



SUMMARY PROCESS INFORMATION SHEET

IMPORTANT

You **MUST** attend your court hearing by following the instructions provided in your court notice. Your hearing may occur virtually by Zoom or over the telephone. If you do not attend, the Court may rule for the other side.

CONNECTING TO ZOOM

You can connect to your Hearing through the Zoom app. Zoom is available both by computer and by phone.

SMARTPHONE

1. Go to your app store
2. Look for “Zoom Cloud Meetings”
3. Click Download
4. Create an account
5. Click Join Meeting
6. Enter Meeting ID
7. Enter Passcode

COMPUTER

1. Go to <https://zoom.us>
2. Click Join Meeting
3. Enter Meeting ID
4. Enter Passcode

LAND LINE / TELEPHONE

1. Contact the Court and notify court staff that you do not have access to zoom. The court will provide you with information and a phone number to call.
2. If the Court notice provides a phone number for your hearing, call the number and enter the ID and Password provided.

TIPS ON USING ZOOM

Make sure you test your online connection and video/audio on the zoom app before your hearing date.

YOUR COURT CASE

If you filed a summary process (eviction) case you are the plaintiff. If the case was filed against you, you are the defendant. You can file an answer stating your defenses. If you do not, the judge will only have the plaintiff’s side of the case.

- [Get help filing an answer](https://interviews.gbls.org/run/eviction/#/1) (<https://interviews.gbls.org/run/eviction/#/1>)
- [Look up your case file online](https://www.masscourts.org/) (<https://www.masscourts.org/>)

E-FILING YOUR DOCUMENTS ONLINE

[View Court forms related to eviction](https://www.mass.gov/lists/court-forms-for-eviction) (<https://www.mass.gov/lists/court-forms-for-eviction>) Translated court forms available at this address.

To file any forms, documents, or evidence, you can mail it to the court or file it electronically through the courts [E-filing Website](http://www.efilema.com/) (<http://www.efilema.com/>)

If you need assistance in drafting and filing court forms, please visit the Court Service Center (more information below).

COURT SERVICE CENTERS

Court Service Centers (CSC) help people navigate the court system. Centers are available to all court users without lawyers, and there are no income or immigration status requirements. All of the services in the Court Service Centers are free, but there may be other fees associated with your case, such as filing fees.

You can join the Court Service Center Videoconference Meeting:

- [Via videoconference](https://www.zoomgov.com/j/1615261140) (<https://www.zoomgov.com/j/1615261140>)
- Via phone call: (646) 828-7666 (Enter Meeting ID 1615261140)

This is available from 9:00 a.m. to 12:00 p.m. from Monday through Friday. After 12:00 p.m., CSC team members return calls, assist court users via appointment, and respond to emergency referrals made by court departments.

If you need an interpreter or reasonable accomodation, please call the Clerk's Office as soon as possible.

BOSTON MUNICIPAL COURT COMMUNITY LEGAL RESOURCES FOR SUMMARY PROCESS CASES

The following legal aid programs may be available to provide free legal services in summary process cases in the Divisions of the Boston Municipal Court.

CITY OF BOSTON OFFICE OF HOUSING STABILITY

- ✉ 26 Court Street, 1st Floor, Boston, MA 02108
- 📞 (617) 635-4200
- 🌐 <https://www.boston.gov/departments/neighborhood-development/office-housing-stability>

BOSTON COLLEGE LEGAL SERVICES LAB

- ✉ 885 Centre Street, Newton, MA 02459 Phone
- 📞 (617) 552-0248 | Fax (617) 552-0593
- 🌐 <http://bclawlab.org/>

DISABILITY LAW CENTER

- 📞 (617) 723-8455 | (800) 872-9992
- 🌐 www.dlc-ma.org

EASTERN REGION LEGAL INTAKE (ERLI)

- 📞 (617) 603-1700 | (800) 342-LAWS (5297)
- 🌐 www.vlpnet.org

GREATER BOSTON LEGAL SERVICES (GBLS) HOUSING UNIT

- ✉ 197 Friend Street, Boston, MA 02114
- 📞 (617) 371-1234 | (800) 323-3205

HARVARD LEGAL AID BUREAU (HLAB)

- ✉ 23 Everett Street, First Floor, Cambridge, MA 02138
- 📞 (617) 495-4408 | Fax (617) 496-2687
- 🌐 www.harvardlegalaids.org

LAWYERS CLEARINGHOUSE

- ✉ 7 Winthrop Square, 2nd Floor, Boston, MA 02110
- 📞 (617) 544-3434
- 🌐 www.lawyersclearinghouse.org

LEGAL SERVICES CENTER OF HARVARD LAW SCHOOL

- ✉ 122 Boylston Street, Jamaica Plain, MA 02130
- 📞 (617) 522-3003 | Fax (617) 522-0715
- 🌐 www.legalservicescenter.org

VETERANS LEGAL SERVICES

- ✉ New England Center & Home for Veterans – Walk-in. Most Wednesdays at 6:00 p.m.
17 Court Street (Government Center), Boston, MA.
- 📞 (857) 317-4474 | Fax (844) 621-2797
- 🌐 info@veteranslegalservices.org



VOLUNTEER LAWYERS PROJECT (VLP)

- ✉ 7 Winthrop Square, Floor 2, Boston, MA 02110
- 📞 (617) 423-0648
- 🌐 www.vlpnet.org

CITY LIFE/VIDA URBANA

- ✉ 284 Amory Street, Jamaica Plain, MA 02130 | 28 Paris Street, E. Boston, MA 02128
- 📞 (617) 524-3541
- 🌐 www.clvu.org/

NON-LEGAL RESOURCES FOR SUMMARY PROCESS CASES

EMERGENCY RENTAL & MORTGAGE ASSISTANCE

Renters and homeowners who are struggling to make housing payments are encouraged to apply for emergency assistance. You may be eligible for assistance to pay overdue or upcoming rent or mortgage payments, or other housing costs.

There is a joint application for the Residential Assistance for Families in Transition (RAFT) and Emergency Rental and Mortgage Assistance (ERMA) programs, and you can apply at one of 11 regional housing agencies. Any income-eligible individuals and families who are struggling to make housing payments may apply.

APPLY IMMEDIATELY. Due to unprecedented need during COVID-19 application processing can take several weeks and funds are not guaranteed.

- 📞 2-1-1
- 🌐 <https://www.mass.gov/CovidHousingHelp>

CITY OF BOSTON OFFICE OF HOUSING STABILITY

- ✉ 26 Court Street, 9th Floor, Boston, MA 02108
- 📞 (617) 635-4200
- 🌐 <https://www.boston.gov/departments/neighborhood-development/office-housing-stability>

LOCAL EMERGENCY RENTAL ASSISTANCE PROGRAM DATABASE

- 🌐 <https://www.housingtoolbox.org/covid-19-resources/emergency-rental-assistance-era-program-database>

