



Guide on How to eFile at the Housing Court

Created by the Administrative Office of the Housing Court

<http://www.efilema.com>



INDEX

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Disclaimer Regarding Legal Advice

Please note that the material in this Guide is intended only for instructional purposes to assist the reader with using the eFileMA.com electronic case filing application. Any sample legal documentation or content provided in this Guide is only for illustrative purposes to provide assistance with entering data into the application.

The information provided in this Guide does not, and is not intended to, constitute legal advice; all information and material in this Guide are provided for general informational purposes. Readers of this Guide should contact the Housing Court with any questions concerning case processes/procedures. Readers of this Guide should contact an attorney to obtain advice with respect to particular legal matters.

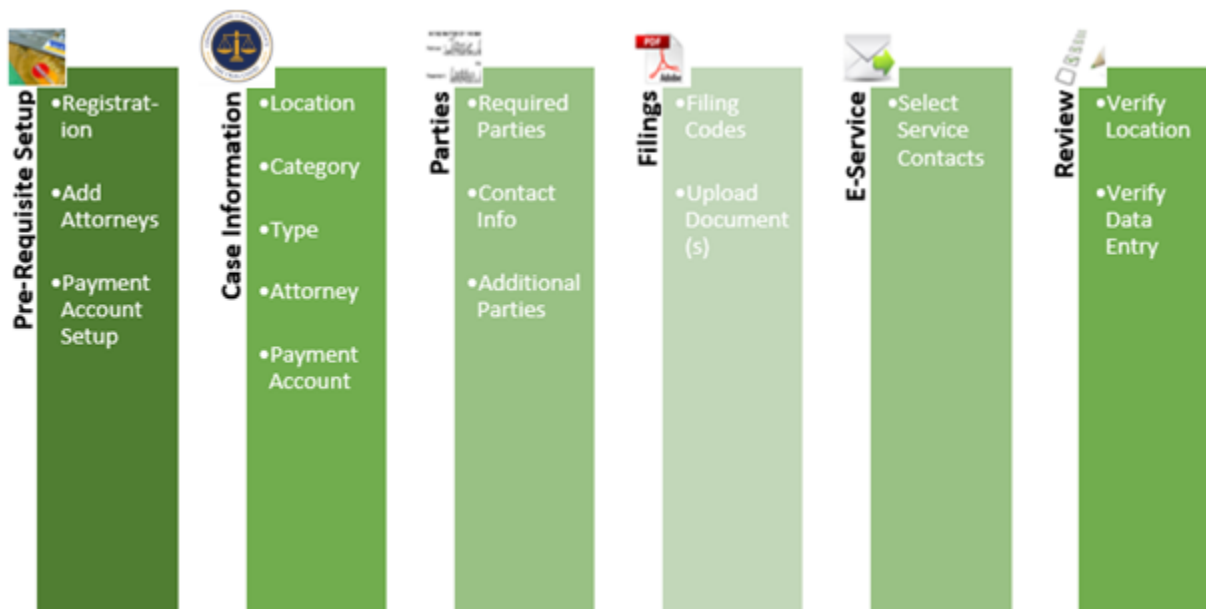
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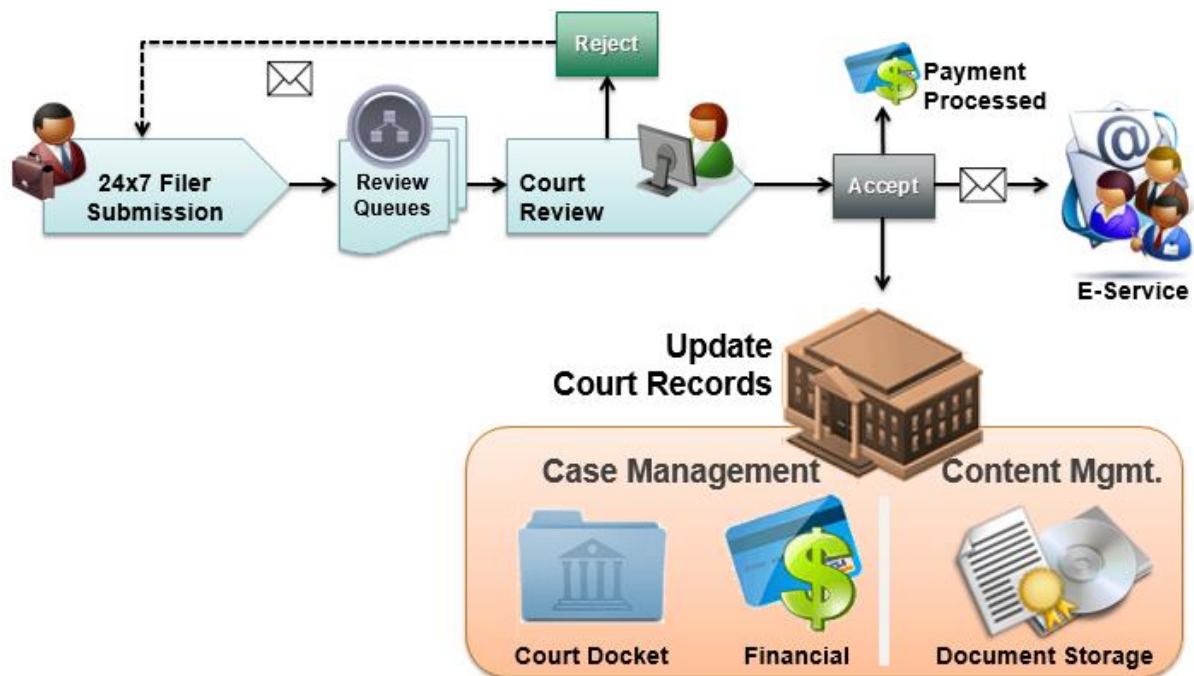
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OVERVIEW OF THE eFILING PROCESS



The diagram above demonstrates an example of the eFiling process.

- To initiate the filing process, the filer will need to register (e.g. Provide firm and contact info) and set up a payment account.
- Next, the filer must input the case information (e.g. location: Housing Court Division, Category: Civil Case, Small Claims, Summary Process, Case Type: SP- Cause, No Cause, Foreclosure, etc.).
- The next step is adding a party type (e.g. required Parties like Plaintiff/Defendant or Petitioner/Respondent, Contact information, any additional parties other than required).
- Next, the filer must upload the documents and choose the appropriate filing codes.
- This E-Service step is currently not active with the Housing Court, but may be available in the future. It allows the filer to electronically serve opposing counsel or party at a later time with subsequent filings.
- The final step is for the filer to review and verify the info and documents prior to submission.



This diagram provides a bird's eye view of the case filing process.

For the Massachusetts Rules on Electronic Filing, please refer to Supreme Judicial Court Rule 1:25;
<https://www.mass.gov/supreme-judicial-court-rules/supreme-judicial-court-rule-125-massachusetts-rules-of-electronic>

REGISTRATION



Court Information

Helpful Information for E-Filing

- For an Overview of [E-Filing in the Massachusetts Courts](#).
- Review the [Massachusetts Rules of E-Filing \(SJC Rule 1:25\)](#).
- Standing Orders: [E-Filing in the Supreme Judicial Court](#) and [E-Filing in the Appeals Court](#).
- Instructions for Attorneys for [E-Filing 9A Motions in the Superior Court](#).
- How to [E-File in a Representative Capacity \(Trial Court\)](#).
- Find fillable forms here: [Trial Court E-Filing Forms](#) and [E-Filing & Forms at the Appeals Court](#)

Actions



Sign In



Register

Self Help

[Need Help?](#)

[Chat for Assistance](#)

[FAQ's](#)

[Web Training Sessions](#)

To register as a new user, begin by clicking on the 'Register' button in green. This will take the user to the appropriate screen.

