



**SANGAMON COUNTY SHERIFFS OFFICE**  
"Keeping the Peace Since 1821"

Administration - (217) 753-6855 -  
Civil Process/Records - (217) 753-6846

*NEIL M. WILLIAMSON*  
#1 Sheriffs Plaza  
Springfield, Illinois 62701

Investigations - (217) 753-6840  
Corrections - (217) 753-6886

**EVICITION PROCEDURES**  
**AND**  
**LANDLORD/PLAINTIFF RESPONSIBILITIES**

1. The Sheriff's Office is the ONLY police agency that can enforce a court ordered, "Order to Vacate".
2. Upon receiving the "Order to Vacate" from the court, the Landlord/Plaintiff must IMMEDIATELY bring the court order to the Sangamon County Sheriff's Office to schedule a date and time for the physical eviction.
3. There will be no refunds once an eviction is scheduled. If you must reschedule, you will have to pay again.
4. Sheriff's Office Civil Process Officers will meet the Landlord/Plaintiff at the residence at the date and time appointed.
5. **DO NOT ENTER THE RESIDENCE WITHOUT THE SHERIFF'S OFFICE CIVIL PROCESS OFFICERS BEING PHYSICALLY PRESENT WITH THE COURT ORDER. IF YOU DO ENTER THE RESIDENCE PRIOR TO OUR ARRIVAL, THE EVICTION WILL NOT BE PERFORMED AND YOU WILL HAVE TO RESET IT FOR ANOTHER DATE AND TIME, AND WILL ALSO HAVE TO PAY AGAIN. You may also be subject to arrest for unlawfully entering the property.**
6. The Landlord/Plaintiff must provide four (4) able body persons to remove the personal property from the residence.
7. The personal property must be placed on the closest public property to the residence. The Sheriff's Office cannot give legal advice. If you have questions regarding liability of this removed property, you should consult your Attorney or the local Public Health Department.
8. If there are any abandoned vehicles on the Landlord/Plaintiff's property, it will be the responsibility of the landlord/plaintiff to have the vehicle(s) removed.
9. The Sangamon County Sheriff's Office is not responsible for any stolen or damaged property after the Civil Process Officers have left the area.