



YOUR NEXT STEP

LANDLORD/PLAINTIFF'S CHECKLIST

- STEP 1** **Serve the 3/30/60/90 Day Notice**
(You must wait until the time stated on the notice expires before you can file a Complaint for Unlawful Detainer with the Court.)
- STEP 2** **File the Complaint at the Clerk's Office**
(If the tenant does not respond to the 3/30/60/90 day notice, you may proceed with a Complaint for Unlawful Detainer.)
- STEP 3** **Serve the Complaint on the tenant(s)/defendants(s)**
(You filed your Complaint for Unlawful Detainer. Now, have someone over the age of 18 years hand-deliver (serve) a copy of the Complaint to the tenant/defendant.)
- STEP 4** **File the Proof of Service for the Complaint with the Clerk's Office**
(After the Complaint is served on the tenant/defendant, have the person who helped you with the service fill-out the Proof of Service and file it at the Clerk's Office.)
- STEP 5** **File Request for Entry of Default/Default Judgment OR File Request to Set Case for Trial**
(1. If the tenant/defendant did not file an Answer, you can file a request for default/default judgment. (GO TO STEP 7)
2. If the tenant/defendant filed an Answer, you can file a request to set case for trial. This will cause a hearing to be set 20 days from the date of the request.)
- STEP 6** **Hearing**
(Prior to the hearing, you should prepare your evidence. Also, prepare the Judgment.)
- STEP 7** **Obtaining a Writ of Possession**
(If you were granted possession of the property by either a default judgment or court judgment, you can now request that a Writ of Possession be issued by the Clerk.)
- STEP 8** **Sheriff's Posting of the Notice to Vacate**
Once the Clerk issues the Writ, you will have to take it to the Sheriff's Court Services for processing. The Sheriff will post what is called a "Notice to Vacate." The tenant has five days from the date the Sheriff posts the Notice to Vacate to move-out.



YOUR NEXT STEP

TENANT/DEFENDANT'S CHECKLIST

- STEP 1** **Serve the Answer**
Have someone over the age of 18 years send (serve) by regular mail a copy of the Answer to the landlord/plaintiff. After the Answer is mailed to the landlord/plaintiff, have the person who helped you with the mailing fill-out the Proof of Service.)
- STEP 2** **File the Answer with the Proof of Service at the Clerk's Office**
(Attach the completed Proof of Service to the Answer and file them at the Clerk's Office.)
- STEP 3** **Landlord/Plaintiff's Request to Set Case for Trial**
(Once your Answer is filed, the Landlord/Plaintiff will file a request to set case for trial at the Clerk's Office. This will cause a hearing date to be set within 20 days from the date of the request.
- STEP 4** **Hearing**
(Prior to the hearing, you should prepare your evidence.
- STEP 5** **Writ of Possession/Notice to Vacate**
(If the Landlord/Plaintiff wins the case, the Landlord/Plaintiff can obtain a writ of possession to move you out of the property. The Sheriff will post what is called a "Notice to Vacate." You will have five days from the date the Sheriff posts the Notice to Vacate to move-out.