

## Standing Orders

### Tax Appeals (pending in or transferred for hearing only to the Tax Session) and Administrative Appeals (Excluding Land Use Appeals)

#### I. Appearances and Motions in Tax Appeals (pending in or transferred for hearing only to the Tax Session)

All appearances, and motions (including non-arguable motions, such as a motion for continuance) allowed in Tax Appeals

(a) pending in the Tax Session or

(b) for which notice has been received by the parties of the transfer for hearing only to the Tax Session,

must be filed as follows: The party filing the appearance or motion shall file the appearance or motion and then, as a separate document, file a **Request for Action**. If you are filing a motion, the Request for Action should state whether oral argument or testimony or both are required. It should also state whether the opposing party consents to the granting of the motion, if this is known at the time it is filed. If you are filing an Appearance, the Request for Action should state that it is being filed because an Appearance has been filed.

A **Request for Action** should not be filed unless you have been notified that your tax appeal has been transferred for hearing only to the Tax Session in New Britain.

A form for the **Request for Action** ([JD-CV-114](#)) is available online at [www.jud.ct.gov](http://www.jud.ct.gov) under "Forms."

The Administrative Appeals court officer will set a time for the motion to be heard if oral argument is allowed. Please ignore any calendar notice about motions in Tax Appeals that does not come from the Tax and Administrative Appeals court.

#### II. Appearances and Motions in Administrative Appeals (excluding Land Use Appeals)

All appearances, and motions allowed in Administrative Appeals excluding land use appeals (including non-arguable motions, such as a motion for continuance), must be filed as follows. The party filing the appearance or motion shall file the appearance or motion and then, as a separate document, file a **Request for Action**. If you are filing a motion, the Request for Action should state whether oral argument or testimony or both are required. It should also state whether the opposing party consents to the granting of the motion, if this is known at the time it is filed. If you are filing an Appearance, the Request for Action should state that it is being filed because an Appearance has been filed.

A form for the **Request for Action** ([JD-CV-114](#)) is available online at [www.jud.ct.gov](http://www.jud.ct.gov) under "Forms."

The Administrative Appeals court officer will set a time for the motion to be heard if oral argument is allowed. Please ignore any calendar notice about motions that does not come from the Administrative Appeals court.

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Honorable Henry S. Cohn  
Presiding Judge, Administrative Appeals Session