken
List Type	For civil cases only, a party will file a certificate of closed pleadings and claim the case to a specific trial list. The list is displayed on the case detail. Administrative Appeals (AA) - The case appears on the administrative appeals calendar. Court (CT) - The case has been claimed for a trial before a judge. Hearings in Damages (HD) - The case has been claimed for a hearing on the issue of the amount of damages only. Jury (JY) - The case has been claimed for a trial before a jury. No List Type – A party has not yet filed a certificate of closed pleadings to claim the matter to a trial list.
RFTD Referral/RFTD Accepted	A family case can be referred to the Regional Family Trial Docket and that referral can be accepted or declined.
Trial List Claim	Displays the date a party filed a certificate of closed pleadings to claim a matter to the trial list.

3. Disposition Information

Disposition	Displays a description of the way that the case is settled or resolved
Disposition Date	The date the court entered judgment or dismissed the case, or the case was withdrawn
Judge/Magistrate	The name of the Judge or Magistrate who entered the judgment or dismissal

4. Party/Appearance/ IV-D Authorized Filer Information

Party Information	The name, juris number (if applicable), address, and telephone number (if available) of the attorney(s) representing each party or of a self-represented party. All party names will display, but a party's address only displays if the party has filed an appearance as a self-represented party.
File Date	The date the attorney or self-represented party filed an appearance.
Non Appearing	Display indicates the party has not filed an appearance with the court.

Party Category	The type of party is displayed, such as plaintiff, defendant, or DSS (Family).
Party Number	The number of the party. Plaintiffs and Defendants are assigned numbers when the names are entered as parties in a case. 'P' indicates party is a Plaintiff, 'D' indicates party is a Defendant. Other common indicators are Family (F) (such as an authorized IV-D filer) and Other (O) (such as a Committee).
Party Type	The type of party, including person, firm or corporation, government entity, or executor/administrator.
5. Motions/Pleadings/Documents/Case Status	
Arguable	If a "Yes" appears, the motion or objection <i>can</i> be argued on a Short Calendar provided the motion is marked when it appears on the short calendar.
Description	The name of the motion or pleading that was filed.
Entry Number	An identifying number assigned to each motion, document or activity by the clerk's office or by the e-filing system. The entry number appears to the left of the document name on the short calendar and on the case detail page. Certain documents are not assigned a number, such as an appearance or a reclaim.
Filed By	The party who filed the document or took the action in the case is identified: P for Plaintiff; D for Defendant; and C for Court are common identifiers.
File Date	The date the document was filed
Result	A brief description of what happened to the motion or objection, including the name of the judge, magistrate or clerk who acted on the motion or objection and the date the motion or objection was acted on.

6. Scheduled Court Dates

Date	Date of the event
Event Description	Events include scheduled events, such as trial management conferences, pretrial conference, jury selection/trial, or short calendar matters. Short calendar events include the calendar number and the position number, for example: Short Calendar SC-01 #001.
Status	Provides information on whether the event is proceeding or has been marked off. If the scheduled event is a short calendar matter, the status is not displayed because status is determined by markings made by the parties as required by the calendar notices and the civil or family standing orders.
Time	The scheduled time of the event. For short calendar matters, the time is not displayed. That information is available on the short calendar notice.

PREPARING FOR SHORT CALENDAR

John G. Miller of Hassett & Donnelly, P.C.

