

**To:** Del Ciampo, Joseph  
**Subject:** RE: Proposal to amend Practice Book Sections 3-1 and 3-1 regarding appearances

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**From:** Albis, Michael A.  
**Sent:** Thursday, December 3, 2020 12:57 PM  
**To:** Del Ciampo, Joseph <[Joseph.DelCiampo@jud.ct.gov](mailto:Joseph.DelCiampo@jud.ct.gov)>  
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**Subject:** Proposal to amend Practice Book Sections 3-1 and 3-1 regarding appearances

Dear Attorney Del Ciampo,

I am attaching a letter to Justice McDonald in his capacity as the Chair of the Rules Committee, concerning proposed amendments to Practice Book Rules 3-1 and 3-3 governing appearances. Also attached is the text of the proposed changes.

Please feel free to contact me if there are any changes. Thank you.

Hon. Michael A. Albis  
Judge, Superior Court  
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STATE OF CONNECTICUT  
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**Michael A. Albis**  
Chief Administrative Judge  
Family Division

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December 3, 2020

Hon. Andrew J. McDonald  
Chair of the Rules Committee of the Superior Court  
Connecticut Supreme Court  
231 Capitol Avenue  
Hartford, CT 06106

RE: Proposal to amend Practice Book Sections 3-1 and 3-3 to add email address requirement

Dear Justice McDonald:

I am writing to propose amendments to the above Practice Book sections that would require the inclusion of the filer's email address on writs, appearance forms, and limited appearance forms. I am attaching a copy of the rules with the proposed changes.

The current pandemic has required our courts to rely heavily on the use of remote video hearings in lieu of in-person court appearances. The Microsoft Teams platform that we use for most such proceedings requires sending an email to the participants that includes an internet link to the virtual "room" in which the hearing is to be held. If the court does not already have the email addresses of the attorneys and self-represented litigants, the court must first order the parties to provide their email addresses, adding a step and time to the scheduling process.

I have discussed the specific proposal to amend Section 3-3, regarding appearance forms, with Chief Administrative Judges Abrams, Conway, and Gold, and with Chief Family Support Magistrate Ferguson, all of whom have voiced their support for it. In the process of preparing the proposal for submission, I realized that a similar requirement would be useful in the case of appearances which are deemed entered by the plaintiff or plaintiff's attorney upon filing a writ pursuant to Section 3-1. As a result, I am including a proposed revision of Section 3-1, which I believe is consistent with the intent of the proposal to amend Section 3-3. I have not previously discussed the proposal to amend Section 3-1 with the other Chief Administrative Judges and Magistrate Ferguson, but I am copying them now on this letter so that they will have that proposal as well, and the opportunity to comment on it if they wish.

Appearance form JD-FM-12 already contains a box in which to insert the filer's email address. However, a change in the instructions for the form would be needed, as the current instructions indicate that completion of the box is optional, stating as follows:

**"Email Address**

If you do not have an email address, leave this blank. You may not want to give an email address that is not private."

I have spoken with Court Operations, who have indicated that if the rule is changed as requested, the appearance form instructions would be changed to language to the following effect (subject to Legal Services review):

**"Email Address**

If you have no email address **and are unable to obtain one**, so state. If you do not want to disclose your usual email address, you may create a separate email account for use in this case. The court needs your email address to allow you to participate in hearings held by remote video."

Juvenile Court appearance form JD-JM-13 also contains a box for entry of an email address, and a similar instruction may be appropriate for that form should the proposed amendment be adopted. The writ/summons form would also likely need to be reviewed.

Please do not hesitate to contact me if there are any questions, or if you would like me to attend a meeting of the Rules Committee about this request. Thank you very much.

Respectfully yours,

*Michael A. Albis*

Michael A. Albis

Chief Administrative Judge, Family Division

cc: Hon. Patrick L. Carroll III  
Hon. Elizabeth Bozzuto  
Hon. James W. Abrams, Chief Administrative Judge, Civil Division  
Hon. Bernadette Conway, Chief Administrative Judge, Juvenile Division  
Hon. David P. Gold, Chief Administrative Judge, Criminal Division  
Hon. Michael L. Ferguson, Chief Family Support Magistrate  
Attorney Joseph J. Del Ciampo

### **Sec. 3-1. Appearance for Plaintiff on Writ or Complaint in Civil and Family Cases**

When a writ has been signed by an attorney at law admitted to practice in the courts of this state, such writ shall contain the attorney's name, juris number, mailing address, [and] telephone number, and email address, all of which shall be typed or printed on the writ, and the attorney's appearance shall be entered for the plaintiff, unless such attorney by endorsement on the writ shall otherwise direct, or unless such attorney shall type or print on the writ the name, address, juris number, [and] telephone number, and email address of the professional corporation or firm, of which such attorney shall be a member, entering its appearance for the plaintiff. The signature on the complaint of any person proceeding without the assistance of counsel pursuant to Section 8-1 shall be deemed to constitute the self-represented appearance of such party, who shall be required to type or print on the writ the party's name, mailing address, telephone number and e-mail address.

### **Sec. 3-3. Form and Signing of Appearance**

(a) Except as otherwise provided in subsection (b), each appearance shall: (1) be filed on Judicial Branch form JD-CL-12, (2) include the name and number of the case, the name of the court location to which it is returnable and the date, (3) be legibly signed by the individual preparing the appearance with the individual's own name and (4) state the party or parties for whom the appearance is being entered and the official (with position or department, if desired), firm, professional corporation or individual whose appearance is being entered, together with the juris number assigned thereto, if any, the mailing address, [and the] telephone number and email address.

(b) Each limited appearance pursuant to Section 3-8 (b) shall: (1) be filed on Judicial Branch form JD-CL-121; (2) include the name and number of the case, the name of the court location to which it is returnable and the date; (3) be legibly signed by the individual preparing the appearance with the individual's own name; and (4) state the party or parties for whom the appearance is being entered and the official (with position or department, if desired), firm, professional corporation or individual whose appearance is being entered, together with the juris number assigned thereto if any, the mailing address, [and the] telephone number and email address; (5) define the proceeding or event for which the lawyer is appearing; and (6) state that the attorney named on the limited appearance is available for service of process only for those matters described on the limited appearance. All pleadings, motions, or other documents served on the limited appearance attorney shall also be served in the same manner on the party for whom the limited appearance was filed. For all other matters, service must be made on the party instead of the attorney who filed the limited appearance, unless otherwise ordered by court.

(c) This section does not apply to appearances entered pursuant to Section 3-1.

*Commentary: These changes will facilitate the scheduling of remote proceedings, which requires the court to email a Microsoft Teams link to the participants.*