



Myrna Atwater
Clerk of Court
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915 Lafayette Boulevard
Bridgeport, CT 06604
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CLERK'S ANNOUNCEMENT 19-02

To: Members of the Public and the Bar

From: Myrna Atwater

Date: May 23, 2019

Re: Notice Regarding Pro Se Filers/Litigants (parties not represented by an attorney) ability to file documents before and after Clerk's Office Business Hours when Court building is open to the Public

The business hours of the Clerk's Office in each division of the Court are from 9:00 a.m. to 4:00 p.m. on Monday through Friday except for court holidays or closings. Effective **Wednesday, May 29, 2019**, Pro Se Filers/Litigants (parties not represented by an attorney), will be able to file petitions, complaints, motions, and other documents, before and after business hours of the Clerk's Office as follows:

Bridgeport and Hartford Divisions of the Court: A time stamp machine and depository box will be located outside of the Clerk's Office and will be available for filings before business hours between 8:00 – 9:00 a.m., and after business hours between 4:00 – 5:00 p.m.

New Haven Division of the Court: A time stamp machine and depository box will be located outside of the Clerk's Office and will be available for filings after business hours between 4:00 – 5:00 p.m.

Filing Fee Must be included with any filing requiring a filing fee: Any petition, complaint, motion, or document requiring a fee must be placed in the depository box with the required fee to

be deemed filed and not to be deemed deficient. Filing Fees may only be paid with a certified check or money order.

Time stamp filing instructions are also located at each Division of the Court.

Please also refer to the Notice to Pro Se Filers/Litigants contained on the Court's website below:
<https://www.ctb.uscourts.gov/notice-pro-se-filerslitigants>