

**APPEARANCE**

JD-CL-12 Rev. 2-25  
P.B. §§ 3-1 through 3-12, 10-13, 25-6A, 25a-2, 25a-3

**This form is available  
in other language(s).**

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



**There are instructions and important notices on page 2 (the back) of this form.  
Read page 2 before filling out this form.**

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

Return date (For Civil/Family cases)
Docket Number

**Name of case** (Full name of first Plaintiff v. Full name of first Defendant) Note: In Criminal/Motor Vehicles cases, the Plaintiff is The State of Connecticut

<input type="checkbox"/> Housing Session	<input type="checkbox"/> Judicial District	<input type="checkbox"/> Geographic Area	Address of court (Number, street, town and zip code)	Scheduled court date (Criminal/Motor Vehicle cases only)
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**Enter the Appearance of**

Name (Your name or name of official, firm, professional corporation, or individual attorney)			Juris number (For attorney/law firm)	
Mailing address		Post Office box number	Telephone number (Area code first)	
City/town	State	Zip code	Fax number	E-mail address

in the case named above for: (Select one of the following parties. See descriptions/notes on page 2 of this form.)

**PLAINTIFF**

- The Plaintiff.
- All Plaintiffs.
- The following Plaintiff(s) only:  
\_\_\_\_\_

**DEFENDANT**

- The Defendant.
- All Defendants.
- The following Defendant(s) only:  
\_\_\_\_\_

Other (Specify): \_\_\_\_\_

This is a **Family Matters** case (such as divorce, custody, or child support). My appearance is for: (Select one or both)  
 matters in the Family Division of the Superior Court       Title IV-D Child Support matters

This is a **Criminal/Motor Vehicle** case, and I am filing this appearance as  a Public Defender or  Assigned Counsel  
 This appearance is for the purpose of a bail hearing only. (Special Public Defender)  
 This appearance is for the purpose of alternative arraignment proceedings only.

If an appearance by other counsel or self-represented party is on file for this party/parties, select one option below:

- This appearance is in place of the appearance of: \_\_\_\_\_  
*Name and Juris Number (if applicable) to be replaced*
- This appearance is in addition to an appearance already on file.

I agree that documents can be delivered (served) to me electronically in this case.  Yes  No

**Any attorney who is not exempt from e-filing is required to accept electronic delivery. (Practice Book Section 10-13)**

Signed (Individual attorney or self-represented party)	Name of person signing at left (Print or type)	Date signed
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**Certification**

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

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

**FOR COURT USE ONLY**

\*If necessary, attach additional sheet or sheets with name and address which the copy was or will be mailed or delivered to.

Signed (Signature of filer)	Print or type name of person signing	Date signed
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## Instructions

Do not use this form for Juvenile cases.

1. Type or print clearly in dark ink.
2. Fill out page 1, including the Certification section at the bottom.
3. Make a copy of the completed form and keep it for your records.
4. File your completed form with the court clerk.
5. For **Criminal and Motor Vehicle cases**: Mail or deliver a copy of the appearance to the prosecutor.  
For all other cases: Mail or deliver a copy to all counsel and self-represented parties of record.

### Notice for Civil cases, including Housing Matters and Small Claims

If a party who has been defaulted for failure to appear files an appearance before the entry of judgment after default, the default will automatically be set aside by the clerk.

### Notice to people representing themselves

People who represent themselves in court are called **self-represented parties**.

### Self-represented parties: Which party do I select on page 1?

You are a **plaintiff** if...

- You filed this court case to sue someone.
- You are the one who started this court case.
- Your name is listed before the "v." in the name of case on court documents.

If you are the **ONLY** plaintiff, select "The Plaintiff".

If there is more than one plaintiff, select "The following Plaintiff(s) only" and write your name on the line.

You are a **defendant** if...

- This is a criminal or motor vehicle case.
- You are being sued.
- Your name is listed after the "v." in the name of case on court documents.
- Your landlord started this case to evict you.
- You were served with the court papers at the beginning of this case.

If you are the **ONLY** defendant select "The Defendant".

If there is more than one defendant, select "The following Defendant(s) only" and write your name on the line.

Select **Other**...

- If you and your spouse filed a nonadversarial divorce, select "Other" and write if you are Petitioner A or Petitioner B on the line.
- If you asked the court to let you intervene and you are listed as an intervenor, select "Other" and then describe who you are.
- If you are listed as a party to the case for some other reason, select "Other" and write who you are in the case on the line.

### Self-represented parties in Family Matters: Filing "in addition to" an attorney (dual representation)

If you are a self-represented party who is filing an appearance "in addition to" an attorney who already has an appearance in this court case, be aware of the following:

- Any document being filed on your behalf must be signed by your attorney pursuant to Practice Book Section 4-2.
- If a document being filed on your behalf is not signed by your attorney, the court may order that the matter be stayed (delayed) until the attorney adopts the document.
- If you inform the court that there is no attorney actively representing you, the court may delay the matter until you file a new appearance "in place of" your attorney(s).
- If your attorney does not adopt your motion and the motion is not disposed of or withdrawn:
  - You are responsible for prosecuting or litigating that motion.
  - An attorney for any other party on the case may contact you directly with respect to the subject matter of that motion.
  - If multiple motions are scheduled for hearing at the same time, one or more of which have been adopted by your attorney and one or more of which have not, it is up to the court how to proceed.
- If you file any other document that is not signed by your attorney, it is up to the court how the document will be treated.

### Self-represented parties: Address changes

If you are a self-represented party, you must give notice if your mailing address changes after you file an appearance.

You must tell the court and all attorneys and self-represented parties of record your new mailing address by filling out another appearance. Select the box at the top of page 1 of this form and fill out the rest of page 1 using your new mailing address.

### Notice to attorneys/law firms

1. Except as noted below, if you are an attorney, you are not exempt from e-filing, and the file in this case is electronic, do not use this form. **File your appearance in the E-filing system.**
2. Notices from the court will be mailed to the address associated with your Juris Number. You cannot use this form to have the court mail notices to a different address.
3. If you are an attorney admitted pro hac vice or filing on behalf of a non-party, you must file this form on paper with the clerk.

For information on ADA accommodations,  
contact the Centralized ADA Office at  
860-706-5310 or go to: [www.jud.ct.gov/ADA/](http://www.jud.ct.gov/ADA/)