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| Transfer to Housing Court |

Congratulations {{ defendants }}! You have finished the **Notice of Transfer** to transfer to the **{{ transfer\_court.name }}** for the case of **{{ plaintiffs }} v. {{ defendants }}**.

## Next steps

1. **File this Notice of Transfer with the {{ court.name }} now.**
2. **Deliver a copy to the clerk’s office** at the {{ transfer\_court.name }}.
3. **Deliver a copy to {{ plaintiffs }}** {% if plaintiff\_has\_attorney %}or their attorney{% endif %}.
4. **Keep a copy for yourself.** And have it with you when you go to {{ transfer\_court.name }} for your first court date.

## What happens next?

**When you file the Notice of Transfer, the {{ court.name }} will transfer your case to the {{ transfer\_court.name }} automatically.**

**Your first court date will change.**

**The {{ transfer\_court.name }} will mail {{ plaintiffs }} and {{ defendants }} a letter with the new court date**.

If you do not get a letter, call the clerk’s office in the {{ transfer\_court.name }} {{ showifdef(‘transfer\_court.phone\_number’) }} and ask for the date of your trial.

You do not have to talk to a judge to transfer your case. The only thing you need to do is prepare for your hearing and go to the {{ transfer\_court.name }} on the date of your trial.