



# Notice of Court Date: Rent Not Paid

Landlord: attach this form to your petition. If you want an eviction for reasons other than unpaid rent, this is the wrong form. Use form UCS-LTH1 instead.

UCS-LTN1 (05/2024)

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[nycourthelp.gov](http://nycourthelp.gov)

County of \_\_\_\_\_  City  Town  Village  District Court

Index Number: \_\_\_\_\_

Name of Court: \_\_\_\_\_

Landlord: the name of the court is usually a location, like Buffalo City Court or Concord Town Court. For Suffolk County District Court, write the district numbers and location, like 2<sup>nd</sup> District Lindenhurst.

TO: **Tenant** (Respondent): \_\_\_\_\_  
Names of all tenants the landlord is asking the court to evict.

**Tenant's Address:** \_\_\_\_\_

FROM: **Landlord** (Petitioner): \_\_\_\_\_  
Name of landlord or owner asking the court to evict the tenant.

**Landlord's Address:** \_\_\_\_\_  
Landlord: write your business address if you have one or your home address if you don't.

**Landlord's Phone No.:** \_\_\_\_\_  
Landlord: write your business number if you have one or your home number if you don't.

**Warning!** Your landlord claims you owe back rent and is asking the court to evict you if you do not pay. If you do not want to be evicted, you **must** go to court on the date and time below. If your name is not on this form but you live at this address, you have a right to go to court.



### Go to Court on

Date: \_\_\_\_\_ (mm/dd/yyyy)

Time: \_\_\_\_\_  AM  PM

Court address: \_\_\_\_\_

Courtroom #: \_\_\_\_\_

### Acuda al tribunal

Fecha

Hora

Dirección del tribunal

# de sala

### Landlord's Reason to Ask for Eviction

1. Your landlord says you owe **back rent**. Look at the Eviction Petition that came with this Notice for how much the landlord thinks you owe.
2. Your landlord is asking the court to make a judgment ordering you to pay back rent. If you agree with the amount the landlord thinks you owe and you pay the landlord, the court will dismiss the case. Take your payment or proof of payment to court.

### How to Respond to the Petition

1. Your response to the Petition is called an Answer. You can speak your Answer when you go to court. Or you can write it and bring it with you.
2. Your Answer tells your side of the case and the reasons why you should be allowed to stay. These reasons are called defenses. If you do not tell the court about a defense, you might not be able to use it to support your case or any other case. You can also talk about money that the landlord owes you. These are called counterclaims. Learn more about Answers at: [nycourts.gov/forms/landlordtenant/](http://nycourts.gov/forms/landlordtenant/).

### Need more time to get ready for court?

You have a right to postpone the case for 14 days, but you must go to court and ask for the postponement.

(RPAPL 745)

**Landlord's Lawyer's Signature** (Landlord: If you do not have a lawyer, skip this section and bring your papers to court for the judge or clerk to sign. If you do have a lawyer, ask your lawyer to fill in this section.)

\_\_\_\_\_  
Lawyer Signature

\_\_\_\_\_  
Print Lawyer Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Lawyer Address

(\_\_\_\_) \_\_\_\_-\_\_\_\_

\_\_\_\_\_  
Lawyer Phone

\_\_\_\_\_  
Lawyer Email

**Court Signature** (The court's signature is required if the landlord does not have a lawyer.)

\_\_\_\_\_  
Signature of  Judge  Clerk


\_\_\_\_\_  
Judge/Clerk Name

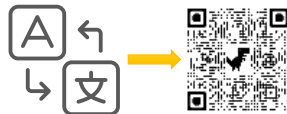
\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## Resources for Landlords and Renters

### Translation of this Form

[nycourts.gov/forms/landlordtenant/](https://nycourts.gov/forms/landlordtenant/)

- Spanish | español
- ASL | Video 



### Free Interpreters

Spoken & Sign Language

1-800-COURT-NY

(1-800-268-7869)

[nycourts.gov/courtinterpreter](https://nycourts.gov/courtinterpreter)

[courtinterpreter@nycourts.gov](mailto:courtinterpreter@nycourts.gov)



### Find a Lawyer Legal Help & Information



- [nycourts.gov/courthelp/Homes/evictions.shtml](https://nycourts.gov/courthelp/Homes/evictions.shtml)
- [lawhelpny.org](https://lawhelpny.org)
- [tenanthelpny.org](https://tenanthelpny.org)
- NYS Bar Association Lawyer Referral Service (low cost), [findalawyer.nys.org](https://findalawyer.nys.org)



### ADA Accommodations

1-800-COURT-NY

(1-800-268-7869)

[nycourts.gov/accessibility](https://nycourts.gov/accessibility)

[ada@nycourts.gov](mailto:ada@nycourts.gov)

### Financial Help from 2-1-1

- Call 211
- Go to [www.211.org](https://www.211.org)
- Get 211 help at some courthouses

