

**LEGAL RESEARCH REQUEST
FOR POINTS AND AUTHORITIES**

JD-ES-220 Rev. 5-21

STATE OF CONNECTICUT

SUPERIOR COURT

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		

Date Judge contacted by assigned clerk (Within seven (7) days of date received)

Conferences With Judge (Schedules subject to change)

First Conference	Date (Within three (3) business days of date received)	Limited legal issue(s) defined by Judge/instructions
	Date (Within thirty (30) days after date received)	Judges determination <input type="checkbox"/> Assignment satisfactorily completed <input type="checkbox"/> Further work by law clerk without supervisor's assistance/review Date (Forty (40) days from date received) Final response is due on: Date (Forty (40) days after date received) <input type="checkbox"/> Supervisor's assistance/review requested Judge's instructions
Second Conference	Date (Forty (40) days after date received)	Judge's determination <input type="checkbox"/> Assignment satisfactorily completed <input type="checkbox"/> Further research needed; final response/draft due on: Date (Within two (2) weeks from date of supervisor's second conference) Judge's comments/instructions
Supervisor's Second Conference	Date (Forty (40) days after date received)	Judge's determination <input type="checkbox"/> Assignment satisfactorily completed <input type="checkbox"/> Further research needed; final response/draft due on: Date (Within two (2) weeks from date of supervisor's second conference) Judge's comments/instructions

Return Schedule for Request For Points and Authorities

Limited Legal Issues Defined by Judge

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 request 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 law clerk reports progress to judge. Judge determines one of the following:
 - if assignment is complete; law clerk closes request;
 - if the law clerk needs to do more research/writing under the direction of the judge; or
 - if the judge would like supervisory review/assistance.

No Supervisor Review Requested:

4. Days 31-40: Assigned clerk continues work, addressing comments/concerns/suggestions made by the judge at the second conference to complete a final draft.
5. Day 40: Law clerk presents final report/writing to the judge.

(Note: At this time, or at any time, the judge may ask for supervisor's review if the judge has any questions or concerns regarding the law clerk's response.)

- OR -

Supervisor Review/Assistance Requested:

4. Days 31-40: Supervisor works closely with law clerk to complete a final draft.
5. **Day 40 - Supervisor's Conference with Judge:**
Supervisor reports to judge, who determines one of the following:
 - acceptable final answer/memo and the request is closed; or
 - more time permitted for further research, etc., (maximum two weeks).