

CIVIL JUDGMENT FILE – Revised 09/05/13

A judgment file is a document in which the entry of a judgment is recorded and preserved as a permanent court record. Other than a satisfaction of judgment, a judgment file is usually the last document to be entered into the court file, unless there is an appeal. ([Sections 6-2 through 6-4 of the Connecticut Practice Book](#)) A judgment file does not have any impact on the calculation of the appeal period in a case.

CONTENTS OF A JUDGMENT FILE

1. The caption of a judgment file should contain STATE OF CONNECTICUT centered at the top of the first page, the complete docket number, the full name and residence of every party to the action at the time of judgment, the judicial district and location of the action, the date of the judgment (**not the date of preparation or submission of the judgment file**), the name of the judge or presiding judicial authority centered below the case caption (Present: Hon. _____, Judge), and the title JUDGMENT centered below the judicial authority's name.
2. The body of the judgment file should begin with a statement of the cause of action, including the return date.
3. The body should then include the dates of filing and granting of all motions to cite, plead, and withdraw parties, as well as the filing date of amended complaints, answers, replies, and withdrawals.
4. Filings and events should be listed in the order in which they took place.
5. The body of the judgment file should conclude with a statement beginning with the words: "Whereupon it is adjudged that..." and followed by a statement of the Court's judgment.
6. Any post-judgment motions to set aside or modify that are filed after the judgment date should be noted after the statement of adjudication.

IN WHICH CASES MUST A JUDGMENT FILE BE PREPARED?

Note: This discussion only includes the preparation and filing of a Judgment File in Civil matters, although the preparation and filing of judgment files may also be required in Family, Criminal and Juvenile matters. ([Section 6-3 of the Connecticut Practice Book](#))

A judgment file must be prepared in the following civil cases:

1. When an appeal is taken;
2. When a party requests in writing that the judgment be incorporated into a judgment file;
3. When a judgment has been entered in cases involving the granting of injunctive relief or title to property (not including actions of foreclosure) except in those situations where the judgment is entered under [Section 14-3 of the Connecticut Practice Book](#) and no appeal has been taken from the judicial authority's judgment; or
4. When ordered by the judicial authority.

WHO MUST PREPARE A JUDGMENT FILE?

Except by order of the judicial authority, a judgment file must be prepared, in the discretion of the clerk, by either the counsel or the clerk. In general, civil judgment files are prepared by counsel and reviewed by the clerk.

Note: In the case of an appeal, a draft judgment file must be prepared by the appellant. This draft judgment file must then be filed by the appellant in duplicate with the appellate clerk at the time of filing the endorsed appeal form. ([Section 63-4 \(a\) \(6\) of the Connecticut Practice Book](#)) The trial court clerk must file the original judgment file within twenty days of receipt of the draft judgment file from the Appellate Clerk. ([Section 63-4 \(a\) \(6\) of the Connecticut Practice Book](#))

WHO MUST SIGN A JUDGMENT FILE?

Except by order of the judicial authority, a judgment file, when required in a civil case under [Section 6-3 of the Connecticut Practice Book](#), must be signed by the clerk or assistant clerk. ([Section 6-4 \(a\) of the Connecticut Practice Book](#))

Note: [Section 6-4 \(c\) of the Connecticut Practice Book](#) covers the situation that comes up when a case is not covered in Section 6-3 (a) of the Connecticut Practice Book and the trial judge is not available to sign the judgment file because of incapacity or death.

IS THERE ANY COST/FEE FOR FILING A JUDGMENT FILE?

There is no fee to be paid when submitting a judgment file to the clerk. If you want a copy of the signed judgment file, there is a \$15.00 fee; for a certified copy of a signed judgment file, the fee is \$25.00. ([Section 52-259 of the Connecticut General Statutes](#))