



WADSWORTH  
**MUNICIPAL COURT**

120 Maple Street  
Wadsworth, OH 44281  
330-335-1596

Fax: 330-335-2723

[courts@wadsworthcity.org](mailto:courts@wadsworthcity.org)

[www.wadsworthmunicipalcourt.com](http://www.wadsworthmunicipalcourt.com)

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

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

- A copy of the served **30 DAY NOTICE** (If required in your case per the attached *Ohio Revised Code – Notice Sections*.)
- A copy of the served **3 DAY NOTICE / NOTICE TO LEAVE PREMISES**. (Required in all cases.)
- Original completed **COMPLAINT FOR EVICTION AND MONEY DAMAGES**.
  - **OUR CLERKS ARE NOT ATTORNEYS AND ARE NOT PERMITTED TO GIVE YOU ANY LEGAL ADVICE REGARDING THE COMPLETION OF THE COMPLAINT.** Therefore, it is the responsibility of the filer to complete, providing true, accurate and legible information.
- The original **COMPLAINT FOR EVICTION AND MONEY DAMAGES** along with two (2) additional copies for each defendant and one (1) copy for the plaintiff as well as any other paperwork being filed at that time.
- Filing fee - \$145.00

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

- Completed **PRAECIPE FOR WRIT OF RESTITUTION**
- Filing fee - \$110.00

Note: Once the **Writ of Restitution** is prepared by the clerk and forwarded to the Sheriff for service, the sheriff will call the property owner listed as point of contact on the **Praecipe for Writ of Restitution**. This process is solely enforced by the sheriff. Please do not contact the clerks regarding the move-out status.

**DISCLAIMER: *The clerks are pleased to answer questions pertaining to the court process, but cannot give legal advice. You are strongly encouraged to contact an attorney should you have any legal questions or questions regarding the completion of the provided forms.***

## **BANK ATTACHMENT**

If you know where the debtor has a checking or savings account, you may ask the Court to attach funds that are in that account. Bank account attachments may be obtained upon any bank in Ohio through this court.

### **STEP ONE: Determine the name of the Judgment Debtor's Bank**

You may have this information already if the judgment debtor ever issued you a check in the course of your dealings. Or, if you have ever issued a check to the debtor, you might inspect the back of the check to determine whether it may have been deposited into the debtor's bank account.

If possible, try to find out the account number or the last 4 numbers of their social security number. It is helpful to the bank, although usually not essential, in identifying the correct account.

### **STEP TWO: File the Bank Attachment with the Clerk of Courts**

Next, complete the forms in this packet. **PLEASE NOTE:** You must sign the *Affidavit, Order and Notice of Garnishment of Property Other Than Personal Earnings and Answer of Garnishee* under oath before a Notary Public. Then bring:

- The completed bank attachment packet
- A check or money order for \$1.00 made payable to the bank. This \$1.00 is not recoverable as a court cost.
- A check for \$35.00 payable to Wadsworth Municipal Court

The Garnishment Order will be served by Certified Mail upon the debtor's bank. You may call the Clerk of Courts office at 330-335-1596 to check the information supplied or go to [www.wadsworthmunicipalcourt.com](http://www.wadsworthmunicipalcourt.com) to view the status on the docket. Copies of any documents received will be sent to you upon receipt.

If the debtor challenges the validity of the garnishment, a hearing will be scheduled and all parties will be notified of the date and time of said hearing.

You may file again if you do not receive all of the money due on the first attachment.