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Steps to Stop my Eviction

I completed the "Am I Eligible?" Worksheet and I think I am eligible for the Moratorium on Evictions. What should I do next?

If an EVICTION HAS ALREADY BEEN FILED AGAINST YOU in court.

Take these steps:

1. **COMPLETE** a Declaration Form.
 - a. Find it here: <https://www.ohiolegalhelp.org/letters-forms/cdc-eviction-moratorium-declaration-form>. The website will walk you through the form. OR
 - b. Use the attached blank form.
2. **MAKE** at least 4 copies of your completed Declaration Form.
3. **GIVE** a copy of the form to your landlord **as soon as possible**.
 - a. If you have enough time before your hearing:
 - i. Email the form to your landlord, OR
 - ii. Mail the form to your landlord, with a certificate of mailing or by certified mail if possible.
 - b. If you do not have enough time to email or mail the forms:
 - i. Deliver to your landlord in person OR Hand the form to your landlord or their lawyer at the hearing.
4. **When possible FILE** the Declaration with the Court
 - a. Take the copies to the clerk of the court where your eviction case is filed.
 - i. Ask the clerk to file stamp your copies.
5. **KEEP** a file stamped copy of the form for your records.
6. **GO** to the hearing. This is very important.
7. **TELL** the judge or magistrate that you have filed a Declaration Form.
8. **BRING**

- a. Your extra file stamped copies of the Declaration Form;
- b. Copies of applications you have submitted to any group or agency seeking help to pay your rent;
- c. Your pay stubs, bank statements, or proof of receipt of a stimulus check;
- d. Any papers showing that you lost your job; were laid off; or your hours were reduced;
- e. Proof of any rent payments you've made since losing your job; being laid off; or having your hours reduced.

If an EVICTION HAS NOT BEEN FILED AGAINST YOU yet.

Take these steps:

1. COMPLETE a Declaration Form.
 - a. Find it at: <https://www.ohiolegalhelp.org/letters-forms/cdc-eviction-moratorium-declaration-form>. The website will walk you through the form.
2. MAKE at least 4 copies of your completed Declaration Form.
3. GIVE a copy of the form to your landlord.
4. KEEP a copy for your records. You will need it if an eviction is filed against you.

For More Information See:

- Information Sheet: Resources for Rent Assistance

If You Need Help:

CALL

Legal Aid Line of Western Ohio
Monday – Friday: 9am – 4pm



TOLL-FREE

(888) 534-1432

APPLY ONLINE

24 hours/day; 7 days/week



ONLINE

www.LegalAidLine.org
