

When filing the Summons and Complaint with the Court, the landlord must bring originals and copies of the following:

For 1 Tenant

- The original Notice to Quit/Demand for Possession + 4 additional copies.
- The original Summons + 4 additional copies. Be sure to provide a defendant copy and 2 copies of the mailing copy and 1 copy of the plaintiff's copy.
- The original complaint + 4 additional copies.
- If applicable 5 copies of the lease.
- The original Request for Court Mailing (form DC536) + 3 additional copies.
- One proof of service copy

For 2 Tenants

- The original Notice to Quit/Demand for Possession + 7 additional copies.
- The original Summons + 7 additional copies. Be sure to provide 2 defendant copies, 4 mailing copies and 1 copy of the plaintiff's copy.
- The original complaint + 7 additional copies.
- If applicable 8 copies of the lease.
- The original Request for Court Mailing (DC536) + 5 additional copies.
- Two proof of service copies.