

# Toledo Municipal Court

555 North Erie  
Street



## Civil Bailiff Department

419-245-1915

[www.toledomunicipalcourt.org](http://www.toledomunicipalcourt.org)

### RESIDENTIAL EVICITION INFORMATION

- After the landlord purchases the writ, the Clerk's Office should deliver the writ to the Civil Bailiff Department within two (2) to four (4) business days.
- Once the writ is received in our office, the Deputy Bailiff will notify the landlord and tenant by mail that the tenant has four (4) calendar days to vacate the premises. The landlord may call the Bailiff Department to be advised of that date. When the four (4) calendar days expire and your tenant has not moved, it is the **landlord's responsibility** to call the Bailiff Department to schedule a date for the eviction. It is important to do this as the writ **EXPIRES** ten (10) calendar days after it is received in our office.
- The **morning** of the eviction the landlord must call and confirm with the Deputy Bailiff between **8:30 and 9:00 am** that the tenant has failed to move and the eviction should proceed. Failing to call will result in a cancellation of the eviction. **The landlord must personally speak with the Deputy Bailiff, a message is not sufficient.** Before placing this call the landlord should check to see, **without entering**, if the rental unit is occupied or vacant and if the tenant has left belongings behind. The landlord should also let the Deputy Bailiff know if the tenant has made threats or poses a threat to anyone.
- The Deputy Bailiff will then meet the landlord at the property at the scheduled time to supervise the eviction. Do not enter onto or in the property without the Deputy Bailiff. Please be on time with required personnel and materials to meet the Deputy Bailiff.
- **The Deputy Bailiff has authority over all people and property during the eviction. Any and all negotiations between landlord and tenant must be completed before the eviction.**
- The landlord **must** provide a minimum of four (4) physically capable people (suggested age 18 or older) **who all must be able to move/lift heavy furniture and/or appliances**, plenty of cardboard boxes and plenty of contractor bags. The landlord needs caps for gas lines and appropriate tools to: change locks, disconnect appliances, or disassemble furniture. The landlord may also need a hand truck for heavy items. During bad weather, the landlord **must** supply adequate rolls of plastic or tarps to protect the items placed outside. If there are any vehicles left on the property, the landlord is responsible for towing and storage at the time of the eviction.
- If the eviction will require more than one day to complete, the Civil Bailiff Department recommends the locks be changed on the structure before 4:00 pm. The eviction will resume the following business day at 10:00 AM
- **Failure to abide by all of the conditions set forth in this information can result in the cancellation of the eviction.**

**THIS IS AN INFORMATIONAL DOCUMENT AND IS NOT INTENDED AS ADVICE  
REGARDING LEGAL RIGHTS.**

## **Civil Bailiff Department**

David G. Baz, Jr.  
Chief Civil Bailiff  
419-245-1908

Kevin L. Smith  
Assistant Chief Civil Bailiff  
419-245-1915

### **Region 1**

Sherhonda Haynes  
Deputy Civil Bailiff  
419-245-1911

James Roman  
Deputy Civil Bailiff  
419-245-1912

### **Region 2**

Reggie Keel  
Deputy Civil Bailiff  
419-245-1910

Tiffany Phenix  
Deputy Civil Bailiff  
419-245-1913

Julie Willhauck  
Deputy Civil Bailiff  
419-245-1909