

HOW TO SERVE (DELIVER TO DEFENDANT) A SMALL CLAIMS WRIT AND NOTICE OF SUIT

JD-CV-122 New 1-11

The person or business filing a lawsuit is the plaintiff. The plaintiff, or his or her representative, must serve (deliver) the Small Claims Writ and Notice of Suit separately on each defendant using 1 of the 4 methods listed below, except that for each defendant who is an out-of-state business (a business organized under the laws of a state other than Connecticut), the plaintiff must pay a proper officer to serve the defendant as described in number 4. There are special requirements for service on (delivery to) out-of-state insurance companies. The requirements are in Chapter 697, Title 38a of the Connecticut General Statutes and you may find information on the Connecticut Insurance Department website at: www.ct.gov/cid.

- 1. By priority mail with delivery confirmation:** fill out a Small Claims Writ and Notice of Suit, JD-CV-40, and attach any related documents you wish to file with the Writ; keep the original Writ and documents and mail a copy of the Writ and documents, and the Instructions to Defendant, form JD-CV-121, to each defendant. When you have the delivery confirmation(s), file the original Writ and documents, a Statement of Service, JD-CV-123, for each defendant, and the delivery confirmation(s) with the court.
- 2. By certified mail, return receipt requested:** fill out a Small Claims Writ and Notice of Suit, JD-CV-40, and attach any related documents you wish to file with the Writ; keep the original Writ and documents and mail a copy of the Writ and documents, and the Instructions to Defendant, form JD-CV-121, to each defendant. When you receive the signed return receipt(s), file the original Writ and documents, a Statement of Service, JD-CV-123, for each defendant, and the signed return receipt(s) with the court.
- 3. By a nationally recognized courier service providing delivery confirmation:** fill out a Small Claims Writ and Notice of Suit, JD-CV-40, and attach any related documents you wish to file with the Writ; keep the original Writ and documents and have a copy of the Writ and documents, and the Instructions to Defendant, form JD-CV-121, delivered to each defendant. When you receive the tracking information showing delivery, file the original Writ and documents, a Statement of Service, JD-CV-123, for each defendant, and the delivery confirmation(s) with the court.
- 4. By a proper officer, for example, a marshal:** fill out a Small Claims Writ and Notice of Suit, JD-CV-40, and attach any related documents you wish to file with the Writ; keep a copy of the Writ and documents; give the original Writ and documents, and the Instructions to Defendant, form JD-CV-121, to the officer to serve (deliver); after the officer serves (delivers) the Small Claims Writ and Notice of Suit, he or she will file the original Writ and documents with the court along with his or her return of service (a written statement describing how the writ was served).

The Small Claims Writ and Notice of Suit must be returned to the court not later than 1 month after the date of service.

When the clerk receives the Small Claims Writ and Notice of Suit, the clerk will set an answer date and will send a notice to all plaintiffs or their representatives of the docket number and answer date. The clerk will also send an answer form that includes the docket number and answer date to each defendant at the addresses provided by the plaintiff.

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/.