

Date: [Date]

To: [Tenant Name]

Property Address: [Property Address]

RE: INSTRUCTIONS FOR EVICTION COURT HEARING

Dear [Tenant Name],

This letter provides the necessary details regarding your upcoming court hearing for the eviction proceedings related to the property listed above.

Hearing Information:

- **Date:** [Hearing Date]
- **Time:** [Hearing Time]
- **Court Name:** [Name of Court]
- **Courtroom Number:** [Room Number]
- **Address:** [Full Court Address]

Appearance Requirements:

- You must arrive at least [Number, e.g., 15] minutes before the scheduled time.
- Bring a valid form of government-issued photo identification.
- Bring all copies of your lease agreement, payment receipts, and any correspondence related to this matter.
- If the hearing is being held virtually, use the following link/phone number: [Link or Phone Number].

Failure to Appear:

If you fail to appear at the scheduled time and location, the court may enter a default judgment against you. This may result in an immediate order for your eviction and a judgment for any unpaid rent or legal fees.

If you have any questions regarding this schedule, please contact [Contact Name/Office] at [Phone Number].

Sincerely,

[Your Name/Landlord Name]

[Title/Company Name]

[Phone Number]