

## Next Steps:

1. Make **two copies** of the completed form.
2. Attach a copy of **inspection reports** or, if the premises have not yet been inspected, attach a detailed list of conditions that are considered by the tenant to be violations. Write on the top corner of this report or list “Exhibit A.”
3. Give the original copy of the completed form plus attachments to the **court clerk’s office**.
4. Fill in the **docket number** given to you by the court clerk on **all copies** of the petition.
5. Pay the court a filing fee of \$17.00.
6. Ask the court clerk to give you an **Order of Notice**. This is a court form that tells the landlord the date, time, and place of the court hearing on the petition. It should also tell the landlord that he or she must file a written response (or answer) to the petition.
7. The court will schedule a hearing on the petition. You must then give a copy of this petition and the Order of Notice, plus any attachments, to the sheriff or constable to serve on the landlord **at least seven days before the hearing**. The person serving the petition will charge a delivery fee, unless you get this fee waived.
8. Before the hearing date, make sure you get from the sheriff or constable the **“return of service,”** which is proof that they have served the petition and Order of Notice on the landlord. **Bring this “return of service” to the court at or before your hearing.**
9. **Appear in the court** on the scheduled day of the hearing. Bring all of your witnesses, photographs, inspection reports, documents, receipts, and any other material you want the judge to see.