

Instructions for Filing Evictions

1. The Civil Division is located on the second floor in the old Court House building. The complaint must be signed by the property owner. Signature must be notarized or signed before a clerk in our office. If a company or corporation owns the property, their attorney must file the complaint.
2. All complaints must have a three (3) day notice attached. A copy of the deed needs to be attached to the original complaint.
3. It will take approximately three (3) weeks for a hearing. Hearings are set on Wednesdays at 1:30 p.m. and will be heard in the large courtroom on the third floor.
4. Filing fees and copies needed:
 - a. Complaint with first cause of action only:

One Defendant	\$115.00 (4 copies required)
Two Defendants	\$115.00 (6 copies required)
Three Defendants	\$120.00 (8 copies required)

*(note: if we have to make copies, there is a .05 cent charge per page)
 - b. All complaints with a second cause of action - \$150.00
*need original complaint and three copies per defendant plus additional one for the Plaintiff or attorney.

Note: We do not accept out of county personal checks. Payments can be made by money order, cash, certified check.

5. After the hearing, if you need a Move-Out Order, you will need to contact the Civil Division and pay appropriate filing fees. The property owner is responsible for moving any tenant from the premises, after they receive the Move-Out Order from the Court.