Register – User Information

The Register page becomes available and all required fields must be completed in order to proceed.

Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » [Complete](#)

First Name

Middle

Last Name

Email Address

Password

Security Question

Enter a simple question that can only be answered by you. Example: High School Mascot

Security Answer

Next

Note: A red box indicates that these are required fields.

First Name - User's first name.

Middle - User's middle initial. This field is optional.

Last Name - User's last name.

Email Address - User's email address, which will be used as the user id to log in.

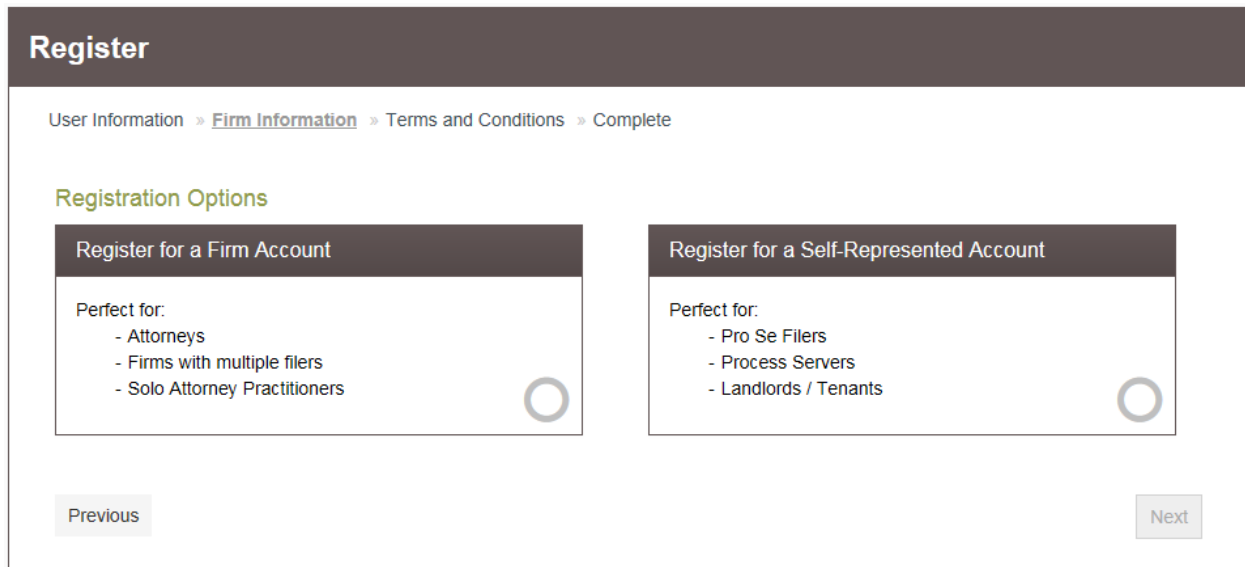
Password - Create a secure password that will be used to log in to the eFile site. The password must be at least 6 characters with a least one letter and one number or symbol.

Security Question - Create a question that can be answered by the user in the event of a password issue.

Security Answer - Answer to the security question.

Once complete, click on 'Next'.

Register – Firm Information

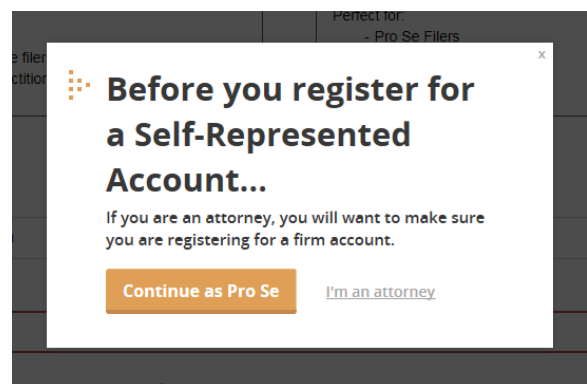


The screenshot shows the 'Register' page with a dark header. Below the header, a breadcrumb trail reads: 'User Information > **Firm Information** > Terms and Conditions > Complete'. The main content area is titled 'Registration Options' in green. It contains two side-by-side boxes. The left box is titled 'Register for a Firm Account' and lists 'Perfect for:' followed by a bulleted list: '- Attorneys', '- Firms with multiple filers', and '- Solo Attorney Practitioners'. The right box is titled 'Register for a Self-Represented Account' and lists 'Perfect for:' followed by a bulleted list: '- Pro Se Filers', '- Process Servers', and '- Landlords / Tenants'. Both boxes have a radio button at the bottom right. At the bottom of the page, there are 'Previous' and 'Next' buttons.

The user will need to choose if they are registering as a Firm Account or a Self-Represented Litigant (not an attorney). If the user is an attorney and accidentally selects the Self-Represented Account, the disclaimer box, on the right, will appear.

Select 'I'm an attorney' to close the message and select 'Register for a Firm Account' to continue registering as an attorney.

Note: Before registering for a Firm Account, please check to ensure the firm's account has not already been created. If the firm account has already been created, the user must contact the firm



administrator to request to be invited to join the firm. Directions on how to invite attorneys to a registered firm can be found on page 8.

The screenshot shows a web form titled "Firm Information" in green. It contains several input fields: "Firm Name" (a large text box), "Country" (a dropdown menu with "United States of America" selected), "Address Line 1" (a large text box), "City" (a text box), "State" (a dropdown menu with "Click to select State" selected), "Zip Code" (a text box), and "Phone Number" (a text box). At the bottom, there is a checkbox labeled "Require administrator approval of new user registration" which is checked.

Firm Name - The filer's Firm name.

Country – The subject firm's country of business. This section is optional, but it defaults to the United States of America.

Address Line 1 - Enter the firm's street address

City - Enter the city/town of the firm's address

State - Enter the state of the firm's address

Zip Code - Enter the zip code of the firm's address

Phone Number - Enter the firm's phone number

A box is automatically checked to require the firm's administrator to approve the filer's new user registration. Click 'Next' to continue.

Register – Terms and Conditions

By clicking on the "I Accept – Register Firm" button, the user is agreeing to be legally bound by all the terms and conditions in this agreement. This should be reviewed carefully.

