

**Form 10**  
**Commonwealth of Massachusetts**  
**The Trial Court**  
**Summary Process Summons and Complaint**

\_\_\_\_\_ Department Docket No. \_\_\_\_\_  
\_\_\_\_\_ Division Entry Date \_\_\_\_\_  
\_\_\_\_\_, ss.

**THIS IS A COURT NOTICE OF A PROCEEDING TO EVICT YOU - PLEASE READ IT CAREFULLY**  
**IMPORTANTE: ESTE DOCUMENTO ES UNA NOTICIA DE UNA CORTE, RESPECTO A**  
**PROCEDIENTES PARA DESALOJARLE**

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

You are hereby summoned to appear before the Judge of the Court at the time and place listed below:

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

COURT LOCATION: \_\_\_\_\_ ROOM: \_\_\_\_\_ to answer  
the complaint of:

LANDLORD/OWNER: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

that you occupy the premises at \_\_\_\_\_,

being within the judicial district of this court, unlawfully and against the right of said Landlord/Owner  
because \_\_\_\_\_

and further, that \$ \_\_\_\_\_ rent is owed according to the following account:

**ACCOUNT ANNEXED**

\_\_\_\_\_  
First or Administrative Justice

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

\_\_\_\_\_  
Signature of Plaintiff or Attorney

\_\_\_\_\_  
Date of Signature of Plaintiff or Attorney

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Address of Plaintiff's Attorney

\_\_\_\_\_  
Telephone Number of Plaintiff or Attorney

NOTICE TO OCCUPANTS: At the hearing on \_\_\_\_\_, you (or your attorney) must appear in person to present your defense. You (or your attorney) must also file a written answer to this complaint. (Answer form 2 is available in the clerk's office.) You must file (deliver or mail) the answer with the court clerk and serve (deliver or mail) a copy on the landlord (or landlord's attorney) at the address shown above. The answer must be received by the court clerk and received by the landlord (or the landlord's attorney) no later than Monday \_\_\_\_\_ before the hearing date.

IF YOU DO NOT FILE AND SERVE AN ANSWER, OR IF YOU DO NOT DEFEND AT THE TIME OF THE HEARING, JUDGMENT MAY BE ENTERED AGAINST YOU FOR POSSESSION AND THE RENT AS REQUESTED IN THIS COMPLAINT.

NOTIFICATION PARA LAS PERSONAS DE HABLA HISPANA: SI USTED NO PUEDE LEER INGLES TENGA ESTE DOCUMENTO LEGAL TRADUCIDO CUANTO ANTES.

**Form 10 (continued)**

To the Sheriffs 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 tenant/occupant to appear as herein ordered.

WITNESS,

\_\_\_\_\_  
First or Administrative Justice

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

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

**OFFICER'S RETURN**

\_\_\_\_\_, ss: City/Town \_\_\_\_\_ Date \_\_\_\_\_

By virtue of this Writ, I this day served the within-named tenant or occupant and summoned him/her as herein directed, by giving it in hand to \_\_\_\_\_

\_\_\_\_\_ or by leaving it at \_\_\_\_\_

\_\_\_\_\_ the last an usual place of abode. A copy of this summons was mailed first class to the tenant/occupant at that address on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Printed Name of Officer

Fees:     Service \_\_\_\_\_  
             Copy \_\_\_\_\_  
             Travel \_\_\_\_\_  
             Use of Care \_\_\_\_\_  
             L&U Mailing \_\_\_\_\_  
             \$ \_\_\_\_\_

**Notice to Landlord/Owner:**

Have the Officer complete and return above.

Service must be made on the defendant no later than the seventh day and not earlier than the thirtieth day before the Monday entry day.

This form must be filed in court no later than the close of business on the scheduled Monday entry day. In appropriate cases, proper evidence of notice to quit must be provided this court upon the filing of this complaint. See Rule 2(d). According to Rule 2(c), the hearing date is the second Thursday (or Friday or Monday in some courts) after the entry day.