

**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 (<i>Within seven (7) days of date received</i>)			

Conferences With Judge (*Schedules subject to change*)

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

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).