

**IMPORTANT: THIS IS A NOTICE OF A COURT CASE TO EVICT YOU - PLEASE READ CAREFULLY**  
**IMPORTANTE: ESTO ES UN AVISO DE QUE HAY UN CASO PARA DESALOJARLE. LÉALO CON ATENCIÓN.**

## SUMMARY PROCESS (EVICTION) SUMMONS AND COMPLAINT



**MASSACHUSETTS  
TRIAL COURT**

eSUMMONS DOCUMENT ID (For Housing Court Use Only)

DOCKET NO. (court use only)

COURT DEPARTMENT

COURT DIVISION/COUNTY

CASE TYPE (Applicable only to case filed in Boston Municipal Court or District Court)

- ☐ Residential – Nonpayment of Rent  
*(Affidavit pursuant to G.L. c. 186, §31 required at time of filing)*
- ☐ Residential – Cause Other Than Nonpayment of Rent
- ☐ Commercial
- ☐ Residential – No Cause (No Fault)
- ☐ Foreclosure

To: Defendant(s)/Tenant(s)/Occupant(s): \_\_\_\_\_

*Important: Any individual named must be at least 18 years old.*

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

- ☐ The plaintiff has not received notice that the defendant(s) is/are an impacted federal worker under G.L. c. 239, s. 17, and the plaintiff further states that the defendant(s) is/are not an impacted federal worker.

**THIS IS A COMPLAINT TO EVICT YOU. YOU DO NOT NEED TO LEAVE YOUR PREMISES UNTIL ORDERED TO DO SO BY THE COURT. YOU WILL BE SERVED WITH A SEPARATE NOTICE THAT WILL INFORM YOU WHEN AND WHERE YOU MUST APPEAR IN COURT.**

You are required to appear in Court to defend against the complaint of:

Plaintiff/Landlord/Lessor/Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

This complaint states that you occupy the premises at \_\_\_\_\_, which brings you within the jurisdiction of this Court. The Plaintiff/Landlord/Lessor/Owner is asking the Court to evict you because:

\_\_\_\_\_.

The Plaintiff/Landlord/Lessor/Owner claims unpaid rent or “use and occupancy” (or both) to date in the total amount of: \$ \_\_\_\_\_. (If rent or “use and occupancy” (or both) is claimed, Plaintiff/Landlord/Lessor/Owner must complete the “account annexed” below or attach a rent ledger.)

- ☐ Check here if the Plaintiff/Landlord/Lessor/Owner also claims any rent or “use and occupancy” (or both) that becomes due and is unpaid after the complaint is filed.

ACCOUNT ANNEXED (itemize)

\_\_\_\_\_  
Printed Name of Plaintiff/Landlord/Lessor/Owner or Attorney

\_\_\_\_\_  
Signature of Plaintiff/Landlord/Lessor/Owner or Attorney

\_\_\_\_\_  
Address of Plaintiff/Landlord/Lessor/Owner or Attorney

\_\_\_\_\_  
E-Mail of Plaintiff/Landlord/Lessor/Owner or Attorney

\_\_\_\_\_  
Telephone

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

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:

\_\_\_\_\_  
First Justice or Chief Justice

\_\_\_\_\_  
Clerk Magistrate

Service By: \_\_\_\_\_

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

*Plaintiff/Landlord/Lessor/Owner MUST Provide Entry Date for Proper Service*

**NOTICE TO ALL PARTIES:** If you need a free interpreter or reasonable accommodations, please call the Court Clerk's Office. The Clerk's Office may also be able to provide you with information about available resources or services, such as the Lawyer for the Day Program. For information about emergency help for housing costs, visit: <https://www.mass.gov/how-to/apply-for-raft-emergency-help-for-housing-costs>, or call 211 for help.

**NOTICE TO PLAINTIFF/LANDLORD/LESSOR/OWNER:** The officer must complete the below return of service. Service must be made on each defendant no later than the seventh day and no earlier than the thirtieth day before the Entry Date. In appropriate cases, proper evidence of the Notice to Quit must be provided upon the filing of this Complaint. **A P.O. Box will not be accepted as an address for the Plaintiff.**

**NOTICE TO EACH DEFENDANT/TENANT/OCCUPANT(S):** After this case is filed with the Court, you will be served a separate Notice with information about when and where you must appear in court, and the type of court event that will be conducted. If you do not receive a Notice, please contact the Court Clerk's Office. You (or your attorney) must participate in all Court events to present your defense and any claims. You (or your attorney) must also file a written Answer to this Complaint. An "Answer" is your written response stating the reason(s) why you should not be evicted and may also include claims you have against the plaintiff.

You must file (eFile, deliver or mail) your Answer with the Court Clerk's Office and serve (deliver or mail) a copy to the plaintiff (or plaintiff's attorney) at the address shown in this summons. eFiling can be accessed at <http://www.efilema.com>. An Answer may not be emailed to the Court. The Court's Notice will also include the deadline by which the Answer must be received by the Court Clerk's Office and received by the plaintiff (or the plaintiff's attorney). **If you do not file and serve an Answer, or if you fail to appear at your Court event, the Court may issue rulings and a judgment against you.**

#### OFFICER'S RETURN

On \_\_\_\_\_ I served the within-named defendant(s):

\_\_\_\_\_ and summonsed him/her/they/them as herein directed, in the following manner (please check off all that apply):

- ☐ in hand to each named defendant(s).
- ☐ leaving it at the last and usual place of abode of each named defendant(s) at the following address: \_\_\_\_\_.
- ☐ mailed first-class to each named defendant(s) at the following address: \_\_\_\_\_.

#### 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