

LLT Court checklist

CTDATE: _____
 CLIENT: _____
 TENANTS: _____

 PROP: _____
 RENT _____ L/CHGS: _____
 ATTY: _____ COSTS _____
 DAMAGE: _____ CIV FEE: _____
AMENDED AMT? N Y -> CRED ADD-NOTICE?

DOCUMENTS (* = ALWAYS REQUIRED)

- * 5-DAY NOTICE (*MOST RECENT*)
- * STATEMENT ACCOUNT
- * LEASE
- * SOLDIER/SAILOR AFFIDAVIT
- CONTINUANCE NOTICE
- REPAIR TICKETS
- OTHER: _____

REQUESTED	HEARING ACTION	ACTUAL
<input type="checkbox"/>	IMMEDIATE POSSESSION	<input type="checkbox"/>
<input type="checkbox"/>	SIMPLE POSSESSION	<input type="checkbox"/>
<input type="checkbox"/>	CONTINUE	<input type="checkbox"/>
<input type="checkbox"/>	DISMISS W/O PREJUDICE	<input type="checkbox"/>

COMMENTS:

Section below for court

LLT-CT-CKLST/WWW.HHATTY.COM REV080827

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USAGE NOTES:

This form is useful for court – it provides a checklist of what the court (should) require and the judge may think you know what you're doing. It is set up for practice in the Salem & Roanoke area courts – other courts are different.

You may want to print this on colored paper – nothing obnoxious, but different (light pink or yellow. are good colors)

In using it, the top 2/3 of the form are for your file – clip or staple it to the very front of the file and it's a quick reference of what's owed, notes of what happened in court, etc.

The bottom third is clipped to all the documents you hand the judge at the hearing. **MAKE SURE THE DOCUMENTS ARE IN THE ORDER LISTED.**

On day before hearing adjust what's owed if there have been payments or other charges. If new charges, make sure that tenant got notice of those.

The judge has a whole lot of cases in front of him and doesn't want to take time to leaf through a lot of stuff. If you hand him something that LOOKS organized, he's more likely to give you what you want without looking at the details.

A WORD ABOUT 'NON-SUITS'. DON'T USE THEM EXCEPT IN EMERGENCY. IF TENANT PAYS, OR YOU DON'T WANT TO CONTINUE, ASK THE COURT TO DISMISS WITHOUT PREJUDICE.