



JOHN D. IDLEBURG  
SHERIFF

OFFICE OF THE SHERIFF

Lake County, Illinois

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## EVICITION PROCEDURES

1. The first step of an eviction process is to obtain two copies of a Landlord/Tenant notice. The notice is obtained from the local library or on the internet. Fill out each notice identically. Give one copy to the tenant, keep one for yourself. Call the Circuit Clerk's Office at 847-377-3380 to obtain the requirements for a proper service, the Sheriff's Office does NOT serve these papers. After the time has elapsed, notarize your copy and take it to the Circuit Clerk's Office to file for eviction.
2. Bring the original summons and complaint to the Sheriff's Office for service. We accept cash or check only. Call the Civil Process Team at 847-377-4400 or view our Fee Schedule online to obtain the service fee. We require the original summons with the court seal, one summons, and one complaint for each person to be served. Serving unknown occupants is a separate service we recommend. We also require a minimum of two weeks to attempt service, so know your court date before leaving the Circuit Clerk's Office. If you have an outstanding balance with the Sheriff's Office for prior services, we will NOT render or schedule any new services until the outstanding balance is paid in full.
3. After service is attempted, the affidavits of service will be returned to the Circuit Clerk's Office for filing. The affidavit documents attempted or successful service. You may call our office to check the status on service, **please have your case number** ready when calling.
4. The next step is ordered by a Judge. A Forcible Entry and Detainer Order gives the Sheriff the authority to turn possession of the property back to you. Once the Judge issues an Order for Possession, you will need to obtain a certified copy on the next business day. Bring the certified order plus one copy and the Eviction Request form to the Sheriff's Office to schedule an eviction date. Evictions are scheduled on a first come, first served, and first available date. There is a fee that must be paid at the time of scheduling.
5. The assigned Deputy will arrive at the scheduled time and is only there to enforce the order and turn ownership back to the plaintiff. Deputies do not move belongings or make any forced entry. The plaintiff is responsible to be at the site at the designated time with capable movers and be prepared to make entry and change the exterior locks. Once entry is made, the deputy will make a cursory walk-through and discuss any items of concern with the parties and then turn the property over to the plaintiff. The deputy does not stay during the entire process. If a deputy remains on scene due to safety concerns, the plaintiff will be billed in 1 hour increments regardless of how long the deputy remains on scene. The items will be placed outside or another suitable place determined by the Deputy or upon agreement of the parties. It is the Plaintiff's responsibility to provide tarps to cover the items in inclement weather. **All items must remain on the premises for 24 hours.** After the 24-hour period, it is the Plaintiff's responsibility to dispose of remaining items according to the city/county ordinance of the eviction location.
6. Evictions are not enforced on state or national holidays, nor the week before, the week of, nor the week following Christmas. Evictions are not enforced the day before, the day of, nor the day after the National Day

of Thanksgiving. Evictions may be cancelled due to severe weather or other exigent circumstances and shall be at the sole discretion of the Lake County Sheriff's Office. The Sheriff's Office will call and cancel the evictions with the landlord/owner at the provided contact number(s) and reschedule.

7. Aside from the above exceptions, an eviction is stopped by request from the plaintiff/plaintiff's attorney or by a court order specifically staying/stopping the eviction and signed by a Judge. A motion may stop an eviction, depending on the type of motion. If a motion to stay is denied by a judge, the eviction will continue.
8. Billing is sent to the party/parties specified on the Eviction Request Form within one week of the eviction. Please remit payment as soon as possible. Failure to remit payment causing an outstanding balance will forestall future services until the balance is paid in full. For questions regarding any legal obligations or rights, please contact an attorney, the Sheriff's Office will not provide legal advice.

## **EVICTION PROCESS UNDER FORECLOSURE**

1. Once the Sheriff's Office receives a certified Order Approving Sale, plus an additional copy, we will schedule an eviction date after the stay date (usually 30 days). To obtain a certified order, go to the Circuit Clerk's Office.
2. Civil Process will schedule the eviction on the first available date after the stay date. All dates are based on a first come, first served, and first available date. Once you receive the certified order you can schedule the eviction, you do not need to wait for the stay date to expire before you schedule the eviction.
3. If there are any person(s) in the property that are not the homeowner an eviction cannot be enforced. It is the plaintiff's responsibility to check the property for any tenants or "unknown occupants." The plaintiff will then have to get a "Forcible Entry and Detainer Order" that specifically names "unknown occupants."
4. The Plaintiff **DOES NOT** have the right to change any locks or prohibit tenants from entering or exiting the premises until an eviction is enforced by the Sheriff's Office.
5. The Civil Process Team is responsible for enforcing all evictions. Do not call the Sheriff's Office and request a Deputy to come to the property and standby, this is not an enforced eviction.
6. The assigned Deputy will arrive at the scheduled time and is only there to enforce the order and turn ownership back to the plaintiff. Deputies do not move belongings or make any forced entry. The plaintiff is responsible to be at the site at the designated time with capable movers and be prepared to make entry and change the exterior locks. Once entry is made, the deputy will make a cursory walk-through and discuss any items of concern with the parties and then turn the property over to the plaintiff. The deputy does not stay during the entire process. If a deputy remains on scene due to safety concerns, the plaintiff will be billed in 1 hour increments regardless of how long the deputy remains on scene. **All items must remain on the premises for 24 hours.** After the 24-hour period, it is the Plaintiff's responsibility to dispose of remaining items according to the city/county ordinance of the eviction location. For questions regarding any legal obligations or rights, please contact an attorney, the Sheriff's Office will not provide legal advice.