After accepting the terms, a verification e-mail will be sent with a hyperlink to activate the user's account. **The account must be activated in order to sign-in.**

Adding Firm Users

Only the firm's administrator will have the ability to add users. If adding a firm user, you may specify the Role(s) for that user: firm administrator, filer, and attorney. If you add a firm attorney, you will not be able to designate them as a filer

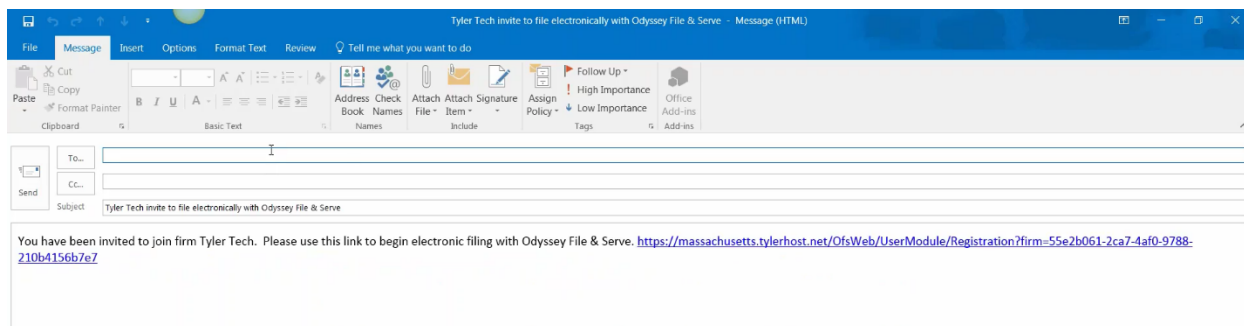
To add firm users to a registered firm, click on 'Actions' to open up the drop-down menu. From there select 'Firm Users'.

The screenshot shows the 'Filer Dashboard' with a sidebar menu on the right. The 'Actions' menu is open, displaying options: Dashboard, Start a New Case, File Into Existing Case, Filing History, Templates, Firm Service Contacts, Bookmarks, Reports, Firm Admin, Firm Users, Firm Attorneys, Firm Information, Payment Accounts, Help, System Admin, and Filing History Search. The 'Firm Users' option is highlighted.

This will take the user to the Firm User page where it will show all the users that are currently registered with the firm. To invite someone, navigate to the bottom of the list where a URL link is displayed next to **Join My Firm**. Click on the envelope symbol:

Firm Users						
First Name	Last Name	Email	Firm Status	Email Status	Roles	
Ayu	Arifin	Ayu.Arifin@tyle...	Approved	Active	Filer, Firm Admi...	Actions ▾
Ashley	Benson	ashley.benson...	Approved	Active	Filer, Firm Admi...	Actions ▾
Aaron	Biggs	aaron.biggs@ty...	Approved	Active	Filer, Firm Admi...	Actions ▾
Songa	Bolin	Songa.bolin@ty...	Approved	Active	Filer, Firm Admi...	Actions ▾
Amber	Branch	amber.branch...	Approved	Active	Filer, Firm Admi...	Actions ▾
Melissa	Carroll	melissa.carroll...	Approved	Active	Filer, Firm Admi...	Actions ▾
Zofie	Chau	Zofie.Chau@tyl...	Approved	Active	Filer, Firm Admin	Actions ▾
Kyle	Doherty	kyle.doherty@t...	Approved	Active	Filer, Firm Admin	Actions ▾
Adam	Earnheart	adam.earnheart...	Approved	Active	Filer, Firm Admi...	Actions ▾
Amanda	Flack	amanda.flack@...	Approved	Active	Filer, Firm Admi...	Actions ▾
1 2 3 4 10 Items per page 1 - 10 of 34 items						
Join My Firm: https://massachusetts.tylerhost.net/OfsWeb/UserModule/Registration?firm=55e2b061-2						

This will open a new window to a new message where the user can send the hyperlink to join the firm.



Adding a Payment Account

To add a payment account to a registered firm, click on Actions to open up the drop-down menu. From there select 'Payment Accounts'. A payment account must be created in order to eFile a new case or file into an existing case.

Note: Only the firm administrator will have the ability to add payment accounts.

Payment Accounts			
⊕ Add Payment Account			
Payment Account Name	Payment Account Type	Active	
4610460935904284	Credit Card	No	Actions ▾
Waiver	Waiver	Yes	Actions ▾

To add an account simply click on ⊕ Add Payment Account.

1 - 3 of 3 items

Payment Account Name

Payment Account Type

Click to select Payment Account Type

Click to select Payment Account Type

Credit Card

eCheck

Waiver

Undo Save Changes

Enter in the Payment Account Name that can be easily remembered (i.e. Visa exp.12/21). Then select the Payment Account Type, Credit Card, eCheck or Waiver. Once selected, click 'Enter Account Information' to proceed to fill out either the Credit Card or eCheck information.

Enter Account Information

Method of Payment

☒ Credit Card
☐ e-Check

Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type

Card Number

Exp Month * Exp Year *

CVV Code * [CVV Help](#)

Name on Card

Address Type ☒ US ☐ Foreign

Address Line 1 *

Street address, P.O. box, company name, c/o

Address Line 2

Apartment, suite, unit, building, floor, etc.

City

State *

Zip Code

After completion, click 'Save Changes' and the payment account is added to Accounts list.

Register a Municipality

To register as a local municipality in order to electronically file a Civil case into the Housing Court, the user filing on behalf of the municipality will need to select the 'Register for a Firm Account' option.

The screenshot shows a web interface for registering an account. At the top, there is a dark header with the word "Register" in white. Below the header, a breadcrumb trail reads: "User Information » Firm Information » Terms and Conditions » Complete". The main content area is titled "Registration Options" in green. It contains two side-by-side boxes. The left box is titled "Register for a Firm Account" and lists "Perfect for:" followed by a bulleted list: "- Attorneys", "- Firms with multiple filers", and "- Solo Attorney Practitioners". The right box is titled "Register for a Self-Represented Account" and lists "Perfect for:" followed by a bulleted list: "- Pro Se Filers", "- Process Servers", and "- Landlords / Tenants". Both boxes have a large, light gray circular button on the right side. At the bottom left of the form is a "Previous" button, and at the bottom right is a "Next" button.

Note: Before registering for a Firm Account, please check to ensure that an account for the municipality has not already been created. If such an account has already been created, the user must obtain the original credentials to access the account.

Please be advised that all firm accounts and filings are manually reviewed by Housing Court staff. If the filing is not on behalf of a municipality, as registered, then the filing will be rejected. The Housing Court may also report the account to Tyler, who may take additional action.

Firm Information

Firm Name

Country

Address Line 1

City

State

Zip Code

Phone Number

Require administrator approval of new user registration



Firm Name - The municipality's name.

Country – The filer's country of business. This section is optional, but it defaults to the United States of America.

Address Line 1 - Enter the **applicable** street address.

City - Enter the applicable city/town.

State - Enter the state that the municipality is located in.

Zip Code - Enter the municipality's zip code.

Phone Number - Enter the contact phone number.

A box is automatically checked to require the municipality's administrator to approve the filer's new user registration. Click 'Next' to continue.

Terms and Conditions

By clicking on the "I Accept – Register Firm" button, the user is agreeing to be legally bound by all the terms and conditions in this agreement. This should be reviewed carefully.

After accepting the terms, a verification e-mail will be sent with a hyperlink to activate the user's account. **The account must be activated in order to sign-in.**

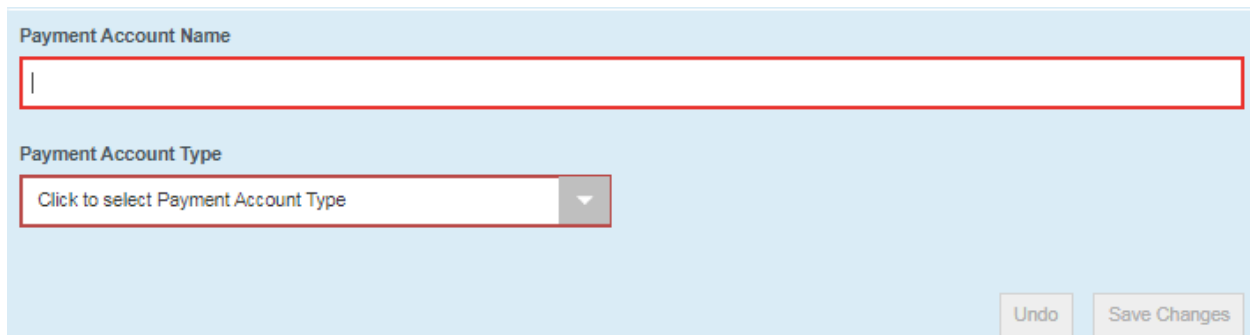
If there are other users that would like to file on behalf of the local municipality, you may add users by following the instructions on page 9.

