

## **TENANT INFORMATION**

**IF YOU HAVE BEEN SERVED WITH AN EVICTION COMPLAINT AND SUMMONS AND WISH TO HAVE A TRIAL OR HEARING, YOU MUST DO THE FOLLOWING WITHIN 5 WORKING DAYS OF RECEIPT OF THE COMPLAINT/SUMMONS:**

- **Write down your reasons you should not be forced to move and bring them to the Clerk of Courts office at the courthouse, room 225. Mail or take a copy of your reasons to your landlord.**
- **Pay the rent amount that is due, plus a registry fee (3% of the first \$500, 1.5% of each \$100 thereafter) to the Clerk of Court, room 225. YOU MUST PAY THIS AMOUNT EACH TIME THE RENT BECOMES DUE.**
- **IF you and the landlord do not agree on the amount of rent owed, pay the clerk the amount you believe you owe, then, before your trial, contact the judge to set a hearing to decide the amount to be paid to the clerk.**

**IF YOU DO NOT DO ALL OF THESE THINGS WITHIN 5 WORKING DAYS, YOU MAY BE EVICTED WITHOUT A HEARING OR WITHOUT FURTHER NOTICE.**