

# WELCOME TO SUPERIOR COURT, ONE COURT STREET

This brochure includes helpful tips to facilitate your court visit. If you have any suggestions, please leave them in the suggestion boxes located at the Clerk's Office or Law Library, both on the second floor.

## COURT CASES heard here

- Child Protection
- Child Support
- Civil
- Criminal
- Family
- Housing
- Motor Vehicle
- Small Claims
- Traffic Ticket

## This is a SMOKE FREE FACILITY

Courthouse Hours: 9:00 a.m. to 5:00 p.m., Monday through Friday, except on legal holidays, with entry into the lobby allowed at 8:30 a.m. The courthouse is wheelchair accessible. Storm and weather cancellations are broadcast on WMRD-AM 1150, WLIS-AM 1420, or WTIC-AM 1080.

## BUILDING DIRECTORY

There are **restrooms** and **drinking fountains** located on floors 1 through 6. **Pay telephones** and **public conference rooms** are located on most floors of the courthouse. **Daily schedules** are available at the Public Information Desk and Court Service Center in the lobby and at each Clerk's Office.

### Ground Floor:

Bail Commission **G08**

### First Floor:

Child Protection **100**  
Court Service Center **113**  
Courtrooms **1A, 1B**  
Criminal Clerk **100**  
Housing Specialist **110** (Mondays only)  
Information Desk **Lobby**  
Public\* **107, 111, 112**  
State's Attorney **114**  
Victim Advocate **114**

### Second Floor:

Civil Clerk **200**  
Housing Clerk **200**  
Law Library **208**  
Public Defender **204**  
Marshal **207**  
Small Claims Clerk **200**  
Snack Bar **205**

### Third Floor:

Courtrooms **3A, 3B, 3C, 3D**  
Public\* **303, 304, 305, 306, 308, 309, 318, 319**  
Regional Family Trial Docket **3C**

### Fourth Floor:

Adult Probation Intake **416**  
Courtroom **407**  
Family Services **416**  
Hearing Room **415**  
Public\* **406, 408, 410, 411, 412, 413**

### Fifth Floor:

Civil/Family Caseflow **526**  
Courtrooms **5A, 5B, 5C, 5D**  
Hearing Rooms **511, 519**  
Public\* **506, 507, 508, 509, 510, 515, 516, 517, 518**

### Sixth Floor:

Hearing Room **606**  
Judges' Secretary **607**  
Jury Clerk **603**  
Public\* **604, 605**

\* Conference Rooms

## DIRECTIONS TO SUPERIOR COURT 1 COURT STREET, MIDDLETOWN

**From New Haven and Points Southwest:** Take I-91 North to Exit 22 (Route 9 - Middletown). Continue on Route 9 to Exit 14 (DeKoven Drive). Turn right onto DeKoven Drive. Take the second left onto Court Street. The courthouse is on the corner. Public parking garage is the second driveway on the left. The first two hours are free.

**From Hartford and Points North:** Take I-91 South to Exit 22 (Route 9 - Middletown). Take Exit 14 (DeKoven Drive). Turn right onto DeKoven Drive. Take the second left onto Court Street. The courthouse is on the corner. Public parking garage is the second driveway on the left. The first two hours are free.

**From Saybrook and Points Southeast:** Take Route 9 North to Exit 15 (Route 66 West). Take the first left onto DeKoven Drive. Take the next right onto Court Street. The courthouse is on the corner. Public parking garage is the second driveway on the left. The first two hours are free.

**From Durham:** Take Route 17 North to Main Street, Middletown. Go north on Main Street to the third traffic light. Turn right onto Court Street. Public parking garage is on the right. The first two hours are free. Court-house is on the right just beyond the parking garage.

**From Portland-East Hampton:** Take Route 66 West over the Arrigoni Bridge to Main Street, Middletown. Continue to the sixth traffic light. Turn left onto Court Street. Public parking garage is on the right. The first two hours are free. Court-house is on the right just beyond the parking garage.

**From Middlefield:** Take Route 66 East to Main Street, Middletown. Turn right onto Main Street. Take the first left onto Court Street. Public parking garage is on the right. The first two hours are free. Courthouse is on the right just beyond the parking garage.