Adding a Payment Account – Waiver for a Municipality

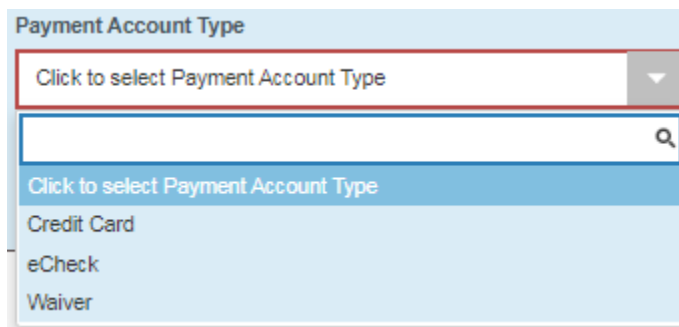
The Commonwealth and its municipalities are not subject to court filing fees in the Housing Court. See G.L. c. 185C, § 19. They are also not subject to the e-filing fees. A municipality must create a waiver payment account prior to initiating a filing.

To add a waiver account to a registered municipality, click on Actions to open up the drop-down menu. From there select 'Payment Accounts'.

Select the button: 



Enter the municipality's name as the Payment Account Name and under the Payment Account Type drop down; select Waiver and hit 'Save Changes' and the waiver account is available to use on the Accounts list.



FILING A CASE



Go To Assist

Show Me How To...



Actions ▾

Filer Dashboard

My Filing Activity ?

Pending

Accepted

Returned

Drafts

Served

[View All](#)

New Filing

Start a New Case ?

[Use a Template](#) ?

File into Existing Case ?

[Need help getting started?](#)

Please note, a payment account must already be set up prior to filing a case. If the filer checks off “waiver” for the payment option, then the Affidavit of Indigency must be included, unless the filing is on behalf of a municipality.

To initiate a new case for filing, click on the ‘Start a New Case’ link in the blue box to open the Case Information page. At this time only Summary Process and Small Claims cases can be electronically filed in the Housing Court.

Case Information

The Case Information page becomes available and the filer must complete the following details for this new case form by using the provided drop-down list.

Start a New Case

Case Information [Need Help?](#)

Location

Click to select Location

Category ?

Click to select Category

Case Type

Click to select Case Type

Lower Court/Agency

Click to select Low... **i**

Lower Court/Agency Case #

Optional: Enter the lower c **i**

Short Title

Optional: Enter the lower c **i**

Undo Save Changes

Note: A red box indicates that these are required fields.

Location - Select the appropriate Housing Court division in which you want your case to be heard.

Category - Select the case category, at this time only Civil, Smalls Claims and Summary Process cases can be filed electronically.

Case Type - Select the case type for this category. The associated fees are listed next to each option.

The following 3 fields are only required to file an appeal.

Lower Court/Agency - Enter the name of the lower court/agency, if applicable.

Lower Court/Agency # - Agency case number, if applicable.

Short Title - Agency case title, if applicable.

Once the filer has entered information in the required fields, click on **Save Changes** to move on to the next section.

Party Information

The Party Information section becomes available and the following details must be completed for this new case. This section displays only two party types, however multiple parties can be added.

Party Information

Need Help?

Party Type	Party Name	Lead Attorney
Plaintiff		Required Party
Defendant		Required Party

+

Add Another Party

Enter details for this Party

Party is a Business/Agency

☐

First Name

Middle Name

Last Name

Suffix

Country

United States of America

Address Line 1

Address Line 2

City

State

Click to select State

The Plaintiff's information, or the one who is filing the complaint, will always default as the first to be entered. Please note that if the filer is a business/agency they must check off the box (right) in order to enter the business' name.

Enter details for this Party

Party is a Business/Agency

☐

First Name - Plaintiff's First Name

Middle Name - Plaintiff's Middle Name

Last Name - Plaintiff's Last Name

Suffix - Select the appropriate suffix, if any, for the Plaintiff

Country - Select the country of the Plaintiff's address, this is automatically defaulted to USA

Address Line - Enter the Plaintiff's street address

City - Enter the city/town of the Plaintiff's address

State - Enter the state of the Plaintiff's address

Zip Code - Enter the zip code of the Plaintiff's address

Phone Number - Enter the Plaintiff's phone number

Lead Attorney - Select the lead attorney for the Plaintiff, if any, for this case

Note: In order for an attorney's name to appear as a choice in the Lead Attorney drop down, the Firm Administrator must have set this up beforehand. Otherwise, the only selectable entries will either be "Pro Se" or "Click to select Lead Attorney". This field is optional.

After the information has been entered, click on **Save Changes** to begin entering the Defendant's information. Once complete, click on 'Save Changes' once more. Should they need to add any additional parties, they can click on **+ Add Another Party**

If one of the parties has a Representative Capacity, the filer must add the represented party and a capacity to demonstrate this on the case. Please refer to this section of the guide for instructions; [Adding a Party in a Representative Capacity to a Case](#).

The Filings section is now available, before completing this they must have a PDF document to upload.

Filings

The 'Filing Code' in this section, determines the content that the user wants to submit to the Housing Court. Once the filing has been accepted by the reviewer, the filing will become a docket entry in the case record.

The screenshot shows a web form titled "Filings" with a "Need Help?" link. The form is divided into several sections, each with a title and a description. The "Filing Type" section has a dropdown menu with "EFile" selected. The "Filing Code" section has a dropdown menu with "Click to select Filing Code" selected. The "Filing Description" section has a text input field with the placeholder "Optional: Enter the name of the document you are filing." The "Client Reference Number" section has a text input field with the placeholder "Optional: Enter your client billing code or firm tracking number if appl". The "Comments to Court" section has a text input field. The "Courtesy Copies" section has a text input field with the placeholder "Optional: Enter a list of email addresses sep". The "Filing on Behalf of" section has a text input field with the placeholder "'Select the parties you are filing on behalf of'". Each section has an information icon (i) to its right.

Filings [Need Help?](#)

Enter the details for this filing

Filing Type ? **Filing Code**

EFile Click to select Filing Code i

Filing Description

Optional: Enter the name of the document you are filing. i

Client Reference Number ? **Comments to Court** ?

Optional: Enter your client billing code or firm tracking number if appl i

Courtesy Copies

Optional: Enter a list of email addresses sep i

Filing on Behalf of

'Select the parties you are filing on behalf of' i

Filing Type - Select either EFile or EFileAndServe

- **Efile** Choose this option if the filer wants to electronically file with the court and do not need to serve anyone.
- **Efile and Serve** At this time, please refrain from choosing this option and refer to the Efile option.

