

# How to File and Serve Your Transfer 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 3 COPIES.
- 2. DELIVER** the ORIGINAL to the district court where your case was filed.
- 3. The district court must receive your request for a TRANSFER no later than the day before your trial date.**
- 4. DELIVER** a COPY of your TRANSFER to your landlord or his lawyer (if there is one). You can do this by either hand-delivery or through the mail.
- 5. DELIVER** a COPY of your TRANSFER to the housing court where you are transferring your case.
- 6.** The last COPY is for you to keep.
- 7.** Your case will automatically be transferred if you get your request for transfer filed on time. There is no hearing required to transfer your case. The Housing Court will notify you and your landlord by mail of the new trial date. However, if you do not hear from the Housing Court, call to double-check the date of your trial.