

DECENTRALIZATION OF CENTRALIZED SMALL CLAIMS

Effective Monday, October 16, 2017, the Centralized Small Claims Office located at 80 Washington Street, Hartford, CT 06106 will be closed. You cannot file new small claims writs or any other documents on small claims cases at the Centralized Small Claims Office in person, by fax or by mail as of that date.

The decentralization process will begin in August, 2017, and be completed effective October 16, 2017.

Effective Friday, September 1, 2017 and after:

1. All small claims cases filed *with the Centralized Small Claims Office* or electronically through Small Claims E-Filing will have an answer date on or after October 16, 2017, and will be transferred to the small claims docket at the appropriate judicial district or housing session location.
2. Any existing (pending or post-judgment) small claims case that (1) requires a hearing date after September 1, 2017; or (2) has a final date for compliance ordered by a magistrate after September 1, 2017, will be transferred to the small claims docket in the appropriate judicial district or housing session. No hearings will be scheduled by Centralized Small Claims at Centralized Small Claims locations after Friday, September 1, 2017.
3. When a case is transferred, the court will send counsel and self-represented parties notice of the court location and a new docket number that must be used on any documents filed with the court for these cases. Any documents filed on paper must include the new docket number and be filed with the clerk of the appropriate judicial district or housing session location. Any documents filed electronically on these cases must be filed through Superior Court E-filing, using the new docket number, not through Centralized Small Claims E-Filing.
4. Any new cases or documents filed on existing cases that have not been transferred will continue to be filed electronically through Centralized Small Claims E-Filing or on paper with the Centralized Small Claims Office or other Centralized Small Claims location, using the small claims docket number until 5:00 p.m. on October 13, 2017.

Effective October 16, 2017, and after:

1. When you are filing a new small claims case after the defendants have been served,
 - If the plaintiff is a person, you must file the small claims writ with the judicial district court location serving the town: (1) where you live; (2) where the party you are suing (the defendant) lives or does business; or (3) where the thing or injury you are suing about took place, unless the claim is a landlord tenant matter.
 - If the claim is a landlord-tenant matter (such as a claim for unpaid rent, damages to the premises or return of a security deposit) that is being filed in a judicial district in which a housing session has been established, you must file it with the clerk of the housing session for that judicial district.
 - If the plaintiff is a corporation organized under Connecticut laws, a United States corporation, a foreign corporation (organized under the laws of another state) or a limited liability company, you must file any new small claims writ in the judicial district court location serving the town (1) in which the defendant lives or is doing business or (2) where the thing or injury the plaintiff is suing about took place.
2. If you are filing any document *on paper* (including an application for an execution filed by a self-represented party) on an existing case that has not been transferred to a judicial district or housing session location, you must file the paper document with the appropriate judicial district or housing session clerk's office. The clerk will then have the case transferred from Centralized Small Claims to the appropriate judicial district or housing session location.
3. If you are filing an application for an execution *electronically* on a small claims case that has *not* been transferred and assigned a new docket number, you must use the existing small claims docket number and file it through Centralized Small Claims E-Filing, not Superior Court E-Filing. Once the execution is filed, the case will be transferred to the small claims docket in the appropriate judicial district or housing session location and assigned a new docket number.
4. If you want to view a file that has not been transferred and assigned a new docket number, you must contact the appropriate judicial district or housing session location for assistance.

For more information on locating the appropriate judicial district or housing session location for small claims cases, go to the Judicial Branch website: <http://www.jud.ct.gov/directory/directory/directions/smallclaims.htm>