

**NOTICE TO FAMILY SERVICES-  
CASE MANAGEMENT**

JD-FM-254 New 12-15

**STATE OF CONNECTICUT  
SUPERIOR COURT  
JUDICIAL BRANCH**  
[www.jud.ct.gov](http://www.jud.ct.gov)**Instructions to clerk:**

Complete this form whenever the court refers a matter to Family Services for case management and there is no Family Services staff available to be present in the courtroom. Upon completion of this form, submit it to the Family Services Supervisor (or their designee if the supervisor is unavailable) by attaching a scanned copy to an e-mail.

For Court Use only

CLRKNOT



Judicial District of	At (Town)	Docket number
Plaintiff's name (Last, First, Middle Initial)	Defendant's name (Last, First, Middle Initial)	
Plaintiff's address (Number, street, town, state, and zip code) (if available)	Defendant's address (Number, street, town, state, and zip code) (if available)	
Plaintiff's phone number (if available)	Defendant's phone number (if available)	
Plaintiff's attorney (if applicable)	Defendant's attorney (if applicable)	

Judge	Date
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This matter is referred to Family Services for case management by

This matter is referred to case management for:

Date

The next scheduled court date in this matter is

Submitted by (Clerk)

Date emailed to Family Services

**ADA NOTICE**

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).