

INFORMATION/INSTRUCTIONS FOR FILING EVICTIONS

1. Filing out the Eviction Petition:
 - A. Must be typed or printed neatly in ink.
 - B. Put the names of the Tenants that are on the Lease Agreement (ex: ABC Apartments vs John Smith and Jane Smith) There will be a service fee for each defendant listed on the petition.
 - C. State tenant's full address, including apartment number.
 - D. State tenant's work address (if known). Give any phone numbers you may have.
 - E. Mark the appropriate sections (non-payment of rent; breach of lease; holding over).
 - E. List the amount of rent in arrears; then the pro-rated amount per day.
2. Military Affidavit: It is mandatory that you provide proof that the Defendant is/is not in the military. You may find this information at: <https://www.dmdc.osd.mil/appj/scra/scraHome.do>
If the Defendant does not appear for the hearing, you may not receive a judgment until this affidavit is filed.
3. Fees for filing are payable with cash, cashier's check or money order. If paying with cash, please have correct amount. No checks will be accepted. The fee for filing an eviction is \$141.00 (\$46.00 Court Costs + \$95.00 Constable service fee).
4. Evictions may be dismissed in Open Court or by written Motion for Dismissal. If you decide to dismiss this suit prior to the hearing date, inform the Court as soon as possible.
5. A citation is prepared by our office and sent with a copy of your sworn complaint to the Constable for service to the defendant. *There will be a hearing within 21 days from the date of filing.* If you fail to appear on the hearing date, the case may be dismissed.
6. On the day of your hearing, bring any evidence you may have to support your case (receipts, lease agreement, etc.) Any witnesses should also appear on the hearing date. If you need the court to subpoena a witness, please inform the clerk of their name and address on the day you file your complaint.
7. When filing the Eviction, you will need the following to accompany the Petition:
 - a. Civil Case Information Sheet
 - b. A copy of the lease agreement
 - c. Military affidavit
 - d. Last Known Address Certificate
 - e. Copy of Written Notice to Vacate