

**POLICY AND PROCEDURE COMMITTEE  
POLICY REVIEW ROUTING SHEET**

JD-MS-023 Rev. 10-14

**CONNECTICUT JUDICIAL BRANCH  
JUDICIAL MARSHAL SERVICES**

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This is a ("x" one): <input type="checkbox"/> New Policy <input type="checkbox"/> Revision <input type="checkbox"/> Two-year review	Date routing sheet initiated by Committee:
Title and number of policy:	Revisions required: <input type="checkbox"/> Yes <input type="checkbox"/> No

**1. Chief Judicial Marshals (CJM) Review and Comments**

Date distributed to CJMs: \_\_\_\_\_ Date comments due from CJMs: \_\_\_\_\_

☐ Changes were made to draft based on CJM review (*CJM comments are attached*)

Date changes were made to draft by Committee: \_\_\_\_\_

☐ Draft redistributed to CJMs for review and comment      Date: \_\_\_\_\_

Date changes were made to draft by Committee if needed (*CJM comments attached if any*): \_\_\_\_\_

**2. Human Resource Management/Superior Court Operations Personnel Officers Review and Comments**

Name of HRM Personnel Officer reviewer: \_\_\_\_\_

Name of Superior Court Operations Personnel Officer reviewer: \_\_\_\_\_

Date distributed to personnel officers: \_\_\_\_\_

Date comments due from personnel officers: \_\_\_\_\_

☐ Changes were made to draft based on personnel officers review (*comments are attached*)

Date changes were made to draft by Committee: \_\_\_\_\_

**3. Legal Services Final Review**

Name of reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Judicial Marshal Policy and Procedure Committee Final Review**

Date of Committee final review prior to routing for approval: \_\_\_\_\_

**Policy and Procedure Committee Approval and Sign-off**

☐ Approved by all members      Date approved: \_\_\_\_\_

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