

REQUEST TO BRING ITEMS INTO THE COURTHOUSE

JD-CL-90 Rev. 4-13
P.B. Sec. 1-10

COURT USE ONLY
AVREQ



Instructions to the Party Making the Request

Print or type all information requested and file with the Clerk's Office. If granted, present signed request to the Marshal at the courthouse entrance on the date(s) of the hearing or trial.

Instructions to the Clerk

After the request is reviewed by the judge or magistrate, ensure that the original is coded, if applicable, and placed in the court file. Provide a copy to the party making the request and, if granted, a copy to the Chief Judicial Marshal or his or her designee.

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.

Case Information

Name of Case (First-named plaintiff v. First-named defendant)	Docket Number
Address of Court (No., Street and Town)	
Name of Judge or Magistrate Presiding Over Trial or Hearing	Date(s) of Trial or Hearing

Request I am the:

Plaintiff Defendant Attorney For Plaintiff/State Attorney For Defendant Other (specify) _____

I request permission to bring the following item(s) into the courthouse for the hearing or trial indicated above:

Audio/visual equipment (Specify): _____ Large and/or unusual exhibits (Specify): _____ Other (Specify): _____

I need to bring the item(s) for this hearing/trial for the following reasons:

Signed (Party making request)	Name of Attorney or Self-Represented Party (Print)
Address of Party Making Request	Telephone Number (With area code)
Firm Name (If Applicable)	
Juris Number of Attorney or Law Firm (If Applicable)	Date of Request

Certification

I certify that a copy of this document was mailed or delivered electronically or non-electronically on (date) _____ to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties receiving electronic delivery.

Name and address of each party and attorney that copy was mailed or delivered to*

*If necessary, attach additional sheet or sheets with name and address which the copy was mailed or delivered to.

Signed (Signature of filer)	Print or type name of person signing	Date signed
Mailing address (Number, street, town, state and zip code)		Telephone number

Order

The request to bring the item(s) listed above into the courthouse above having been considered, it is hereby ordered:

Name of Judge/Magistrate (Print)	Signature	Date of Order
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