

# Connect2Court

Legal Automation Solutions

**DESIGNED IN ATLANTA FOR  
GEORGIA PROPERTY MANAGERS**



Connect2Court's Eviction Automation monitors Property Management software like RealPage, Yardi, and others to notify management when it's time to file or dismiss an eviction case. Experience the difference in:

## Efficiency

The Fastest Way to File Evictions in Georgia

## Accuracy

Data Flows From RealPage to the Courts

## Transparency

Manage All Cases From One Dashboard

# How to Register

WITH REALPAGE

Log in to your RealPage administrator account at  
[www.realpage.com](http://www.realpage.com).

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Navigate to  
Resources > Integration Marketplace > Marketplace

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Search Connect2Court or sort by  
Category > Evictions

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Click on Connect2Court > Subscribe Now

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Enable the properties you wish to subscribe.  
Click save and that's it! You will receive an email from  
Connect2Court with next steps.

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REGISTRATION



# How to Register

WITH YARDI

Go to  
[Connect2Court.com/Property-Solutions](https://Connect2Court.com/Property-Solutions)

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Select Try Eviction Automation

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Take a few moments to fill out our form

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A Connect2Court representative will follow up  
with you directly to get you started!

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[Connect2Court.com](https://Connect2Court.com)

# What to Expect:

## 1. Onboarding

Connect2Court needs some basic information from you to custom-tailor our system to your needs. This includes the day of the month that you would like to receive your delinquency email. (For example, if rent is due on the 3rd each month, you will receive an email on the morning of the 4th listing all delinquent tenants) You will receive a link to an online form where you can enter this information and a few more details.

## 2. Email Notifications Begin

Once onboarding is complete, you are ready to roll! Management will receive an email notification each month showing all tenants that are delinquent on rent (see below). Click "Review and Confirm Filings" to view cases ready to file.

**Property Info** →

**Manager Name** →

**Delinquent  
Tenant Names &  
Amounts Owed** →

**Move Forward** →

### Delinquency Filings

#### Property Information:

CONNECT2COURT - MEADOW BAY  
123 W MAIN ST  
DALLAS TX 75208  
DALLAS COUNTY

Property Manager

Connect2Court has received the below delinquencies from your RealPage CMS and prepared your evictions for review and filing. The information contained herein comes directly from your CMS. The table below reflects units that you will be filing on. This table is for information only.

Unit	Late Amt	Months	Tenants
100	\$2,600	JAN FEB	SARAH BAKER
104	\$4,700	DEC JAN FEB	KATHERINE HOLMES
300	\$7,585	JAN FEB	SAMUEL BAKE
304	\$11,220.68	OCT NOV DEC JAN FEB	CHANDLER COCKRELL
307	\$4,735.92	JAN FEB	JACK HAZARD
308	\$3,560	JAN FEB	MONICA FITZGERALD
400	\$2,270	JAN FEB	BARDON BAKER
106	\$2,360.58	JAN FEB	BILL SMYTHE, CAROLYN SMYTHE
502	\$2,198.06	JAN FEB	BRUCE DEVILLE
503	\$66,580	NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT	CONRAD BAKER, JASON BRADFORD
504	\$58,780	NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT	OSCAR CORTEZ
505	\$59,360	NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT	MARK RICHTER
507	\$119,060	NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT	TAYLOR SMITH
511	\$7,340.83	JAN FEB	RICHARD MCCORMY

[Review and Confirm Filings →](#)

### 3. Select & File on Delinquent Tenants

Once you've clicked "Review and Confirm Filings" you will see the below screen. Simply select the tenants to be filed on by clicking on a tenant's name/unit number.

**The units selected below will be sent to the court for eviction filing.**

Once you have selected all units to file on, enter your confirmation code, click the 'confirm selected filings' button and your evictions will be sent to the signing queue.

You can select all by clicking in the box at the top left. You can de-select units that you do not want to file on.

If an address is found that needs attention, it will **highlight in red** and show an 'update' button. You can select from the dropdown to update the address if needed.

**PLEASE RESPOND TO YOUR EMAIL IF ANY FEES NEED TO BE CHANGED/ADDED BEFORE 'CONFIRMING'**

Owner/Property Id: 4886403 / 4886404

Property Name: **Connect2Court - Meadow Bay**

Confirmation Code

1 selected filings. Total due: \$ 2,430.00

<input type="checkbox"/>	Unit	Months	Total Rent Due	Monthly Rent	Additional Fees	Tenant Names	Tenant Address
<input checked="" type="checkbox"/>	100	JAN FEB	\$2,430.00	\$1,550.00	PET RENT \$15, MONTH TO MONTH CHARGES \$100, CABLE TELEVISION CHARGES \$10, INTRUSION ALARM CHARGES \$20, TRASH CHARGE \$25	SARAH BAKER	3708 W. PALM AVENUE #100, TAMPA, GA 33626
<input type="checkbox"/>	104	DEC JAN FEB	\$4,400.00	\$1,750.00	MONTH TO MONTH CHARGES \$200, PREMIUM \$50, TRASH CHARGE \$50	KATHERINE HOLMES	3708 W. PALM AVENUE #104, TAMPA, GA 11111 <input type="button" value="Update"/>

- Your confirmation code is the last st of numners next to the "Owner/Property ID:" section – in this example the code is **4886404** (Owner/Property ID: 4886403 / **4886404**)
- Once units are confirmed, your case documents are created and you are directed to the Connect2Court Signing Cue, where you can view all documents and sign at once.

## 4. Dismiss Cases When Tenant Pays

Our system continues to monitor your property management ledgers to determine who has paid their balance. If you have filed on a tenant and they subsequently pay their rent, you will receive an email notification listing all tenants that are ready to have a dismissal filed.

### Dismissal Filings

**Property Information:**

CONNECT2COURT - MEADOW BAY  
123 W MAIN ST  
DALLAS, TX 75208  
DALLAS

Property Manager

Connect2Court has detected dispossession filings that may be ready for dismissal. The information contained herein comes directly from your CMS. The table below reflects units that you may file a dismissal. This table is for information only.

Unit	Balance at Filing	Current Balance	Case Number	Date Served	Tenants
100	\$2,600	\$0	22TX00002	3/11/2023	SARAH BAKER
308	\$3,560	\$0	22TX00001	3/12/2023	MONICA FITZGERALD

\*N/A - Not available at time of processing.

[Review and Confirm Dismissals →](#)

Once the “Review and Confirm Dismissals” button is clicked, you will see the below screen:

Dismissals

Property Name: **Connect2Court - Meadow Bay**

<input type="checkbox"/> Dismiss	Unit	Filing Balance	Last Known Balance	Months	Tenant Names	Case #	<input type="checkbox"/> Suppress Dismissal Notification
<input type="checkbox"/>	100	\$2,600.00	\$0.00	JAN FEB	SARAH BAKER	22TX00002	<input type="checkbox"/>
<input type="checkbox"/>	308	\$3,560.00	\$0.00	JAN FEB	MONICA FITZGERALD	22TX00001	<input type="checkbox"/>

Confirmation Code

[Confirm Selected Dismissals](#)

Signer will be notified by email after confirmation.

- Just select the tenants you would like to file a dismissal for and click “Review and Confirm Dismissals”. This will take you to the Connect2Court signing cue where you can e-sign and file all dismissals at once.
  - \*Your confirmation number is the same as used when selecting filings for eviction.