

Eviction Case Instructions

The following documents must be initially filed with every eviction case. If they are missing, a hearing will *not* be set.

1. **REQUIRED:** Complete either an “Appearance by an Attorney in a Civil Case” form or an “Appearance by Self Represented Person” form. *Notices from the Court will come via email from Tyler Technologies.*
2. **REQUIRED:** Complete the Notice of Claim form in its entirety.
3. **REQUIRED:** Read the “Important Information About this Claim” on the second page of the Notice of Claim.
4. **REQUIRED:** Read the “Emergency Rental Assistance Advisement” on the third page of the Notice of Claim.
5. **REQUIRED:** Complete the “Verification of Ownership” form verifying who owns the property and therefore is the Real Party in Interest.
6. **IF THIS APPLIES:** If you are an employee of the Plaintiff that is a corporation, LLC, or LLP, a Resolution must be completed and filed with the Notice of Claim.
7. **IF THIS APPLIES:** If the Claim has been assigned from the Owner to third party, such as a Property Management Company, Small Claims Rule 8(c) requires that the third party be represented by an attorney. Therefore, an attorney Appearance is required.
8. ***File all the required documents and others that may apply. A hearing will not be schedule unless all required and applicable documents are filed.***