

Commonwealth of Massachusetts
SUMMARY PROCESS (EVICTION) SUMMONS AND COMPLAINT

_____ Department ☐ Residential Docket No. _____
_____ Division ☐ Commercial (To be added by clerk's office)
_____ ss Entry Date: _____

NOTICE OF A COURT CASE TO EVICT YOU - PLEASE READ IT CAREFULLY
ESTA ES UNA NOTIFICACION DE UN CASO EN CORTE PARA DESALOJARLE -
FAVOR DE LEER EL MISMO CON CUIDADO

TO DEFENDANT(S)/TENANT(S)/OCCUPANT(S): _____

ADDRESS: _____ CITY/TOWN: _____ ZIP: _____

You are hereby summonsed to appear at a hearing before a Judge of the Court at the time and place listed below:

DAY: _____ DATE: _____ TIME: _____ COURT NAME: _____

COURT ADDRESS: _____ **ROOM:** _____

to defend against the complaint of PLAINTIFF/LANDLORD/OWNER: _____

_____ of

STREET _____ CITY/TOWN: _____ ZIP: _____

that you occupy the premises at _____,

being within the judicial district of this court, unlawfully and against the right of said Plaintiff/Landlord/Owner

because: _____

and further, that \$ _____ rent is owed according to the following account:

WITNESS: **ACCOUNT ANNEXED (itemize)**

First or Chief Justice

Printed Name of Plaintiff or Attorney

Signature of Plaintiff or Attorney

Date of Signature of Plaintiff or Attorney

Address of Plaintiff or Attorney

Telephone Number of Plaintiff or Attorney

NOTICE TO EACH DEFENDANT/TENANT/OCCUPANT: At the hearing on _____ you (or your attorney) must appear in person to present your defense. You (or your attorney) must also file a written answer to this complaint. An answer is your response stating the reason(s) why you should not be evicted and may, in residential cases, include any claims you have against the Landlord. (An Answer Form is available in the **clerk's office whose telephone number** is _____.) You must file (deliver or mail) the answer with the court clerk and serve (deliver or mail) a copy on the landlord (or landlord's attorney) at the address shown above. **The Answer must be received by the court clerk and received by the landlord (or the landlord's attorney) no later than Monday, _____,** which is the first Monday after the "entry date" listed above. The entry date is the day by which your landlord must file this complaint with the court clerk.

NOTICE TO EACH DEFENDANT/TENANT/OCCUPANT: IF YOU DO NOT FILE AND SERVE AN ANSWER, OR IF YOU DO NOT DEFEND AT THE TIME OF THE HEARING, JUDGMENT MAY BE ENTERED AGAINST YOU FOR POSSESSION AND THE RENT AS REQUESTED IN THE COMPLAINT.

SI USTED NO REGISTRA O NOTIFICA UNA CONTESTA, O SI USTED NO PRESENTA UNA DEFENSA A LA HORA DE LA AUDIENCIA, UNA SENTENCIA PUEDE SER REGISTRADA EN SU CONTRA PARA POSECCION Y POR LA RENTA REQUERIDA EN EL RECLAMO.

To the Sheriffs of our several counties, or their Deputies, or any Constable of any City or Town within said Commonwealth, GREETINGS: We command you to summon the within named defendant(s)/tenant(s)/occupant(s) to appear as herein ordered.

Clerk-Magistrate

Officer's Return

_____, ss City/Town: _____ Date: _____

By virtue of this Writ, I this day served the within-named tenant or occupant, and summonsed him/her as herein directed, by giving in hand to _____

or leaving it at _____ the last and usual place of abode.

A copy of this summons was mailed first class to each tenant/occupant at the address on: _____.

Fees for Service:

Service \$ _____
Copy/Attest _____
Travel _____
Use of Car _____
Mailing _____

TOTAL \$ _____

Signature of Officer

Printed Name of Officer

Address of Officer

Telephone Number of Officer

NOTICE TO PLAINTIFF/LANDLORD/OWNER: Have the Officer complete and return above. Service must be made on the defendant(s) no later than the seventh day and not earlier than the thirtieth day before the Monday entry date. This form must be filed in court no later than the close of business on the scheduled Monday entry date. In appropriate cases, proper evidence of notice to quit must be provided to this court upon the filing of this complaint. See Uniform Summary Process Rule 2(d). According to Uniform Summary Process Rule 2(c), the hearing date is the second Thursday after the entry date. In some courts, the hearing date is the second Monday, third Tuesday, third Wednesday, or second Friday.

Amended effective: 09/01/05