

How to File and Serve Your Answer to Unlawful Detainer



Make sure you have all your court forms.

- It is very important that you read the instructions on this sheet.
- Take all your court forms with you to court.

Follow these steps.

- 1. Read and review for correctness, then sign the forms.** Sign your full name, and print your address, telephone number and date on the ORIGINAL court form and all COPIES in the space provided. The ORIGINAL does not have the word COPY printed in the top right corner. You should have an Original and 2 COPIES.
- 2. DELIVER** a COPY of your Answer to your landlord or his lawyer (if there is one). You can do this by either hand-delivery or through the mail. You must note on the ORIGINAL the date and method by which you delivered your Answer to the landlord.
- 3. DELIVER** the ORIGINAL to the court

THE LANDLORD AND THE COURT MUST RECEIVE YOUR ANSWER BY THE FIRST MONDAY AFTER THE ENTRY DATE LISTED ON YOUR SUMMONS.

- 4.** The other COPY is for you to keep.