



Department Telephone: 847-377-4401

Department Email: lcsojudicialsales@lakecountyil.gov

Department Website: <http://www.lakecountyil.gov/2016/foreclosure-information>

Sale Location: Lake County Courthouse
301 Washington St.
Waukegan, Illinois 60085

The sale is held on the 2nd floor by the escalator in the open seating area adjacent to the skywalk.

Only the sale is held at the courthouse. All other business is conducted at the Sheriff's Office. All correspondence including new sale requests must be mailed or overnighted to the following address.

Lake County Sheriff's Office
Attn: Foreclosure Sales
25 S. Martin Luther King Jr. Ave.
Waukegan, IL. 60085

Sheriff's Commission Fee: \$600 per sale

Sale Schedule: <https://www.lakecountyil.gov/DocumentCenter/View/30821/Sheriffs-Sales-?bidId>

Sales are held every Tuesday at 9:30 am except if Monday is a holiday.

Schedule a Foreclosure Sale:

- A cover letter (on your firm's letterhead) stating your requested sale date and the date of redemption.
- A "filed" stamp copy of the Judgment of Foreclosure and Sale court order, it does not have to be certified.
- A \$300 check made payable to the Lake County Sheriff. Please include the case number on every check.
- Please do not staple any document, court order or check. Use paper clips to separate individual documents.
- An itemized list can be included if there are multiple sale requests.

A \$300 non-refundable initial payment (deposit) of the Sheriff's fee is charged to schedule a sale. The \$300 balance can be paid any time after the sale is called and prior to issuing the deed or the proceeds in a third-party purchase. If the Judgment of Foreclosure and Sale contains multiple parcels and requested to be sold separately with multiple bids, an additional Sheriff's Commission Fee will be charged for each. Otherwise just one fee will be charged. In the event a sale is vacated after it is called the \$300 balance is still owed. If the sale is reset at a later date another fee will not be charged.

Sale Date Confirmation: We will email you when the sale(s) have been scheduled. They will also be posted on our website. We reserve the right to schedule any sale on a different date than requested if that day is at full capacity.

Documents Needed Before the Sale: We require proof of publication and an opening bid from the plaintiff. We would like these as soon as possible but are required no later than 3:00 pm the day before the sale. If the plaintiff does not provide an opening bid, the sale will be continued to a future date. The opening bids can be submitted on the Sheriff's official bid form <http://www.lakecountylil.gov/DocumentCenter/View/2601/Plaintiff-Bid-Form-PDF?bidId> or an internal bid form from your firm or in the body of a company email. In the event of competitive bidding a representative for the plaintiff must be present at the sale, otherwise attendance is not required. The Sheriff's Office will not directly participate in the bidding process due to a perceived conflict of interest.

Continuing or Cancelling a Sale Date: We require these requests to be emailed. A sale can be continued up to 59 days of the original sale date without republishing. If a sale is cancelled and then reset, we will need the new requested sale date. This request can be emailed since the initial \$300 deposit has already been paid. No additional fee is required at that time. The \$300 balance will be owed only after the sale is called. A new publication will also be required since the sale was cancelled. A confirmation will be emailed for each request.

Day of the Sale: Bids will only be accepted by registered bidders or the plaintiff's representative if they are competitive bidding. Each person will be called on individually until there is a winning bidder. All sales that do not have registered bidders are called and will go back to the plaintiff. All continuances and cancellations will be announced at the sale. We will email the sale results to you. The results are also posted to our website later the same day.

Third-Party Bidders: All third-party bidders must register the day of the sale prior to bidding on any property. They must have in their possession at a minimum, 10% of the opening bid or the highest they are willing to bid. If the bidding goes higher than the amount they have with them, they will be eliminated. No cash will be accepted, it must be bank certified funds. We verify the amount of their funds when they register. The balance must be paid within 48 hours after the sale.

Post-Sale Documents and Procedures: It is your responsibility to provide us with the post-sale documents (report of sale, receipt of sale, and certificate of sale). These can be emailed before the sale in the plaintiff's name. If there is a buyer, the documents will have to be revised. We email you the post-sale documents after we execute them. The court will accept the scanned copies. Templates are available upon request. It is your responsibility to schedule the confirmation hearing with the Circuit Court Clerk's Office. Call them at 847-377-3380 for scheduling information.

Sheriff's Deed: It is your responsibility to prepare the deed when the property goes back to the plaintiff. A copy of the Order Approving Sale (OAS) court order signed by the judge and stamped by the clerk is required when providing the deed for execution. Templates are available upon request. The OAS does not have to be certified. The \$300 balance must be paid before the deed is issued. We prepare the deed for all third-party purchases.

Proceeds from a Third-Party Purchase: We issue a check to the plaintiff for the proceeds after the sale is confirmed. A copy of the Order Approving Sale court order signed by the judge and stamped by the clerk is required, it does not have to be certified. We will mail you the check or overnight if you provide a shipping label. When preparing the OAS, it is suggested to include a line that states "the sheriff is hereby ordered to tender a check to (*plaintiff's name*) in the amount of \$____." If there is a deficiency the plaintiff is entitled to the full amount of the winning bid. If there is a surplus, we will retain those funds until directed by a court order. The \$300 balance must be paid before the check is issued.

Records: All documents we receive pertinent to the sale will be eFiled with the Circuit Court Clerk's Office after the sale has been approved and the deed and/or the proceeds from the sale have been issued.

Schedule an Eviction: If you need to schedule an eviction contact the Civil Process Department at 847-377-4400. They require a certified copy of the Order Approving Sale. The Judicial Sales Department does not schedule the evictions. <http://www.lakecountylil.gov/2001/eviction-information>