

WELCOME TO NEW HAVEN SUPERIOR COURT

NEW HAVEN SUPERIOR COURT

**GEOGRAPHICAL AREA NO. 23
121 ELM STREET**

*We are Here
to Serve You*

This booklet includes information to help you with your court visit.

Types of Court Cases Heard Here

- Criminal
- Housing
- Motor Vehicle
- Traffic Tickets and Infractions

The courthouse is wheelchair accessible.

Court cancellations because of the weather are announced on the following television and radio stations:

WFSB-TV Ch. 3 www.wfsb.com	WTNH-TV Ch. 8 www.wtnh.com	WVIT-TV Ch. 30 www.nbc30.com	WTIC Radio AM-1080
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BUILDING DIRECTORY

Pay phones are located on the 1st floor.
Men's restrooms are located on the 1st floor.
Women's restrooms are located on the 3rd floor.
Water Fountains are located on the 1st and 3rd floors.

Lower Level

Alternative Incarceration Center (AIC)
Bail Commissioner
Community Service
Maintenance
Marshals' Offices & Cell Block
Domestic Violence Advocate

First Floor

Courtrooms – A, B, C
Family Services
Information Desk
Public Defender
State's Attorney
Victims Advocate Offices

Second Floor

Clerk's Office
Housing Clerk
Housing Mediation
Interpreters' Office
Probation

Third Floor

Bail Commissioner – Supervisor
Connecticut Mental Health
Court Reporters
Courtrooms – D, E, F
Hearing Room 7
Legal Research

NEW HAVEN SUPERIOR COURT

GUIDE



**GA 23
121 Elm Street
New Haven, CT 06510**

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

**TELEPHONE
(203) 789-7461**

www.jud.ct.gov



JDP-ES-213 Rev. 2/09

www.jud.ct.gov

FREQUENTLY ASKED QUESTIONS

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

A. If you were arrested and cannot pay an attorney to represent you, you may apply for a Public Defender at their office on the first floor. If you make too much to get help from a Public Defender, you may want to call the **Lawyer Referral Service** of the New Haven County Bar Association at (203) 562-5750 or check the yellow pages for an attorney. In addition, to find out if you can get help from **Statewide Legal Services of Connecticut**, please call 1-800-453-3320 (English and Spanish) Monday-Friday, 9 a.m. - 3 p.m.

If you have been arrested and you do not have an attorney and a Public Defender has not been appointed to represent you, please talk to the State's Attorney (prosecutor) in the courtroom.

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

A. The Public Information Desk in the lobby on the first floor can give you court forms and information about the fees to file lawsuits. The staff cannot give you legal advice. To help you with your research, you may want to go to the law library located on the 7th floor at 235 Church Street, which has forms, books and copies of court rules.

Q. How do I open an old traffic ticket?

A. You must pay a \$60 fee to the clerk's office by **cash, money order, or credit card** (*checks are not accepted*). The clerk's office will give you a court date and instructions on how to get your driver's license back. If your license is suspended you will have to pay a fee to the DMV to get your license back.

Q. How do I pay my fine?

A. You may pay fines and fees at the clerk's office on or before the due date by cash, credit card, money order or personal check payable to Clerk, Superior Court. Personal checks must be pre-printed with your current name and address. A valid picture ID is required. Checks cannot be more than \$800.

Q. How do I bail someone out of jail?

A. After the court sets the amount of the bond (bail) you can do one of three things:

- You may put up a **cash bond**, which means you must pay the exact amount of the bond in cash to the clerk's office or, if approved by the Court, you may put up 10 percent of the surety bond set.
- You may hire a **bail bondsperson** who will charge you a fee based on the total amount of the bond required.
- You may put up a **real estate bond**.

