

7-D Action Unrepresented Tenant Clinic

General

Today's Date ____/____/____

Lawyer's Name who is helping complete application: _____

Court Information

Which Court is this in?

_____ Court

County of _____

Court Address: _____

Property at Issue

Residential Address _____

Property Type: Single-Family multi-family (2-4 units) apartment building (4+)

Is there a related (Eviction) Case pending? Yes No

If yes, Index No: _____ Next Court Date: ____/____/____

Monthly Rent \$ _____

I am asking the court to (check all that apply):

☐ Order the respondents to repair the above stated conditions

☐ Order the respondents to reduce future rent to \$ _____ per month until the requested repairs are made

☐ Award the petitioners \$ _____ due to the difference between the rent paid and the actual rental value of the property based upon its current condition

☐ Other (specify)

Repairs that Need to be Made

Location	Conditions	Date Began

In support of my petition, I am attaching the following documents (check all that apply):

Pictures

Local Code Enforcement Report

Communications with Landlord

Other

Tenant Information

Tenant #1 Name _____

Tenant #1 Mailing Address: _____

Tenant #1 Phone _____

Tenant #1 Move-in Date: ____/____/____

Tenant #2 Name _____

Tenant #2 Mailing Address: _____

Tenant #2 Phone _____

Tenant #2 Move-in Date: ____/____/____

If additional Tenants, use supplemental pages

Respondent: Landlord/Property Manager Information

Respondent #1 Name _____

Respondent #1 Address _____

Address Type (check all that apply):

- ☐ Personal Address ☐ Billing address for local property tax
- ☐ Business Address ☐ Address on rental registry

Role (check all that apply):

- ☐ Owner or part owner of the property
- ☐ Person or organization listed on state or local residential registration statement
- ☐ Public housing authority or government agency that owns/manages the property
- ☐ Other person or entity directly or indirectly in control of the property:
- ☐ Agent of the property owner
- ☐ Other (describe why you believe they are responsible):
- _____

Respondent #2 Name _____

Respondent #2 Address _____

Address Type (check all that apply):

- ☐ Personal Address ☐ Billing address for local property tax
- ☐ Business Address ☐ Address on rental registry

Role (check all that apply):

- ☐ Owner or part owner of the property
- ☐ Person or organization listed on state or local residential registration statement
- ☐ Public housing authority or government agency that owns/manages the property
- ☐ Other person or entity directly or indirectly in control of the property:
- ☐ Agent of the property owner
- ☐ Other (describe why you believe they are responsible):
- _____

**Notice of Petition for
Judgment Directing Repairs****[Real Property Actions and Proceedings Law Article 7-D]**

UCS-LT12A (11/2023)

Page 1 of 2

nycourthelp.gov

_____ Court
County of _____

Petitioner (tenants applying for a judgment directing repairs)
-against-

Respondent (landlord, owner, and/or anyone legally responsible
for maintaining the property)

Index Number:

TO ALL RESPONDENTS: The above tenants are suing you for a judgment directing you to make repairs to the following property.

Property Address: _____

The reasons are given in the attached petition.

Go to Court on (The court will complete this section.)



Date: ____/____/____

Time: ____:____ ☐AM ☐PM

Court address: _____

Courtroom #: _____

How to Respond to the Petition

1. Your response to the petition is called an answer.
2. An answer tells your side of the case and gives the legal reasons why you should not be responsible for the claims made by the tenant(s). These legal reasons are called defenses.
3. You must give your answer to the court on or before your first court date.
4. There are two ways you can give your answer to the court:
 - 1) Put your answer in writingOR
 - 2) State your answer in court

Warning! The judge might not let you use a defense to support your case if you don't include it in your answer or if you don't go to court on your court date. Even if you give an answer in writing, you still must come to court on your court date.

Petitioner is serving this notice along with the petition on the following respondents:

Name	Address



Name	Address

Instructions to Petitioner

Your papers must be filed with the court and a filing fee must be paid before you can serve your papers on each respondent.

If you cannot afford to pay the filing fee, you can ask the court to waive the fee by completing and filing a fee waiver application (see #6 below).

