

Transfer

Representing Yourself in an Eviction Case

Why Transfer Your Case to Housing Court?

If your eviction case is in a District Court or a Boston Municipal Court, you have a right to have it transferred to a Housing Court.

Housing Courts are more familiar with landlord/tenant laws than other courts. You are also likely in Housing Court to get more assistance resolving your case.

To transfer your case you must file the form in this booklet no later than the day before your trial starts in the District Court or the Boston Municipal Court.

There are six Housing Court Divisions in Massachusetts. Each division has sessions that are in different locations on different days.

To see what Housing Court covers your city or town go to page 5 for **Where the Housing Court Sits and What Communities Each Sitting Covers**. This handout is periodically updated at www.housingcourt4all.org/where-the-housing-court-sits.html

Massachusetts Housing Court Divisions

1. **Eastern Housing Court:** 617-788-8485
2. **Northeast Housing Court:** 978-689-7833
3. **Southeast Housing Court:** 508-677-1505
4. **Central Housing Court:** 508-831-2050
5. **Western Housing Court:** 413-748-7838
6. **Metro South Housing Court:** 508-894-4170

How To Transfer Your Case To Housing Court

Fill Out the Notice of Transfer Form

The Transfer Form in this booklet is based on the official *Notice of Transfer to Housing Court* form, which appears on the Housing Court Department's website at: www.mass.gov/lists/housing-court-forms

Complete the form by following these instructions. The letters in these directions match those on the top part of the form.

- a. Write the name of your county.
 - b. Write the landlord's name as it is written on the Summons and Complaint.
 - c. Write your name as it is written on the Summons and Complaint.
 - d. Write the name of the District Court or the Boston Municipal Court in which your case is currently scheduled for trial.
 - e. Fill in the Docket Number of your case, if you know it. The Docket Number is the number the court has assigned to your case. You can ask the court for it.
- In the middle of the form after the words "geographic jurisdiction of the _____" fill in which Housing Court you are transferring your case to:
Eastern | Northeastern | Southeastern | Metro South | Central | Western
 - Sign and date the form.
 - Write your name, address, and phone number.
 - Fill in your landlord's name, address, and telephone, and if your landlord has a lawyer, that person's name, address, and telephone.

Deliver the Form

When the form is completed, make 3 copies in addition to the original. Give the original to the District or Boston Municipal Court clerk's office in which your case is currently scheduled for trial, a copy to the Housing Court clerk's office to which you are transferring case, and a copy to your landlord or to his or her lawyer. Keep a copy and bring it to the housing court when it schedules your appearance.

The clerk of the District or Boston Municipal Court and the clerk of the Housing Court must receive these forms no later than the **day before** your trial. It may be easier to submit the Transfer form with your Answer.

Your case will automatically be transferred if you get copies of the completed Transfer form to the District or Boston Municipal Court on time. There is **no hearing required** to transfer the case.

A transfer to Housing Court will probably postpone your case. The Housing Court will notify you and your landlord of the new trial date. However, if you do not hear from the Housing Court, call to double-check the date of your trial.

FORM

(Please print or type)

COMMONWEALTH OF MASSACHUSETTS TRIAL COURT

a. _____, ss:
County

d. _____
Name of Court

b. _____
Plaintiff(s) – Landlord(s)

e. _____
Docket No. Summary Process

vs.

c. _____
Defendant(s) – Tenants(s)

NOTICE OF TRANSFER TO HOUSING COURT

The undersigned states that a trial has not yet begun in this originating court, that this action is within the subject matter and geographic jurisdiction of the _____ Housing Court, M.G.L. c. 185C, §§3 and 20, and that a copy of this transfer notice has been served upon all opposing parties as listed below.

Signature and Date:

Name:

Address and Telephone:

Email (if any)

To: _____

To: _____

Send copy to applicable Housing Court

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Where the Housing Court Sits and What Communities Each Sitting Covers

Below is a list of the each of the Housing Court’s six divisions and the locations and days of the specific sessions in each division as of April 23, 2019. The permanent location for each division is listed first. It is the Housing Court’s preference to have the transfer forms filed in the court's permanent location. But, if tenants file the transfer form in one of the satellite offices during business hours, clerks will accept the form there as well. The satellite offices may also accept other court forms.

