Commonwealth of Massachusetts
The Trial Court

SUMMARY PROCESS SUMMONS
AND COMPLAINT

Housing Department

Division

, ss

Docket No. _____

Entry Date _____

SAMPLE

THIS A[illegible]RT [illegible]E OF A PROCEEDING TO
E[illegible] YOU, PLEASE READ IT CAREFULLY
IMPORTAN[illegible] ESTE DOCUMENTO ES UNA NOTICIA DE UNA CORTE,
RESPECTO A PROCEDIENTES PARA DESALOJARLE

TO: _____

ADDRESS: _____ CITY: _____ ZIP: _____

You are hereby summoned to appear before a Justice of the Court at the time and place listed below:

DAY: Thursday DATE: _____ TIME: a.m. COURT LOCATION:

Courthouse, ROOM: Courtroom , floor to answer the complaint of

LANDLORD/OWNER: _____ STREET: _____

CITY: _____ ZIP: _____ that you occupy the premises at _____

being within the judicial district of this court, unlawfully and against the right of said Landlord/Owner because

_____

and further, that $ _____ rent is owed according to the following account:

ACCOUNT ANNEXED

_____
First or Chief Justice

_____
Clerk Magistrate

_____
Signature of Plaintiff or Attorney

_____
Date of Signature of Plaintiff or Attorney

_____

_____

_____
Address of Plaintiff's Attorney

_____
Telephone Number of Plaintiff or Attorney

NOTICE TO OCCUPANTS: At the hearing on _____, y[illegible] (or y[illegible]orney) must appear in person to present your defense. You (or your attorney) must also file a [illegible]o this [illegible]mplaint (Answer form 2 is available in the clerk's office.) You must file (deliver or mail) the a[illegible]ve [illegible]ourt [illegible]ve (deliver or mail) a copy on the landlord (or landlord's attorney) at the [illegible]wer m[illegible] be received by the court clerk and received by the landlord (or the landlord's atto[illegible] no [illegible] Monday after the Monday entry day.

SAMPLE

IF YOU DO NOT FILE AND SERVE AN[illegible]WER, OR IF YOU DO NOT DEFEND AT THE TIME OF THE HEARING, JUDGMENT MAY BE ENTERED AGAINST YOU FOR POSSESSION AND THE RENT AS REQUESTED IN THIS COMPLAINT.

NOTIFICATION PARA LAS PERSONAS DE HABLA HISPANA: SI USTED NO PUEDE LEER INGLES TENGA ESTE DOCUMENTO LEGAL TRADUCIDO CUANTO ANTES.

To the Sheriffs of our several Counties, or their Deputies, or any Constable of any City or Town within said Commonwealth. GREETINGS: We command you to summon the within named tenant/occupant to appear as herein ordered.

WITNESS,

_____ _____

First or Chief Justice

_____ _____

Clerk Magistrate Entry Date

OFFICER'S RETURN

_____ ss: City/Town _____ Date _____

By virtue of this Writ, I this day served the within-named tenant or occupant and summoned him/her as herein directed, by giving it in hand to _____

or leaving it at _____
the last and usual place of abode. A copy of this summons was mailed first class to the tenant/occupant at the address

on _____

_____

Signature of Officer

_____

Printed Name of Officer

Fees: Service _____

Copy _____

Travel _____

Use of car _____

L & U Mailing _____

$ _____

SAMPLE

NOTICE TO LANDLORD/OWNER:

Have the Officer complete and return above. Service must be made on the defendant no later than the seventh day and not earlier than the thirtieth day before the Monday entry day. This form must be filed in court no later than the close of business on the scheduled Monday entry day. In appropriate cases, proper evidence of notice to quit must be provided this court upon the filing of this complaint. See Rule 2(d) of the Uniform Summary Process Rules. According to Rule 2(c), the hearing date is the second Thursday (or Friday or Monday in some courts) after the entry day.

Amended effective February 1, 1982: July 1, 1986, February 1, 2000, March 1, 2001