

Instructions for Tenant: Complete this 2-page form to let the court know you have applied for [UniteCT](#) rental assistance. Then deliver it to the court clerk's office.

Docket Number: _____ : Superior Court

Plaintiff [Landlord]: _____ : Judicial District / Housing

v. _____ : Session At [Town]: _____

Defendant [Tenant]: _____ : Today's Date: _____

UniteCT Notice and Motion for Stay

I submitted a UniteCT rental assistance application. My application case number is

_____.

Pursuant to Executive Order 12D, as extended by Executive Order 13, I hereby request that this case be stayed (put on hold) for 30 days OR until a decision is made upon my UniteCT application, whichever is earlier. If my UniteCT application is approved, I further request that this case be stayed until the UniteCT payment is made and this case is withdrawn or dismissed.

The Defendant [Tenant]

Signature: _____ Printed Name: _____

Mailing Address: _____

Telephone: _____

Instructions for Tenant (cont'd): Right before or after you deliver this notice to the court clerk's office, you must also give a copy to your landlord's attorney (or directly to your landlord if no attorney) and to any other tenants who submitted Appearance forms.

The below section tells the court how and when you will deliver these copies. Enter the date you will be delivering the copies. Then, write the name and address of everyone you are delivering a copy to.

Note: You can get the names and addresses you need and confirmation of who agreed to accept their copy electronically (meaning by email) from staff at the court clerk's office.

Certification of Service

I certify that a copy of the foregoing was or will be immediately mailed, emailed, or hand delivered to all attorneys and self-represented parties in this case on:

[Date of mailing, emailing, or delivery]

I also certify that all self-represented parties receiving copies by email agreed to accept papers electronically.

Name and address of each attorney and/or self-represented party that a copy has or will be mailed, emailed, or delivered to:

The Defendant [Tenant]

Signature: _____ Printed Name: _____