Bring the original and **two** copies of the following completed papers to court:

1. Notice of Petition for Judgment Directing Repairs [UCS-LT12A]
2. Petition for Judgment Directing Repairs [UCS-LT12B]
3. Petitioner Information Addendum [UCS-LT12D], if applicable
4. Respondent Information Addendum [UCS-LT12E], if applicable
5. Supporting papers, if any
6. Affirmation in Support of Application to Waive Court Fees and Costs [UCS-FW1], if applicable

Lawyer/Court Endorsement

Your lawyer or the court must sign this form before you can serve your papers on each respondent.

- If you have a lawyer, complete **Section A** and have your lawyer sign it before bringing your papers to court.
- If you do not have a lawyer, bring your papers to court, and a judge or court clerk will complete and sign **Section B**.

Serve Papers

Serve copies of your papers on each respondent in the case.

You must file proof with the court that you served your papers on each respondent. You may use the following form to provide proof of service: Affirmation of Service – Proceeding for Judgment to Direct Repairs [UCS-LT12G]

See <https://www.nycourts.gov/CourtHelp/GoingToCourt/service.shtml> for information on how to serve court papers.

Section A – Lawyer Endorsement

I assisted the petitioner with their paperwork: ☐ Yes ☐ No

I will represent the petitioner in court: ☐ Yes ☐ No

_____ Lawyer's Signature	_____ Lawyer's Name	_____/_____/_____ Date
VLPCNY, 221 S. Warren St., STE 200, Syracuse, NY 13202		(315) 471 - 3409
Business Address		Phone

Section B – Court Endorsement

_____ Signature of <input type="checkbox"/> Judge <input type="checkbox"/> Clerk	_____ Judge/Clerk Name	_____/_____/_____ Date
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**Petition for Judgment Directing Repairs**
[Real Property Actions and Proceedings Law Article 7-D]UCS-LT12B (11/2023)
Page 1 of 5
nycourthelp.gov_____
Court
County of __________
Petitioner (tenants applying for a judgment directing repairs)
-against-_____
Respondent (landlord, owner, and/or anyone legally responsible
for maintaining the property)**Index Number:**
_____**Filing Requirements**

- You must be a tenant living at the rental property for at least 30 days in a row.
- You must have a lease or other type of agreement to live there.

I/We state under the penalties of perjury (intentionally making a false statement), which may include a fine or imprisonment, that the following is true:

- I am a tenant living at the rental property listed below.
- I have lived there for at least 30 consecutive days.
- I have a lease or other type of agreement to live there.

Residential Property InformationProperty Address: _____
Property Type: ☐ single-family (1 unit) ☐ multi-family (2-4 units) ☐ apartment building (more than 4 units)**Tenant (Petitioner/Applicant) Information**

One or more tenants living in the rental property can make the application for repairs.

NOTE: If more space is needed, use Petitioner Information Addendum [UCS-LT12D].

1.	Tenant Name:	Mailing Address:	Phone (optional):	Move-in Date: ____/____/____
Is there a related case, including an eviction, pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give: Index Number _____ Next Court Date ____/____/____				
2.	Tenant Name:	Mailing Address:	Phone (optional):	Move-in Date: ____/____/____
Is there a related case, including an eviction, pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give: Index Number _____ Next Court Date ____/____/____				
3.	Tenant Name:	Mailing Address:	Phone (optional):	Move-in Date: ____/____/____
Is there a related case, including an eviction, pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give: Index Number _____ Next Court Date ____/____/____				
4.	Tenant Name:	Mailing Address:	Phone (optional):	Move-in Date: ____/____/____
Is there a related case, including an eviction, pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give: Index Number _____ Next Court Date ____/____/____				

ADA Accommodations
ada@nycourts.govSpoken or Sign Language Interpreters
interpreter@nycourts.gov1-800-COURT-NY
(268-7869)

Respondent Information**Who can you sue (name as a respondent) to make repairs?**

- A respondent can be a natural person, business, or organization.
- You can name more than one respondent in this application. For each additional respondent, complete a Respondent Information Addendum [UCS-LT12E].
- Anyone who is legally responsible for maintaining the living conditions of the above property can be a respondent. That includes but is not limited to:
 - Owner or part owner of the property, usually the landlord
 - Mortgagee – holder of the mortgage loan for the property, usually a bank
 - Vendee in possession – someone who bought the property on credit and is currently in control of the property
 - Assignee of rents – someone who has been given the right to collect rent on the property, could be a property manager or another designated person
 - Receiver – a person appointed by a court to take control of the property temporarily
 - **Exception:** In this type of proceeding, you cannot sue a receiver appointed under [Multiple Dwelling Law Section 309](#) where the property is deemed a public nuisance or poses a significant risk to the health, safety, or welfare of its occupants.
 - Executor – someone named in a deceased property owner's will to carry out their wishes regarding the property
 - Trustee – someone responsible for managing the property for the benefit of another
 - Lessee – someone who is renting or leasing the property from the property owner
 - Agent – someone who is authorized to act on behalf of the property owner

