

**CHECKLIST FOR SUFFICIENCY OF PAPERS FILED  
UNDER P.B. SECTIONS 17-23 THROUGH 17-29  
(CASES FILED PRIOR TO 10/01/2016)**

JD-CL-42 Rev. 1-17  
P.B. §§ 17-23 through 17-29

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov



**Instructions**

Use as a guide to be sure all forms contain required information and documentation.

Name of case	Docket number CV
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**Documentation:**

- ☐ Submitted on Judicial Branch forms JD-CV-49, JD-CV-50 and JD-CV-52, Motion for Default For Failure To appear, Judgment and Order For Weekly Payments; Affidavit of Debt; and Notice of Judgment and Order For Weekly Payments
- ☐ Action is based upon an express or implied promise to pay a definite sum claiming only liquidated damages (P.B. § 17-24)
- ☐ Certified to non-appearing defendant(s) as required (P.B. § 10-12)
- ☐ Motion, affidavit, and/or certification signed and dated (P.B. § 7-6)
- ☐ Defendant(s) have not filed an appearance
- ☐ Proposed notice of judgment has been filed
- ☐ If requesting an order for payments, the amount does not exceed the amount set by the judges of the superior court
- ☐ Default has not entered

**Service Of Process:**

- ☐ Proper Service has been made on Defendant(s)
- ☐ Proper Officer's Return signed and filed
- ☐ Proper venue

**Military Affidavit:**

- ☐ Sufficient factual basis (P.B. § 17-21)
- ☐ Timely Affidavit (Public Law 108-189, § 201(g))

**Affidavit Of Debt:**

- ☐ Signed by the plaintiff or an authorized representative of the plaintiff who is not the plaintiff's attorney
- ☐ Copy of negotiable instrument or assigned contract, attached (P.B. § 17-25)
- ☐ Statement that the instrument or contract is now owned by the plaintiff (P.B. §17-25(b))
- ☐ Statement of the amount due or the principal owed
- ☐ Statement that the copies attached are true copies of the originals

If Plaintiff is not the original party with whom original instrument or contract was made:

- ☐ Bills of Sale back to the original creditor are attached
- ☐ Contains statement that debt was purchased from the last owner

Or

- ☐ Sets forth the names of all prior owners of the debt with the date of each prior sale
- ☐ Most recent Bill of Sale from plaintiff's seller is attached and contains statement of the purchase of the debt from the seller

**Attorney's Fees:**

- ☐ The terms of the contract providing for reasonable attorneys' fees
- ☐ Copy of portion of contract which allows for attorney's fees, attached
- ☐ Attorney's fees are not in excess of 15%
- ☐ Attorney's fees limited in actions on consumer contracts or leases (C.G.S. § 42-150aa)
- ☐ Statement with reasons for the specific amount of attorney's fees requested (P.B. §17-25(c))

**Interest:**

- ☐ Amount of interest claimed is stated and is correct
- ☐ Dates of interest period (from/to) (P.B. § 17-25(b)(1))
- ☐ Period claimed does not exceed date of judgment
- ☐ Manner in which interest was calculated is stated
- ☐ Rebate of computed interest is stated
- ☐ Authority upon which interest claimed is based

**Other lawful fees or charges:**

- ☐ Copy of portion of contract allowing fees or charges, attached

**Bill Of Costs:**

- ☐ Proper Officer's fees correct
- ☐ Statutory Authority for costs claimed (C.G.S. § 52-257)