

**JACKSON COUNTY MUNICIPAL COURT CLERK
CIVIL DIVISION
295 BROADWAY STREET, SUITE 101
JACKSON, OHIO 45640**

THE EVICTION FILING PROCESS

Only the deeded property owner can sign and file an *Eviction Complaint* without an attorney. All other *Eviction Complaints* must be signed and filed by an attorney on behalf of the owner or property management company. Corporations, Limited Liability Companies (LLCs), and Trusts must be represented by an attorney at all stages of the eviction process, including filing the complaint seeking eviction and appearing in Court. A person is not permitted to use a power of attorney to represent another person in Court. For questions about legally filing and pursuing an eviction action, consult with an attorney.

When filing the action, file an original *Eviction Complaint* with a copy of the *Notice to Leave the Premises*¹ that has been served on the defendant(s)/tenant(s) attached. You can obtain these two forms at a legal supply store, law library or online. It is the filing party's responsibility to make sure the forms used comply with the requirements of Ohio law, including R.C. 1923.04 and 1923.05.

TO FILE THE EVICTION CASE, YOU WILL NEED:

- Copy of the *Notice to Leave the Premises* previously served on the defendant(s)/tenants(s)
- Original *Eviction Complaint* filled out clearly and legibly.
- Accurate and complete information in the caption and the body of the *Eviction Complaint*. Make sure you:
 - ▶ Spell the name of the defendant(s)/tenant(s) correctly; and
 - ▶ Include complete addresses for the property and the location where the defendant(s)/tenant(s) will be served. A complete address must include the number, street name (including whether it is a street, avenue, boulevard, etc., whether it includes a north, south, east or west designation), any apartment or unit number or letter, and an accurate zip code.
- Two additional copies of the *Eviction Complaint* and all attachments for each defendant/tenant that you are evicting.
- \$135.00 filing fee, plus a deposit of \$150.00 for a total of \$285.00
- **The deposit fee will be applied for service costs and mileage throughout the case, and paid to the Sheriff's Office upon receipt of invoice from Sheriff.** Certified mail service will be applied at the rate of \$10.00 per defendant after the first defendant. Certified Mail service for the first defendant is included in the initial filing fee. **Any remaining deposit will be returned to depositor 30 days after the conclusion of the case.**

PLEASE NOTE:

COURT EMPLOYEES ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE.

If you have any additional concerns or questions, you should consult an attorney.

¹ In Ohio, the *Notice to Leave the Premises* for residential property must contain the following paragraph boldly and conspicuously:

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.

**IN THE MUNICIPAL COURT
OF JACKSON COUNTY, OHIO**

Case No. _____

Plaintiff(s),

PRAECIPE

vs.

Defendant.

TO THE CLERK:

Please cause Summons with an attached copy of the Complaints in the above captioned case to be issued to the Defendant(s):

Select One:

- Certified Mail (Included in cost of filing fee for first defendant. \$10 additional for each defendant thereafter)
- Sheriff's Service (Invoice will be provided to court by the Sheriff's Office and paid to the Sheriff's Office by deducting from deposit on hand.)

Respectfully submitted,

Plaintiff