The respondents in this case are:

For each additional respondent, complete a Respondent Information Addendum [UCS-LT12E]

Respondent #1

Name: _____

Address: _____

Address Type (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Personal Address | <input type="checkbox"/> Billing address for local property tax |
| <input type="checkbox"/> Business Address | <input type="checkbox"/> Address on rental registry |

Role (check all that apply):

- ☐ Owner or part owner of the property
- ☐ Person or organization listed on state or local residential registration statement
- ☐ Public housing authority or government agency that owns/manages the property
- ☐ Other person or entity directly or indirectly in control of the property:
 - ☐ Mortgagee (lender)
 - ☐ Vendee in possession
 - ☐ Assignee of rents
 - ☐ Receiver (attach court order appointing receiver if one is available)
 - ☐ Executor
 - ☐ Trustee
 - ☐ Lessee
 - ☐ Agent of the property owner
 - ☐ Other (describe why you believe they are responsible):

Facts of the Case

1. What is your monthly rent? \$_____
2. Describe the conditions that are dangerous, hazardous, or harmful to your life, health, or safety. These conditions cannot be caused by your wrongdoing or the wrongdoing of any person you allowed on the property [see [Real Property Law Section 235-b](#)]. You may also include any other conditions that violate state or local housing codes or standards.

Location

Conditions

When Began

In support of my petition, I am attaching the following documents (check all that apply):

Pictures

Local Code Enforcement Report

Communications with Landlord

Other

I am asking the court to (check all that apply):

- ☐ Order the respondents to repair the above stated conditions
- ☐ Order the respondents to reduce future rent to \$_____ per month until the requested repairs are made
- ☐ Award the petitioners \$_____ due to the difference between the rent paid and the actual rental value of the property based upon its current condition
- ☐ Other (specify)

The court may grant any other relief that is just and proper.

VERIFICATION

If more than one petitioner (tenant) is making this application, each petitioner must sign a verification in front of a notary public (see next page for Additional Verification form).

STATE OF NEW YORK

COUNTY OF _____

_____, being duly sworn, states the following:

1. I am the petitioner in this case.
 2. I have read my application for a judgment directing repairs under Real Property Actions and Proceedings Law Article 7-D, and I know what it says.
 3. The information in my application is true, accurate, and complete to the best of my knowledge and belief, except as to matters alleged on information and belief, and that as to those matters I believe them to be true.
- I affirm this ____ day of _____, _____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

~~Sworn to before me this _____~~
~~day of _____, 20_____~~

 Notary Public

 Signature of Petitioner

If more than one petitioner (tenant) is making this application, each petitioner must sign a verification in front of a notary public. Make as many copies of this page as needed.

ADDITIONAL VERIFICATION

STATE OF NEW YORK, COUNTY OF _____

_____, being duly sworn, states the following:

1. I am the petitioner in this case.
 2. I have read my application for a judgment directing repairs under Real Property Actions and Proceedings Law Article 7-D, and I know what it says.
 3. The information in my application is true, accurate, and complete to the best of my knowledge and belief, except as to matters alleged on information and belief, and that as to those matters I believe them to be true.
- I affirm this ____ day of _____, _____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

~~Sworn to before me this _____~~
~~day of _____, 20_____.~~

Notary Public_____
Signature of Petitioner**ADDITIONAL VERIFICATION**

STATE OF NEW YORK, COUNTY OF _____

_____, being duly sworn, states the following:

1. I am the petitioner in this case.
 2. I have read my application for a judgment directing repairs under Real Property Actions and Proceedings Law Article 7-D, and I know what it says.
 3. The information in my application is true, accurate, and complete to the best of my knowledge and belief, except as to matters alleged on information and belief, and that as to those matters I believe them to be true.
- I affirm this ____ day of _____, _____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

~~Sworn to before me this _____~~
~~day of _____, 20_____.~~

Notary Public_____
Signature of Petitioner



Respondent Information Addendum
[Real Property Actions and Proceedings Law Article 7-D]

UCS-LT12E (11/2023)

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_____ Court

County of _____

Petitioner (tenants applying for a judgment directing repairs)
-against-

Respondent (landlord, owner, and/or anyone legally responsible
for maintaining the property)

Index Number:

For each additional respondent, complete this form and number the respondents in a sequential order. Make as many copies of this page as needed.

