

# MEDINA MUNICIPAL COURT

135 N. Elmwood Avenue  
Medina, Ohio 44256  
Telephone: 330-723-3287  
Fax: 330-225-1108  
[www.medinamunicipalcourt.org](http://www.medinamunicipalcourt.org)

## **EVICITION PACKET FORCIBLE ENTRY AND DETAINER ACTIONS**

### **TO FILE AN EVICTION CASE, YOU WILL NEED:**

- A copy of the served **30 DAY NOTICE**.
- A copy of the served **3 DAY NOTICE/NOTICE TO LEAVE PREMISES** (Required in all cases).
- The *original* completed **COMPLAINT FOR EVICTION [AND MONEY DAMAGES, IF APPLICABLE]** for filing with the court, *plus* the following:
  - Two (2) additional copies of the COMPLAINT for **EACH** defendant named in the COMPLAINT;
  - One (1) additional copy of the COMPLAINT, which the Clerk will time stamp for return to the Plaintiff; and
  - Any other paperwork being filed with the foregoing.
- **FILING FEE** - \$112.00 for up to two (2) Defendants; \$82.00 for each additional Defendant.

### **TO REQUEST THAT THE PROPERTY BE RETURNED TO THE PLAINTIFF, YOU WILL NEED:**

- Completed **PRAECIPE FOR WRIT OF RESTITUTION** – to be filed after the court hearing.
- **FILING FEE** - \$57.00 filing fee for the writ.
- Current **CONTACT INFORMATION** for the property owner.

**Note:** Once the **WRIT OF RESTITUTION** is prepared by the Clerk and forwarded to the Bailiff for service, the Bailiff will call the property owner listed as point of contact on the **PRAECIPE FOR WRIT OF RESTITUTION**. This process is solely enforced by the Bailiff. Please do not contact the clerks regarding the move-out status.

**CLERKS ARE NOT ATTORNEYS AND ARE NOT PERMITTED TO GIVE YOU ANY LEGAL ADVICE REGARDING THE COMPLETION OF THESE FORMS.** Therefore, it is the responsibility of the filer to complete, providing true, accurate and legible information.

# NOTICE TO LEAVE THE PREMISES (3 DAY NOTICE)

Serve Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to ask you to LEAVE the premises now in your possession, situated in:

\_\_\_\_\_

(full address and street number of rental)

together with the lot of land on which these premises are located. You are being asked to LEAVE for the following reasons:

\_\_\_\_\_

(state reasons for eviction)

Your compliance with this Notice by \_\_\_\_\_ will prevent any eviction against you.  
(date)

**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.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

**THIS NOTICE MUST BE SERVED AT LEAST 3 FULL DAYS PRIOR TO COMMENCING AN EVICTION ACTION**



5. Defendant has since \_\_\_\_\_ (date Notice to Leave Premises 3 Day period expired) unlawfully and forcibly detained from the Plaintiff possession of the above-described premises.

**SECOND CLAIM FOR RELIEF (MONEY DAMAGES) – NOT TO EXCEED \$15,000**

6. Defendant owed back rent in the amount of \$ \_\_\_\_\_, future rent (until Defendant vacates the premises and/or premises are rented, whichever may be applicable), and/or unspecified damages in the amount to be determined after Plaintiff has an opportunity to inspect the premises.

WHEREFORE, with respect to the First Claim for Relief, Plaintiff prays for restitution of the premises, with respect to the Second Claim for Relief, Plaintiff requests the total amount due for back rents, future rents, and/or damages, and the costs of this action.

Respectfully submitted,

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

**IN THE MEDINA MUNICIPAL COURT  
MEDINA COUNTY, OHIO**

\_\_\_\_\_  
Property Owner's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

**PLAINTIFF(S)**

CASE NUMBER: \_\_\_\_\_

JUDGE GARY F. WERNER

**PRAECIPE FOR WRIT OF  
RESTITUTION**

\_\_\_\_\_  
Tenant's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

**DEFENDANT(S)**

To the Clerk:

Please issue a Writ of Restitution to enforce restitution and a move-out for the premises located at:

\_\_\_\_\_  
(address of premises tenant is to be evicted from)

\_\_\_\_\_  
(City, State and Zip)

Respectfully submitted,

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
**MOVE OUT CONTACT NAME AND TELEPHONE NUMBER**