

THE EVICTION FILING 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 this office.

You must complete the *Notice to Leave the Premises* 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.

NOTE: “The Notice to Leave the Premises” should contain the following paragraph boldly and conspicuously:

“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.”

To file an eviction case, you will need:

- A copy of the *Notice to Leave the Premises*
- The original Eviction complaint form filled out clearly and legibly
- Include accurate and complete information in caption and body of complaint form, Tenant(s) name(s) spelled correctly and complete address with Street, Avenue, etc. or North, South, etc. and accurate zip code.
- Two (2) additional copies of the complaint form for each tenant that you are evicting.
- \$160.00 filing fee.

The 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 consult with an attorney.

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