

**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 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.

3. How do I get notice that I have a matter on the short calendar if I am an attorney?

Notice of short calendar matters is provided to attorneys and law firms through E-Services. When an attorneys or law firms 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 Civil/Family 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 home page said there were 10 future calendar matters. Why?

When you click on the link on the **Superior Court E-Filing** page, the system will default 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 call.

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 to 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 fifteen days after filing (Motion for Summary Judgment -Practice Book section 17-45) or 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). 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 since a notice 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.