Filing Code - Select from the drop down on the different document types. If this case is accepted, the Tyler Filing Code will become a part of the Court's Docket Entry. If the filer does not use the correct code with the corresponding document, the entire filing will be rejected. If the filer is unsure, please refer to the appendix for some commonly filed documents and their associated filing codes or contact the Housing Court's Clerk's Office for assistance.

Filing Description - Enter the purpose of the document they are filing. This field is optional.

Client Reference Number - Enter their client's billing code or firm tracking number if applicable. This field is optional.

Comments to Court - Enter any information that the filer would want to inform the court. This comment is optional and will not be a part of the case record. This field allows up to 32,000 characters.

Courtesy Copies - Enter an email addresses, or multiple by separation of a comma, to send a copy of this filing to interested parties.

Filing on Behalf of - Select from the drop down and choose the party (plaintiff or defendant) they are filing on behalf of.

The filer must have the PDF of the required documents in order to upload to Tyler.

Lead Document (Required)

Computer

Click on the gray bar, this will prompt you to browse your computer to select the file you wish to upload. Upon uploading the document, the document name will appear with the size of the file (maximum size is 25MB). The description box will automatically populate the file name and this field is editable with a limitation of 60 characters.

Filings

Need Help?

Filing Code	Client Ref #	Filing Description	
Entry Package - Notice to Quit			Actions ▾
Entry Package - Affidavit of Comp...			Actions ▾
Entry Package - SP Summons an...			Actions ▾
			Actions ▾

Enter the details for this filing

Filing Type ?

EFile ▾

Filing Code

Click to select Filing Code ▾

Entry Package - Affidavit of Compliance
Entry Package - Affidavit of Indigency
Entry Package - Cover Letter to Clerk
Entry Package - Lease
Entry Package - Notice of Appearance
Entry Package - Notice to Quit

Filing Description

Optional: Enter the name of the document you a

Client Reference Number ?

Optional: Enter your client billing code or firm tra

Courtesy Copies

Optional: Enter a list of email addresses se

Filing on Behalf of

'Select the parties you are filing on behalf of'

⊕ Add Another Filing

The following are some commonly filed documents and the corresponding filing codes that should be included with your entry package in order for your case to be accepted on Tyler. If you have any questions on which filing code to choose for your documents, please contact the Housing Court Clerk's Office.

Civil Case

- Civil Complaint - statement for complaint
 - Upload it under the code "Efiled Civil Complaint". Choose either Civil or Civil Filed by City/Town.
- Exhibits to supplement your case
 - Upload it under the code "Exhibits filed by {PARTYNAME}".

Filing for a Civil Case - Temporary Restraining Order (TRO)

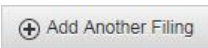
- Upload "Efiled Request for Temporary Restraining Order"
- Upload "Statement of Material Facts or Request for TRO".
- Upload "Motion by [PARTYNAME] for Temporary Restraining Order"

Summary Process Case

- Summary Process (SP) Summons and Complaint with return of service.
 - Upload it under the code “Entry Package – Summary Process”. Choose either Cause, No-Cause, Foreclosure or Non-Payment of Rent.
- Affidavit of Compliance
 - Upload it under the code “Entry Package – Affidavit of Compliance”.
- Notice to Quit
 - Upload it under the code “Entry Package – Notice to Quit”

Small Claims Case

- Statement of Claim
 - Upload it under the code “Statement of Claims entered through e-file process”.
 - To create an electronic Statement of Claim, it can be created through the Guide and File at: <https://massachusetts.tylerhost.net/SRL/SRL/ExecuteInterview>
- Defendant’s Address Verification Form
 - Upload it under the code “Verification of Defendant’s Address form filed”.

To add another document select . This will enable the filer to file additional correspondences. The filer should separate and upload the document based on the filing code, but if there are exhibits they may file it all under one filing code.

If the filer checks off waiver for the payment option, then the Affidavit of Indigency must be included with the entry package unless the filer is a municipality.

Some common reasons that an eFile may be rejected includes, but not limited to, un-timely filings, lack of jurisdiction (e.g. filed in the wrong division), and an incomplete submission. If rejected, the filer can still make necessary corrections based on the Housing Court staff comments and re-file.

After completing this Filings portion, click on ‘Save Changes’ to proceed to the Fees section.

Fees

Note: A payment account must be set up prior to filing a Housing Court Case in Tyler.

All fees associated to the filing will be displayed here.

The Payment Service Fee charge for using a credit card (American Express, MasterCard, VISA) to E-File is 2.89% of the combined Total Filing Fee + E-File Fee.

The Payment Service Fee charge for using eCheck (ACH) to E-File will remain \$0.25.

There is an eFile Fee of \$22.00 that is added to the Housing Court Case Fee on all envelopes that are the first filing that initiates a case. There are no eFile Fees on any envelope (subsequently) filed into an existing case.

The total amount due is displayed as the **Envelope Total**.

Fees
Need Help?

▼ Affidavit

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee	\$0.00
Court Case Fee	\$135.00
E-File Fee	\$6.00
Envelope Total:	\$141.00

Payment Account ?

Click to select Payment Account

Party Responsible for Fees ?

Click to select Party Responsible for Fees

Filing Attorney

Click to select Filing Attorney

Select from the Payment Account drop down and choose the account that has already been set up. Determine the party responsible for the fees and the filing attorney.

Once the section has been completed, click on 'Submit' and the envelope has been sent to the designated Housing Court for review. This case will be assigned an Envelope number for tracking purposes. If the Clerk's office accepts the envelope, a docket number will be assigned. If the file is rejected, the filer will not be charged.

To review what has been filed, simply go to the Filer Dashboard and underneath My Filing Activity select 'Pending'.

Go To Assist
Show Me How To...

Home
Actions

Filer Dashboard

My Filing Activity ?

Pending
Accepted
Returned
Drafts
Served
View All

New Filing

Start a New Case ?
Use a Template ?
File into Existing Case ?
Need help getting started?

Additional Resources

E-Filing Website: <https://massachusetts.tylerhost.net/ofswb>

Send an email to the following address to be automatically added to the listserv email list:
efilenews-join@jud.state.ma.us

Access this link for eFileMA information: www.efilema.com

Contact Tyler Customer Support: 1-877-687-7870

REPRESENTATIVE CAPACITY

Adding a Party in a Representative Capacity to a Case

Note: Representative capacities have three parts-

First Part: Representative (Individual or Business)

Second Part: Represented Party (Individual or Business)

Third Part: Capacity

The following steps demonstrate how to add a **Representative**, **Represented Party** and finally the **Capacity** which links the representative and party together.

In the **Party Information** section add the **Representative** as a party to the case (plaintiff, defendant, petitioner, or another party type).

- a. If the party is an individual, fill in the first and last name.
- b. If the party is a business, check the box to indicate that it is a business and enter the name of the business.

Enter any optional fields. Click the **Save Changes** button.

The following steps are to add the represented party, which will include the **Represented Party** and **Capacity**.

Click the **+ Add Another Party** button and take the steps below. Check off the box '**This is a represented party**', once checked the Party Type automatically defaults to the Representative Capacity.

The image displays two screenshots of a web form titled "Enter details for this Party".

Top Screenshot:

- Party Type:** A dropdown menu with the text "Click to select Party Type".
- Party is a Business/Agency:** An unchecked checkbox.
- This is a represented party:** An unchecked checkbox.

