

Rent Deposit?

The Rent Deposit Program was established in the 1970's to ensure that landlords maintained healthy and safe property conditions for their renting tenants.

How Does It Work?

You must be a resident of the City of Cleveland or Village of Bratenahl.

If you are delinquent in your rent, you must first see a Housing Court Specialist. Be prepared to make a payment on the day you file.

Housing Specialists see customers on a walk-in basis from 8:30 a.m. until 3:30 p.m., Monday thru Friday on the 13th Floor of the Justice Center.

Payments are accepted in the form of cash or a money order payable to the Clerk of Court. **No personal checks will be accepted.**

A Mediation Hearing Date is scheduled two weeks from the date of filing. These hearings are held on the 13th Floor of the Justice Center at 11:00 a.m.

What Does It Cost?

NO FILING FEE IS REQUIRED.

Where Do I File?

Deposits are made with the Cleveland Municipal Clerk of Court office — Justice Center — 2nd Floor. Hours of operation are Monday thru Friday, 8 a.m. – 3:30 p.m.

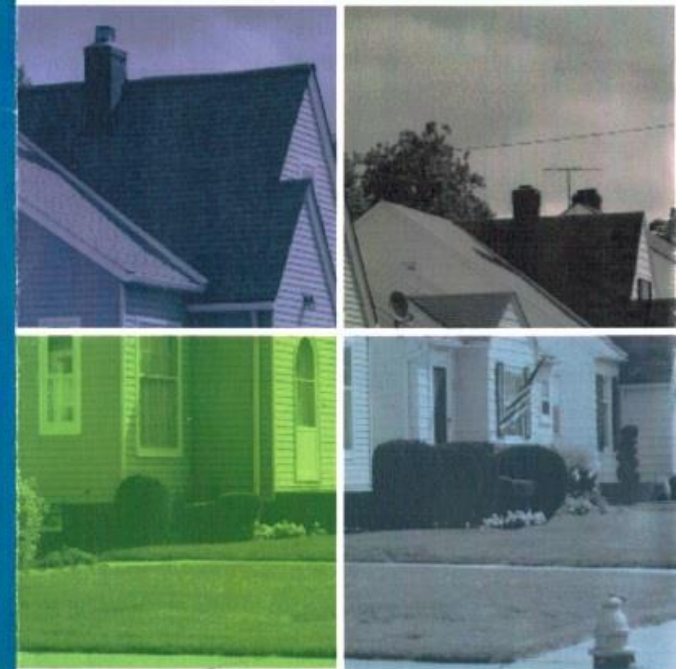
Housing Court specialists are located on the 13th floor of the Justice Center. Information for both tenant and landlord is provided by them regarding court procedures. ***Housing Court specialists are NOT attorneys and cannot offer you legal advice nor legal representation.***

Cleveland Municipal Court
Earle B. Turner, Clerk of Court

Civil Division
Justice Center — 2nd Floor
1200 Ontario Street
Cleveland, OH 44113
(216) 664-4860

www.cmcoh.org

Trusteeship and Rent Deposit




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TAKE ADVANTAGE

of the Clerk of Court
Trusteeship Program

AVOID

garnishment of
your wages.

What Is Trusteeship?

Trusteeship was established by the Ohio Legislature to prevent garnishment of personal earnings. It is a system where a person pays a percentage of their gross earnings into the court to be prorated among their creditors. Garnishment of wages will not be allowed by creditors as long as the debtor makes regular payments into the trusteeship account.

How Does It Work?

You pay 20% of your disposable earnings every pay period.

- To determine your disposable earnings, deduct the following from your gross pay (Federal Tax, Social Security, PERS, State Tax, City Tax, Medicare and any other legally required deductions).
- Co-signers are not protected from garnishment of personal earnings.

- Trusteeship is a voluntary program on the part of both the debtor and the creditor. However, if a creditor refuses to participate, they CANNOT GARNISH YOUR WAGES.
- A creditor with a judgment against you MAY attach your savings, checking account or any other asset.
- You must make a payment to the court each time you get paid; your most recent pay stub or a photocopy must accompany your payment.
- NO PERSONAL CHECKS. After applying for trusteeship, subsequent payments may be mailed.

How Do I File?

You must be a resident of the City of Cleveland or the Village of Bratenahl. You must bring a current pay stub and a list of your creditors, including the names, addresses, account numbers, balances due and a sufficient amount of money to make your first payment. Cash or money order only made payable to the Clerk of Court.

Debts less than Fifty Dollars (\$50.00) and money owed to the Federal Government (e.g. income taxes) cannot be included in trusteeship. Self-employed or commissioned individuals are not eligible if they do not have taxes deducted on a per pay basis.

What Does It Cost?

There is a Thirty Dollar (\$30.00) filing fee which includes ten creditors at the time of filing. The cost for each additional creditor after the initial filing is \$5.00 each. Please call the Information Services Department at (216) 664-4860 for questions regarding fees and costs.

Where Do I File?

You can apply at the Cleveland Municipal Court, Office of the Clerk of Court, located in the Justice Center on the 2nd floor.

Our hours are 8:00 a.m. to 4:00 p.m. Monday thru Friday. We request that you arrive by 3:00 p.m. so that our clerks have ample time to assist you in preparation of your Trusteeship.

CALL 216-664-4860

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