

DOCKET MANAGEMENT PROGRAM (DMP)

The introductory notice of the Docket Management Program was published in the Connecticut Law Journal on July 25 and August 1, 2006.

The guidelines established by the Office of the Chief Court Administrator for the Docket Management Program are as follows:

I. GOALS

- A. To adopt fair case processing time standards that will provide for the equal treatment of litigants and the timely resolution of cases through the active oversight and continuous management of time and events by the Court.
- B. To foster caseload excellence by ensuring that each case receives the type and amount of attention required by the nature of its action and complexity of its issues.
- C. To enhance the quality of justice and facilitate the timely disposition of all cases.

II. CASE SELECTION

- A. The case selection process was conducted during August, 2006.
- B. The criteria for selecting cases for the Docket Management Program include:

WRIT ONLY	SIX MONTHS
WRIT AND APPEARANCE ONLY	SIX MONTHS
PLEADINGS NOT CLOSED OR PLEADINGS CLOSED BUT <i>Certificate of Closed Pleadings</i> (JD-CV-11) NOT FILED:	
• CONTRACT COLLECTIONS (C40)	SIX MONTHS
• SMALL CLAIMS TRANSFERS TO THE REGULAR DOCKET (M83)	SIX MONTHS
• ALL OTHER CASES	TWELVE MONTHS

III. NOTIFICATION

- A. Due to the large number of cases that qualified for the Docket Management Program, a period of approximately two months is required to process the calendars.
- B. The distribution of the calendars to all counsel and pro se parties of record will occur during November 2006.
- C. If any of the steps to avoid dismissal in Section IV.A. below are followed during the interim period between case selection and calendar distribution, the case will no longer be subject to the Docket Management Program.
- D. Calendar information may be found on the Judicial Branch website (www.jud.ct.gov) beginning October, 2006. To access this information from the Judicial Branch home page, click on the link to "Case Look-up," then the link to "Civil/Family Case Look-up," then on the link to "Short Calendars." Counsel may access Docket Management Program calendar information by entering an appropriate juris number.

- E. The scheduled court date and time that will be printed on the calendar is **May 4, 2007 at 5:00 p.m.**, which is the date and time of dismissal for failure to comply with the Notice and Order of the Court. **Counsel and pro se parties of record are not to appear in court for these calendars.**

IV. PROCEDURES FOR COMPLIANCE

- A. Immediately upon receipt of the calendar, counsel and pro se parties of record should take the necessary steps to comply with the Notice and Order of the Court by:

1. filing a withdrawal,
2. processing the case to judgment,
3. filing a *Certificate of Closed Pleadings* (JD-CV-11) in a civil action, or
4. filing a *Case Management Agreement* (JD-FM-163) in a Dissolution of Marriage, Dissolution of Civil Union, Legal Separation, Annulment, Custody or Visitation action.

- B. If counsel or pro se parties are unable file a withdrawal, process a case to judgment, or file the appropriate form as listed in the foregoing section, then a *Request for Exemption from Docket Management Program (DMP) Dismissal* form must be filed in accordance with the following:

1. Counsel and pro se parties must use the appropriate *Request for Exemption from Docket Management Program (DMP) Dismissal* form to request an exemption. **NOTE: In accordance with the standing order, no other format will be considered.**
 - a. Pro se parties must file a *Request for Exemption from Docket Management Program (DMP) Dismissal* form (JD-CL-71). The completed form must be hand-delivered, mailed or faxed to the clerk's office of the court where the action is pending within the specified time period. This form will be available at each Judicial District clerk's office and civil caseflow office. A fillable version of the form will be available on the Judicial Branch website.
 - b. Attorneys must electronically file through E-Services a *Request for Exemption from Docket Management Program (DMP) Dismissal* form (JD-CL-71E) within the specified time period unless an exclusion from the electronic filing requirement has been granted. The electronic form can be accessed from the Judicial Branch website (www.jud.ct.gov) by logging in to E-Services with the appropriate juris number and password and clicking on "Docket Management Program."

NOTE: Attorneys and firms requiring an exclusion from the requirement of electronically filing through E-Services must obtain and file an *Attorney/Firm Request for Exclusion from Electronic Filing of Request for Exemption from Docket Management Program Dismissal* form (JD-CL-87). This form may be obtained by calling 866-756-4452 or by downloading it from the Judicial Branch website. This form must be completed and returned to the Court Operations Unit, Docket Management Coordinator, 225 Spring St., Wethersfield, CT 06109. Notice of the decision on the request for exclusion will be mailed or faxed to the attorney or firm requesting same and a copy of such notice must be attached to each *Request for Exemption from Docket Management Program (DMP) Dismissal* form (JD-CL-71) submitted by that attorney or

firm. **All requests for exclusion from the electronic filing requirement must be submitted no later than January 12, 2007.**

2. Requests for exemption must be filed between **February 1 and March 23, 2007, inclusive**. Requests received before or after these dates will not be considered.
3. Receivership cases filed under Chapter 664c of the Connecticut General Statutes will be exempted upon the filing of a *Request for Exemption from Docket Management Program (DMP) Dismissal* form **and** compliance with the Connecticut General Statutes §36a-231.
4. Bankruptcy cases will be exempted upon the filing of a *Request for Exemption from Docket Management Program (DMP) Dismissal* form **and** an affidavit of bankruptcy as prescribed in Practice Book §14-2.
5. If a request for exemption is denied, the case will automatically be continued to May 4, 2007 for compliance with the Notice and Order of the Court in accordance with the procedures set forth in the preceding paragraphs.
6. **Failure to comply with the Notice and Order of the Court will result in the dismissal of the case on May 4, 2007, and counsel and pro se parties of record will be notified of the judgment of dismissal.**

IMPORTANT DATES

October, 2006	Docket Management Program calendar information available on the website (www.jud.ct.gov)
November 2006	Docket Management Program calendars mailed to all counsel and pro se parties of record
January 12, 2007	Deadline for submitting requests for exclusion from the electronic filing through E-Services requirement
February 1, 2007	First day for filing Requests for Exemption from the Docket Management Program
March 23, 2007	Last day for filing Requests for Exemption from the Docket Management Program
May 4, 2007	Dismissal date for all nonexempt cases that have failed to comply with the Notice and Order of the Court