

**CREDIT CARD  
CHARGE-BACK NOTICE**

JD-CL-103 Rev. 6-18

STATE OF CONNECTICUT  
**SUPERIOR COURT  
JUDICIAL BRANCH**  
[www.jud.ct.gov](http://www.jud.ct.gov)



**Instructions to Clerk**

1. Send the original of this form by certified mail, return receipt requested.
2. Keep a copy in the charge back file.

To:

**Notice**

Your payment must be **received** on or before the due date shown below to prevent court action.

Name of case			Docket number	
Date of this notice	Transaction date	Last 4 numbers on credit card	Amount charged \$	Payment due date
Send payment to (Address of court)				

This is to notify you that the **Credit Card Charge** described above, issued to this court for payment in the above case, was not honored by the bank.

Payment must be made by **Cash, Bank Check, Money Order or Credit Card** before the due date shown above.

Make a Certified Check or Money Order payable to: **"Clerk of Superior Court."** Return this notice with payment to the **address of court** shown above. Do not mail cash.

If you do not make payment by cash, bank check, money order or credit card before the due date shown, court action may take place, including, but not limited to:

1. Grievance Committee Notification (*If the credit card holder is an attorney*);
2. Suspension of Motor Vehicle or Boating License (*Where section 14-140 or section 15-154 of the Connecticut General Statutes applies*);
3. Issuance of a Rearrest Warrant in the Above Case (*If the case is a criminal matter*).

**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](http://www.jud.ct.gov/ADA).

*The mission of the State of Connecticut Judicial Branch is to serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner.*