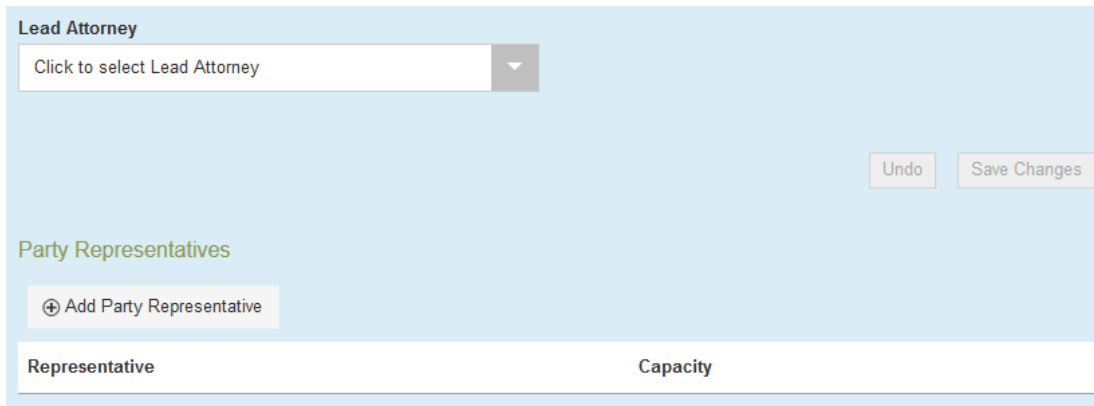
Bottom Screenshot:

- Party Type:** A dropdown menu with the text "Representative Capacity".
- Party is a Business/Agency:** An unchecked checkbox.
- This is a represented party:** A checked checkbox, indicated by a checkmark icon.

If the represented party is a business, check the box labeled **Party is a Business/Agency**. Enter the **Represented Party** (individual or business), name and information. Click on 'Save Changes'.

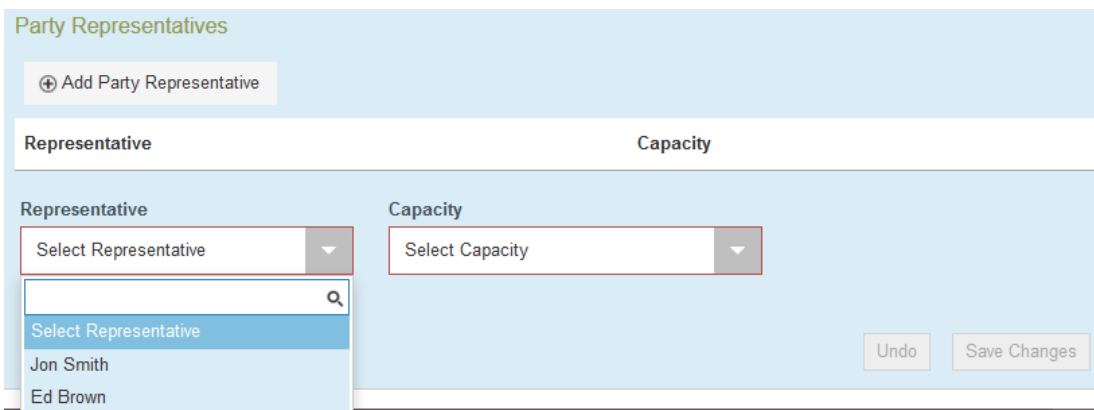
The following steps are how to add the connection between the two (the **Representative** and the **Represented Party**). Notice that the Tyler application has moved you to the **Filings** section. Scroll back up to the **Party Information section** and click on the Represented Capacity to re-activate the details.

A new button has appeared below the Lead Attorney. Click on 



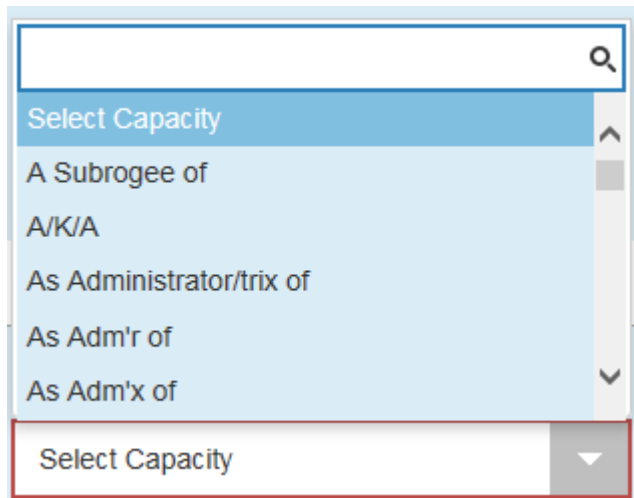
The screenshot shows the 'Party Information' section. At the top, there is a 'Lead Attorney' dropdown menu with the text 'Click to select Lead Attorney'. Below this, there are 'Undo' and 'Save Changes' buttons. Further down, the 'Party Representatives' section is visible, featuring an 'Add Party Representative' button. At the bottom of this section, there are two columns: 'Representative' and 'Capacity'.

The **Representative** drop-down box and the **Capacity** drop-down box appears. For the representative, click the **Representative** down arrow.

