



SANGAMON COUNTY SHERIFFS OFFICE

"Keeping the Peace Since 1821"

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

WES BARR
#1 Sheriff's Plaza
Springfield, IL 62701

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

EVICION PROCEDURES AND LANDLORD/PLAINTIFF RESPONSIBILITIES

1. In Sangamon County, the Sheriff's Office is the ONLY police agency that are designated to enforce a court ordered, "Order to Vacate", unless otherwise ordered by the Court. Our main function when assisting with an Order to Vacate is to prevent breaches of the peace.
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. Upon scheduling the eviction, the Sheriff's Office will send a courtesy post card to the Defendant advising them of the up and coming 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 or their appointed representative at the residence at the date and time appointed.
5. **DO NOT ENTER THE RESIDENCE (unless you do so lawfully, without force) UNTIL THE SHERIFF'S OFFICE PERSONNEL ARE PHYSICALLY PRESENT WITH THE COURT ORDER AND THEY ADVISE YOU THAT YOU MAY ENTER.**
6. In the event Sheriff's personnel believe that the residence may be a health hazard, the Sangamon County Department of Public Health will be contacted to respond to the scene to determine if the residence may be safely entered.
7. 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.
8. 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.
9. Sheriff's personnel do not remove property other than that described in item 7. Please consult your personal Attorney on your responsibilities regarding the Defendants possessions that have been left in the premise.
10. Pursuant to 735 ILCS 5/9-209 the enforcement of the Order to Vacate will not be hindered by the Defendants claim that rent has been paid.
11. The Sheriff's Office cannot give legal advice. If you have questions you should consult your Attorney.
12. The Sangamon County Sheriff's Office is not responsible for any stolen or damaged property.

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IN PARTNERSHIP WITH THE COMMUNITY