

Error Correction Form

Correcting Errors in Your Online Court Record

Mass Courts (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.
2. Determine which court had your case. Note, often this is Housing Court but the case could have been filed in a District Court.
3. Look at the main screen for your case.
4. 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 Court lists your case as “non-payment” when the reason the papers filed by the Landlord said was a “no fault” case.
- 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.

The most up to date court information should be here: <https://www.mass.gov/info-details/correction-of-clerical-error-in-electronic-docket-entry>.

How to Complete the Error Correction Form

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 District Court, write “District Court.”

County or Division: If your case is in District Court, write the County of the court. If your case is in Housing Court, write the Division of the court: **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 (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. **Describe the clerical error:** Write the mistake exactly as it appears on the 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.
3. Give one copy to the other party in your case.
4. Keep one copy for yourself.

Is your case in Housing Court? Submit the form in the Housing Court where your case was heard. For locations for the Housing Court, go to: <https://www.mass.gov/orgs/housing-court/locations>

Is your case in District Court? Submit the form in the District Court in which your case was heard. For locations for the District Court, go to: <https://www.mass.gov/orgs/district-court/locations>

REQUEST TO CORRECT CLERICAL ERROR IN ELECTRONIC DOCKET ENTRY (TRIAL COURT RULE XIV, RULE 6)	DOCKET NUMBER(S)	<div style="text-align: center;"> Massachusetts Trial Court </div>
CASE NAME <hr style="width: 80%; margin: 0 auto;"/> <div style="text-align: center;">v.</div>	COURT DEPARTMENT (Select only one court.) <input type="checkbox"/> Boston Municipal Court <input type="checkbox"/> District Court <input type="checkbox"/> Housing Court <input type="checkbox"/> Juvenile Court <input type="checkbox"/> Land Court <input type="checkbox"/> Probate & Family Court <input type="checkbox"/> Superior Court	
COURT DIVISION OR COUNTY <hr/>		
<i>This form is for a party or nonparty to ask the Clerk, Register, or Recorder to correct only a clerical error in the electronic docket. It is not for asking the court to change a ruling or order. Submit this completed form to the Clerk's, Register's, or Recorder's office where the court record in question is physically located and to all parties.</i>		
Person Making Request:		
First name	Middle Name	Last Name
1. I <input type="checkbox"/> am <input type="checkbox"/> am not] one of the parties to this case. If you are not a party, describe your relationship to the case. <hr/> <hr/>		
2. I believe there is a clerical error in the electronic record of the above-named case, and I am asking the Clerk, Register, or Recorder to review the electronic record described below.		
3. Please describe the clerical error: <hr/> <hr/> <hr/>		
Suggested correction: <hr/> <hr/> <hr/>		
Please use the space below to provide additional information if necessary:		
<div style="border: 1px solid black; min-height: 100%;"></div>		

REQUEST TO CORRECT CLERICAL ERROR IN ELECTRONIC DOCKET ENTRY (TRIAL COURT RULE XIV, RULE 6)		DOCKET NUMBER(S)	Massachusetts Trial Court		
Please print or type all of the information requested below.					
NAME (FIRST, MIDDLE, LAST)				B.B.O. OR STATE BAR NUMBER (IF APPLICABLE)	
FIRM OR AGENCY NAME (IF APPLICABLE)				OFFICE OR HOME PHONE NUMBER	
STREET ADDRESS			APT/UNIT #	MOBILE PHONE NUMBER	
CITY/TOWN		STATE	ZIP CODE	E-MAIL ADDRESS	
DATED		SIGNATURE			
<u>Certificate of Service</u>					
I hereby certify, under the penalties of perjury, that on _____, I served a copy of this completed form by:					
<input type="checkbox"/> Hand Delivery <input type="checkbox"/> Mail <input type="checkbox"/> E-mail upon the following person(s) and address(es). (<i>Send a copy to the attorney of record for each party. If the party has no attorney, send a copy directly to the self-represented party. Attach a separate page if more space is necessary.</i>)					
Name: _____		Address: _____			
Name: _____		Address: _____			
Name: _____		Address: _____			
Name: _____		Address: _____			
SIGNATURE _____				DATED _____	
PRINTED NAME _____					
For Court Use Only		Action taken by: _____ Signature of Clerk, Register, or Recorder (or Designee) Date/Time			
		<input type="checkbox"/> Correction made. <input type="checkbox"/> Correction NOT made because the request does not involve a clerical error.			