

# Toledo Municipal Court

555 North Erie Street  
Toledo, Ohio 43604



## Civil Bailiff Department

www.toledomunicipalcourt.org  
419- 936-2382 Fax

### BUSINESS LOCATION EVICTON 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, if the 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 **8:35 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 CONTACT THE DEPUTY BAILIFF FOR ADDITIONAL INSTRUCTIONS REGARDING BUSINESS LOCATION EVICTON PROCEDURES.**
- **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  
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**Civil Bailiff Department**

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

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

**North District**

Tiffany A. Phenix  
Deputy Civil Bailiff  
419-245-1910

Reggie Keel  
Deputy Civil Bailiff  
419-245-1913

**South District**

Ann M. Mauder  
Deputy Civil Bailiff  
419-245-1909

Bryan L. Latta  
Deputy Civil Bailiff  
419-245-1914

**West District**

James A. Roman  
Deputy Civil Bailiff  
419-245-1912

Sherhonda R. Haynes  
Deputy Civil Bailiff  
419-245-1916

**Southeast District**

Kevin L. Smith  
Acting Assistant Chief Civil Bailiff  
419-245-1911