

**FRANKLIN COUNTY MUNICIPAL COURT CLERK  
CIVIL DIVISION - 3<sup>RD</sup> FLOOR  
375 SOUTH HIGH STREET  
COLUMBUS, OHIO 43215**

**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. If you have questions about whether you can legally file and pursue an eviction action, you should consult with an attorney.

When you file the action, you must file an *Eviction Complaint* with a copy of the *Notice to Leave the Premises*<sup>1</sup> that you served on the defendant(s)/tenant(s) attached. You can obtain these two forms at a legal supply store or online. It is your responsibility to make sure the forms you use comply with the requirements of Ohio law, including R.C. 1923.04 and 1923.05.

**TO FILE THE EVICTION CASE, YOU WILL NEED:**

- A copy of the *Notice to Leave the Premises* that you already served.
- Your 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.
- \$133.00 filing fee.

The trial on the eviction will be scheduled from fourteen to twenty-one days from the date of filing, depending on the type of service you request.

**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. You can contact the Columbus Bar Association Lawyer Referral Service at (614) 221-0754 to locate an attorney.

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<sup>1</sup> 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.**