



### MANUFACTURED HOME LOCKOUT 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 the tenant has not moved, it is the **landlord's responsibility** to call the Bailiff Department to schedule a date for the lockout. 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 lockout, 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 lockout should proceed. Failing to call will result in a cancellation of your lockout. **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 lockout. 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 lockout. Any and all negotiations between landlord and tenant must be completed before the lockout.**
- The landlord must provide a minimum of one (1) physically capable person. In addition, the landlord needs appropriate tools to change locks/install hasps and padlocks and disconnect utilities.
- The landlord must allow the tenant to retrieve personal property from manufactured home within the next fourteen (14) calendar days. This must be done at an agreed upon date and time between both parties.
- If the manufactured home park owns the manufactured home, the Residential Eviction Information must be followed, contact Deputy Bailiff listed below.
- **Failure to abide by all of the conditions set forth in this information can result in a cancellation of the lockout.**

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

**Civil Bailiff Department  
419-245-1915**

Kevin L. Smith  
Acting Chief Civil Bailiff  
419-245-1908

**North District**

Reggie Keel  
Deputy Civil Bailiff  
419-245-1910

Julie Willhauck  
Deputy Civil Bailiff  
419-245-1913

**South District**

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

Greg Davis  
Deputy Civil Bailiff  
419-245-1914

**West District**

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

Tiffany Phenix  
Deputy Civil Bailiff  
419-245-1916

**Southeast District**

Sherhonda Haynes  
Deputy Civil Bailiff  
419-245-1911