

**RETURN OF INVOICE TO STATE MARSHAL
FOR CORRECTION**

JD-ES-351 New 9-21

STATE OF CONNECTICUT

SUPERIOR COURT

www.jud.ct.gov



For information on ADA accommodations,
contact a court clerk or go to: www.jud.ct.gov/ADA.

Instructions to Clerk:

Complete the information below and send the completed form and invoice to the individual who submitted the invoice.
You must sign the form and include your contact information.

Instructions to State Marshal:

Please correct your invoice and return it to the clerk's office with a copy of this form indicating why it was returned to you for correction.

Name of case	Docket number
<input type="checkbox"/> Geographical Area <input type="checkbox"/> Housing Session <input type="checkbox"/> Judicial District	Address of Court

The enclosed invoice is being returned for the following reason(s):

1. Mileage fees requested cannot be authorized because:

2. The following incorrect information is included:

3. Invoice is missing the following information:

4. Fee waiver order does not authorize payment for the following, which has been claimed on the invoice:

5. Wrong section of the invoice was completed:
 Service for Others Paid by Judicial section must be completed.
 Judicial Branch section must be completed.
6. Date of service on the return does not match the date of service on the invoice.
7. Document served does not match the type of proceeding on the fee waiver.
8. Invoice is not signed by the State Marshal.
9. Supporting documentation is needed:
 Copy of Fee Waiver Copy of Return of Service
 Proof of Postage Other: _____
10. State Marshal Services Invoice for Service of Process must be used.
11. Service of notice upon the Attorney General's Office is not compensable, unless specifically ordered.
12. Other: _____

Returned by:	E-mail address	Phone number
Signed (Judicial Branch Employee)		Date