

Case #: \_\_\_\_\_ Date Eviction Scheduled: \_\_\_\_\_ @ 9:00 a.m.

<b>Property Owner Information:</b> Name: _____ Address: _____ Telephone No.: _____ Email address: _____
<b>Eviction Information:</b> Name of Occupants: _____ Property Address: _____ _____ _____

### KENDALL COUNTY EVICTION GUIDELINES:

The following guidelines are to be followed to accomplish an eviction with the Kendall County Sheriff's Office ("KCSO"):

**SERVICE PROCEDURE:** Prior to setting an eviction, KCSO requires a certified copy of the judgment order to post on the premises, along with our eviction letter. Upon receiving a certified copy of the judgment order and the Civil Process Fee, a KCSO Deputy will serve the judgment order and eviction letter on the occupant, or a person over the age of 13 occupying the premises. If (1) the occupants are not named in the complaint and the judgment order does not include unknown occupants, (2) no one is present at the premises, or (3) the occupant refuses to accept service, the deputy will post the judgment and the eviction letter on the premises. Regardless of whether the occupants are personally served or served by posting, the deputy will post an "Unknown Occupants Notice" on the premises at that time. 735 ILCS 5/9-107.5. If this notice does not prompt the defendant to leave voluntarily by the stay date, identified in the judgment, or if immediate possession was granted and you do not feel the defendant will honor the court order to vacate, KCSO will schedule the eviction at the earliest available date and post a final eviction notice with the judgment. When feasible, KCSO will post all notices at least fourteen (14) calendar days prior to the scheduled eviction.

#### COSTS:

- **Eviction Charge:** The charge for an eviction is \$285.00.
- **Civil Process Fee:** A non-refundable Civil Process Fee of \$59.50 is due before the initial service of notice of the eviction, and will be applied towards the \$285.00 overall fee.

CANCELLATION: An eviction must be cancelled at least one full business day prior to the scheduled eviction.

- **Cancellation Contact:** To cancel a scheduled eviction, please contact the Sheriff's Civil Process Unit at 630-553-7500 x1152, Monday – Friday, between the hours of 8am – 4pm.
- **Cancellation Timing:** An eviction must be cancelled at least one full business day prior to its scheduled start time or the full eviction fee will be charged. Evictions scheduled the day after an observed holiday must be cancelled before the holiday.
- **Fee:** In the event of a timely cancellation, you will only be charged the \$59.50 Civil Process Fee. If the eviction is cancelled less than one full business day before the eviction you will be charged the full eviction fee.

- **Rescheduled Evictions:** If the eviction is cancelled and rescheduled the process starts from the beginning and all fees will be charged again.
- **Additional Fees:** After the first 4.5 hours of the eviction, the additional fees to be assessed include a \$9.20 civil processing fee and \$64.82 per additional hour spent by the deputy during the eviction.

**REQUIREMENTS & LIMITATIONS:**

- **Removal of Personal Property:** KCSO requires that you place all of the occupants' personal property on the parkway or curb, and place plastic under and over the occupant's belongings. Smaller items should be placed in plastic garbage bags. You are responsible for providing all plastic coverings and garbage bags. KCSO is not liable for any damage or alleged loss of personal property.
- **Role of the Deputy:** The Kendall County Sheriff's Deputy is there to **keep the peace only**. They will not help you move personal property. Once possession of the premises has been turned over to you, KCSO will no longer be responsible for any further action.
- **Effecting Entry:** The plaintiff is responsible for securing a locksmith to enter the premises. KCSO bears no responsibility for the conduct of the locksmith and or any damaged caused by the locksmith.
- **No Trespassing:** KCSO will post "No Trespassing" signs at the request of the plaintiff.
- **Compliance with laws:** All action taken by KCSO shall be in compliances with all federal, State, and County laws, regulations, and ordinances.

Thank you for your cooperation.

**KENDALL COUNTY SHERIFF'S OFFICE**

**CIVIL PROCESS UNIT**

1102 Cornell Lane

Yorkville, IL 60560

Phone 630-553-2856 Fax 630-553-2599

[CivilProcess@co.kendall.il.us](mailto:CivilProcess@co.kendall.il.us)