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REQUEST**

JD-ES-203 Rev. 7-17

Instructions

Complete applicable parts of Section 1 by identifying material(s) for which you seek permission to reproduce. All requests must include a completed Section 2 describing the intended use of the material. Attach extra pages as needed and return completed request to Legal Services at the address shown below. If your intended use does not fall under the "Fair Use" doctrine, Legal Services will contact the copyright owner on your behalf to attempt to secure permission. Allow four to six weeks for processing this request.

**STATE OF CONNECTICUT
SUPERIOR COURT**

www.jud.ct.gov

LEGAL SERVICES USE:

☐

APPROVED

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DENIED

TO: Judicial Branch Legal Services Division, 100 Washington St., Hartford, CT 06106**Section 1 — Type Of Copyrighted Material**

Photograph, Image	Description of photograph, image		
	Creator/copyright owner		
	Copyright date	Email address of copyright owner	
Book, Journal, Magazine or Newspaper	Title of publication		Title of article
	Name of copyright owner <i>(Publication or author)</i>		
	Email address of copyright owner		
	ISBN or ISSN number	Month and year of publication	Volume and Pages To Be Reproduced
Internet Website	Specific URL of requested material		
	Description of material for which permission is requested		
	Name of copyright owner <i>(Institution or author)</i>		
	Email address of copyright owner		
Film	Title of film	Studio or movie company	Email address of copyright owner
	Film length <i>(In minutes and seconds)</i>	Clip length <i>(In minutes and seconds)</i>	Time sequence of clip within film <i>(e.g. 30:48 - 37:48)</i>
	Description of scene in clip		
Music and Lyrics	Title of composition	Name of performer	Name of record label
	Name of composer(s)	Name of publisher(s)	
	Name of copyright owner	Email address of copyright owner	
	Amount of composition to be used <i>(e.g. entire song, 30 seconds, etc)</i>	Composition length (in minutes and seconds)	

Section 2 — Intended Use Of Material

Title of Judicial Branch project	Purpose of project		
Synopsis of project			
Intended use of material in project			Number of copies of project <i>(If applicable)</i>
Format of proposed use <i>("X" all that apply)</i> <input type="checkbox"/> Paper <input type="checkbox"/> CD-Rom <input type="checkbox"/> Intranet website <input type="checkbox"/> Judges' lending library <input type="checkbox"/> Other: _____			
Mode of instruction <i>(In person, online, etc)</i>		Date and location of instruction site	
If distributed - what is the mode of distribution? Will instructor retain copies?			Length of time permission must cover
Name, title and telephone number of person submitting request		Date request submitted	Response needed by <i>(Date)</i>