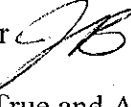


State of Connecticut
Department of Administrative Services
State Marshal Commission
das.ct.gov/statemarshal

W. Martyn Philpot, Jr., Esq.
Chairperson

Jeffrey Beckham
Staff Director

DATE: February 9, 2018
TO: State Marshals
FROM: Jeffrey Beckham, Staff Director 
SUBJECT: Rules Pertaining to Service of True and Attested Copies

ADMINISTRATIVE BULLETIN
18-04

Service of Process not Issued by the Court Including Writs

As you were advised in Administrative Bulletins 16-17 and 16-17a, all civil process served must be in the form of a true and attested copy of the original. General Statutes § 52-57. This includes service of a writ, summons and complaint. Accordingly, you **must** receive a blue-ink signed original from your client or his or her attorney in order for you to attest that the copy or copies for service are true and accurate copies of the original document. Without the signed original, you cannot properly review and provide your signature and endorsement on the service copies of the writ and any attestation you provide will be inaccurate. As you were previously informed, the Judicial Branch has advised that the writ, summons and complaint must include a pen to paper signature and a juris number does not suffice for this purpose.

Service of Orders from the Court

The Commission has been advised that, as part of the broad transition to electronic rather than paper recordkeeping, many courts are no longer issuing orders for service (i.e. executions) which contain the blue-ink signature by the judge or clerk. Instead, after the order is signed, the clerk scans the signed order into the Judicial Branch's electronic filing database and destroys the blue ink, signed paper version of the order. Some marshals have raised the issue of whether or not it is permissible to serve such a court order where they have not been provided the version with the blue-ink signature. It is permissible for a state marshal to serve a copy of the scanned

450 Columbus Boulevard, Suite 1504
Hartford, Connecticut 06103
Tel. (860) 713-5372 Fax (860) 622-2938

version of an order which was uploaded by the clerk into the database. This is because, once it is scanned and uploaded by the clerk, it officially becomes the original version under the E-Services Procedures and Technical Standards for the Judicial Branch. If you have served such an order, you should indicate in your return that you served a true and attested copy of the original, as scanned and uploaded into the Judicial Branch's electronic filing database by the court. If you downloaded the scanned version directly from the Judicial Branch electronic filing database, you should also note this in your return.

Thank you for your attention to these matters.