

TO: Landlords

FROM: Toledo Municipal Court Civil Bailiffs

We are required by law to make personal or resident service by posting on the door. You must provide us access if you want an eviction.

Does your apartment or building have an outside security door?

YES  NO

Is the apartment number and address clearly marked?

YES  NO

Who do we contact for access?

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**TOLEDO MUNICIPAL COURT**

**555 N. Erie Street  
Toledo, Ohio 43604**

\_\_\_\_\_  
**CASE NUMBER**

\_\_\_\_\_  
**PLAINTIFF/LANDLORD**

\_\_\_\_\_  
**DEFENDANT**

The above captioned matter is set for hearing on \_\_\_\_\_ at 1:30 P.M.,  
Courtroom #9, 3<sup>rd</sup> Floor.

If you have filed for a second cause of action on the eviction, your answer date is 28 days  
from the date of service.

\_\_\_\_\_  
**PLAINTIFF/LANDLORD**