Division	Sessions	Communities Served
EASTERN DIVISION	<u>Boston Session</u> Clerk, Summary Process Housing Court, 3rd Fl. Edward Brooke Courthouse 24 New Chardon Street Boston, MA 02114 617-788-8485 Monday-Friday 8:30-4:30 pm	Boston, Brookline, Chelsea, Newton, Revere, and Winthrop
	<u>Cambridge Session in Medford</u> Housing Court Department Located at the Cambridge District Court 4040 Mystic Valley Parkway Medford, MA 02155 Friday 8:30 am – until session ends	Arlington, Belmont, Cambridge, Medford, and Somerville
METRO SOUTH DIVISION	<u>Brockton Session</u> Housing Court 215 South Main St., Suite 160 Brockton, MA 02303 508-894-4170 Monday- Friday 8:30 am – 4:30 pm	Covers the following areas in Plymouth county: Abington, Bridgewater, Brockton, East Bridgewater, West Bridgewater, and Whitman
	<u>Canton Session</u> Norfolk Family and Probate Court 35 Shawmut Road Canton, MA 02021 508- 894-4170 Friday 8:30 am – until session ends	All of cities and towns in Norfolk County (except Brookline): Avon, Bellingham, Braintree, Canton. Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Plainville, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, and Wrentham

CENTRAL DIVISION	<p><u>Worcester Session</u> Housing Court Department 225 Main St., Suite 2400 Worcester, MA 01608 508-831-2050</p> <p>Monday-Friday 8:30 am-4:30 pm</p>	<p>Auburn, Barre, Bellingham, Blackstone, Boylston, Brookfield, Clinton, Douglas, East and West Brookfield, Grafton, Hardwick, Hopedale, Lancaster, Leicester, Mendon, Milford, Millbury, Millville, New Braintree, Northbridge, North Brookfield, Oakham, Oxford, Paxton, Rutland, Shrewsbury, Spencer, Sterling, Sutton, Upton, Uxbridge, Warren, West Boylston, and Worcester</p>
	<p><u>Dudley Session</u> Dudley District Court 279 West Main St. Dudley, MA 01571 508-831-2050 (Worcester number)</p> <p>Monday 2:00 pm</p>	<p>Charlton, Dudley, Oxford, Southbridge, Sturbridge, and Webster</p>
	<p><u>Leominster Session</u> Leominster District Court 25 School St. Leominster, MA 01453 508-831-2050 (Worcester number)</p> <p>Friday 9:00 am</p>	<p>Ashburnham, Athol, Fitchburg, Gardner, Holden, Hubbardston, Leominster, Lunenburg, Petersham, Phillipston, Princeton, Royalston, Templeton, Westminster, and Winchendon</p>
	<p><u>Marlborough Session</u> Marlborough District Court 45 Williams St. Marlborough, MA 01752 508-831-2050 (Worcester number)</p> <p>Tuesday 9:00 am</p>	<p>Ashland, Berlin, Bolton, Framingham, Harvard, Holliston, Hopkinton, Hudson, Marlborough, Natick, Northborough, Sherborn, Southborough, Sudbury, Wayland, and Westborough</p>

SOUTHEASTERN DIVISION

Fall River Session
Housing Court Department
289 Rock Street
Fall River, MA 02720
508-677-1505

Monday - Thursday
8:30 am – 4:30 pm

Freetown, Westport, Fall River, Somerset
and Swansea

New Bedford Session
Housing Court Department
139 Hathaway Rd.
New Bedford, MA 02746
508-994-0156

Monday, Thursday & Friday
8:30 am – 4:30pm

Acushnet, Dartmouth, Fairhaven,
Freetown, New Bedford, and Westport

Plymouth Session
Housing Court Department
52 Obery St.
Plymouth, MA 02360
508-747-8550

Monday, Wednesday, Friday
8:30 am – 4:30 pm

Carver, Duxbury, Halifax, Hanson,
Hanover, Hingham, Hull, Kingston,
Lakeville, Marion, Marshfield,
Mattapoisett, Middleborough, Norwell,
Pembroke, Plymouth, Plympton,
Rochester, Rockland, Scituate
and Wareham

Taunton Session
Housing Court Department
40 Broadway
Taunton, MA 02780
508-977-4950

Tuesday 8:30 am – 4:30 pm

Attleboro, Berkley, Dighton, Easton,
Mansfield, North Attleborough, Norton,
Raynham, Rehoboth, Seekonk, and
Taunton

Barnstable Session
Housing Court Department
3195 Main Street,
Barnstable, MA

On Wednesdays
Barnstable: 508-375-6967

*On other days call any of the
Southeast Housing Court offices*

Plymouth: 508-747-8550
Taunton: 508-977-4950
New Bedford: 508-994-0156
Fall River: 508-677-1505

Wednesday 8:30 am

All cities and towns in Barnstable, Dukes,
and Nantucket counties.

