

Do NOT file this worksheet

**Worksheet A**  
**What You Will Need to Gather, Prepare, and Know Regarding Needed Repairs**

*Instructions: Use this worksheet a guide to create notes about what you will need to tell the court regarding the conditions in your home. If one of the items on the worksheet is not applicable to you, you should skip it. You will not be able to read your notes out loud in court as your testimony, but completing this worksheet can help you prepare to organize what you want to say and you can ask a judge or magistrate whether you can look at your notes before you finish testifying to make sure you said all you wanted to say. The judge or magistrate will let you know whether you can look at your notes or not and will likely tell you to put your notes out of sight after you finish looking at them. You should also make sure to have three copies of any photographs, letters, documents, reports, estimates, etc. you want to show to help prove your case at the hearing; one copy for you, one for the defendant(s) and one for the judge or magistrate. If you want to show video, you may not be allowed to play video on your cell phone; contact the Clerk of Court to ask what you need to do to be allowed to show the video in court.*

- If you stated you had a code inspection in paragraph 13 of the complaint, you will need to attached a copy of the inspection report to the complaint and the copy/copies served on the defendant(s).

Additionally, you should know the following:

- Date report was issued: \_\_\_\_\_
- Date by which the Landlord is/was supposed to fix: \_\_\_\_\_
- Landlord (*circle one*) has / has not fixed all violations listed in the report
- The Landlord has not fixed the following conditions listed in the report: \_\_\_\_\_

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Generally, the person who wrote a report must be in court and testify for the report to be considered. This means you should ask the clerk to subpoena the inspector who wrote the report to testify on your behalf if you are using a code inspection as a piece of evidence. If you cannot get the code inspector to testify and the landlord objects to report on this basis (a/k/a hearsay), you can respond that report should be considered under the public records exception (Rule 803(8)); the magistrate or judge will then decide whether to consider the report or not. Also when you testify, you can speak as to all the conditions the defendant(s) have not repaired based on your personal knowledge.

For each problem that needs repairs in the home you should know the following: when it started, when it was first reported, how it was first reported, what (if anything) has been done to try to fix the problem, and if it is still a problem, how it still is a problem. The following pages can help you organize that knowledge into useful notes.

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Problem: \_\_\_\_\_

- This problem started on: \_\_\_\_\_
- I first reported this problem to the Landlord on: \_\_\_\_\_ by  
*(write how you reported i.e. email, text, phone, etc)* \_\_\_\_\_
- What repairs the Landlord has attempted, if any: *(write the date and describe any attempted repair; if there have been no repairs, write "none")* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- This condition is still a problem because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- This condition is still a problem because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- This condition is still a problem because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- This condition is still a problem because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_