

How to File and Serve Your Motion to Remove a Default 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. Ask the court clerk** when your motion can be scheduled for a hearing. Write the time and date in the space provided on all your copies.
- 3. DELIVER** a COPY of your motion to your landlord or his lawyer (if there is one). You can do this by either hand-delivery or through the mail.
- 4.** On your ORIGINAL, **circle whether you hand-delivered or mailed** this motion to your landlord and the date you did this.
- 5. DELIVER** the ORIGINAL to the court after you have delivered a copy to your landlord.
- 6.** The other COPY is for you to keep.