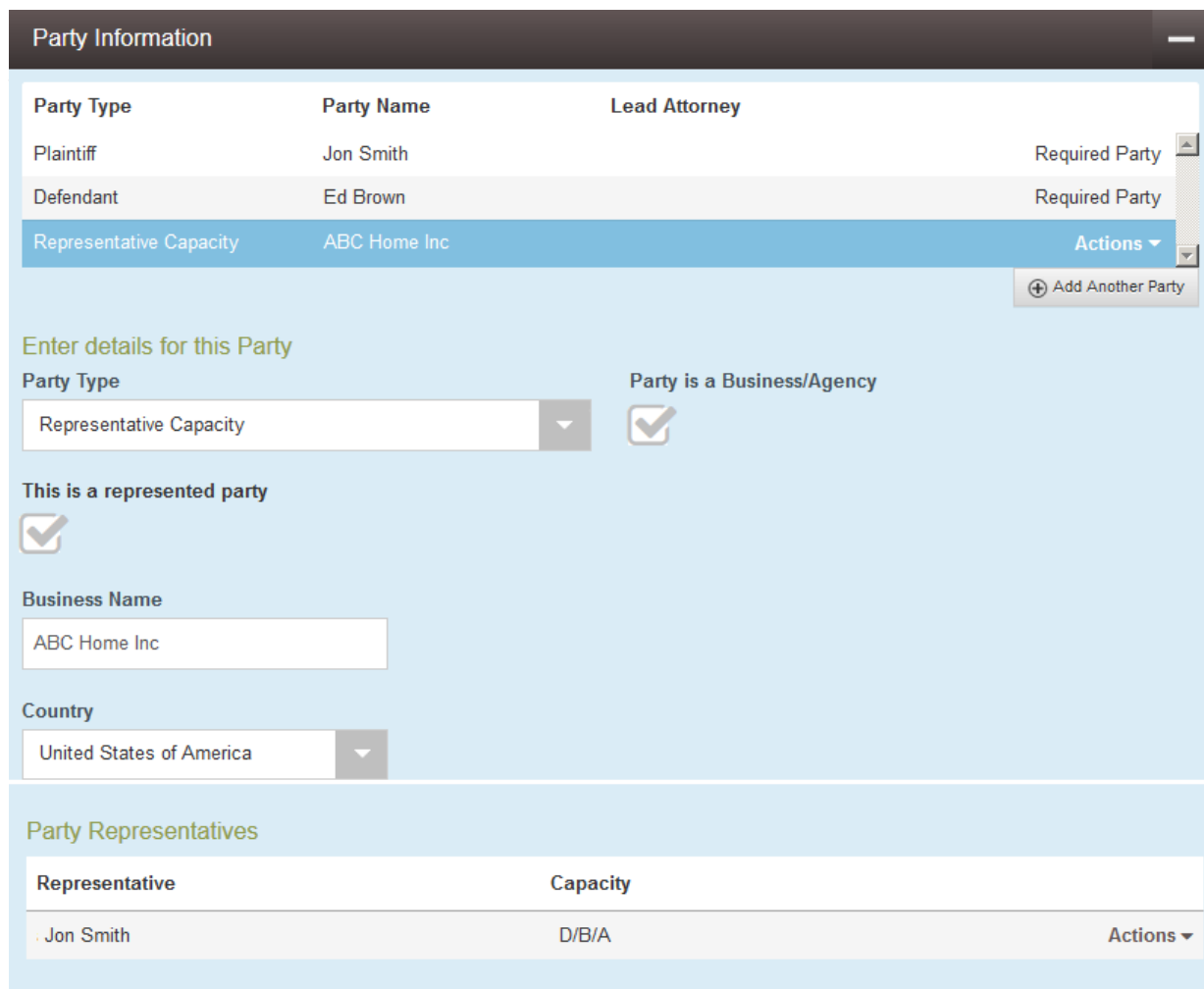


This screenshot shows the 'Party Representatives' section with the 'Representative' and 'Capacity' dropdown menus open. The 'Representative' dropdown shows a search bar and a list of names: 'Jon Smith' and 'Ed Brown'. The 'Capacity' dropdown shows a search bar. 'Undo' and 'Save Changes' buttons are visible at the bottom right.

For the capacity, click the **Capacity** down arrow. Select the **Capacity** from the list. Click on 'Save Changes'.



A screenshot of a dropdown menu. The menu is open, showing a list of options. The first option is "Select Capacity" (highlighted in blue). Below it are "A Subrogee of", "A/K/A", "As Administrator/trix of", "As Adm'r of", and "As Adm'x of". At the bottom of the list is another "Select Capacity" option. The dropdown is enclosed in a light blue border with a search icon in the top right corner.



A screenshot of a web form titled "Party Information". The form has a dark header bar with the title. Below the header is a table with three columns: "Party Type", "Party Name", and "Lead Attorney". The table contains three rows: "Plaintiff" (Jon Smith), "Defendant" (Ed Brown), and "Representative Capacity" (ABC Home Inc). To the right of the table are two "Required Party" labels and an "Actions" dropdown menu. Below the table is a section titled "Enter details for this Party". It contains a "Party Type" dropdown menu (set to "Representative Capacity"), a "Party is a Business/Agency" checkbox (checked), a "This is a represented party" checkbox (checked), a "Business Name" text input (ABC Home Inc), and a "Country" dropdown menu (United States of America). At the bottom is a section titled "Party Representatives" with a table containing one row: "Jon Smith" (D/B/A). To the right of the table is an "Actions" dropdown menu.

Party Type	Party Name	Lead Attorney
Plaintiff	Jon Smith	
Defendant	Ed Brown	
Representative Capacity	ABC Home Inc	

Required Party

Required Party

Actions

+ Add Another Party

Enter details for this Party

Party Type: Representative Capacity

Party is a Business/Agency: ☒

This is a represented party: ☒

Business Name: ABC Home Inc

Country: United States of America

Party Representatives

Representative	Capacity
Jon Smith	D/B/A

Actions

Sample Entry Package for a Summary Process Case



TRIAL COURT OF
MASSACHUSETTS

**AFFIDAVIT OF COMPLIANCE WITH THE
E-FILING REQUIREMENTS IN SUMMARY
PROCESS (EVICTION) CASES**



COURT NAME:

Housing Court:

DOCKET NUMBER

CASE NAME

[In Matter of]

[v.]

**AFFIDAVIT OF COMPLIANCE WITH THE
E-FILING REQUIREMENTS IN SUMMARY PROCESS (EVICTION) CASES**

I _____ (name), the plaintiff, swear that the following statements are true:

1. I filed this summary process eviction case using the "e-filing" method.
2. I served the Defendant(s) with the required notices, pursuant to Uniform Rules of Summary Process Rule 2(b) and SJC Rule 1:25 (Electronic Filing Rules).
3. I have the Original Summons and Complaint.
4. I shall file with the Court the Original Summons and Complaint on the date of trial.
5. I will make the Original Summons and Complaint available for inspection by the Defendant upon request.

Signed under the penalties of perjury,

SIGNATURE

X

PRINT OR TYPE NAME LANDLORD/PLAINTIFF/ PLAINTIFF'S COUNSEL

DATED

Commonwealth of Massachusetts
SUMMARY PROCESS (EVICTION) SUMMONS AND COMPLAINT

____ Department
____ Division
____ ss

☐ Residential
☐ Commercial

Docket No. _____
(To be added by clerk's office)
Entry Date: _____

NOTICE OF A COURT CASE TO EVICT YOU - PLEASE READ IT CAREFULLY
ESTA ES UNA NOTIFICACION DE UN CASO EN CORTE PARA DESALOJARLE -
FAVOR DE LEER EL MISMO CON CUIDADO

TO DEFENDANT(S)/TENANT(S)/OCCUPANT(S): _____

ADDRESS: _____ CITY/TOWN: _____ ZIP: _____

You are hereby summonsed to appear at a hearing before a Judge of the Court at the time and place listed below:

DAY: _____ DATE: _____ TIME: _____ COURT NAME: _____

COURT ADDRESS: _____ ROOM: _____

to defend against the complaint of PLAINTIFF/LANDLORD/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:

WITNESS:

ACCOUNT ANNEXED (itemize)

First or Chief Justice

Printed Name of Plaintiff or Attorney

Signature of Plaintiff or Attorney

Date of Signature of Plaintiff or Attorney

Address of Plaintiff or Attorney

Telephone Number of Plaintiff or Attorney

NOTICE TO EACH DEFENDANT/TENANT/OCCUPANT: At the hearing on _____ you (or your attorney) must appear in person 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, in residential cases, include any claims you have against the Landlord. (An Answer Form is available in the **clerk's office whose telephone number** is _____.) You must file (deliver or mail) the answer with the court clerk and serve (deliver or mail) a copy on the landlord (or landlord's attorney) at the address shown above. **The Answer must be received by the court clerk and received by the landlord (or the landlord's attorney) no later than Monday, _____, which is the first Monday after the "entry date" listed above. The entry date is the day by which your landlord must file this complaint with the court clerk.**

NOTICE TO EACH 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 REQUESTED IN THE COMPLAINT.

SI USTED NO REGISTRA O NOTIFICA UNA CONTESTA, O SI USTED NO PRESENTA UNA DEFENSA A LA HORA DE LA AUDIENCIA, UNA SENTENCIA PUEDE SER REGISTRADA EN SU CONTRA PARA POSECCION Y POR LA RENTA REQUERIDA EN EL RECLAMO.

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 defendant(s)/tenant(s)/occupant(s) to appear as herein ordered.

Clerk-Magistrate

Officer's Return

_____, ss City/Town: _____ Date: _____

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

or leaving it at _____ the last and usual place of abode.