# MIDDLETOWN SUPERIOR COURT GUIDE



**One Court Street  
Middletown, CT 06457**

**COURT SERVICE CENTER  
MONDAY-FRIDAY  
8:30 A.M. - 3:30 P.M.**

**CLERK'S OFFICE HOURS  
MONDAY-FRIDAY  
9:00 A.M. - 5:00 P.M.**

[www.jud.ct.gov](http://www.jud.ct.gov)

## FREQUENTLY ASKED QUESTIONS

### Q. I need a lawyer. Where can I get one?

A. If you were arrested and cannot afford an attorney, you may apply for a public defender in Room 204. If you do not qualify, call the Lawyer Referral Service of the Hartford County Bar Association at 860-525-6052, or check the Yellow Pages. If you have low income and have a family or housing legal problem, you may qualify for help from Statewide Legal Services. Call 860-344-0380 (English and Spanish), Monday-Wednesday, 9 a.m.-3 p.m.; Tuesday, Thursday, Friday 9 a.m.-4 p.m.

If you have been arrested, and on your court date you do not have an attorney, AND the public defender has not been appointed to represent you, please speak to the State's Attorney, in Room 114.

### Q. I want to start a lawsuit. Where do I go?

A. The Civil Clerk's Office, Room 200, on the second floor can provide you with any available court forms and information about the fees to file lawsuits in this court. The staff cannot help you write your lawsuit. The Law Library, Room 208, has form books and copies of the court rules. In addition, the Court Service Center located in the lobby can assist you with completing forms for temporary restraining orders, financial affidavits, pro se divorces, custody and support modifications, and summary process/eviction actions and can provide notary services and court calendar and docket information.

### Q. How do I reopen an old traffic ticket?

A. You must pay a \$60 fee to reopen a closed court case at the Criminal Clerk's Office, Room 100. The clerk will give you a court date and instructions on how to get your driver's license restored. If your driver's license was suspended by the Department of Motor Vehicles, you also may have to pay \$125 to DMV to restore your license.

### Q. How may I pay fines and fees?

A. Pay fines and fees at the Clerk's Office on or before the due date by cash, money order or personal check, payable to "Clerk, Superior Court" or by MasterCard or Visa. Personal checks must be pre-printed with your current name and address. Valid picture ID is required. Checks cannot exceed \$800.

### Q. How can I get child support?

A. The state can help you get a child support order or enforce an existing order. Contact the Department of Social Services closest to where you live. The Middletown DSS office may be reached at 704-3100. You may also consult an attorney or pursue child support on your own. The Law Library, Room 208, has information and court forms that may help you in some situations.

### Q. Where is the public copier?

A. Photocopies can be made for \$0.10 in the Law Library, Room 208.

### Q. I want to bail someone out of jail. What do I do?

A. After the court sets the amount of the bond, you have these options:

- You may post a cash bond; which means you must pay the exact amount of the bond in cash to the Criminal Clerk's Office (Room 100).
- You may hire a bail bondsperson who will charge you a fee based on the total amount of the bond required.
- You may, in accordance with Connecticut Practice Book Section 38-9, post a real estate bond, in the Criminal Clerk's Office (Room 100), using the equity in property you own to guarantee the appearance of the defendant in court.
- In a civil or family case, you may post a cash bond with the Civil Clerk's Office in Room 200.

### Q. How do I get my bond money back?

A. If a cash appearance bond is posted for a criminal or motor vehicle matter, the Criminal Clerk's Office can return your money upon final disposition of the case; upon the defendant entering a diversionary program; or upon the Court ordering the cash bond released. However, money paid to a bail bondsperson, is not refundable through the Clerk's Office. The Civil Clerk's Office can only return an appearance bond if ordered to do so by the Judge or Magistrate. The clerk will need the original receipt for the money you posted in order to return the bond money to you. If your original receipt is lost, you must fill out an Affidavit of Lost Bond Receipt (form is available at the Civil and Criminal Clerk's Offices) and you must present a valid photo ID.

