



P.O. Box 22638, Portland, OR 97269  
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## 1st STEP - EVICTION FILING

**\*\*Please Print Form Legibly\*\***

Clear Form

|                                                                                                                                                                                                                                         |                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Today's Date:                                                                                                                                                                                                                           | Filing County:         |
| Contact Phone #:                                                                                                                                                                                                                        | Email:                 |
| Supervisors Name:                                                                                                                                                                                                                       | Supervisors Email:     |
| Property Mgmt Co.                                                                                                                                                                                                                       | Purchase Order Number: |
| Special Access Needed?: (fe: <b>FOB/CODE</b> ) ((Failure to provide access information may result in your eviction not being able to be served & additional fees may apply)) NO: <input type="checkbox"/> YES: <input type="checkbox"/> |                        |
| Access Instructions:                                                                                                                                                                                                                    |                        |
| INDICATE HOW THE PLAINTIFF / LANDLORD LINE SHOULD READ (The legal ownership entity)                                                                                                                                                     |                        |

(REQUIRED)

### CHECK TYPE OF NOTICE

*\*Must also include a copy of the notice given\**

☐

Commercial

- ☐ Non-Payment of Rent
- ☐ 30-Day with stated cause For Non-Payment YES ☐ NO ☐
- ☐ 24 Hr. For injury, damage, unlawful / outrageous act For Squatter? YES ☐ NO ☐

- ☐ 20-day Repeat Violation
- ☐ 10 Day (Repeat or Pet Violation, of week-to-week tenancy)
- ☐ 30 / 60 / 180 Day without stated cause

Clear Defendant

- ☐ Other Notice (Explain) \_\_\_\_\_
- ☐ No Notice (Explain) \_\_\_\_\_

**Print tenant(s) names legibly & list SSN / DOB (For SCRA) Failure to complete information may result in an additional \$10.00 fee.**

| Name | Social Security Number & Date of Birth |
|------|----------------------------------------|
| 1    |                                        |
| 2    |                                        |
| 3    |                                        |
| 4    |                                        |

### DO WE ARRANGE REPRESENTATION FOR THE FIRST APPEARANCE HEARING FOR YOU?

YES ☐ NO ☐

If we are handling the First Appearance for you, what is your desired outcome?

|                 |                                     |        |                             |
|-----------------|-------------------------------------|--------|-----------------------------|
| Select ONLY One | <input type="checkbox"/> Pay & Stay | Terms: | <b>*MUST include ledger</b> |
|                 | <input type="checkbox"/> Vacate     | Terms: |                             |
|                 | <input type="checkbox"/> Other      | Terms: |                             |

**\*Please ONLY attach the notice you issued your tenants and ledger (if doing Pay & Stay) We do NOT need the rental agreement, or other forms.**

**\*\*If you wish to dismiss a case prior to the First Appearance, please send the Dismissal form to Action Services.  
(Dismissal form can be found on our website under the "Forms" tab.)**

**Additional Notes or Instructions:**

\*Action Services will not provide legal advice or services, engage in the practice of law, assess the validity of termination notices or the possibility of defenses / counterclaims when assisting clients. You also agree to hold harmless Action Services, it's owners, corporate officers, employees, agents and representatives when acting at your request and you further state you have the complete authority to make such request. Any account that is past due may be charged a late fee of \$25.00 per file when account is over 60 days and at the discretion of Action Services. Action Services will charge a \$40.00 prep fee for any request that is canceled prior to being filed with the courts. By printing your name below, you authorize us to fulfill your request and agree to the terms herein.

**PRINT Requestors Name**