

**Boston Municipal Court Department**

Division: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Hours of Operations: \_\_\_\_\_

*For Court Use Only:*

*Docket No:* \_\_\_\_\_

**Commonwealth of Massachusetts  
SUMMARY PROCESS (EVICTION) SUMMONS AND COMPLAINT**

**IMPORTANT: NOTICE OF A COURT CASE TO EVICT YOU - PLEASE READ IT CAREFULLY**

**IMPORTANTE: ESTA ES UNA NOTIFICACION DE UN CASO EN CORTE RESPETO A  
PROCEDIMIENTOS DE DESALOJO - FAVOR DE LEER CON CUIDADO**

TO: DEFENDANT(S)/TENANT(S)/OCCUPANT(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY/TOWN: \_\_\_\_\_ ZIP: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**THE COURT WILL SEND YOU A NOTICE OF THE DATE, TIME, AND MANNER OF YOUR COURT EVENT.**

You are hereby summonsed to appear at a hearing before a Judge of the Court to defend against the complaint of:  
PLAINTIFF/LANDLORD/LESSOR/OWNER: \_\_\_\_\_

of STREET: \_\_\_\_\_ CITY/TOWN: \_\_\_\_\_ ZIP: \_\_\_\_\_

that you occupy the premises at \_\_\_\_\_  
being within the judicial district of this Court, unlawfully and against the right of said Plaintiff/Landlord/Owner  
because: \_\_\_\_\_

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

ACCOUNT ANNEXED (itemize)

\_\_\_\_\_  
Printed Name of Plaintiff or Attorney

\_\_\_\_\_  
Signature of Plaintiff or Attorney

\_\_\_\_\_  
Address of Plaintiff or Attorney

\_\_\_\_\_  
Email of Plaintiff or Attorney

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
BBO#

**NOTICE TO DEFENDANT/TENANT/OCCUPANT**

If you do not file and serve an answer or if you do not defend at the time of the hearing, Judgment may be entered against you for possession and the rent as stated in the complaint. Please see the **Notice to Defendant** section on the back side of this page.

**FOR EMERGENCY RENTAL AND MORTGAGE ASSISTANCE**

Please visit: [www.mass.gov/CovidHousingHelp](http://www.mass.gov/CovidHousingHelp) or call the Housing Consumer Education Center at 1-(800)-224-5124.

**To the Sheriff 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 defendant(s)/tenant(s)/occupant(s) to appear as herein ordered.**

**WITNESS:**

/s/ \_\_\_\_\_  
First Justice

/s/ \_\_\_\_\_  
Clerk Magistrate

**Service by:** \_\_\_\_\_  
**Entry Date by:** \_\_\_\_\_  
**Trial Date:** To Be Determined by the Court

**¡Importante! ¡Traducir! Enpòtan! Tradwi! Quan Trọng! Dich!**

**IMPORTANT NOTICE TO ALL PARTIES**

If you need a free interpreter or Reasonable Accommodations please call the Court's Clerks Office. For additional information about Lawyer for the Day Program, Tenancy Preservation Program, or other services that may help both a Landlord and Tenant with their case, please go to:

**<https://www.mass.gov/guides/hotlines-relevant-to-housing-court-matters>**

**IMPORTANT NOTICE TO PLAINTIFF/LANDLORD/LESSOR/OWNER:** Have the Officer complete and return the above. Service must be made on each defendant(s) not later than the seventh day and not earlier than the thirtieth day before the Monday entry date. This form must be filed in Court no later than the close of business on the scheduled Monday entry date.

In appropriate cases, proper evidence of notice to quit must be provided to this Court upon the filing of this Complaint.

**A P.O. box will not be accepted as an address for the Plaintiff**

**Officer's Return**

\_\_\_\_\_, ss

Date: \_\_\_\_\_

City/Town: \_\_\_\_\_

By virtue of this Writ, I this day served the within-named each defendant/tenant/occupant, and summonsed him/her as herein directed, by giving in hand to \_\_\_\_\_

or leaving it at the last and usual place of abode at \_\_\_\_\_

A copy of this summons was mailed first class to each defendant/tenant/occupant at the address on: \_\_\_\_\_.

**Fees for Service**

Service \$ \_\_\_\_\_  
Copy/Attest \$ \_\_\_\_\_  
Travel \$ \_\_\_\_\_  
Use of Car \$ \_\_\_\_\_  
Mailing \$ \_\_\_\_\_  
  
TOTAL \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
Address of Officer

\_\_\_\_\_  
Telephone Number of Officer

**IMPORTANT NOTICE TO EACH DEFENDANT/TENANT/OCCUPANT:** The Court will send a notice upon filing of this case with the date and manner on how the hearing will be conducted. If you do not receive a notice please contact the Court's Clerks Office at \_\_\_\_\_

You (or your attorney) must appear at all Court hearings to present your defense. You (or your attorney) must also file a written answer to this Complaint. An Answer is your response stating the reason(s) why you should not be evicted and may include any claims you have against the Plaintiff. Summary Process Answer Form is available on the Housing Court's website **[www.mass.gov/lists/housing-court-forms](http://www.mass.gov/lists/housing-court-forms)** and in the Clerk's Office.

You must file (e-file, deliver or mail) the Answer Form with the Court Clerk's Office and serve (deliver or mail) a copy on the Plaintiff (or Plaintiff's attorney) at the address shown in this summons. The Courts notice about the hearing will also include the deadline by which the Answer must be received by the Court Clerks Office and received by the Plaintiff (or the Plaintiff's Attorney)