

CLEVELAND HOUSING COURT  
JUDGE W. MONÁ SCOTT

## ENFORCEMENT OF REQUIRED DOCUMENTATION FOR EVICTIONS

Beginning **SEPTEMBER 14, 2020**, the Cleveland Housing Court will ***STRICTLY ENFORCE*** Local Rules requiring documentation to be provided with the Complaint at the time of filing. **If you do not submit proper documentation at the time of filing the Complaint, your case may be dismissed at the time of hearing without an opportunity to cure.**

Specifically, the following are **required** with your eviction (first cause) Complaint:

- 1) **Proof of Ownership**, such as owner information from the Cuyahoga County Auditor's real property website: [myplace.cuyahogacounty.us](http://myplace.cuyahogacounty.us) (Local Rule 3.012.)
- 2) A copy of the ***CURRENT* Rental Registration** for the property or an Affidavit providing that you are an owner-occupant of the unit. You can call the City of Cleveland's Division of Records at 216-664-2827 for more information on the Rental Registration. Please note, ***copies of checks*** submitted as payment for the Rental Registration ***will not be considered sufficient*** proof of registration. (Local Rule 3.014.)
- 3) If there is a **written lease** between the parties pertaining to the premises, a copy of such lease. If you indicate in the Complaint that your claims are based on a written lease, rather than an oral agreement, the lease ***MUST*** be attached. (Local Rule 6.022.)
- 4) An **Affidavit** regarding compliance with federal laws and regulations restricting evictions. Such information may be provided using the **Federal Eviction Moratorium Affidavit form**, provided on the Cleveland Housing Court website, or an Affidavit of similar form. The Affidavit should be completed by someone with knowledge of all mortgages on the property and participation of the property in any federal assistance programs, ***AND PROPERLY NOTARIZED***. (Local Rule 3.016, established in Administrative Order 2020-005.)
- 5) If the landlord is a domestic or foreign business entity, evidence of the entity's **good standing with the Secretary of State**. (Local Rule 3.011.)

Additionally, while Local Rule 6.01 allows the **Notice to Leave the Premises** required by R.C. 1923.04 to be submitted at the time of trial, it is highly recommended that a copy be provided at the time of filing the Complaint.

Finally, **PLEASE INCLUDE YOUR EMAIL ADDRESS, as well as phone numbers and /or emails for all other parties** on the intake form provided by the Clerk. **MAKE SURE IT IS LEGIBLE** as the Court will use the information provided on the intake form to provide you with Zoom links for virtual hearings.