

## PROCEDURE FOR ISSUING WRITS

1. The tenant will be given a move out date at the First Cause Hearing. If the tenant does not attend the hearing, the landlord will be given a Notice to post on the premises. The landlord **MUST** post this Notice. Failure to do so may negate the move out.
2. If the tenant has not vacated the premises by 8:00 a.m. on the move out date, the landlord shall come to the Clerk's Office and pay \$50.00 if the property is located in the City of Circleville and or \$75.00 if the property is located outside the city. This will cause the Writ to be issued.
3. The landlord or his move out crew must be at the premises at the time of the Writ. The bailiff will come to the premises and give permission to move property from the premises to the curb. The landlord or the move out crew *may not* begin moving items to the curb until the bailiff arrives. The move out crew must be ready when the bailiff arrives. (The bailiff has evictions scheduled every half hour throughout the county.)
4. Tenants: It is important that you have your belongings moved out of the premises before the Writ is executed. Once the property is placed on the curb, its safety and security cannot be guaranteed. Also, at the Second Cause Hearing, the landlord may seek damages for the cost of moving your property out of the premises.

CIRCLEVILLE MUNICIPAL COURT  
SECOND CAUSE FORM

Case No. \_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF

-v-

\_\_\_\_\_  
DEFENDANT

IF PLAINTIFF IS PROCEEDING TO A SECOND CAUSE HEARING, THE FOLLOWING FORM MUST BE COMPLETED AND PROVIDED TO THE COURT AT FINAL HEARING.

1. Unpaid rents:

Monthly rental amount:

\_\_\_\_\_

Months that rent was not paid:

Prorated rented (monthly rent divided by the number of day in the month):

\_\_\_\_\_

2. Unpaid utilities: List each utility (water/electric/garbage, etc.) and amount due; specify any late fees.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Damages to the property: Please list in detail the property that was damaged, the cost to repair - provide written estimates or receipts; explain why the claimed damages exceeds normal wear and tear. Pictures may be helpful.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Credit for security deposit:

\_\_\_\_\_

5. Miscellaneous damages: Please specify this claim.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_