Next steps

1. Print 3 copies of your Complaint. The docket number will be assigned later. **Keep a copy for yourself.**
2. Print the Grant of Temporary Restraining Order Form and Order of Notice Form. **Most of these two documents are left blank for the judge to fill in.**
3. You can print the Contempt Complaint, but save it for later.
4. {%p if complaint\_ask\_for\_tro %}
5. Make copies of any letters and photographs that prove the problems you mentioned in the complaint happened. Also, make a copy of your lease or other proof that you are a tenant of {% if ll\_name\_unknown %}your landlord{% else %}{{ other\_parties }}{% endif %}.
6. {%p endif %}

Bring your documents to {{ trial\_court }}

1. Bring a copy of your Complaint to the {{ trial\_court }} clerk’s office at {{ trial\_court.adress }}. You can also give the clerk the copies of the Grant of Temporary Restraining Order and Order of Notice.
2. {%p if complaint\_ask\_for\_tro %}
3. Tell the clerk you need to see a judge and that it is an emergency. You may need to explain why it is an emergency.
4. The clerk should direct you to a courtroom to see a judge.
5. {%p endif %}

Make sure your case is called

1. Go to the courtroom the clerk told you to go to.
   * Make sure you are in the right courtroom.
2. Answer when your name is called out in the courtroom.
   * If you do not hear your name called, immediately go back to the clerk you gave your Complaint to and ask what happened.

Tell the judge what happened

1. Tell the judge what the landlord did or threatened to do.
2. Show the judge any proof you brought with you.
3. Tell the judge what you want the court to do.

Listen to what the judge orders

1. {%p if complaint\_ask\_for\_tro %}
2. If the court grants your request for a TRO, the judge should sign either the Grant of Temporary Restraining Order Form or the Order for Notice Form.
3. {%p endif %}
4. After the judge signs the order, read what they wrote.

Serve {% if ll\_name\_unknown %}your landlord{% else %}{{ other\_parties }}{% endif %}

1. Ask the clerk to make copies of the judge’s order. **Keep a copy for yourself.**
2. You must have the order served by a sheriff or constable. Take the order to the sheriff's office and ask them to serve the order on {% if ll\_name\_unknown %}your landlord{% else %}{{ other\_parties }}{% endif %} as soon as possible.
   * Ask the clerk for the name and address of a local constable or sheriff who can serve the order to your landlord.
   * You can also ask the judge for permission to have a neighbor, friend, or family member officially deliver the order to your landlord.
   * As a plaintiff, **you are not allowed to deliver the order yourself.**

What happens if {% if ll\_name\_unknown %}your landlord{% else %}{{ other\_parties }}{% endif %} does not follow the court’s order?

1. Give {% if ll\_name\_unknown %}your landlord{% else %}{{ other\_parties }}{% endif %} a reasonable amount of time. The order probably says how much time they have. It may be 24 hours, 7 days, or 30 days.
2. You can ask the judge to enforce the order by filing the Contempt Complaint. You can use the copy that comes with this document or go to <http://uptocode.org/> to fill in just that one document.