Q. How do I get back the money I put up as a bond?

A. Money paid to a bondsperson is not refundable. If you put up a cash bond, the case must be disposed (closed) or the defendant must be in a diversionary program before the clerk's office can return the bond money. The clerk will need the original receipt for the money you put up. If your original receipt is lost, you must fill out an Affidavit of Lost Bond Receipt (available at the Clerk's Office). You must also show a photo ID. The clerk's office will issue a check (not cash) to you for the amount of money you put up as a bond.

Q. How can I get child support?

A. The State can help you get a child support order or enforce an order that you already have. You may contact the Department of Social Services in Hartford at (860) 723-1002. You also may talk with an attorney or try to get child support on your own. The Court Service Center, 235 Church Street first floor, has forms and will help you fill them out.

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

A. The Clerk's Office at 235 Church Street (2nd floor).

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

A. The Code of Judicial Conduct does not allow a judge or magistrate to speak to you about any civil or criminal case that has started or any lawsuit you want to start. Judges and magistrates will listen to your comments only at a scheduled hearing.

Q. Where is a public copier?

A. Photocopies can be made at the Public Information Desk located in the lobby on the 1st floor.

Q. Is there a Notary Public in the building?

A. Yes, at the Public Information Desk and there is no fee.

Q. How do I file a will, search land records, get a birth certificate or file a lien?

A. Contact the correct Probate Court, Registrar of Vital Statistics, or Town Clerk's Office.

Q. Where do I find a State Marshal to serve my papers?

A. You may get a list from the Public Information Desk on the first floor lobby. There is also a State Marshal on duty at 235 Church Street from 12:30-1:00 and 4:30-5:00 daily.

DIRECTORY SUPERIOR COURT, 121 ELM STREET

All telephone numbers are in area code (203)

ALTERNATIVE INCARCERATION CENTER	773-6744
BAIL COMMISSION	789-7482
BUILDING MAINTENANCE ...	773-6748
COMMUNITY SERVICE	773-6745
CONNECTICUT MENTAL HEALTH	773-6742
COURT REPORTER	773-6740
COURT SERVICE CENTER.....	503-6819
FAMILY SERVICES	503-6820
HOUSING CLERK.....	773-6840
HOUSING SPECIALIST.....	773-6844 (DISPUTE RESOLUTIONS)
INTERPRETER	773-6838
JUROR INFORMATION.....	1-800-842-8175
PUBLIC DEFENDER.....	789-7458
PUBLIC INFORMATION DESK	773-6814
SMALL CLAIMS.....	503-6800
STATE'S ATTORNEY.....	789-7455
VICTIM ADVOCATE	773-6743 (DOMESTIC VIOLENCE)
VICTIM ADVOCATE	773-6830 (GENERAL)

ADULT PROBATION
867 State St., New Haven, CT 06511
General Information **789-7876**

CENTRALIZED INFRACTIONS BUREAU

Customer Service

DEPARTMENT OF CORRECTION
245 Whalley Ave., New Haven, CT 06530
General Information..... **974-4111**

DEPARTMENT OF MOTOR VEHICLES
1985 State St., Hamden, CT 06514
(closed Mondays)
Driver Services **1-860-263-5700**
Toll Free **1-800-842-8222**
License Suspension..... **1-860-263-5720**

DEPARTMENT OF SOCIAL SERVICES
194 Basset St., New Haven, CT 06511
General Information..... **974-8245**
..... **1-800-842-1508**
TDD/TTYline..... **1-800-842-4524**

JUVENILE MATTERS
239 Whalley Ave., New Haven, CT 06511
General Information **786-0337**

NEW HAVEN JUDICIAL DISTRICT
235 Church St., New Haven, CT 06510
General Information **503-6800**

PROBATE COURT
200 Orange St., 1st floor, New Haven, CT 06504
General Information..... **946-4880**

NEW HAVEN TOWN HALL
165 Church St., New Haven, CT 06510
General Information **946-8339**

UNITED STATES DISTRICT COURT
141 Church St., New Haven, CT 06510
General Information..... **773-2009**