START HERE

Read this page first · it tells you where your files are and which one to open.

Where your files live

- Your files live in your Etsy account. Go to Etsy · Purchases · Download Files.
- Nothing ships. Your download is ready the moment your payment clears.
- Save a backup copy to your phone, computer, or cloud drive.

How to open everything

- PDFs open in any free PDF reader (phone, tablet, or computer).
- If your download arrives as a .zip, tap or double-click it to unzip, then open the files inside.
- The spreadsheet (.xlsx) opens in Excel or Google Sheets (free).

Which file is for what

- Flat US Letter PDF · print at home or at a copy shop.
- Flat A4 PDF · for A4 printers.
- Ink-friendly B&W US Letter PDF · saves ink, photocopies cleanly.
- Fillable PDF · tap-type on your phone, no printing required.
- Spreadsheet (.xlsx) · working formulas with demo data you can replace.

Your bonus file

A free A4 ink-friendly black-and-white version is linked in your Etsy thank-you message after purchase. The link is also the fastest way to re-download if you switch devices.

Stuck? Talk to a human

Message us here on Etsy and we will help you get it open. Tell us your device (phone, tablet, computer) and what you see on screen · that gets you a fix fastest.

The Moment This Solves

An eviction case lives on dates: one missed deadline can restart the whole clock. This worksheet keeps every date you are actually given · by your lease, your notices, and the court · in one calculated timeline you check daily.

How this kit works

- Step 1: record the case facts exactly as documented (page 3).
- Step 2: enter only dates from real documents, never memory (page 4).
- Step 3: let the spreadsheet count the days between them (page 5).
- Step 4: log service, filings, and hearings as they happen (pages 6-9).

At a glance

Property address / unit:

Landlord / manager name:

Tenant name(s) as on the lease:

Case or file reference (only if one exists):

This worksheet calculates with the dates you enter. It states no eviction law, filing deadline, notice period, or court rule as applying · those come only from your court, your lease, and your attorney.

Case Facts Snapshot

The fixed facts, copied from the lease and any case documents you actually hold. Anything not yet issued is marked 'not yet' · never anticipated.

Property address / unit:

Tenant name(s) as on the lease:

Lease start / end as written:

Rent amount and due day as written on the lease:

Amount claimed unpaid (from your own ledger):

Court name (only if a case was actually filed):

- ☐ Every figure traces to a document in the file · ledger, lease, or court paper.
- ☐ Nothing expected or hoped for is written as if it already happened.

Deadline Intake · Dates From Documents Only

For each deadline: the date, the document it came from, and its exact words. If a document does not state a date, this page says so · the worksheet invents none.

Milestone	Date (from document)	Source document

Deadline you are least sure about (and why):

Who you will ask to confirm it (attorney / court clerk):

Counting rules differ by place and case. Enter dates exactly as your documents state them, then confirm the count with your attorney or the court before relying on it.

Timeline Worksheet · How the Count Works

The spreadsheet does the arithmetic: days between the dates you entered, and days remaining from today. This page explains how to read it and what it cannot do.

- Days between = the later date minus the earlier date, counted by the spreadsheet.
- Days remaining = a deadline date you entered minus today, using TODAY().
- A negative days-remaining number means the entered date has passed · check the file, then ask a professional what that means for your case.

Milestone you check every morning:

Backup person who also watches these dates (name):

- [ ] Two people can see the timeline · no deadline lives in one memory.
- [ ] The printed timeline is re-printed after every new document arrives.

Service & Delivery Log

How a notice or paper was delivered is often decided later. Log the method exactly as it happened, who did it, and the proof you kept.

Date	Paper served	Method / proof

Served by (name):

Proof kept where (receipt, affidavit, photo):

Record the service you actually used. Whether that service is valid for your case is a question for your attorney or the court · this kit states no service rule as applying.

Filing & Hearing Log

Every filing and hearing, as it happens: what was filed, the stamp or receipt you got back, hearing dates as the court states them, and outcomes in the court's words.

Date	Filing / hearing	Outcome (their words)

Next hearing or date the court gave you (exact words):

Documents you must bring, per the court paper:

Money Ledger · Amounts as Claimed and Paid

Keep the money story separate and sourced: rent charged, payments received, and any amounts a document actually orders · each tied to its source.

Date	Item	Amount

Payments received during the case (date / amount / proof):

Amounts stated on a court document (quote its words):

This ledger records amounts from your own records and documents. It decides nothing about what is owed · that is for the court, and an attorney can advise you.

Document Checklist & File Index

The papers an eviction file usually needs to stay complete · as a checklist of what YOU hold, in hand or still missing. Missing items are named, never hidden.

- [ ] Signed lease and any amendments · in hand, filed in order.
- [ ] Rent ledger for the tenancy · in hand, totals matching page 8.
- [ ] Notices sent, with their service proof from page 6.
- [ ] Court papers received or filed, with stamps or receipts.
- [ ] Photos or evidence logs relied on, indexed and backed up.

Item still missing and your plan to get it:

Complete file location and backup location:

Closeout & Questions for a Professional

When the case ends · in any way · close the file the same day: outcome in the deciding document's words, final money lines, and every paper preserved.

Closeout checklist

- [ ] Outcome recorded from the deciding document, not from memory or a phone call.
- [ ] The spreadsheet timeline matches the paper file, date for date.
- [ ] The full file is preserved · timelines can be questioned long after a case ends.

Questions to ask a professional

- Ask your attorney: confirm every date on this timeline against the court's own count.
- Ask the court clerk: what is the next date on file for this case, exactly as recorded?
- Ask yourself before any step: is this date from a document, or from my assumption?

This worksheet is a general documentation and date-tracking tool you complete from your own documents. It is not legal advice · consult an attorney about your situation. It states no eviction law, deadline, or court rule as applying.