

Detailed Information on How to Complete the Stay of Eviction Forms

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.

To fill out the Petition for Stay of Eviction form (print in black ink):

- 1) Enter the name of the county the case is filed in on the line at the very top of the page.
- 2) Enter the name of the Plaintiff that appears on the paper you received from the court titled **Summons and Complaint** on the line for Plaintiff. (This is usually your landlord or management company).
- 3) Enter the name(s) of the Defendant(s) that appear on the **Summons and Complaint** on the line for Defendant.
- 4) Enter the Case number that appears on your **Summons and Complaint** on the line for case number.
- 5) Attach proof of Emergency Assistance application. (You should have obtained this from the EA worker).
- 6) **DO NOT FILL OUT THE INFORMATION BELOW THE LARGE BLACK BAR UNTIL YOU ARE WITH A NOTARY PUBLIC. YOU MUST SIGN AND DATE IN FRONT OF A NOTARY PUBLIC.**
- 7) File the form with the Clerk of Courts and send a copy to the Plaintiff.

II. Statement and Order on Eligibility Form

After filing the *Petition for Stay of Eviction* with the court, if either 1) you have been denied EA benefits; or 2) you have been approved for EA benefits and your current or new landlord has received the assistance, then you **must** fill out the form titled *Statement and Order on Eligibility to Receive or Receipt of Emergency Assistance*. Once you complete the form, you need to file it at the courthouse in the county where you were being evicted.

To fill out the Statement and Order on Eligibility form (print in black ink):

- 1) Enter the name of the County the case is filed in on the line at the top of the form.
- 2) Enter the name of the Plaintiff that appears on your **Summons and Complaint** on the line for Plaintiff.
- 3) Enter the name(s) of the Defendant(s) that appear on the **summons and complaint** on the line for Defendant.
- 4) Enter the Case number that appears on your **Summons and Complaint** on the line for case number.
- 5) Check the appropriate box under number 4 of the form indicating whether you are eligible or ineligible for Emergency Assistance.
- 6) If Eligible, fill in the date which you received the Emergency Assistance grant.
- 7) Sign, print your name, and fill in the date.
- 8) File the form with the Clerk of Courts and send a copy to the Plaintiff.

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.