A. PREPARING FOR YOUR APPEARANCE AT SHORT CALENDAR

- Preparation, preparation, preparation: Know your motion or objection. Know your opponent's motion or objection.
- Know exactly what the legal issues are, the factual background of the case, and the relevant case law.
- Read **all** of the cases cited in all of the motions, objections, and reply memorandums.
- Make a 1-page summary for yourself of key parties, facts and case history, and law, if necessary.
- Review the file – know it!
- Realize that the universe of law and facts are limited to what has been briefed in the motions, objections and reply memorandum.
- If another attorney in your office has had prior discussions with opposing counsel about the motion or case, find out about it and see if any agreements were reached.
- Confirm that the motion or objection was marked ready and that attendance to court is required.
- Review the "case detail" page to verify whether any new filings have been made before you leave for short calendar. Case lists for attorney and firms in eservices may now be filtered in various ways, including sorting by "latest activity." Before leaving for short calendar, you should double eservices to determine whether any additional filings had been made that are relevant to your short calendar appearance.
- Although eservices access from foreign IP addresses is generally blocked, attorneys traveling overseas can request temporary access for a specific IP address on a temporary basis. Contact the judicial branch help desk at 860-282-655 or helpdesk@jud.ct.gov.
- In case of inclement weather, go to the judicial branch web page to view any courthouse delays/closures. Note that the judicial branch also posts information regarding courthouse closures for other reasons (building issues, emergencies, and so forth), but these are very rare.
- Twitter users can also follow the judicial branch for timely notifications of courthouse closures, delays and other news at @CTStateCourts.

- Get directions to the specific courthouse. Please note that certain judicial districts have multiple courthouses within the same town or city. Although civil cases are typically heard at one individual courthouse, motions are occasionally heard at courthouses that usually hear criminal or family matters.
- Factor in traffic conditions.
- Ask someone in your office who has been to the particular court about parking. If you are not familiar with the area around the courthouse, arrive early to ensure you are able to find parking. Make a point of familiarizing yourself with the areas around frequently visited courthouses so that you have a backup parking option if the primary lot is full.
- There are often long lines to get into the building on short calendar days. Some courthouses have designated attorney lines for passing through the metal detectors.
- Learn the short calendar custom and procedure for the specific courthouse. In some courthouses, short calendar is always held in the same court room. In other courthouses, short calendar matters are divided up into different courtrooms. Arrive early if you are unfamiliar with the procedure.
- Plan on being at court for short calendar, from the beginning to the end, until about lunch time. Often you do not know your exact time or how long you will be in court.

B. WHAT TO BRING WITH YOU

- The file, or relevant portions thereof (only if the whole file is too voluminous to carry to court).
- Have a separate folder dedicated to additional copies of the motion, objection and reply memorandum and all of the cases cited within those memorandums.
- A copy of the short calendar – you can follow along as the judge calls each case on the list. These are often available at the courthouse.
- Know if the case has been specially assigned to an individual judge.
- Even if you do not have a full copy of the short calendar, make a habit of noting the calendar and position number on your matter. (The calendar is listed at the top of the first page of the calendar. The position number is the number listed next to the docket number on the case caption on the short calendar). In the event you have to ask questions about your matter (either in court or at the clerk's office), court personnel might ask you about the calendar and position numbers. The short calendar is not organized by case name, so this is the most convenient way to identify the matter so the court personnel can find it quickly.

- A copy of your short calendar marking to prove that the opposing counsel was notified of your motion (a 1-page fax confirmation sheet reflecting successful transmission is helpful).
- Proof of service, if necessary.
- Money for parking, including coins for parking meters or your firm's courthouse parking I.D. tag.
- Another file to work on, if you know your motion cold – you could be there awhile.

C. WHERE TO GO/WHAT DO I DO WHEN I GET TO THE COURTHOUSE?

- Get the court EARLY!
- Most short calendars start at 9:30 a.m. but check for any specific scheduling time.
- The courtroom number is often identified on the short calendar list, but sometimes the courtroom number changes. In some districts, check in at the case flow information desk in the courthouse lobby for your courtroom assignment. Be sure to have your calendar and position numbers ready.
- The short calendar list is often posted outside the courtroom and copies of the lists are sometimes available inside the courtroom.
- Don't panic: Ask a Marshall or clerk.
- In many courthouses, counsel sit toward the front of the courtroom during calendar call, or even in the jury box. Generally, however, sit in the gallery unless there are no seats left. Do not stand.
- Find your opposing counsel before roll call, if possible.
- Although this practice varies from district to district and courtroom to courtroom, check in with the clerk to ensure that you are in the correct courtroom and that your matter is scheduled to proceed.

