

INSTRUCTIONS

This form is NOT a replacement for good legal advice. If you have any questions about your legal rights and responsibilities, you should talk with a licensed Attorney. The Clerk and Deputy Clerks cannot give you legal advice, nor can they help you fill out this form. If you wish you represent yourself, you may do that, but you are acting at your own risk. You will be expected to follow the same rules and procedures as an attorney when you represent yourself in court. You cannot appear in court, sign legal documents, or file papers on behalf of another person unless you are a licensed attorney.

You must pay a filing fee when you file this complaint. If you do not, no action will be taken on your case.

You must serve a *3-day Notice to Leave The Premises* on the Defendant(s) three or more business days before you can file your complaint.

You must attach a copy of a *3-day Notice to Leave The Premises* to the complaint. You can find more information about this in Ohio Revised Code Section 1923.04.

Once you file the complaint, a date will be scheduled for your hearing, and the Defendant(s) will be notified. At the hearing, you will be expected to prove to the Court why you believe the Defendant(s) should have to leave your premises.

If the Court finds that you are entitled to evict the Defendant(s), then a judgment will be issued which says so. At that point, you may file a written *praecipe*, or instruction, asking the Bailiff to come to the property and supervise the eviction. A form for this is available the Court website. You must pay a \$25.00 fee when you file this form. The Bailiff will then schedule a time to come to the property and supervise the eviction, usually this will be within 10 days after you file the *praecipe*.

The Bailiff does not do the moving. He is there to make everyone leave the property so that you or your helpers can safely remove any and all items from the property.

Again, if you have any questions about your legal rights, you should contact an Attorney. The Clerk, the Judge, and the Bailiff cannot provide legal advice.

IN THE CLINTON COUNTY MUNICIPAL COURT

CASE NO. CVG _____

(and)

Plaintiff(s)

v

(and)

COMPLAINT IN
FORCIBLE ENTRY AND DETAINER
(EVICTION COMPLAINT)

Defendant(s)

New Complaint Amended Complaint

1. Plaintiff is the owner of real estate located in Clinton County, Ohio, at

_____.

Defendant(s) reside on this real estate:

- Pursuant to a written lease.
- Pursuant to a verbal agreement.
- For some other reason (specify):

2. Defendant(s) no longer have the right to occupy the premises because:

3. A three-day notice was served upon the Defendant(s) on _____.
A copy of that notice is attached to this complaint.

4. Defendant(s) failed to do the following:

Pay rent for these months and amounts (specify): _____

Pay the utility bills that I now owe (specify): _____

5. Defendant(s) caused damage to the rental unit as follows:

I now request the following relief:

- A writ of restitution ordering the Defendant(s) to remove from the premises and granting me possession of the premises.
- Past-due rent in the amount of _____.
- Reimbursement for unpaid utility bills _____.
- Reimbursement for damage to the property _____.
- Court costs and statutory interest _____.
- Other: _____.

Respectfully Submitted,

Signature(s)

Printed Name(s)

Mailing Address

Phone Number

IN THE CLINTON COUNTY MUNICIPAL COURT

CASE NO. CVG _____

(and)

Plaintiff(s)

v

INSTRUCTIONS FOR SERVICE

(and)

Defendant(s)

TO THE CLERK:

Please cause the Bailiff of this Court to personally serve the Defendant(s) at

with summons and complaint herein. Should Defendant(s) fail to answer the door, please instruct the Bailiff to affix said summons and complaint to the front door of the residence pursuant to law.

Please also serve a copy of the summons and complaint upon the Defendant by regular mail, and make a certificate of mailing a part of the record of this case, according to law.

Respectfully Submitted,

Signature(s)

Printed Name(s)

NOTICE TO LEAVE THE PREMISES

FROM: _____

TO: _____

DATE: _____

Please take notice that I want you, on or before _____
(3 business days from today), to vacate and leave the real estate located at
_____.

"You are being asked to leave the premises. If you do not leave, an eviction action may be initiated against you. If you are in doubt regarding your legal rights and obligations as a tenant, it is recommended that you seek legal assistance."

Served upon the above-named tenants by hand delivery and/or attachment to the door of the tenant's usual residence this _____ day of _____, 20____.

Landlord

"THIS IS AN ATTEMPT TO COLLECT A DEBT.
ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE."