



## SANGAMON COUNTY SHERIFFS OFFICE

"Keeping the Peace Since 1821"

NEIL M. WILLIAMSON

#1 Sheriff's Plaza  
Springfield, Illinois 62701

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

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

### EVICITION PROCEDURES AND LANDLORD/PLAINTIFF RESPONSIBILITIES

1. In Sangamon County, 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 should 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 enter the residence prior to the arrival of the Sheriff's Personnel, the eviction will not be performed and will be returned to the Circuit Clerk marked no service made.)*
6. Sheriff's personnel will remove all persons ordered evicted from the premise, and will conduct a walkthrough of the premises for removal of weapons, illegal drugs or other contraband.
7. Upon completion of the eviction Sheriff's personnel will tender possession of the real property to the plaintiff or the plaintiff's representative and post a copy of the Order to Vacate on the door.
8. Sheriff's personnel do not remove property other than that described in item 6 above.
9. The Sheriff's Office cannot give legal advice. If you have questions you should consult your Attorney.
10. The Sangamon County Sheriff's Office is not responsible for any stolen or damaged property.

Updated December 2011, effective January 1, 2012

IN PARTNERSHIP WITH THE COMMUNITY