

**DAILY TRANSMITTAL LIST
COMPLAINT TICKETS ONLY**

JD-CL-3a Rev. 9-18

STATE OF CONNECTICUT
JUDICIAL BRANCH

www.jud.ct.gov

See instructions on reverse side.

For Judicial Branch use only

Date received

Batch number

Number of tickets

Agency code

From (Name and mailing address)

Page _____ of _____ pages

Agency code

Name of Preparer

Date prepared

This report covers the 24 hour period,
starting at 12:01 A.M., of the following date ►

Date covered

Complaint Ticket Number	Name of Defendant (Last, first, middle initial)	Infraction/Violation (General statute or regulation number)	Seized Property Inventory		Additional Officer's Report*	
			Yes	No	Yes	No
1.			☐	☐	☐	☐
2.			☐	☐	☐	☐
3.			☐	☐	☐	☐
4.			☐	☐	☐	☐
5.			☐	☐	☐	☐
6.			☐	☐	☐	☐
7.			☐	☐	☐	☐
8.			☐	☐	☐	☐
9.			☐	☐	☐	☐
10.			☐	☐	☐	☐
11.			☐	☐	☐	☐
12.			☐	☐	☐	☐
13.			☐	☐	☐	☐
14.			☐	☐	☐	☐
15.			☐	☐	☐	☐
16.			☐	☐	☐	☐
17.			☐	☐	☐	☐
18.			☐	☐	☐	☐
19.			☐	☐	☐	☐
20.			☐	☐	☐	☐
◀ Total number of tickets entered above		Received by (Judicial Branch Employee)	Date		Total inventory	Total reports

*Refers only to reports which are in addition to the officer's report on the reverse side of the Complaint ticket.

Distribution: Original - Clerk of Court Copy 1 - Transmitting Police Officer Copy 2 - Retain in Police Department

Instructions

1. Prepare on typewriter or use ball point pen and press hard.
2. Use this transmittal for Complaint Tickets which are not accompanied by a bond or payment. If the Complaint Ticket is accompanied by a bond or payment use transmittal form JD-CL-3.
3. Complete all requested information except areas which are for Judicial Branch use only.
4. Retain Police Department Copy for your records.
5. Place the remaining copies of the transmittal in a large envelope and deliver to the Centralized Infractions Bureau. If more than one transmittal must be prepared, place a rubber band around the tickets and the transmittal for each separate batch.

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.