Respondent # 2

Name: _____

Address: _____

Address Type (check all that apply):

☐ Personal Address

☐ Billing address for local property tax

☐ Business Address

☐ Address on rental registry

Role (check all that apply):

☐ Owner or part owner of the property

☐ Person or organization listed on state or local residential registration statement

☐ Public housing authority or government agency that owns/manages the property

☐ Other person or entity directly or indirectly in control of the property:

☐ Mortgagee (lender)

☐ Vendee in possession

☐ Assignee of rents

☐ Receiver (attach court order appointing receiver if one is available)

☐ Executor

☐ Trustee

☐ Lessee

☐ Agent of the property owner

☐ Other (describe why you believe they are responsible):



**Application to Waive Court
Costs, Fees, and Expenses**

UCS-FW1 (01/2025)

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nycourthelp.gov

____ Court

County of _____

In the matter of:

Plaintiff/Petitioner (party bringing case) or **Subject of Proceeding**
-against-**Defendant/Respondent** (opposing party; if none, leave blank)Index/File Number:

Applicant states the following:

1. I am a party in this case.
2. I am not represented by a lawyer.
3. I live at the following address: _____.
4. I have the following assets (check all that apply):

<input type="checkbox"/> Income	Source: <input type="checkbox"/> Wages <input type="checkbox"/> Spousal Support <input type="checkbox"/> Social Security/SSI/SSID <input type="checkbox"/> Other (specify): _____	Monthly Amount: \$ _____ \$ _____ \$ _____ \$ _____
<input type="checkbox"/> Bank Account(s)	Type: <input type="checkbox"/> Checking Account(s) <input type="checkbox"/> Savings Accounts(s)	Current Total Balance: \$ _____ \$ _____
<input type="checkbox"/> Cash, Bonds, Securities, and Other Investments	Type: <input type="checkbox"/> Cash <input type="checkbox"/> Bonds <input type="checkbox"/> Securities <input type="checkbox"/> Other (specify): _____	Current Total Balance: \$ _____ \$ _____ \$ _____ \$ _____
<input type="checkbox"/> Real Estate	Address(es): _____	Total Estimated Market Value: \$ _____
<input type="checkbox"/> Vehicles	Type: Make _____ Model _____ Year: _____ Make _____ Model _____ Year: _____ Make _____ Model _____ Year: _____ Make _____ Model _____ Year: _____	Estimated Market Value (minus any unpaid loan amount): \$ _____ \$ _____ \$ _____ \$ _____



5. My estimated current monthly expenses are as follows (check all that apply):

<input type="checkbox"/> Housing	Type:	Monthly Amount:
	<input type="checkbox"/> Rent	\$ _____
	<input type="checkbox"/> Mortgage	\$ _____
	<input type="checkbox"/> Real property taxes	\$ _____
	<input type="checkbox"/> Homeowners' insurance	\$ _____
	<input type="checkbox"/> Homeowners' association/condominium fees, maintenance, and repairs	\$ _____
<input type="checkbox"/> Utilities	Include internet, phone, water, gas, electric service, and heating	Monthly amount: \$ _____
<input type="checkbox"/> Other	Type:	Monthly amount:
	<input type="checkbox"/> Out-of-pocket medical or dental expenses	\$ _____
	<input type="checkbox"/> Health insurance premiums	\$ _____
	<input type="checkbox"/> Child support payments	\$ _____
	<input type="checkbox"/> Transportation (including public transportation fares, insurance, car loan payments, gas)	\$ _____
	<input type="checkbox"/> Spousal support payments (also known as alimony)	\$ _____
	<input type="checkbox"/> Education	\$ _____
	<input type="checkbox"/> Childcare	\$ _____
	<input type="checkbox"/> Other (specify): _____	\$ _____

6. I am responsible for financially supporting other people (check one): ☐ Yes or ☐ No

If yes, list each dependent's age and provide details about your relationship with each dependent.

