

**MENTOR MUNICIPAL COURT
FORCIBLE ENTRY
8500 CIVIC CENTER BLVD
MENTOR, OH 44060
(440) 974-5745**

**HOURS: Monday, Tuesday Thursday, Friday 8:00 A.M. – 4:00 P.M.
Wednesday 8:00 A.M. – 6:00 P.M.**

When filing a Forcible Entry Complaint, there is a filing fee of \$150.00 for a one cause action and \$175.00 for a two-cause action. This fee includes up to three Defendants. It is \$10.00 for each additional Defendant. The Court will only accept payment by mail with a certified bank check or a money order. If filing in person, cash or credit card is also acceptable.

It is preferred that the Forcible Entry form be typed however a handwritten form will be accepted if legible.

In order to file a Forcible Complaint in the Mentor Municipal Court you will need to provide **one original** complaint form, **two copies** of the complaint form **for each Defendant**, **one copy** of the **three-day notice** to vacate, and the filing fee.

Forcible Entry Hearings are held on Tuesdays and Fridays at 8:00 A.M. The hearing is set approximately twenty (20) days from the date you file.

Following a Forcible Entry Hearing a form for Writ of Restitution to the Bailiff to enforce restitution and a move-out of the premise may be filed with a \$100.00 filing fee.

Any further questions consult with the Ohio Revised Code or your own private attorney.

NOTICE TO LEAVE PREMISES

To _____

I wish you to **LEAVE** the following described premises, now in your occupation, situated in the City, Village, Township of _____, County of Lake, and the State of Ohio, and known as _____

together with the LOT OF LAND on which said _____ is situated.

STATE REASON FOR EVICTION: _____

Your compliance with this Notice within _____ days after its service, will prevent any legal measures being taken by the undersigned to obtain possession.

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 ASSISTANCE.

Yours respectfully,

Dated this _____ day of _____, 20____. A.D.

IN THE MENTOR MUNICIPAL COURT

JOHN TREBETS, JUDGE

LINDA BAMBIC, CLERK OF COURT

Names(s) _____)
_____)

Address _____)
_____)

Phone _____)
Plaintiff(s)/Landlord(s))

-VS-)

Names(s) _____)
_____)

Address _____)
_____)

Phone _____)
Defendant(s)/Tenant(s))

CASE # CVG _____

COMPLAINT
In Forcible Entry and Detainer
(Eviction)

1st Cause of Action. For Eviction only:

Plaintiff states that the defendant(s) ha____, ever since the *(enter the date tenant violated the lease agreement or failed to pay rent)* _____ day of _____, 20____, unlawfully and forcibly detained, and do still remain on or in and have failed to vacate the following property located in the County of Lake, and State of Ohio:

Street _____ Apt. _____

City/Township/Village _____ .

On the _____ day of _____, 20____, plaintiff served upon the defendant(s) as required bylaw, notice in writing to leave said premises. Plaintiff asks the Defendant(s) to vacate the property by order of the Court.

2nd Cause of Action. For damage (Rent, late charges, property damage, etc.):

X _____

PLAINTIFF

Date: _____

**IN THE MENTOR MUNICIPAL COURT
PRAECIPE FOR WRIT OF RESTITUTION**

CASE NO. CVG _____

Plaintiff(s)

vs.

Defendant(s)

* * * * *

To the Clerk:

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

Street Address with Apt. Number

City, State and Zip Code

Contact Person's Name:

Phone Number

x _____
Signature Landlord/Attorney