HOW TO PROPERLY AND EFFECTIVELY PRESENT YOUR ARGUMENT

Gerald L. Garlick of Gfeller Laurie, LLP

A. PRELIMINARIES -ROLL CALL

- If you have not been to the particular court before, get there early. Before the judge comes onto the bench, go up and talk to the clerk and find out how the judge will call the calendar. There might be a local custom that you should know about.
- Once Court is in session, the judge will generally go through the short calendar list, case name by case name in order. (It's a lot like going through an attendance list.) Be aware, however, that some judges simply call the cases in order.
- Do not assume that you will be heard last if your case is last on the list. Be there for the start of the calendar.
- For some calendars where one or two firms might have multiple cases (e.g. the property/foreclosure calendar), the Court might ask you to indicate if your case is a "single matter" for you when the roll call is taken
- Some judges might ask if there is any attorney who needs to get to another courthouse that morning
- Pay attention and be prepared to tell the Court that your Motion is ready to be heard for oral argument.
- When your case is called, stand and state who you are and indicate your side is present and ready (i.e. "Counsel for the defendant is present and ready Your Honor" or "Ready for the plaintiff.>").
- The judge may ask you how much time your argument will take. Be honest and accurate. (Just say the time frame, nothing about the substance of your Motion.) Judges know that lawyers are notoriously terrible at estimating the time it will take, so do your best to be as accurate as possible.
- If your case is not called during the roll call, alert the Court that you are there on that particular matter (it is helpful to have the calendar and position number handy to identify your case).
- If your opponent does not appear, the Court will generally pass the matter until all parties are present or ask that you step out into the hallway to call opposing counsel to verify that someone will appear.
- Once the roll call is gone through, the Court will start to hear oral argument for each case.

- Your case will be called when it is your time to be heard. Go to one of the counsel tables directly in front of the judge.

- Wait until the judge tells you to proceed with your argument.

B. ARGUING YOUR MOTION OR OBJECTION

- Introduce yourself, your firm, who you represent, and the name of your Motion.

- Summarize relevant facts, legal issues, and your client's position.

- Get to the point. This is, after all, “Short” calendar.

- Refer the judge to your written Motion for more details in your summary. Do not refer the judge to the materials if questioned on a particular issue, however, always orally answer any questions.

- Do not assume that the judge read your Motion/Memorandum.

- If the judge tells you that she/he has read your motion, skip the facts and background of your case and move on to the heart of your legal issues.

- Be prepared to answer questions. If you do not know the answer, don't make one up. If necessary, ask for additional time and request permission to file an addendum to your Motion.

- **NEVER** tell the judge that this Motion is not your file or case. It's your law firm's client! Know the case and be prepared.

- Do not interrupt or argue with the judge. When she/he starts talking- stop!

- Absent unusual circumstances, do not interrupt your opponent's argument.

- When not speaking or being questioned, sit down.

- When the argument is over, thank the judge and leave the counsel table. If you have another matter to be heard, go sit down and wait for your other case to be called.

C. CIVILITY TO THE COURT AND OPPOSING COUNSEL

- Be nice to the clerk. You will need their help someday.

- Always be on your best behavior and be professional.

- Remember that everything you say is on the record.

- Do not be late. Early is on time.

- Do not talk when court is in session.
- Turn off your cell phone or risk losing it
- Do not put your hands in your pockets.
- Do not put your briefcase on the counsel table.
- Do not interrupt or cut off the judge or opposing counsel, even if they do it to you.
- Do not misstate any facts or case law holdings. You are obligated to be candid with the court and you are building a reputation. You will see this judge again someday. It will take a long time to build a reputation for honesty and candor, but you can lose that reputation in one minute.
- Do not be afraid to be assertive and determined. You are there to win for your client.