### Q. How do I get a copy of my divorce decree?

A. Requests can be made in person at the Civil Clerk's Office, Room 200, or through the mail. Send written requests to: Civil Clerk, Superior Court, One Court Street, Middletown, CT 06457. Include the docket number of your case, the names of both the parties, the year the case was filed and the date of judgment. Please include a check for \$25 for a certified copy (\$15 for a regular copy), made payable to "Clerk, Superior Court," and a stamped, self-addressed envelope.

### Q. Where do I go for a restraining order to prevent family violence?

A. The Civil Clerk's Office, Room 200. The Court Service Center located in the lobby can assist you with completing forms for temporary restraining orders.

### Q. I want to talk to a judge about my case. Who is available?

A. The Code of Ethics prohibits a judge from speaking to you about any pending criminal or civil case or any lawsuit you wish to bring. Judges will listen to your comments on a case only at a scheduled hearing.

## DIRECTORY

## SUPERIOR COURT, ONE COURT STREET

(unless otherwise noted)

### All telephone numbers are in area code (860)

ADULT PROBATION (Intake)	343-6460
ADULT PROBATION (Supervision) 484 Main Street	344-2998
BAIL COMMISSION	343-6500
CASEFLOW (Civil and Family) (Criminal)	343-6320 343-6533
CHILD PROTECTION	343-6456
CHILD SUPPORT ENFORCEMENT 484 Main Street, 3rd Floor	344-2957
CLERK'S OFFICE (Civil, Family, Housing)	343-6400 Fax 343-6423
CLERK'S OFFICE (Criminal and Motor Vehicle)	343-6445
COURT REPORTER	343-6515
COURT SERVICE CENTER	343-6499
FAMILY SERVICES	343-6460
HOUSING SPECIALIST Hartford Office	343-6400 566-8550
JUDGES' SECRETARY	343-6570
JUROR INFORMATION (No Toll Charge)	1-800-842-8175
JURY CLERK	343-6590

### Q. Is there a notary public in the building?

A. Yes. Inquire at the Court Service Center in the lobby. Also, the staff at the Clerk's Office can take your oath on a fee waiver application or other court document.

### Q. Where do I find a state marshal to serve my papers?

A. Obtain a list of state marshals from the Civil Clerk's Office, Room 200.

### Q. How can I get a copy of a certified court transcript?

A. Requests are to be made in writing and either sent to the Court Reporters' Office at 1 Court Street, Middletown, CT 06457, or faxed to 860-343-6355. All requests must include the date of the proceeding, the name of the judge, your name, address and telephone number. Upon receipt of said request, you will be contacted.

LAW LIBRARY	343-6560
PUBLIC DEFENDER	343-6480
REGIONAL FAMILY TRIAL DOCKET	343-6330
JUDICIAL MARSHAL	343-6550
SMALL CLAIMS CLERK	343-6477
LUNCH/COFFEE SHOP	794-2933
STATE'S ATTORNEY-GA/Part B	343-6300
STATE'S ATTORNEY-JD/Part A	343-6425
TDD (HEARING IMPAIRED) 2nd floor near elevator	343-6490 343-9905
VICTIM ADVOCATE	343-6425

## OTHER IMPORTANT TELEPHONE NUMBERS

CHILD SUPPORT ENFORCEMENT SES - 484 Main Street Applications	344-2957 704-3126
Payment Information	1-888-233-7223
Child Support Call Center	1-800-228-5437
DEPARTMENT OF MOTOR VEHICLES (closed on Mondays)	
General Information	263-5700
License Suspension	263-5720
DEPARTMENT OF SOCIAL SERVICES 117 Main Street Extension, Middletown	
General Information	704-3100
Toll Free	1-800-842-1508
JUVENILE COURT 230 Main Street Extension	344-2986 Fax 344-2085
PROBATE COURT 94 Court Street, Middletown	347-7424
SOCIAL SECURITY ADMINISTRATION	347-8562
425 Main Street, Middletown	
STATEWIDE LEGAL SERVICES	344-0380
TOWN CLERK (City of Middletown) 245 DeKoven Drive, Middletown	344-3459
WORKERS' COMPENSATION 90 Court Street, Middletown	344-7453