

# Error Correction Form

## Correcting Errors in Your Online Court Record

Mass Courts ([www.masscourts.org](http://www.masscourts.org)) is the Trial Court's case information website. The website is public. Anyone can get information about most court cases online.

To check if the online information about your court case is correct:

1. Go to [www.masscourts.org](http://www.masscourts.org).
2. Look at the main screen for your case.
3. Click every tab and review the information. The tabs may include: Party, Docket, Event, Disposition or Judgment. Your case may not have all of these tabs.

If any information about your case on Mass Courts is wrong, you have the right to ask them to correct it. Fill out and submit the form in this booklet. You may submit this form no matter how long ago your case happened.

You can only use this form to correct “clerical” errors. Clerical errors are mistakes in your record, like information that is wrong or missing information. For example:

- Mass Courts lists a party that was not actually a party in the case.
- Mass Courts says your case disposition is an “agreement,” but your case was actually “dismissed.”
- Mass Courts says your case is “active,” but your case is already “closed.”

You **cannot** use this form to ask the court to correct the court's actions or decisions that you think are mistakes. For example, if you disagree with how the judge ruled on a motion, you cannot use this form to ask for a different ruling.

# How to Complete the Error Correction Form

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## Fill Out the Form

**Department:** Write the Department in which your case is filed. If your case is in Housing Court, write “Housing Court.” If your case is in District Court, write “District Court.”

**County or Division:** If your case is in District Court, write the County of the court in which your case is filed. If your case is in Housing Court, write the Division of the court in which your case is filed: **Boston, Northeast, Southeast, Western, or Worcester.**

**Name of Case:** Write the names of the parties, so that the plaintiff is on the top line and the defendant is on the bottom line. For example, *Buildings LLC v. John Smith.*

**Docket Number(s):** Write the Docket Number, which is the number the court has assigned to your case. If you do not know it, you can ask the court for it.

**Person Making Request:** Write your name.

1. If you were a party in this case (the plaintiff or defendant), check the first box, in front of “am.”

If you were **not** a party in this case (you were not the plaintiff or defendant), check the second box, in front of “am not.” Then, write your relationship to this case. For example, you may write “I am a family member or friend of the defendant.”

2. You do not need to write anything here.
3. **Please describe the clerical error:** Write the mistake exactly as it appears on your screen. If the mistake appears under one of the tabs on the screen, also write down the name of the tab. Then explain what is wrong and tell the court what the information should say. Give as much detail as you can.

**Suggested correction:** write the correct information that should appear on Mass Courts.

## Bottom of Form

1. Sign the form and print your name.
2. Write your address and phone number.
3. Date the form.

Do not write anything in the box marked **For Courts Use Only.**

## Submit the Form

1. After you complete the form, make 2 copies.
2. Submit the original to the Clerk's office where your court record is physically located. This office may be in a different location from where your case was heard.

**Is your case in District Court?** Call the District Court to find out where to submit this form. Find contact information for the District Court in which your case was heard, online at [www.mass.gov/courts/court-info/trial-court/dc/](http://www.mass.gov/courts/court-info/trial-court/dc/).


**Is your case in Housing Court?** Use the chart on the next page to figure out which Clerk's office to submit this form to.

3. Give one copy to the other party in your case.
4. Keep one copy for yourself.

## Is your case in Housing Court?

Use this chart to figure out which Clerk's office to submit this form to.

Where Your Case Was Heard	Location of Clerk's Office	Contact Information for Clerk's Office
<b>Boston Division</b>	24 New Chardon Street Boston, MA 02114	Phone: 617-788-8485 Fax: 617-788-8981
<b>Northeastern Division</b> Lawrence Lowell Lynn  Salem	Fenton Judicial Center 2 Appleton Street, 2 <sup>nd</sup> Floor Lawrence, MA 01840  56 Federal Street Salem, MA 01970	Phone: 978-689-7833   Phone: 978-825-4920
<b>Southeastern Division</b> Brockton  Fall River	215 Main Street – Suite 160 Brockton, MA 02303  289 Rock Street Fall River, MA 02720	Phone: 508-894-4168  Phone: 508-677-1505 Fax: 508-672-9621
New Bedford	139 Hathaway Road New Bedford, MA 02746	Phone: 508-994-0156 Fax: 508-994-7538
Plymouth  Taunton	52 Obery Street Plymouth, MA 02360  40 Broadway Taunton, MA 02780	Phone: 508-747-8550 Fax: 508-747-2017  Phone: 508-977-4950 Fax: 508-977-0485
<b>Western Massachusetts Division</b> Pittsfield Greenfield Springfield Hadley	37 Elm Street P.O. Box 559 Springfield, MA 01102	Phone: 413-748-7838 Fax: 413-732-4607
<b>Worcester Division</b> Dudley Leominster Marlborough Worcester	225 Main Street Worcester, MA 01680	Phone: 508-831-2050

<b>REQUEST FOR CORRECTION OF CLERICAL ERROR IN ELECTRONIC DOCKET ENTRY PURSUANT TO TRIAL COURT RULE XIV, RULE 6</b>	DEPARTMENT _____ COUNTY OR DIVISION _____	<b>TRIAL COURT OF MASSACHUSETTS</b> 
NAME OF CASE: _____ v. _____	DOCKET NUMBER(S) _____ _____ _____	
<b>Person Making Request:</b> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>First Name</span> <span>Middle Name</span> <span>Last Name</span> </div>		
1. I <input type="checkbox"/> am <input type="checkbox"/> am not one of the parties to this case. If I am not a party, my relationship to this case is: _____ _____		
2. There is a clerical error in the records of the clerk of court in the above case that I request to be corrected.		
3. Please describe the clerical error: _____ _____		
Suggested correction: _____ _____		
<i>Note: This Rule is intended to allow parties and non-parties to alert the clerk to a potential clerical mistake only.</i>		
<div style="text-align: right;">           _____            Signature         </div> <div style="text-align: right;">           _____            Name (printed or typed)         </div> <div style="text-align: right;">           _____            Address         </div> <div style="text-align: right;">           _____            Daytime Phone         </div> <div style="text-align: right;">           _____            Date         </div>		
<b>For Courts Use Only</b>	Action to be taken by Clerk of Court: by _____ <div style="display: flex; justify-content: space-around; font-size: x-small;"> <span>initials</span> <span>date/time</span> </div> <input type="checkbox"/> Correction made <input type="checkbox"/> Correction NOT made because the request does not involve a clerical error	

