TIME, DATE, SCOPE AND DURATION OF SEALING OR CLOSURE ORDER

JD-CL-76 Rev. 12-07
P.B. §§ 11-20, 11-20A, 25-59, 25-59A

STATE OF CONNECTICUT
SUPERIOR COURT

Notice
No information entitled to remain confidential should be placed on this form.

Pursuant to Practice Book Sections 11-20, 11-20A, 25-59 and 25-59A the time, date, scope and, except for court closure orders, duration of the order shall be reduced to writing, signed by the judicial authority, and entered by the clerk in the court file. This form should be used for that purpose.

In addition to signing this form, the judicial authority must also comply with the other requirements of the above rules, which include articulating the

overriding interest being protected, specifying its findings underlying the order, and either ordering that a transcript of its decision be included in the court file or preparing a memorandum setting forth the reasons for its order. When sealing an entire court file, the judicial authority must also comply with Sections 11-20A(f) and 25-59A(f).

Instructions to Clerk for Civil and Family Cases: *Complete this form upon issuance of the court order and IMMEDIATELY enter it in the court file. Use Section I for an order sealing document(s) or a file. Use Section II for an order limiting disclosure. Use Section III for an order closing a courtroom. Use Section IV for an order granting permission to use pseudonyms. The judicial authority and clerk must sign Section V. Code this form using the appropriate docket legend(s) for the section(s) of the form completed.*

Additional instructions to Clerk for Civil Cases only: *If Sections I, II or III are completed, IMMEDIATELY post a copy of this form on a bulletin board adjacent to the clerk's office and accessible to the public and fax the form IMMEDIATELY to Court Operations at (860) 263-2773 for posting on the judicial branch website.*

Judicial District of	At *(Town)*	Docket number

Case name *(In the case of parties for whom a Motion for Permission to Use Pseudonym(s) was granted, use the pseudonym(s).)*

Section I - Order Sealing Document(s) Or File *(Use "Sealor" Docket Legend)*

Date of sealing order	Time of sealing order	Duration of sealing order

Scope of sealing order *("X" one)*

☐ Case caption and docket number to be disclosed, contents of file sealed.

☐ The following designated motion(s), pleading(s) or other document(s) is/are sealed.

Entry number(s) of document(s) sealed pursuant to the order

Additional orders regarding scope

Section II - Order Limiting Disclosure *(Use "Limitor" Docket Legend)*
(Use only for order limiting disclosure OTHER THAN SEALING. If order is to seal document(s) or file use Section I above.)

Date of order limiting disclosure	Time of order limiting disclosure
Duration of order limiting disclosure	Entry number(s) of applicable document(s)

Scope of order limiting disclosure *(Explain limitation on disclosure, e.g., redaction, but do not include confidential information)*

Section III - Order Closing Courtroom *(Use "Closeor" Docket Legend)*

Date of order closing courtroom	Time of order closing courtroom	Entry number of document

Scope of order closing courtroom

Section IV - Order Permitting Use Of Pseudonym(s) *(Use "Pseudor" Docket Legend)*

Date of order permitting use of pseudonym(s)	Time of order permitting use of pseudonym(s)

Duration of order permitting use of pseudonym(s)

Scope of order permitting use of pseudonym(s)

Section V - Signatures *(Complete in every case)*

Signature of Judicial Authority	Date signed
Signature of Clerk *(Chief Clerk or his/her designee)*	Date signed