



**OFFICE OF THE SHERIFF**

**JOHN D. IDLEBURG**

**SHERIFF**

*Lake County, Illinois*

*25 S. Martin Luther King Jr. Ave.*

*Waukegan, Illinois 60085*

*Phone: (847) 377-4000*

**EVICTON REQUEST FORM**

\_\_\_\_\_  
Plaintiff - (Landlord)

vs.

Court Case No. \_\_\_\_\_

\_\_\_\_\_  
Defendant – (Tenant or Occupant)

The Lake County Sheriff's Office enforces all court ordered evictions within the geographical limits of Lake County. On the scheduled eviction date, a Deputy Sheriff will enter and execute the judgment of possession by evicting the persons listed in the court order from the address listed on the court order.

**REQUIREMENTS:**

- To schedule an eviction the Plaintiff must provide this office with one certified and one copy of the order, plus the service fee.
- The Plaintiff and/or his designee must meet with the deputy at the eviction site at the scheduled time detailed below and shall provide **capable movers** (and a locksmith if necessary). The Plaintiff must also provide plastic bags, rolls of plastic and/or tarps to cover personal property in the event of inclement weather. Provisions should be made to change the locks upon the completion of the eviction. The final bill will be sent after the completion of the eviction.
- If it is known there are any of the following: **pests/rodents, animals, weapons, drugs and paraphernalia**; it is the responsibility of the landlord/plaintiff to notify the Sheriff's Office prior to the enforcement date to ensure the safety of our deputies and/or persons involved.
- **Enforcement fee: See [Eviction Enforcement Fee Schedule](#) for First Hour. Any additional hours billed at \$124.00 per hour.**
- **Additional fees may be assessed in circumstances requiring additional deputies.**

**CANCELLATIONS AND RESCHEDULING FEE:**

If the defendant/tenant voluntarily vacates prior to or on the scheduled eviction date and you want to cancel the deputy to avoid the enforcement fee, you must contact the Civil Process Division at **(847) 377-4400** at least **one hour prior to the scheduled eviction**. Additional fees will apply to reschedule evictions. **Our hours are Monday through Friday, 8:00am – 5:00pm.**

- **Re-Scheduling Fee of \$109.00 per occurrence.**
- **If you choose to cancel an eviction, you MUST CANCEL at least one hour prior to the scheduled eviction, or you will be billed for the first hour. EXAMPLE: If the eviction is scheduled for 10 AM, you must cancel by 9 AM. If you call at 9:01 AM, you will be billed for the first hour.**

**DOCUMENT RETENTION:**

If a scheduled eviction is stopped and placed on hold, the Sheriff's Office will only keep the **Certified Court Order** on file for two weeks unless a new eviction date is set. If no further action is requested, the court order will be returned to the Clerk's Office.

*Do Not Complete Below – To Be Completed by Sheriff's Personnel Only*

Your eviction is scheduled for \_\_\_\_\_ at \_\_\_\_\_ AM / PM

*The Lake County Sheriff's Office reserves the right to reschedule any eviction due to unforeseen emergencies\**

Bill to:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

*Address must include a street address only. P.O. Boxes are not acceptable addresses*

**PLEASE PRINT CLEARLY**

BY SIGNING THIS DOCUMENT, YOU (OR YOUR ATTORNEY/REPRESENTATIVE) ARE RESPONSIBLE FOR THE PAYMENT ON THE ENFORCEMENT OF THIS EVICTION. PAST DUE PAYMENTS FOR SERVICES RENDERED WILL BE SUBJECT TO COLLECTION PROCEDURES AND JEOPARDIZE FUTURE CIVIL PROCESS / EVICTION SERVICES.

**UNKNOWN OCCUPANTS IN POSSESSION:**

If while executing the judgment for possession, the Deputy determines that person(s) not included on the court order are in possession of the premises, the following procedures need to be followed for enforcement to be completed:

- Evictions involving *Foreclosure* judgments will be stopped and not enforced; the Plaintiff must either obtain an amended order of possession that includes the specific person(s) or after 90 days of service of notice file a lawsuit, serve proper notice to, and obtain a *Forcible Entry & Detainer* judgment against “*All Unknown Occupants*”.
- Evictions involving *Forcible Entry & Detainer* judgments will be completed if proper notice was previously served to, and the judgment of possession identifies “*All Unknown Occupants*”.
- Evictions involving *Forcible Entry & Detainer* judgments not listing “*All Unknown Occupants*” will be stopped and not enforced. The plaintiff may:
  - Motion the case back up in court, serve proper notice to, and obtain a modified judgment for possession which includes “*All Unknown Occupants*”.
  - Or –
  - If unknown occupants were not named in the initial summons and complaint; the Plaintiff can request the Sheriff’s Office serve and/or post a copy of the judgment for possession along with a Notice addressed to “unknown occupants” that states “*unless any unknown occupants file a written petition with the clerk of the 19<sup>th</sup> Judicial Court that sets forth the unknown occupant’s legal claim for possession within seven days of the date of notice is posted or left with any unknown occupant, the unknown occupant(s) shall be evicted from the premises.*”
    - If any unknown occupants file such a petition, a hearing on the merits of the unknown occupant’s petition shall be held by the court. The unknown occupants shall have the burden of proof in establishing a legal right to continued possession.
    - If after seven days of posting no such petition is filed with the court, the eviction can then be rescheduled with the Civil Process Team for enforcement.  
The Plaintiff must provide Civil Process with a copy of the original complaint and a copy of the judgment to be posted with the Sheriff’s Notice to Unknown Occupants. (Additional service fees will apply).