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JD-ES-203 Rev. 7-17

**Instructions****STATE OF CONNECTICUT****SUPERIOR COURT**

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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.

LEGAL SERVICES USE:	
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APPROVED	DENIED

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

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	Name of copyright owner ( <i>Publication or author</i> )		
	Email address of copyright owner		
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<b>Internet Website</b>	Specific URL of requested material		
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	Email address of copyright owner		
<b>Film</b>	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		
<b>Music and Lyrics</b>	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 ("X" all that apply)		
<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> )