

## HOW TO SERVE (DELIVER TO DEFENDANT) A SMALL CLAIMS WRIT AND NOTICE OF SUIT

JD-CV-122 Rev. 7-19  
P.B. 24-10

STATE OF CONNECTICUT  
SUPERIOR COURT  
[www.jud.ct.gov](http://www.jud.ct.gov)



To start a small claims case, you must fill out a *Small Claims Writ and Notice of Suit* (form JD-CV-40), and attach copies of any related documents you wish to file with the court. Keep the original *Small Claims Writ and Notice of Suit* and attached documents. You, or your representative, must then serve (deliver) a copy of the *Small Claims Writ and Notice of Suit* to each defendant using one of the four methods listed below.

### 1. Service (delivery) by United States Postal Service (USPS) Priority Mail with Delivery Confirmation:

Mail to each defendant via USPS Priority Mail with Delivery Confirmation a **copy** of the *Small Claims Writ and Notice of Suit*, attached documents, and the *Instructions to Defendant* (form JD-CV-121). For each copy you have mailed, the USPS will send you a delivery confirmation. When you receive delivery confirmation, file the original *Small Claims Writ and Notice of Suit*, copies of the attached documents, a *Statement of Service* (form JD-CV-123) for each defendant, and the delivery confirmation(s) with the court.

### 2. Service (delivery) by USPS Certified Mail, Return Receipt Requested or electronic delivery confirmation:

Mail to each defendant via USPS Certified Mail with Return Receipt Requested a **copy** of the *Small Claims Writ and Notice of Suit*, attached documents, and the *Instructions to Defendant*. For each copy you have mailed, the USPS will send you a return receipt slip or an electronic delivery confirmation. When you receive the signed return receipt(s) or electronic delivery confirmation, file the original *Small Claims Writ and Notice of Suit*, copies of the attached documents, a *Statement of Service* for each defendant and the signed return receipt(s) or electronic delivery confirmation with the court.

### 3. Service (delivery) by a nationally recognized courier service providing delivery confirmation:

Send to each defendant via nationally recognized courier service providing delivery confirmation a **copy** of the *Small Claims Writ and Notice of Suit*, attached documents, and the *Instructions to Defendant*. For each copy you have sent, the courier service will send you a delivery confirmation. When you receive the delivery confirmation, file the original *Small Claims Writ and Notice of Suit*, copies of the attached documents, a *Statement of Service* for each defendant, and the delivery confirmation(s) with the court.

### 4. Service by a proper officer, such as a state marshal:

Give to the proper officer a **copy** of the *Small Claims Writ and Notice of Suit*, attached documents, and the *Instructions to Defendant*. After the proper officer serves (delivers) the *Small Claims Writ and Notice of Suit*, he or she will return the original *Small Claims Writ and Notice of Suit* and copies of the attached documents to you, along with his or her return of service (a written statement describing how the documents were served) for filing with the court, unless you have arranged for the proper officer to file them for you.

### Exceptions:

#### Out-of-State Businesses:

For each defendant who is an out-of-state business (a business organized under the laws of a state other than Connecticut), you **must** use Method 4 above, service by a proper officer.

#### Out-of-State Insurance Companies:

There are special requirements for service on (delivery to) out-of-state insurance companies. You can find information on these requirements in Chapter 697, Title 38a of the Connecticut General Statutes and through the Connecticut Insurance Department website at: [www.ct.gov/cid](http://www.ct.gov/cid).

**The *Small Claims Writ and Notice of Suit* must be returned to the court not later than one month after the date of service (delivery).**

When the court receives the *Small Claims Writ and Notice of Suit*, the clerk will set an answer date and will send a notice to all plaintiffs or their representatives of the docket number (case number) and answer date. The clerk will also send an answer form that includes the docket number and answer date to each defendant at the addresses provided by the plaintiff.

#### 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](http://www.jud.ct.gov/ADA).