NOTE: Do not include dependents' names or dates of birth.

Age	Relationship

7. I have no other income, savings, real property, or assets other than those listed above.

8. I am unable to pay the court costs, fees, and expenses necessary to defend my rights in this case.

9. I cannot afford to hire an attorney to represent me in this case.

10. No one else who is able to pay the required court costs, fees, and expenses has a beneficial interest in the outcome of this case.

11. I intend to assert certain rights and defenses in this case, and I cannot proceed with my case unless this application is granted.

12. I request a court order waiving (check one):

☐ all court costs, fees, and expenses for this case☐ the court filing fee for a Notice of Appeal☐ other (specify): _____

13. I have already filed a Summons and Complaint, or Summons with Notice, or Notice of Petition, or Petition, or Order to Show Cause in this case (check one): ☐ Yes or ☐ No

If yes, you must:

- Serve this Application to Waive Court Costs, Fees, and Expenses [UCS-FW1] together with a Notice of Motion [UCS-FW2] on the:
 - Other parties in the case
 - Corporation Counsel (if filed in NYC)
 - County Attorney (if filed outside of NYC)
- File an Affirmation of Service [UCS-FW3] with the court

14. The facts of my case are (check one):

- ☐ explained in my attached papers (you must attach your complaint, petition, answer, or affidavit of facts).
- ☐ as follows (explain why you have a valid case):

15. Check one of the following:

- ☐ I **have not** previously applied to waive the court costs, fees, and expenses in this case.
- ☐ I **have** previously applied to waive the court costs, fees, and expenses in this case, but I am applying again because: _____

I affirm this _____ day of _____, **20**____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

Applicant Signature

Print Name

Note: You may be asked to provide financial documents before the judge makes a decision – for example, bank statements, paystubs, etc. Before filing your application, contact the court and ask if you must submit any financial documents and/or if you are required to serve any other party.

**Order – Application to Waive
Court Costs, Fees, and Expenses**

UCS-FW01(01/2025)

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nycourthelp.gov

____ Court

County of _____

Present: Hon. _____

In the matter of:

Plaintiff/Petitioner (party bringing case) or **Subject of Proceeding**
-against-_____
Defendant/Respondent (opposing party; if none, leave blank)Index/File Number:

The court has read the attached application to waive court costs, fees, and expenses filed on
____/____/____ alleging that:

1. Applicant is unable to pay the court costs, fees, and expenses required to prosecute or defend the case or to maintain or respond to an appeal
2. There is no other person beneficially interested in the case
3. Applicant has a good cause of action or claim

and it is **ORDERED**, that the application is (check one):

☐ **GRANTED**, and the clerk of the court shall not charge the applicant for court costs, fees, or expenses in this case, including one certified copy of the judgment. Any recovery by judgment or settlement in favor of the applicant must be paid to the clerk of the court and await a court order for distribution.

☐ **GRANTED TO THE EXTENT** that the court costs, fees, and expenses related to this case are (check one):

☐ waived only with respect to (check one):

☐ the court filing fee for a Notice of Appeal

☐ other (specify): _____

☐ deferred until (check one):

☐ ____/____/____

☐ an inventory of assets is filed under Uniform Rules for the Surrogate's Court 207.20

☐ a proposed decree or order is submitted

NOTE: If, by settlement or any other means, the applicant receives assets of more than \$_____, the court costs, fees, and expenses must be paid from the applicant's share of the estate before the proposed decree or order is signed.



- ☐ **DENIED**, and all applicable court costs, fees, and expenses must be paid by ____/____/____ (120 days from the date of this order) as required by section 1101 of the civil practice law rules. If not paid by such date, the case will be dismissed without further order of the court, and the clerk of the court shall close the file without further judicial action.
- ☐ **DECLINED** at this time because case papers are missing or need correction. If the following missing/corrected papers are filed with the court by ____/____/____, the court will reconsider the fee waiver application:
- _____
- _____
- _____

If the missing/corrected papers ARE NOT filed with the court by ____/____/____, the fee waiver application will be denied without further court order, and all applicable court costs, fees, and expenses must be paid by ____/____/____ (120 days from the date the fee waiver application is denied) as required by section 1101 of the civil practice law rules. If not paid by ____/____/____ (120 days from the date the fee waiver application is denied), the case will be dismissed without further court order, and the clerk of the court will close the file without further judicial action.

