

Checklist: What to bring to court

- **All papers about the eviction case.**
Court papers, eviction notice (*notice to quit*), notices from the court.
- **Copies of inspection reports or citations from the Board of Health or housing authority.**
Ask the Board of Health or Inspectional Services Department to **certify** a copy of the inspection report about your apartment. This means that the person who inspected your place certifies “under the penalties of perjury” that the report is true. It also means that a court can treat the report as evidence. You do not need to bring an inspector to testify about the conditions.
- **Pictures of the conditions or problems in your apartment.**
Print pictures of the bad conditions, if your hearing will be in court. **Just having the picture on your phone is not enough.** Write on the back of each picture in pen the date you took the picture. If your hearing is on Zoom, call the clerk’s office to find out how to send pictures electronically. You can also use an online resource called Up To Code to document your bad conditions with your phone. Go to: at **UpToCode.org**
- **Your lease or other written tenancy agreement, if you have one.**
- **Information about your rent.**
 - ___ Receipts or canceled rent checks.
 - ___ Papers from the Department of Transitional Assistance showing any payments they made.
 - ___ Rent determination or recertification papers from the housing authority or landlord.
 - ___ Proof that you are applying for rental assistance.
 - ___ Security deposit and last month’s rent receipts or statements.
- **Letters you sent to the landlord.** If you sent emails or texts, print them out if your hearing is in-person.
- **Notices or letters from the landlord.**
- **Papers from a housing agency about your tenancy.**
- **Gas and utility bills or notices, if there is a utility issue in your case.**
- **Any other documents or papers you think have something to do with your case and that you would like to show the mediator or the judge.**
- If you have a disability that is important to your case, bring a **doctor’s letter that explains your disability.**
- **Witnesses who can testify about events or conversations they saw or heard.**