A copy of this summons was mailed first class to each 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

NOTICE TO PLAINTIFF/LANDLORD/OWNER: Have the Officer complete and return above. Service must be made on the defendant(s) no 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. See Uniform Summary Process Rule 2(d). According to Uniform Summary Process Rule 2(c), the hearing date is the second Thursday after the entry date. In some courts, the hearing date is the second Monday, third Tuesday, third Wednesday, or second Friday.



TRIAL COURT OF
MASSACHUSETTS

NOTICE OF APPEARANCE

COURT USE ONLY

DEPARTMENT\DIVISION (Select Only One Court)

BMC: _____

District: _____

Housing: _____

Juvenile: _____

Land: _____

Probate & Family: _____

Superior: _____



Massachusetts Court System
Odyssey File & Serve

DOCKET NUMBER

CASE NAME

[In Matter of]

[v.]

TO THE CLERK- MAGISTRATE / RECORDER / REGISTER:

Please enter my appearance in the above-named matter

☐ for myself.

☐ as attorney for

(Name(s))

NAME (FIRST, MIDDLE, LAST)

B.B.O. NUMBER (IF APPLICABLE)

FIRM OR AGENCY NAME (IF APPLICABLE)

OFFICE OR HOME PHONE NUMBER

MOBILE PHONE NUMBER

STREET ADDRESS

APT/UNIT #

FAX NUMBER

CITY/TOWN

STATE

ZIP CODE

E-MAIL ADDRESS

DATED

SIGNATURE

X

NOTICE TO QUIT

Tenant's Address
Street Address
City, State, Zip Code

mm/dd/yyyy

To whom it may concern,

[Insert Notice to Quit text here]

Very truly yours,
Attorney's Name

Massachusetts Residential Lease Agreement

THIS LEASE AGREEMENT (hereinafter referred to as the “Agreement”) made and entered into this *(dd)* day of *(mm)*, *(yyyy)* by and between

(hereinafter referred to as “Landlord”) and

(hereinafter referred to as “Tenant”).

1. TERMS
2. RENT
3. SECURITY DEPOSIT
4. USE OF PREMISES
5. CONDITION OF PREMISES
6. ASSIGNMENT AND SUB-LETTING
7. ALTERATIONS AND IMPROVEMENTS
8. NON-DELIVERY OF POSSESSION
9. HAZARDOUS MATERIALS
10. UTILITIES
11. MAINTANENCE AND REPAIR; RULES
12. DAMAGES TO PREMISES
13. INSPECTION OF PREMISES
14. SUBORDINATION OF LEASE
15. TENANT’S HOLD OVER
16. SURRENDER OF PREMISES
17. ANIMALS
18. QUIET ENJOYMENT
19. INDEMNIFICATION
20. DEFAULT
21. LATE CHARGE
22. ABANDONMENT
23. ATTORNEY’S FEES
24. RECORDING OF AGREEMENT
25. GOVERNING LAW
26. SEVERABILITY
27. BINDING EFFECT
28. DESCRIPTIVE HEADINGS
29. CONSTRUCTION
30. NON-WAIVER
31. MODIFICATION
32. NOTICE

If to Landlord to:

(Landlord's Name)

Sign _____ Date _____

If to Tenant to:

(Tenant's Name)

Sign _____ Date _____

(SS Number)

SAMPLE

AFFIDAVIT OF INDIGENCY

AND REQUEST FOR WAIVER, SUBSTITUTION
OR STATE PAYMENT OF FEES & COSTS

(Note: If you are **currently confined in a prison or jail** and are not seeking immediate release under G.L. c. 248 §1, but you are suing correctional staff and wish to request court payment of "normal" fees (for initial filing and service), **do not use this form**. Obtain separate forms from the clerk.)

Court	Case Name and Number (if known)	
Name of applicant: _____		
Address: _____		
(Street and number)	(City or town)	(State and Zip)

SECTION 1: Under the provisions of General Laws, Chapter 261, Sections 27A-27G, I swear (or affirm) as follows:
I AM INDIGENT in that (*check only one*):

☐ (A) I receive public assistance under (*check form of public assistance received*):

- | | |
|---|---|
| <input type="checkbox"/> Transitional Aid to Families with Dependent Children (TAFDC) | <input type="checkbox"/> Medicaid (MassHealth) |
| <input type="checkbox"/> Emergency Aid to Elderly, Disabled or Children (EAEDC) | <input type="checkbox"/> Supplemental Security Income (SSI) |
| <input type="checkbox"/> Massachusetts Veterans Benefits Programs; or | |

☐ (B) My income, less taxes deducted from my pay, is \$ _____ per ☐ week ☐ biweekly ☐ month ☐ year
(*check the period that applies*) for a household of _____ persons, consisting of myself and _____ dependents;
which income is at or below the court system's poverty level; (*Note: The court system's poverty levels for households of various sizes must be posted in this courthouse. If you cannot find it, ask the clerk or check online at:*
<http://www.mass.gov/courts/sjc/docs/povertyguidelines.pdf>. *The court system's poverty level is updated each year.*)

(List any other available household income for the checked period on this line: \$ _____); **or**

☐ (C) I am unable to pay the fees and costs of this proceeding, or I am unable to do so without depriving myself or my dependents of the necessities of life, including food, shelter and clothing.

IF YOU CHECKED (C), YOU MUST ALSO COMPLETE THE SUPPLEMENT TO THE AFFIDAVIT OF INDIGENCY.

SECTION 2: *(Note: In completing this form, please be as specific as possible as to fees and costs known at the time of filing this request. A supplementary request may be filed at a later time, if necessary.)*

I request that the following **NORMAL FEES AND COSTS** be waived (not charged) by the court, or paid by the state, or that the court order that a document, service or object be substituted at no cost (or a lower cost, paid for by the state): *(Check all that apply and, in any "\$ ____" blank, indicate your best guess as to the cost, **if known.**)*

- ☐ Filing fee and any surcharge. \$ _____
- ☐ Filing fee and any surcharge for appeal. \$ _____
- ☐ Fees or costs for serving court summons, witness subpoenas or other court papers. \$ _____
- ☐ Other fees or costs of \$ _____ for *(specify)*: _____
- ☐ Substitution *(specify)*: _____

SECTION 3: I request that the following **EXTRA FEES AND COSTS** either be waived (not charged), substituted or paid for by the state:

- ☐ Cost, \$ _____, of expert services for testing, examination, testimony or other assistance *(specify)*: _____
- ☐ Cost, \$ _____, of taking and/or transcribing a deposition of *(specify name of person)*: _____
- ☐ Cassette copies of tape recording of trial or other proceeding, needed to prepare appeal for applicant **not** represented by Committee for Public Counsel Services (CPCS-public defender).
- ☐ Appeal bond
- ☐ Cost, \$ _____, of preparing written transcript of trial or other proceeding
- ☐ Other fees and costs, \$ _____, for *(specify)*: _____
- ☐ Substitution *(specify)* _____

Date signed	Signed under the penalties of perjury x _____
By order of the Supreme Judicial Court, all information in this affidavit is CONFIDENTIAL. Except by special order of a court, it shall not be disclosed to anyone other than authorized court personnel, the applicant, applicant's counsel or anyone authorized in writing by the applicant.	
This form prescribed by the Chief Justice of the SJC pursuant to G.L. c. 261, § 27B. Promulgated March , 2003. Fillable PDF created August 2013.	