

***CLEVELAND MUNICIPAL COURT***  
***HOUSING DIVISION***  
*W. MONÁ SCOTT JUDGE*

**NOTICE**

**HOUSING COURT MOVERS LIST**

The Cleveland Housing Court currently is accepting movers' application for inclusion in the Court's Movers List. Movers interested in appearing on the list must submit a completed application form, along with a copy of proof of insurance or bond coverage consistent with the Court's requirements, to Housing Court Chief Bailiff Yusef Russell **no later than December 28, 2024.**

**All** movers requesting inclusion in the list must submit this information, including movers whose names appear on the Court's current list.

Interested movers may obtain the application form, along with the Court's requirements regarding insurance, and the current rules governing move outs, from the Housing Court's Eviction Office, Justice Center, 1200 Ontario, 3<sup>rd</sup> Floor, Cleveland, OH 44113, next to Courtroom 3A. Applications may be returned to the same location or emailed to Deputy Chief Shannon Devine [devines@cmcoh.org](mailto:devines@cmcoh.org)

Yusef Russell  
Chief Bailiff  
Cleveland Housing Court

November 29, 2023

Dear Applicant:

Thank you for your interest in performing move outs in evictions ordered by the Housing Division of the Cleveland Municipal Court.

In this packet, you will find an application form, excerpts from the Court's Local Rules regarding evictions and move out procedures, and a list of additional rules that apply specifically to movers. Please review all of the material carefully, paying particular attention to the rules and the bond requirements.

Your completed application must be received by the Housing Court no later than **December 28, 2024**. It may be returned to the Bailiffs' Department, **next to Courtroom 3A** on the **3<sup>rd</sup> floor** of the Justice Center or emailed to:

**Shannon Devine [devines@cmcoh.org](mailto:devines@cmcoh.org)**

**Attn: Yusef Russell, 2025 Movers Application**

You must include a copy of your insurance policy/bond with the application. The Court will not contact you to obtain additional information, and incomplete applications will not be considered.

Please bear in mind that the Housing Court must perform its duties efficiently and effectively, to fulfill our obligation to the litigants who come before us, and the taxpayers who fund the Court. With respect to move outs, it is my duty to make certain that the move outs proceed in an orderly, timely manner. Therefore, only applicants who comply with all requirements and obey all rules will be maintained on the list.

Should you have questions about the required qualifications, or the rules that apply to movers, you may contact Shannon Devine at 216-664-4765.

Sincerely,

Yusef Russell  
Chief Bailiff

**CLEVELAND MUNICIPAL COURT  
HOUSING DIVISION  
JUDGE W. MONÁ SCOTT  
Chief Bailiff Yusef Russell**

**APPLICATION for HOUSING COURT'S MOVERS' LIST**

*Submission of this application constitutes the request of a Moving Company for inclusion on the Housing Court's Movers' List. By submitting this application, the Moving Company and its employees agree to abide by the Housing Court's rules regarding move outs. This application, with attachments, will be kept on file in the office of the Chief Bailiff of the Housing Division. Please supply or attach all information requested; incomplete applications will not be accepted. Attach additional sheets if necessary.*

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Company Name

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Address

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Address

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Telephone Number

1. What type of business entity is this mover (e.g. corporation, partnership)?  
\_\_\_\_\_
2. If an individual or company is doing business as the mover listed above, what is the name of the individual or company?  
\_\_\_\_\_
3. Has this company been on the Court's movers list before?  Yes  No. If yes, since what Year? \_\_\_\_\_
4. Is this company available to perform residential move outs?  Yes  No
5. Is this company available to perform commercial move outs?  Yes  No
6. Does this mover own storage facilities?  Yes  No. If yes, where is the storage facility Located? \_\_\_\_\_
7. If the answer to question 6 is "no," does this mover have access to storage facilities that will Permit the storage of a tenant's property without listing the landlord or mover as a co-owner of that property?  Yes  No. If yes, where is the storage facilities located, and by whom is it operated?  
\_\_\_\_\_

8. In the past three years, has a claim been made against this movers bond?  
 Yes  No. If yes, please explain the circumstances and the outcome:

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9. In the past three years, have individuals made complaints regarding this mover that have been resolved outside of the mover's bond?  Yes  No. If yes, please explain the circumstances and the outcome: \_\_\_\_\_

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10. Has this mover been sued or charged criminally for conduct that occurred during moving activities?  Yes  No. If yes, please explain the circumstances: \_\_\_\_\_

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11. The Housing Court's rules require movers performing court-supervised move-outs to maintain liability insurance or a bond in the amount of \$100,000.00 for bodily injuries or death to one person; \$300,000.00 for all persons injured or killed in any one accident, and \$50,000.00 for loss or damage in any one accident to property of others. Movers also must maintain freight cargo liability insurance for the transportation of household goods in the amount of \$20,000.00. The insurance policy or bond must include provisions requiring the insurance or bond agents or companies to immediately notify the Chief Bailiff of the Housing Court in the event the insurance coverage or bond expires, is limited or is revoked. Does this mover maintain insurance or a bond that meets these standards?  
 Yes  No. If yes, please **attach a copy of the policy** to this application. If no, please explain. \_\_\_\_\_

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*Please read carefully, and sign below:*

**I, the undersigned, on behalf of the moving company for whom this application is submitted, verify that I have received a copy of the Housing Court's rules regarding movers and move outs. By submitting this application, I understand that this moving company, and its employees, agree to abide by those rules, and any other rules issued by the Housing Court regarding move outs. I understand that the failure to abide by the rules may result in the removal of the company's name from the Housing Court's Mover's List, a ban against participating in Housing Court move outs, or other sanctions the Housing Court may determine are appropriate.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position w/Company

Received by \_\_\_\_\_, Deputy Bailiff, on \_\_\_\_/\_\_\_\_/\_\_\_\_.

## **6.105 CONDUCT OF MOVERS/PENALTIES**

A movers' inclusion on the annual list is a courtesy and a privilege extended by the Housing Court. The mover's status may be revoked or terminated after hearing, if it comes to the Court's attention that the party or the mover has abused his/her position, falsified any documents or given false testimony, failed to maintain his/her required insurance policy or bond coverage, or failed to abide by these rules, this Court's guidelines for movers, or any other rule or directive of the Court. These issues may be raised on the Court's own motion or upon motion of a party.

Movers participating in court-ordered move-outs must conduct themselves in a professional manner, and comply with all court orders and the directives of the Housing Court's bailiffs. Movers may not remove or take away any of the defendant's personal property from the tree lawn or the premises, even after the move-out is completed.

If after notice and hearing, the Housing Court has been presented with credible evidence that a mover has abused his/her position, falsified any documents or given false testimony, failed to maintain his/her required insurance policy or bond coverage, or failed to abide by these rules, this Court's guidelines for movers, or any other rule or directive of the Court, then that mover will be stricken from the current annual list and barred from inclusion on the list and participation in court-ordered move-outs for the subsequent year.