

**Instructions**

1. Prepare monthly, except for the Quarterly Summary which must be completed only by locations which handle housing matters, at the end of March, June, September and December.
2. Send original and one copy no later than the 4th day of each month to Caseflow Management at the address shown below. Retain a copy for your records.

**TO: Caseflow Management, 225 Spring St., Wethersfield, CT 06109**

Geographic Area number	At (Location)	Telephone number	For month ending (Date)
Name of preparer		Date prepared	Signed (Clerk of court)

**Monthly Statistics**

Small Claims - First Docket number of month	Pending Beginning of Month	Cases Added During Month (Includes opened judgments)	Cases Disposed During Month (Judgments, dismissals, withdrawals and transfers to regular JD docket or other locations)	Pending End of Month
Small Claims - Last Docket number of month				
1. Small Claims (Non - housing)				
2. Asset Forfeitures				
3. Civil Parking Violations (C.G.S. § 7-152b)				
4. Other (Specify) _____				
5. Other (Specify) _____				

**Housing Matters (To be completed only by G.A.'s which handle Housing Matters)**

6. Summary Process				
7. Housing - Small Claims				
8. Civil - Landlord/Tenant				
9. Civil Housing Code Enforcement (C.G.S. § 47a - 14h)				

**Quarterly Summary of Pending Cases**

Summary Process Docket					Civil - Landlord/Tenant Docket				
Days From Return Date	Not Ready For Trial	Ready For Trial	Awaiting Decision	Total	Days From Return Date	Not Claimed For Trial	Claimed For Trial	Awaiting Decision	Total
0 - 30					0 - 60				
31 - 60					61 - 120				
61 - 90					121 - 180				
91 - 120					181 +				
<b>Total</b>					<b>TOTAL</b>				

DISTRIBUTION: ORIGINAL - Caseflow Management Unit

COPY 1 - Court Management Unit

COPY2 - Court File