

## EVICTION PROCEDURES

All forms used in the Eviction Procedure may be purchased at: Buehner's Office Supply 5818 Detroit Ave. Cleveland 216-651-6559 Monday through Friday 8:00 AM –5:00 PM; Ameriprint 8119 Columbia Rd, Olmsted Falls, 440-235-6094 Monday through Friday 10:00AM-5:00PM, Saturday 10:00AM-2:00PM; Ohio Legal Blank Co. 9800 Detroit Avenue, Cleveland, 216-281-7792 Monday through Friday 9:00AM-5:00PM. ([www.ohiolegalblank.com](http://www.ohiolegalblank.com))

**YOU NEED: 2 copies –notice to leave premises or termination of tenancy. (67-A)  
1 copy – Eviction Complaint (form 650). Original for the  
Court and make two copies for each person being evicted.**

1. In all Eviction cases, you are required to serve the tenant with a 3-day notice to vacate. There are circumstances other than failing to pay rent, which require you to first serve your tenant with a 30-day notice. After the expiration of that 30-day notice, you are then required to serve your tenant with a 3-day notice. **Consult your attorney as to the circumstances which require a 30-day notice. We cannot and will not advise you as to what are those circumstances. We cannot practice law or give legal advice.**
  - On serving a 3-day notice, **do not** count the day of service.
  - On serving a 30-day notice, **do not** count the day of service.
  - **YOU DO NOT COUNT WEEK-ENDS OR HOLIDAYS.**
    - Service can be made by: A) Personally serving the Tenant by hand.
    - B) Putting notices under the door of residence.
    - C) Posting notice on the door of residence.
    - D) Sending notice by certified mail.
  - Always keep an exact copy of the notice for the Court. (3 day and also if applicable 30 day notice.) Bring this notice at the time of filing eviction.
2. After the 3-day service of notice period has expired, file the Forcible Entry and Detainer Complaint (Eviction Complaint) with the Clerk's Office (Civil Division).

### LANDLORD MUST FILE:

- A. 1 original and 2 copies per defendant of form 650 (eviction complaint form). 3 copies if you want a time stamped copy also.
  - B. **\$155.00** to file for two defendants **\$20.00** for each additional defendant over 2.
  - C. Make sure you sign the eviction complaint with your name, address, and phone number where you can be reached.
3. At the time of filing the Forcible Entry Detainer Complaint, will give you a hearing date which will also be informed by mail.
    - Eviction date: (First Cause of Action) approximately 20 days in advance.
    - Back rent, damages, etc (Second cause of Action) will be heard at a later court date. Defendant(s) have 28 days to answer on Second Cause.

Parma Municipal Court has personal bailiff service. Check with the clerk's office as to this service. Please call the day before your hearing to make sure service has been made and that the hearing will go forward.

4. The Landlord must attend the hearing. Failure to attend will result in the Dismissal of your Complaint and forfeiture of your filing fee. Eviction procedures would have to start all over again. At the hearing be prepared to show all evidence of your claim against your tenant-defendant(s) at this time.
5. The Writ of Restitution is good for 10 days from the date the Writ is issued by the Clerk's office. The landlord must be present at the time of move-out date. Contact the Bailiff's office **IMMEDIATELY** at 887.7400 ext. 7466 if your tenant has moved out to cancel the move out.

**THIS IS INFORMATIONAL AND IS NOT TO BE CONSTRUED AS LEGAL ADVICE. IF YOU HAVE ANY LEGAL QUESTIONS, CONSULT AN ATTORNEY.**

- General Eviction Info/Questions: Clerk's Office Deputy Clerk-Dan Novak @ 440.887.7400 EXT 7428