

**ASSIGNMENT FORM -  
APPELLATE COURT**

JD-AC-14 Rev. 4-16  
P.B. Sections 60-8, 62-7, 69-3, 70-1

**ADA NOTICE**  
The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

CONNECTICUT JUDICIAL BRANCH  
**APPELLATE CLERK**  
231 Capitol Avenue  
Hartford, CT 06106



**Notify the Appellate Clerk's Office:**

1. If you have appeals ready for assignment in the Appellate Court and the Supreme Court, or multiple ready cases pending in one court.
2. If you have a **compelling** reason(s) for not assigning a case during the next upcoming term of Court. **Date(s) and reason(s) MUST be provided.**
3. If all counsel of record who have filed or adopted a brief would like to waive oral argument. Practice Book Section 70-1.

Appeal docket number(s) \_\_\_\_\_

Appeal caption(s) \_\_\_\_\_

Arguing attorney or self-represented party \_\_\_\_\_

Law firm (if applicable) \_\_\_\_\_

Party/parties represented \_\_\_\_\_

List the date(s) and reason(s) that you are unavailable to argue this appeal during the \_\_\_\_\_ term:

Date	A.M., P.M., or entire day	Reason(s) for unavailability*

**\*Please note that Supreme and Appellate arguments take precedence over all other Judicial Branch assignments. See Practice Book Section 69-3.**

If you have multiple appeals appearing on the Supreme and/or Appellate Court Docket, please list them below:

\_\_\_\_\_

If you have appeals which should be heard together, please list them below:

\_\_\_\_\_

Check to indicate a copy of this request has been mailed to each client who is a party to this appeal

I certify that a copy of the document(s) that I am filing has been delivered on \_\_\_\_\_ to each other counsel of record and I have included their names, addresses, e-mail addresses and telephone and facsimile numbers; the document(s) have been redacted or do not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order or case law; and comply with all applicable rules of appellate procedure in accordance with Practice Book Section 62-7.

*If you have an exemption from e-filing under Practice Book Section 60-8, attach a list with the name, address, e-mail address, telephone number, and facsimile number of each counsel of record and the address where the copy was delivered.*

Signed (Counsel of record) ▶	Date signed
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Names, addresses and numbers included on separate page.