NORTHEAST DIVISION		
<p><u>Lawrence Session</u> Clerk's Office, 2nd Floor Fenton Judicial Center 2 Appleton Street Lawrence, MA 01840 978-689-7833</p> <p>Monday-Friday 8:30 am-4:30 pm</p>		<p>Amesbury, Andover, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Merrimac, Methuen, Newbury, Newburyport, North Andover, Rowley, Salisbury, and West Newbury</p>
<p><u>Lowell Session</u> Housing Court Department 360 Gorham St. Lowell, MA 01852 978-689-7833</p> <p>Monday 8:30 am - until session ends</p>		<p>Acton, Ashby, Ayer, Billerica, Boxborough, Carlisle, Chelmsford, Devens, Dracut, Dunstable, Groton, Littleton, Lowell, Maynard, Pepperell, Shirley, Stow, Tewksbury, Townsend, Tyngsborough, and Westford</p>
<p><u>Lynn Session in Salem</u> Housing Court Department 56 Federal St. Salem, MA 01970 978-689-7833</p> <p>Tuesday 8:30 am-4:30 pm</p>		<p>Lynn, Nahant, and Saugus</p>
<p><u>Salem Session</u> Housing Court Department 56 Federal St. Salem, MA 01970 978-825-4920</p> <p>Wednesday 8:30 am-4:30 pm</p>		<p>Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Lynnfield, Manchester, Marblehead, Middleton, Peabody, Rockport, Salem, Swampscott, Topsfield, and Wenham</p>
<p><u>Woburn Session</u> Housing Court Department 200 Trade Center Woburn, MA 01801 978-689-7833 (Lawrence number)</p> <p>Friday 8:30 am – until session ends</p>		<p>Bedford, Burlington, Concord, Everett, Lexington, Lincoln, Malden, Melrose, North Reading, Reading, Stoneham, Wakefield, Waltham, Watertown, Weston, Wilmington, Winchester, Woburn</p>

WESTERN DIVISION	<p><u>Springfield Session</u> Clerk, Summary Process 37 Elm Street Springfield, MA 01102 413-748-7838</p> <p>Monday – Friday 8:30 am – 4:30 pm</p>	<p>Agawam, Blandford, Brimfield, Chester, Chicopee, East Longmeadow, Granville, Hampden, Holland, Holyoke, Longmeadow, Ludlow, Monson, Montgomery, Palmer, Russell, Southwick, Springfield, Tolland, Wales, West Springfield, Westfield and Wilbraham</p>
	<p><u>Greenfield Session</u> Housing Court Department 43 Hope St. Greenfield, MA 01301 413-748-7838 (Springfield number)</p> <p>Monday 2 pm – 4 pm Friday 8:30 am - noon</p>	<p>Ashfield, Bernardston, Buckland, Charlemont, Colrain, Conway, Deerfield, Erving, Gill, Greenfield, Hawley, Heath, Leverett, Leyden, Monroe, Montague, New Salem, Northfield, Orange, Rowe, Shelburne, Shutesbury, Sunderland, Warwick, Wendell, and Whately</p>
	<p><u>Hadley Session</u> Housing Court Department 116 Russell St. Hadley, MA 01035 413-748-7838 (Springfield number)</p> <p>Monday 8:30 am - noon</p>	<p>Amherst, Belchertown, Chesterfield, Cummington, Easthampton, Goshen, Granby, Hadley, Hatfield, Huntington, Middlefield, Northampton, Pelham, Plainfield, South Hadley, Southampton, Ware, Westhampton, Williamsburg, and Worthington</p>
	<p><u>Pittsfield Session</u> Housing Court Department 76 East St., Room 2 Pittsfield, MA 01201 413-748-7838 (Springfield number)</p> <p>Wednesday 8:30 am- noon</p>	<p>Adams, Alford, Becket, Cheshire, Clarksburg, Dalton, Egremont, Florida, Great Barrington, Hancock, Hinsdale, Lanesborough, Lee, Lenox, Monterey, Mount Washington, New Ashford, New Marlborough, North Adams, Otis, Peru, Pittsfield, Richmond, Sandisfield, Savoy, Sheffield, Stockbridge, Tyringham, Washington, West Stockbridge, Williamstown and Windsor</p>