

Filing and Eviction Complaint

1. The Cost to file is \$140.00 for one defendant and \$10.00 for each additional defendant over the age of 18. Payment must be made by cashier's check, money order or company check, made payable to **Bellevue Municipal Court**.
2. The Premises for Eviction must be located in Huron County, Sandusky County, Lyme or York Township.
3. You must have a correct address for the defendant.
4. The maximum amount allowable by law to claim on a second cause of action is \$15,000.00 **excluding** court costs.
5. To file: complete and mail the Complaint for Eviction (attached herein) with the required costs for filing. The Complaint form must be signed by the party bringing the action. A copy of the Notice to Leave Premises must be included in the Complaint.
6. Court hearings will be held approximately 30 days from the date of filing for the first cause of action. This hearing will take place on a regular scheduled court day (typically, a Thursday) at 9:30AM. You will receive notice from the Court of the date and time if the hearing.
7. The second cause of action will be scheduled at a later date, after the first cause is heard.

If you have any questions , please do not hesitate to call the court at (419) 483-5880.

You may mail all forms and attached papers to:

Bellevue Municipal Court
3000 Seneca Industrial Pkwy.
Bellevue, Ohio 44811

IN THE BELLEVUE MUNICIPAL COURT
SANDUSKY COUNTY, OHIO

CASE NO. _____

Name

Street Address

City/State/Zip

Phone Number

PLAINTIFF (Landlord)

vs.

**COMPLAINT IN FORCIBLE
ENTRY AND DETAINER**

Name

Phone Number

Street Address

City/State/Zip

DEFENDANT (Tenant) Any and all other occupants

FIRST CLAIM FOR RELIEF (EVICTION)

1. Plaintiff(s) is/are the owner of premises located at _____, Ohio.
(address of premises tenant is to be evicted from)
2. Defendant(s) entered the premises as a tenant of Plaintiff under an oral agreement or written lease (copy of lease is/is not attached.) Defendant(s) has/have violated the terms of the lease as follows: _____
_____ Defendant(s) has/have not paid rent since _____.
(date)
3. On _____, (date) Plaintiff(s) served Defendant(s) with a 3-day notice to leave the premises pursuant to RC 1923.04. **(3-day notice should be filed with complaint or brought to the Court hearing.)**
4. Defendant(s) has/have, since _____, (date after the notice period expired) unlawfully and forcibly detained from the Plaintiff(s) possession of the above-described premises.

SECOND CLAIM FOR RELIEF (MONEY DAMAGES)

1. Plaintiff(s) for this second cause of action states that the Defendant(s) (is/are) indebted to said Plaintiff(s) in the sum of \$ _____ as rent for the above named premises for the period from _____, 20__ to _____, 20__, on a rental basis of \$ _____ per month plus any additional rent and damages, if any.
2. Plaintiff(s) asks process, restitution, and judgement for \$ _____ and costs of this action plus additional rent and damages. Dated this _____ day of _____, 20__.

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 a hearing on back rents and/or damages and the costs of this action.

Signature of Plaintiff

Phone Number of Plaintiff

The State of Ohio, Sandusky County, ss.

_____, being first duly sworn says that (he/she/they) (is/are) the Plaintiff(s) in the above-entitled claims and that the facts stated in the foregoing Complaint are within (his/her/their) personal knowledge and are true as (he/she/they) verily believes.

Sworn to before me and signed in my presence this _____ day of _____, 20__.

Notary Public – Clerk – Deputy Clerk