



CLARK COUNTY MUNICIPAL COURT BAILIFF'S OFFICE

50 E. COLUMBIA STREET, SPRINGFIELD, OHIO 45502
937-328-3759



General Eviction Procedures

Please contact an attorney for legal advice. The following is for informational purposes only and should not be interpreted as legal advice or instruction.

Filing the Eviction

In order to file for an eviction in the State of Ohio, the Plaintiff (the landlord or property owner), must first give the Defendant (the person being evicted) a **Notice to Leave the Premises**. The notice must be a 3-day or other appropriate notice, depending on the circumstance. The Plaintiff should keep a copy of this Notice for his/her records.

After the required time has passed since giving the Defendant the Notice to Leave the Premises, the Plaintiff must take a copy of the notice to the Clark County Municipal Court Clerk's Office (located on the 2nd floor of the Clark County Municipal Court building) and file it, along with a **Complaint for Forcible Entry and Detainer**. There is a fee that must be paid to the Clerk of Courts to file the eviction.

Clerk of Courts sets the Eviction Hearing Date

The Clerk of the Municipal Court will assign a date for the eviction hearing, which will be held in front of the Magistrate. Eviction hearings in the Clark County Municipal Court are held on Wednesday mornings at 9:00 am. The Clerk will send notice of the complaint and the hearing date to the Defendant by regular mail, certified mail, and by Bailiff Service.

Eviction Hearing in front of the Magistrate

At the eviction hearing, both the Plaintiff and Defendant, or his/her attorney, will be given a chance to speak to the Magistrate about their side of the case in open court. The Magistrate will then make a judgement on the case. The Magistrate may find in favor of the Plaintiff and order the premises returned to the Plaintiff, or may find in favor of the Defendant, which would allow the Defendant to remain on the premises. In some instances, it is possible that the hearing may get continued to another date for a variety of reasons.