

**LEGAL RESEARCH REQUEST
FOR ADMINISTRATIVE APPEAL**

JD-ES-222 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 (Date established at time of first contact)	
	Research issues identified by judge and requested response:	
Second Conference	Date (Date established at first conference)	
	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 (Date established at second conference)
	<input type="checkbox"/> Supervisor's assistance/review requested	
	Judge's instructions	
Supervisor's First Conference	Date (Within five (5) business days of judge's request for supervisor's assistance)	
	Judge's comments/instructions	
Supervisor's Second Conference	Date (Date established at first supervisor's conference)	
	Judge's determination	
	<input type="checkbox"/> Assignment satisfactorily completed	
	<input type="checkbox"/> Further research needed; final response/draft due on:	
	Judge's comments/instructions	Date (Within two weeks from date of supervisor's second conference)

Return Schedule for Administrative Appeal

1. Within seven days of receipt of request/file, assigned law clerk will contact judge to notify judge of the assignment and to establish a date for the first conference.
2. First Conference with Judge:
Assigned law clerk will ascertain from judge issues for research and response desired. Times to be established at the first conference for subsequent meetings.
3. Second Conference with Judge:
Judge to determine at this meeting whether supervisory review is wanted.