



JOHN D. IDLEBURG  
SHERIFF

OFFICE OF THE SHERIFF

Lake County, Illinois

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## EVICITION PROCEDURES

1. The first step on an eviction process is to obtain two copies of a Landlord/Tenant notice. These can be obtained from your local library or on the internet. Fill out each notice identically. Give one copy to the tenant, keep one for yourself. Please contact the Circuit Clerk (847-377-3380) to obtain the requirements for a proper service, as the Sheriff's Office does not serve these papers. After the time has elapsed, notarize your copy and bring 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. Be aware that serving unknown occupants is a separate service that 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.
3. After service is attempted, the affidavits of service will be returned to the Circuit Clerk's Office for filing. The Deputy's affidavit document if the papers were served or not. You can call our office to check the status on service, **please have your case number** ready when calling.
4. The next step will be provided by the 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 serve, 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. 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).
7. Aside from the above exceptions, an eviction is only 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 does not stop an eviction.
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. 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 serve basis. 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. On the day of the eviction the plaintiff must have capable movers and a locksmith (if necessary) at the property at the specified time of the eviction. Tarps and bags may be necessary in case of inclement weather. The Deputy will meet the plaintiff at the address and notify the party where to put all belongings left in the property. Once the eviction has been completed, any belongings taken out of the property must remain for 24 hours. After 24 hours, it is the responsibility of the plaintiff to remove the belongings according to city/county ordinances. For questions regarding any legal obligations or rights, please contact an attorney, the Sheriff's Office will not provide legal advice.