

**FORCIBLE ENTRY AND DETAINER ACTION
(Eviction)**

1. The Court will provide the "Notice to Leave Premises" form if requested. This notice should be served on the tenant personally or at his/her place of residence or by certified mail. This notice must be served at least three business days before filing the eviction. This excludes weekends and holidays. If you have a question regarding the amount of time you must give the tenant, please seek the advice of an attorney. (See RC1923.04)

2. If the tenant does not vacate the property after receiving proper notice, the next step is for the landlord to file a Forcible Entry and Detainer Action with the Court. At this point, you may want to seek the advice of an attorney in order to file the eviction action with the Court. This action can be done without an attorney, but if the complaint and exhibits are submitted incorrectly, the Judge may be required to dismiss the case. The Court does not provide forms for filing a Forcible Entry and Detainer action because legal issues vary depending on the case. The Deputy Clerks are not attorneys and may not give you legal advice concerning the proper procedure for filing. The filing fee for Forcible Entry and Detainer Actions is \$121.00.

3. Once the complaint has been filed with the Court, a hearing will be scheduled and the Bailiff will serve a copy of the complaint and summons on the defendant as required by Ohio Revised Code. The purpose of this hearing is for the Judge to decide if you, the Plaintiff, should get restitution of the premises. Please be prepared to present the witnesses and other evidence necessary to prove your restitution claim. If need be, a second hearing will be scheduled regarding damages and past due rent.

NOTE:

1. When filing with the Court, please provide the original Complaint, a copy of your Notice to Leave Premises and lease, if any, plus two copies of all original paperwork for each defendant. Please provide directions to the defendant's address if you believe it will help the Bailiff find the location.

2. Under current Ohio law, LLCs, corporations, and partnerships may not commence proceedings, file or appear in court without an attorney. Please seek the advice of an attorney if you have any questions.

In the Washington County Municipal Court

Plaintiff's name
Plaintiff's address

Case No. _____

Vs.

Defendant's name
Defendant's address

Complaint for Eviction (Forcible Entry and Detainer)

FIRST CLAIM

1. Plaintiff is the landlord of the premises where Defendant(s)/ Tenant(s) are living. The address is _____.
2. Defendant(s) had the following type of tenancy with Plaintiff: _____.
(oral, written, or such other terms as may be appropriate).
3. Defendant(s) violated the terms of the tenancy in this way:

4. Plaintiff served the Defendant(s) with a written notice to leave the premises on the date of _____ . A copy of the notice is attached to this complaint.
5. In the notice, Defendant(s) were told to leave the premises by the date of _____.
6. Defendant(s) did not leave the premises on the date stated above.

SECOND CLAIM

1. Plaintiff reiterates and reaffirms all of the allegations in the first claim.
2. Defendant(s) owe rent in the amount of \$ _____.
3. Defendant(s) owe for damage to the property in the amount of \$ _____.
4. Defendant(s) owe for utilities in the amount of \$ _____.

WHEREFORE, PLAINTIFF DEMANDS,

1. Restitution and recovery of said premises.

2. Judgment for back rent, damages, late charges, and utilities in the amount of \$ _____ and costs and interest.

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER