

**JUDGMENT AND NOTICE OF ENTRY OF JUDGMENT
LANDLORD INSTRUCTIONS
(Forms #18 and #19)**

WHAT IS INCLUDED IN THIS PACKET?

These instructions deal with the Judgment, Form #18, and the Notice of Entry of Judgment, Form #19. The Judgment is used if you win the hearing on the merits of the Permanent Writ of Restitution, Form #20. It is not used if and when you obtain a Temporary Writ of Restitution, Form #17. The Notice of Entry of Judgment is a formalized way to provide the tenant with a copy of the Judgment. The time period during which the tenant has the right to appeal begins to be counted when you serve the Notice of Entry of Judgment.

HOW AND WHEN CAN YOU USE FORM #18?

In order that a judge can complete Form #18 if you win, you should bring a Judgment form to the hearing on the Permanent Writ of Restitution. You should fill out the caption and heading of the form just like you filled out the other documents in your case as follows:

Heading

Fill in the name of the township and county of the Justice Court as set forth on the Complaint for Unlawful Detainer, Form #10.

Parties

You must fill in the names, addresses and phone numbers of the Landlord/Plaintiff and Tenant/Defendant as set forth on the Complaint for Unlawful Detainer, Form #10.

Case No. and Dept. No.

Use the identical Case Number and Department Number as was assigned on the Complaint for Unlawful Detainer, Form #10.

Body of Judgment

You should indicate the date of the hearing in the first blank in the body of the form but leave the balance of the form for the judge to fill out.

If you win the Permanent Writ of Restitution hearing, you should indicate to the judge that you have a Judgment form that the court can use. If the court uses your form, the court will fill out the rest of the form and sign and date it. As Justice Courts may differ on how you obtain a copy of the Judgment, you should ask the clerk.

If this is a case only about rent, you will have to wait five (5) judicial days¹ after the Judgment before the court will issue the Permanent Writ of Restitution, Form #20, by which the sheriff makes the tenant leave your property. If the tenant pays the back rent and court costs within the five (5) judicial days, the court will not issue the Permanent Writ of Restitution. The Permanent Writ of Restitution is discussed in another packet. You do not have to wait 5 days for your Permanent Writ of Restitution if your eviction is for a reason other than non-payment of rent, even if one of the reasons was for non-payment of rent.

HOW AND WHEN DO YOU USE FORM #19?

You can file and serve a completed Notice of Entry of Judgment as soon as you get a copy of the Judgment even if you are required to wait for the Permanent Writ of Restitution.

Heading

Fill in the name of the township and county of the Justice Court as set forth on the Complaint for Unlawful Detainer, Form #10.

Parties

You must fill in the names, addresses and phone numbers of the Landlord/Plaintiff and Tenant/Defendant as set forth on the Complaint for Unlawful Detainer, Form #10.

Case No. and Dept. No.

Use the identical Case Number and Department Number as was assigned on the Complaint for Unlawful Detainer, Form #10.

Body of the Notice

You need to fill in the date the court signed the Judgment, Form #18. You must attach a copy of the Judgment to the Notice of Entry of Judgment.

¹ “Judicial Days” do not include date of service, weekends or legal holidays.

HOW DO YOU SERVE FORM #19 ON THE TENANT?

This document requires a "Certificate of Service." The purpose is to prove you notified the other party that you have filed or intend to file the document. The service of this document on the other party may occur before or after actual filing with the court. It is best to serve and file on the same day.

Provide the date and name of the document you delivered to the tenant or the tenant's attorney.

Fill in the address of the tenant or tenant's attorney. If the tenant is represented by an attorney, the Certificate of Service must indicate that the document is being sent to the attorney and indicate the attorney's address. If the tenant is represented by an attorney, you should not send a copy to the tenant.

Check the method by which the document was delivered.

The signature and printed name of the server are required.