



Eviction Process

Step 1:

Write up an eviction notice to include:

- A. The names of the individuals to be evicted. Children under the age 18 do not need to be listed by name. If you do not know the name of the resident you can address the notice to "Any and All occupants".
- B. List the exact address to be served at.
- C. An amount of time to vacate. They must be given no less than 3 days.
- D. A reason why the occupants are to be evicted
- E. We will need 3 copies and on one of the copies we will need your name, your return address and phone number.

Step 2:

The notice can either be served by the Sheriff's Department or by Certified Mail. If the Sheriff's office serves the notice you will receive a receipt in the mail called a "Return of Service".

Step 3:

If the occupants do not leave in the time given in the eviction notice, then you will need to take the receipt from the certified mail or the Return of Service from the Sheriff's Department to an Attorney. That Attorney will then file a petition to the court for a Summons of Restitution. The Summons of Restitution then needs to be served to the occupant by the Sheriff's Department. In the summons you and the occupants will be given a court date.

Step 4:

At your given court date you and the occupants will go to court. A judge will review the case. If the Judge awards the eviction then he will issue a Writ of Restitution. The Writ will be sent to the Sheriff's Office and once we receive it we will come to the residence, escort the occupants from the address and stand by while the locks are changed. The occupants will need to contact the landlord for any possessions remaining in the dwelling.

****We can NOT remove anyone from the address until the process is complete and we have a Writ from the court.**