


State of Connecticut
Department of Administrative Services
State Marshal Commission

W. Martyn Philpot, Jr, Esq.
Chairperson

Robert Giuditta
Interim Administrative Director

DATE: September 28, 2015
TO: State Marshals
FROM: Robert Giuditta, Interim Administrative Manager 
SUBJECT: SES Capias Processing Procedures

ADMINISTRATIVE BULLETIN
15-17

The Support Enforcement Services (SES) division of the Judicial Branch has updated and revised its Capias Mittimus Policy & Procedural Guide governing the assignment, service, processing, and disposition of SES capias warrants. Please see the attached memorandum from SES to the State Marshal Commission dated September 15, 2015, enclosing the revised guide. For those of you currently performing capias warrants for SES, or who may do so in the future, it is essential that you read through the document very carefully. Proper communication and billing, as well as diligent handling of capias warrants, is absolutely necessary and it is imperative that you follow all of the outlined procedures, timelines, and administrative directives.

As an aid to SES and the public, the online state marshal list indicates which marshals are on the designated Capias Unit. If you would like to have capias warrants assigned to you by any given support enforcement office, it is important that you contact that SES office directly to confirm that you are interested in being assigned capias warrants and to provide any such office with your complete contact information, which may include your business phone number, business address, cell phone number and e-mail address.

This Administrative Bulletin should also serve as a reminder that, in accordance with the State Marshal Commission Use of Force Policy, only those state marshals on the Capias Unit are authorized to possess and use equipment, such as firearms and handcuffs, while executing capias warrants.

As always, thank you for your cooperation with this matter.

165 Capitol Avenue, Room 279
Hartford, Connecticut 06106
Tel. (860) 713-5372 Fax. (860) 713-7458