

SUBMITTING A FINAL JUDGMENT FOR PAST DUE RENTS COUNT II

Notice:

Information or forms provided by the Clerk of Circuit Court should be considered as basic information only and may not be applicable to every situation. The information is not intended to be used as legal advice. Specific guidance concerning filing a lawsuit, answering a lawsuit or questions about your particular situation should be directed to a qualified attorney.

IF YOU ARE APPLYING FOR A DEFAULT JUDGMENT FOR COUNT II, WHICH IS FOR THE PAST DUE RENTS, you must have personal service on the tenant before proceeding with this part. If the eviction summons was posted service, see the clerk to have a summons issued to obtain personal service. Personal service is where the tenant or a member of the tenants household was personally handed the eviction summons and complaint. Posted service is where the eviction summons and complaint was attached to the door of the property and was not handed to a person living on the property.

Sample situations are listed below with the suggested form numbers that may be used to submit a Final Judgment. The situations and suggested actions may not be applicable to every situation.

1. The tenant was personally served and 20 days for filing an answer have elapsed. The tenant did not file an answer to either Count I or Count II of the eviction.

Action: Complete forms CTFD79-CTFD80-CTFD65

#2. The tenant was personally served and filed an answer to either Count I or Count II of the eviction.

Action: Prepare and file a Request for Hearing. No preprinted form is available. Form CTFD65 and COCIV12 may be needed after hearing.

#3. The tenant was served with a summons by posting on the property and the tenant filed an answer.

Action: Prepare and file a Request for Hearing. No preprinted form is available. Complete Forms CTFD79 and CTFD65. You may file these at the same time.