NOTE: The case cannot proceed unless the above missing/corrected papers are filed with the court. Therefore, even if the court costs, fees, and expenses are paid, the case will be stricken from the court's calendar if the missing/corrected papers are not filed, and if the case is not restored within 1 year, it will be deemed abandoned and dismissed without costs under section 3404 of the civil practice law and rules.

Date: ____/____/____

Judge Signature

COURT
COUNTY OF _____
COURT OF THE STATE OF NEW YORK

-against- Petitioner,

Affirmation of Service

Index No. _____

Respondent(s).

I, _____, affirm under penalty of perjury as follows:

1. I am not a party to the action, am over 18 years of age and I live at:

2. On(date) _____, at (time) _____,
I served a copy of the Notice of Petition and Petition and supporting documents on the following Respondent(s) at the following address

by depositing a true copy thereof in a post-paid wrapper, in an official depository under the exclusive care and custody of the U. S. Postal Service within New York State, to the address designated by the Respondent(s) BY FIRST CLASS MAIL AND CERTIFIED MAIL.

I affirm this ____ day of _____, _____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

Syracuse, NY

(signature)
(name)

Next Steps for Suing Your Landlord with the Tenant Dignity and Safe Housing Act - RPAPL Article 7-D

1. Complete Notice of Petition & Petition

- a. You prepared the Notice of Petition & Petition. Be sure to attach any evidence you have to it (lease agreements, screenshots of texts, photos, code enforcement reports, medical paperwork, etc.)

2. FILE Notice of Petition & Petition (Clerk Visit #1)

- a. Bring Original plus One Copy to the Clerk of the Court where you want to file.
- b. In Syracuse: The clerk's office is open from 8:30AM to 4:30PM, Monday through Friday. Registers close at 4PM so you must be at the office prior to 3:45PM.
 - Syracuse City Court Clerk
Criminal Courthouse, Room 130
505 South State Street Syracuse, NY 13202
tel. (315) 671-2700
- c. The clerk will keep the original and the copy and will assign an index number.
- d. **Filing Fee:**
 - You will either have to pay a \$45 filing fee, or you will apply for a fee waiver (which we have attached). Payment can be made in cash (exact change), credit card, or a certified bank check or post office money order payable to the Court where you are filing.
 - If you're applying for a fee waiver, give the clerk the application for the fee waiver and the Order form.
- e. The clerk will call you when your papers are ready to be picked up (likely the next day). They will give you your court date/time here. If you applied for a fee waiver, ask the clerk if it was granted when they call you.

3. Clerk Visit #2

- a. When you pick up your court papers, the clerk will keep the original and return your copy to you. Your copy should have a stamp showing the date you filed it and will have an Index Number assigned and a court date to indicate when to appear.

4. Make a Copy of the Forms Court Gave You

- a. This is because you need a copy for yourself and one to serve.

5. **Serving court papers:** this means officially giving notice to your landlord by having SOMEONE WHO IS NOT YOU OVER THE AGE OF 18 mail AND certified mail the documents.

- a. Make two copies of the court papers for each respondent (most likely your landlord). Write each respondent's address on two large envelopes and put your address down as the return address. Each respondent will get two copies of the court papers: one by regular mail and one by certified mail with a return receipt.
- b. Take envelopes with copies of court papers to the post office and **bring a friend with you**. Put regular and certified mail postage on each envelope.
- c. Your friend (**not you**) will serve the court papers by putting the envelopes in a mailbox.
- d. Your friend must fill out and sign the **Affirmation of Service** and give it to you right then.

6. Clerk Visit #3

- a. File the **Affirmation of Service** by taking the original signed Affirmation of Service to the court clerk. Your case is now ready to go to the judge. **You must bring the Affirmation of service to the court WHERE YOU FILED YOUR PAPERS within 3 days of when service (e.g. mailing) is done.**

7. Court Date

- a. Bring your personal copy of the court papers to your court date, as well as any new evidence (such as new code enforcement reports). If you have certified mail receipts and green postcards, bring those too.
- b. Be ready to talk to the judge about everything that needs to be fixed.

8. Contact VLP at (315) 807-0043 with any questions