

**COUNTY CIVIL COURT AT LAW NO.3  
JUDGE LASHAWN A. WILLIAMS, PRESIDING  
EVICITION PACKET FOR PROSE LITIGANTS**

**IF YOU ARE REPRESENTING YOURSELF (APPEARING WITHOUT AN ATTORNEY), MAKE SURE YOU HAVE ALL (3) FORMS FILLED OUT BEFORE YOUR CASE IS CALLED BY THE JUDGE.**

- 1) Court Reporter's Request for Record (*see attached*)
  - Need name and telephone number of **all parties** appearing in front of the judge
  
- 2) Final Judgment and Order of Possession - to be signed by the judge if eviction is granted (*see attached*)
  - Need all blanks filled (except for move-out date, amount of money judgment and amount of supersedeas bond – these will be determined by the Judge)
  
- 3) Order to Withdraw Money from Court Registry (*see attached*)
  - If you are seeking any money that has been paid into the Court's Registry, please complete Order to Withdraw Funds.

**Exhibits - any and all documents you may have to support your case**

- Lease Agreement (if any)
- Notice to Vacate
- Accounting of back rent (provide ledger if any)

Exhibits: *YOU HAVE TO PROVIDE PAPER COPY FOR THE COURT- NOT FROM CELL PHONE & NOT FROM LAPTOP OR COMPUTER – THESE DOCUMENTS MAY BE ADMITTED INTO EVIDENCE AND WILL NOT BE RETURNED TO YOU. IF YOU NEED COPIES, GO TO THE 3<sup>RD</sup> FLOOR CLERKS' OFFICE, ROOM 300 – COST IS \$1/PAGE. LET THE COORDINATOR KNOW IF YOU LEAVE THE COURTROOM*

**IF YOU DO NOT HAVE THESE DOCUMENTS READY ONCE YOUR CASE IS CALLED, THE JUDGE WILL ASK YOU TO SIT DOWN AND FILL IT OUT.**

THANK YOU FOR YOUR COOPERATION.