

Instructions for Notice to Court of Tenant Declaration Pursuant to CDC's Temporary Halt in Evictions to Prevent Further Spread of COVID-19

*The Notice to Court should be submitted if there is
a pending eviction case filed in court against the tenant.*

Step 1. Complete the Tenant Declaration

If you have not already done so, fill out and sign a Tenant Declaration if you are eligible to do so. Instructions and the Tenant Declaration can be found at <https://www.trla.org/cdc-eviction-order>.

Step 2. Fill out and sign the “Notice to Court”

Complete a Defendant’s Notice of Tenant Declaration Pursuant to the CDC’s Temporary Halt in Evictions to Prevent Further Spread of COVID-19 (“Notice to Court”), available at <https://www.trla.org/cdc-eviction-order>. Be sure to sign it and indicate whether you are including a copy of your declaration and any other household members’ declarations with the court filing.

You will need to include how you will deliver a copy of this document to your landlord on the Certificate of Service section, on Page 2.

Step 3. Keep a copy of the “Notice to Court”

Take a picture or make a copy of your completed “Notice to Court” and the declaration(s).

Step 4. Send a copy of the “Notice to Court” to your landlord

Deliver a copy of your signed Notice to Court (and declaration) in the manner you indicated on the Certificate of Service page. If you’re not sure who to send this to, you can look at the eviction petition, which should be included in the eviction papers you received.

Step 5. File the “Notice to Court”

You need to file your notice with the court. You should call the court to ask how you can send documents to the court. You may need to go in person to submit these documents.