

**LEGAL RESEARCH REQUEST  
FOR MEMORANDUM**

JD-ES-219 Rev. 5-21

STATE OF CONNECTICUT  
**SUPERIOR COURT**

[www.jud.ct.gov](http://www.jud.ct.gov)



**Instructions**

1. To be completed by Research Law Clerk.
2. Copies to be given to Judge.
3. See reverse side for further explanation.

Request/File name	Log number	Name of Judge	Date received
Received by	Assigned to		

**Conferences With Judge (Schedules subject to change)**

<b>First Conference</b>	Date (Within three (3) business days of date received)	Judge's comments/Instructions
<b>Second Conference</b>	Date (Within thirty (30) days after date received)	Judge's comments/Instructions
<b>Draft Due</b>	Date (Forty five (45) days after date received)	
<b>Third Conference</b>	Date (Within fifty (50) days after date received or five (5) days after clerk's return of draft to judge)	Judges determination  <input type="checkbox"/> Assignment satisfactorily completed <input type="checkbox"/> Further work by law clerk <b>without supervisor's</b> assistance/review  Final response is due on: <span style="border: 1px solid black; padding: 2px;">Date (Ten (10) days from date of third conference)</span>  <input type="checkbox"/> Supervisor's assistance/review requested Judge's instructions
<b>Supervisor's Second Conference</b>	Date (Sixty (60) days after date received)	
	Judge's determination  <input type="checkbox"/> Assignment satisfactorily completed <input type="checkbox"/> Substantive review requested; final draft due on: <span style="border: 1px solid black; padding: 2px;">Date (Ninety (90) days from date received)</span>  Judge's comments/instructions	

## Return Schedule for Request For Memorandum

1. **First Conference with Judge:**  
Within three business days after intake of the request/file by a Legal Research clerk, the clerk assigned to work the file will meet with the judge to verify the information entered on the research request prepared by the intake clerk.  
*(Note: Within three business days, supervisor will give file cursory review to determine appropriate assignment.)*
2. Days 3-30: Assigned clerk commences work on the request.
3. **Day 30 - Second Conference with Judge:**  
Assigned clerk meets with the judge to report on progress through that date. If, however, the law clerk has nothing to report to the judge on day 30, the judge and the supervisor would have been made aware of the reason(s)/circumstance(s) prior to that date.
4. Days 31-44: Clerk responds to judge's comments/suggestions made at second conference and completes a draft/response.
5. Day 45: Law clerk returns draft to judge.
6. **Day 50 - Third Conference with Judge:**  
Assigned clerk discusses draft returned to judge on day 45.  
Judge determines one of the following:
  - if the assignment has been satisfactorily completed, the law clerk closes research request;
  - if further work by the clerk is needed without supervisor's assistance/review; or
  - if supervisor's assistance/review is requested.
7. Days 50-60:
  - No Supervisor Review Requested - Assigned clerk completes further research/writing requested by the judge at the third conference and returns final draft to judge on Day 60.
  - Supervisor Review Requested - Supervisor reviews draft.
8. **Day 60 - Supervisor's Conference with Judge:**  
Supervisor meets with judge to discuss supervisor's evaluation of the clerk's work product. If the supervisor feels the response needs no further review, the response can be returned to the judge at that meeting. If the supervisor suggests that further work is needed, the supervisor should get direction from the judge as to how to proceed. If the judge requests substantive review and/or rewrite by the supervisor, work will be completed within 30 days.
9. Day 90: Supervisor returns final draft to judge.