

Request to File Landlord-Tenant Lawsuit

Instructions: Retain the original of this form without writing on it (except for filling in your identifying information). For each new case, make a copy and mail, fax or deliver the filled-out copy to Scott Law Firm to request the filing of a landlord-tenant lawsuit.

* Items marked with an asterisk are required by the court clerk but are not made public record and will be kept confidential by Scott Law Firm.

Plaintiff		
Last or company name:	First name:	Middle:
Address:		
Business phone:	Home phone:	Cell phone:
Fax phone:	Email address:	
"Doing business as" name or trust name:		
* Social Security No.:	* Birth date:	
Type of plaintiff: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Housing Authority		

If more than one plaintiff, check here and provide same information for additional plaintiff(s) on separate sheet.

Complete Address of Leased Premises		
Street Address:		Apt. No. (if applicable):
City:	State:	ZIP:

Type of Lawsuit, Type of Service
<p><u>Type of lawsuit desired:</u></p> <p><input type="checkbox"/> Rent and possession – collection of unpaid rent (tenant can stay if rent and court costs are paid on or before judgment date)</p> <p><input type="checkbox"/> Unlawful detainer – eviction upon expiration or other termination of lease</p> <p><input type="checkbox"/> Expedited eviction – eviction for drug-related activity or violence</p> <p><input type="checkbox"/> Contract action – claim for monetary damages (unpaid rent, premises damage, etc.) against departed tenant(s)</p>
<p><u>Type of service of lawsuit summons desired:</u></p> <p><input type="checkbox"/> Special process server – recommended by Scott Law Firm and will be used if you do not select a service option</p> <p><input type="checkbox"/> Sheriff's deputy – slightly less expensive than special process server but possibly slower and less reliable</p> <p><input type="checkbox"/> Posting – allows judgment for possession (but not monetary damages unless tenants appear in court)</p>

First Defendant			
Last name:	First name:	Middle name/initial:	
Complete home address:			
Employer name and address (if any):			
Home phone:	Work phone:	* SSN:	* DOB:
Additional information that may assist in serving lawsuit:			

Second Defendant			
Last name:	First name:	Middle name/initial:	
Complete home address:			
Employer name and address (if any):			
Home phone:	Work phone:	* SSN:	* DOB:
Additional information that may assist in serving lawsuit:			

Third Defendant			
Last name:	First name:	Middle name/initial:	
Complete home address:			
Employer name and address (if any):			
Home phone:	Work phone:	* SSN:	* DOB:
Additional information that may assist in serving lawsuit:			

Fourth Defendant			
Last name:	First name:	Middle name/initial:	
Complete home address:			
Employer name and address (if any):			
Home phone:	Work phone:	* SSN:	* DOB:
Additional information that may assist in serving lawsuit:			

(If there are more than four defendants, submit the same information on additional defendants on separate sheets)

Basic Lease Information			
Type of lease: <input type="checkbox"/> Oral <input type="checkbox"/> Written (attach copy)	Expiration date:	**Date vacated:	
Monthly rent: \$	Day of month due:	Does lease allow attorney fees? <input type="checkbox"/> Yes <input type="checkbox"/> No	
***Does lease provide for late fees? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "yes," describe late fee provisions:			

**Leave date vacated blank if tenant(s) still have possession of leased premises.

***Court allows maximum of \$5/day for late fees.

Rent and Late Fees Due			
Due Date	Rent Due	Rent unpaid	Late Fees @ \$_____/day
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

Additional Information for Lawsuit	
<p><input type="checkbox"/> Check here if you have served any pre-suit demands or notices on the tenant(s) and attach copies. If you served a notice to terminate the lease, state the date you believe the lease is terminated pursuant to the notice:</p>	
<p><input type="checkbox"/> Check here if you believe the tenant(s) have caused physical damage to premises. Damage amount to date if known: \$_____. Describe any presently known damages:</p>	
<p><input type="checkbox"/> Check here if you want to request an interlocutory (preliminary) judgment for possession so you can assess physical damage to premises after eviction and establish those damages at a later hearing.</p>	
<p><input type="checkbox"/> Check here if the tenant(s) owe you money in addition to rent and late fees (such as utilities, bad check charges, etc.). State the amount(s) owed, an explanation of each amount, and provide copies of any relevant documentation.</p>	
<p>State amount of lease security deposit: \$_____ Pet deposit: \$_____ (<input type="checkbox"/> refundable <input type="checkbox"/> non-refundable)</p>	
<p>Use this space to provide any additional information you think may be relevant, including but not limited to:</p> <ul style="list-style-type: none"> * Ways in which tenant(s) have violated the lease or applicable law which are not covered above, including drug or criminal activity. * Whether you have accepted any money from the tenant(s) after giving them a termination notice or after the lease expired. * Information that may be helpful to process servers, such as additional places where tenant(s) can be served or the presence of vicious animals on the tenants' premises. 	
<p>(Attach additional sheets as necessary to provide this information; also attach copies of any relevant documents.)</p>	

FINAL CHECKLIST

- Make sure all applicable and available information requested above is completed.**
- Attach copies of all documents mentioned above.**
- Attach signed but undated verification on form we provide. There will be an additional \$10 charge for obtaining and filing verification after lawsuit is filed.**

Note: Established clients will be invoiced for fees and expenses. First-time clients may be asked for advance payment.