

General Information on When the Stay of Eviction forms should be Completed.

I. Petition for Stay of Eviction Form

If you have received a **Summons and Complaint** for an eviction case, and have applied for Emergency Assistance (EA), then you can file the form titled *Petition for Stay of Eviction Based on Application for Emergency Assistance*. Once you complete the form, you need to file it at the courthouse in the county in where your eviction case is pending.

II. Statement and Order on Eligibility Form

There are two instances where you **must** complete the form titled *Statement and Order on Eligibility to Receive or Receipt of Emergency Assistance*.

1. If you filed the *Petition for Stay of Eviction* with the court, AND you have been denied EA benefits, then you must complete the *Statement and Order on Eligibility* form and file it at the courthouse in the county in where you were being evicted.

OR

2. If you filed the *Petition for Stay of Eviction* with the court, AND 1) you have been approved for EA benefits and 2) your current or new landlord has received the assistance, then you must complete the *Statement and Order on Eligibility* form and file it at the courthouse in the county in where you were being evicted.

If you have any questions about filling out these forms, feel free to contact the Neighborhood Law Project at (608) 260-8221, Legal Action of Wisconsin at (608) 254-3304 or at (800) 362-3904, or the Clerk of Court at the county courthouse.