

**ADMINISTRATIVE APPEAL UNDER CONNECTICUT  
GENERAL STATUTES SECTION 4-183 — CITATION  
(For use when service is made by a proper officer or indifferent person)**

JD-CV-138 Rev. 2-20  
C.G.S. § 4-183; P.B. § 14-7A

**Instructions to Person Appealing Decision :**

1. The Judicial District you name in this Citation must be the Judicial District of New Britain or Judicial District where the plaintiff resides.
2. Attach the original Appeal to the original Citation.
3. If you are self-represented, bring this Citation and the Appeal to a clerk of court for the Judicial District you name below. The clerk will review and sign the Citation.
4. Give this Citation and the Appeal to a proper officer or indifferent person for service on each defendant.
5. After service has been made, file this Citation, Appeal, and the Officer's Return of Service with the clerk of court for the Judicial District named below.

For information on ADA accommodations, contact a court clerk or go to: [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).

**To Any Proper Officer or Indifferent Person:**

By the authority of the State of Connecticut, you are commanded to serve, according to law, a copy of the Appeal and this Citation by personal service on the agency that made the decision that is being appealed at the address of the agency or, if allowed by law, at the Office of the Attorney General, 165 Capitol Avenue, Hartford, Connecticut. Also serve, according to law, a copy of the Appeal and this Citation on each party named as a defendant in this Appeal, at the address provided on this form.

|                                       |                  |  |
|---------------------------------------|------------------|--|
| Name of case (Plaintiff v. Defendant) |                  | Case type code (See reverse for codes)     |
|                                       |                  | Major: _____ Minor: _____                  |
| Judicial District                     | Address of Court | Telephone number of Court (with area code) |

**For the plaintiff(s) enter the appearance of:**

|   |  |  |
|---|--|--|
| Name and address of attorney, law firm or plaintiff if self-represented (Number, street, town and zip code) |  | Juris number (if attorney or law firm) |
|---|--|--|

|                                |  |
|--------------------------------|--|
| Telephone number<br>(      ) - | Signature of plaintiff (if self-represented) |
|--------------------------------|--|

The attorney or law firm appearing for the plaintiff, or the plaintiff if self-represented, agrees to accept papers (service) electronically in this case under Section 10-13 of the Connecticut Practice Book.  Yes  No

E-mail address for delivery of papers under Section 10-13 of the Connecticut Practice Book (if agreed)

| Parties                     | Name (Last, First, Middle Initial) and Address of Each party (Number; Street; P.O. Box; Town; State; Zip; Country, if not USA) |   |
|-----------------------------|--|---|
| First Plaintiff             | Name:<br>Address:  | P-01  |
| Additional Plaintiff        | Name:<br>Address:  | P-02  |
| First Defendant             | Name:<br>Address:  | D-01  |
| Additional Defendant        | Name:<br>Address:  | D-02  |
| Additional Defendant        | Name:<br>Address:  | D-03  |
| Total number of plaintiffs: |  | Total number of defendants:   |
|                             |  | <input type="checkbox"/> Form JD-CV-2 attached for additional parties |

**Notice to each defendant**

1. The Plaintiff will file the attached Appeal of a final administrative decision. The Appeal attached to these papers states the claims that the Plaintiff is making.
2. To receive further notices, you or your attorney must file an Appearance (form JD-CL-12) with the clerk at the address above within thirty (30) days of the mailing of the Appeal. You do not have to come to court on that date unless you receive a separate notice telling you to come to court.
3. If you do not file an Appearance on time, the Court may enter sanctions against you.
4. You can get an Appearance form at the Court address above or on-line at <https://jud.ct.gov/webforms/>.
5. If you have questions about the Notice of Filing and the Appeal, you should talk to an attorney.

**The court staff is not allowed to give advice on legal matters.**

|                                  |   |                                |      |
|----------------------------------|---|--------------------------------|------|
| Signed (Sign and "x" proper box) | <input type="checkbox"/> Commissioner of the Superior Court<br><input type="checkbox"/> Assistant Clerk | Name of person signing at left | Date |
|----------------------------------|---|--------------------------------|------|

|  |                                     |                    |
|--|-------------------------------------|--------------------|
| If this Citation is signed by a Clerk:   |                                     | For Court Use Only |
| <ol style="list-style-type: none"> <li>The signing has been done so that the plaintiff(s) will not be denied access to the courts.</li> <li>It is the responsibility of the plaintiff(s) to ensure that service is made in the manner provided by law.</li> <li>The court staff is not permitted to give any legal advice in connection with any lawsuit.</li> <li>The Clerk signing this Citation at the request of the plaintiff(s) is not responsible in any way for any errors or omissions in the Citation, any allegations contained in the Appeal, or the service of the Citation or Appeal.</li> </ol> |                                     | File Date          |
| I certify I have read and understand the above:  | Signed (Self-Represented Plaintiff) | Date               |
|  |                                     | Docket number      |



**STATE OF CONNECTICUT JUDICIAL BRANCH**  
**CASE TYPE CODES**  
**January, 2020**

| MAJOR DESCRIPTION                                 | CODE Major/<br>Minor | MINOR DESCRIPTION                                 |
|---|----------------------|---|
| <b>Appeals from<br/>Administrative<br/>Boards</b> | A 00                 | Zoning  |
|   | A 05                 | Affordable Housing Appeals                        |
|   | A 10                 | Taxation  |
|   | A 20                 | Liquor  |
|   | A 30                 | Motor Vehicle Commissioner                        |
|   | A 40                 | Unemployment                                      |
|   | A 50                 | Worker's Compensation                             |
|   | A 60                 | Labor Relations Board                             |
|   | A 61                 | Environmental Protection Commissioner - State     |
|   | A 62                 | Commission on Hospitals/Healthcare                |
|   | A 63                 | Employees Review Board                            |
|   | A 64                 | Social Services Commission                        |
|   | A 65                 | Freedom of Information Commission                 |
|   | A 66                 | Inland Wetlands & Conservation Commission - Local |
|   | A 67                 | Retirement Commission                             |
|   | A 68                 | Housing and Building Code Enforcement             |
|   | A 69                 | Human Rights and Opportunities Commission         |
|   | A 70                 | Department of Children and Families               |
|   | A 90                 | All other   |