

**FRANKLIN COUNTY MUNICIPAL COURT  
CIVIL DEPARTMENT - 3<sup>RD</sup> FLOOR  
375 SOUTH HIGH STREET  
COLUMBUS OH 43215**

**THE EVICTION PROCESS**

**You must be the owner of the property or an attorney representing the owner to evict a tenant. Renters must contact their rental office or landlord.**

**You must obtain two (2) forms: a *Notice to Leave the Premises* and an *Eviction Complaint* form. These forms are available at Graham's Office Supply located at 268 S. 4<sup>th</sup> Street (Main & 4th). Their telephone number is (614) 221-4889.**

**You must complete the *Notice to Leave the Premise* form giving the tenant three (3) full business days (*excluding* the day you give it to them) to leave for non-payment of rent. For any other reason, you must give the tenant thirty (30) days to leave. Make a copy of the notice, give one to the tenant and keep the other to file with the Court.**

**To file an eviction case, you will need:**

- **A copy of the *Notice to Leave the Premise***
- **The original complaint form**
- **Two (2) additional copies of the complaint form for each tenant that you are evicting**
- **\$126 filing fee**

**Please fill out the forms clearly and legibly.**

**A hearing is scheduled fourteen (14) to twenty-one (21) days from the date of filing.**

**If you have any additional concerns or questions, please feel free to contact:**

**Legal Aid at (614) 224-8374**

**Columbus Bar Association at (614) 221-4112**

**Or consult with an attorney**

**PLEASE NOTE: IT IS NEITHER ETHICAL NOR PERMISSIBLE BY LAW FOR A COURT EMPLOYEE TO GIVE LEGAL ADVICE.**