

**CERTIFICATE OF TRANSFER  
AND FILE RECEIPT**

JD-CL-52 Rev. 11-19

STATE OF CONNECTICUT  
**SUPERIOR COURT**  
www.jud.ct.gov**Instructions****Only for use in civil, family, and housing cases.**

1. Sending clerk completes sections 1 and 2 and sends the file to the receiving clerk.
2. Receiving clerk completes section 3 and returns the original Certificate of Transfer and File Receipt to the sending clerk. Retain a copy.

**COURT USE ONLY****CERTRAN****Section 1 - Transfer Information**

Name of case ( <i>Plaintiff v. Defendant</i> )	Docket Number
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<b>To:</b> <input type="checkbox"/> Judicial District at: _____	<input type="checkbox"/> Housing Session at: _____	<input type="checkbox"/> GA Number _____
Address of court _____		

<b>From:</b> <input type="checkbox"/> Judicial District at: _____	<input type="checkbox"/> Housing Session at: _____	<input type="checkbox"/> GA Number _____
Address of court _____		

Name of clerk sending file	Date sent
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**Section 2 - Certificate of Transfer**

I certify that this action was transferred.

Transfer is:

- ☐ FOR FULL DISPOSITION (*File is kept by receiving court*)
- ☐ FOR HEARING OR TRIAL OF ISSUE(S) ONLY (*File is returned to sending court upon completion*)
- ☐ OTHER (*specify*): \_\_\_\_\_

Date transfer ordered	Signed ( <i>Clerk</i> )	Date signed
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**Section 3 - File Receipt**

The file for the above-captioned case has been received by the clerk's office indicated above.		Docket Number (assigned by receiving clerk)
Signature of person receiving the file ( <i>Clerk</i> )	Name of clerk receiving file	Date received

**FOR RECEIVING COURT USE ONLY**

File date