

Landlord Tenant Filing Steps

You must first serve the tenant(s) with the appropriate notice by either serving them with a Notice to Quit Termination of Tenancy or a Demand for Possession Nonpayment of Rent form. After the time given in the Notice To Quit/Demand for Possession has elapsed, you should bring to the court the following:

When filing a case with ONE (1) tenant:

**Original Notice to Quit/Demand for Possession and two copies
Three copies of Lease/Rental Agreement
Five (5) copies of the Summons or One (1) carboned pack
Four (4) copies of the Complaint or One (1) carboned pack
Envelope addressed to tenant with adequate postage
Appropriate filing fee (see Civil Filing Fees)**

When filing a case with TWO (2) tenants:

**Original Notice to Quit/Demand for Possession and four copies
Five copies of Lease/Rental Agreement
Seven (7) copies of the Summons or Two (2) carboned packs
Six (6) copies of the Complaint or Two (2) carboned packs
Two (2) envelopes, one addressed to each tenant, with adequate postage
Appropriate filing fee (see Civil Filing Fees)**

Important Points:

- **At the bottom of the Complaint form is a part called Supplemental Damages. This is a separate suit, requiring an additional filing fee and personal service.**
- **The owner of the property or his attorney must appear in court at the time of the hearing.**
- **When you have all your papers together, the clerk will file your suit and set your case for hearing.**
- **If you have any questions regarding the legal aspects of your case, please consult an attorney.**
- **All of the above forms are available at the Court.**