

Dear Valued Customer:

We are currently transitioning to a new on-line intake process. Please follow the below steps to refer your eviction matter to us. We look forward to working with you.

Step (1) Please go to <https://mokslaw.com/>.

Step (2) Click on the “File a Case” button (located in the upper middle corner of the screen)

Step (3) You will be prompted to fill out information relevant to your case including:

- a. Client Information;
- b. Billing Information;
- c. Property Information;
- d. Resident Information;
- e. Service of the Eviction Information;
- f. Reason for the Eviction;
- g. Collection Information; and
- h. Acceptance of the Attorney/Client Engagement Agreement.

\*Throughout the process, you will be given the opportunity to upload your supporting documents, including the Lease Agreement, Ledger, and Notices.

Step (4) Once you are done, you will submit the case by clicking the green “Submit” button.

Step (5) Our eviction team will promptly email you with a copy of your file and a 5-digit internal file number.

**We appreciate your feedback as we transition to this new, more efficient intake process.  
Change is hard!**