



## DARREN HART – ROCK ISLAND COUNTY SHERIFF

### EVICTION INFORMATION

1. The landlord or Sheriff serves a 5, 10, or 30-day Notice on the renter (dependent on the complaint filed). If the Sheriff serves the Notice, a fee is required
2. If the renter does not vacate within the specified days contained within the Notice (after service), the landlord should file an Eviction Complaint and Eviction Summons with the Circuit Clerk's Office and pay the filing fee. E-filing is now mandatory for documents in civil cases with limited exemptions. Visit <http://efile.illinoiscourts.gov> for information on e-filing. The landlord will then bring the Eviction Summons and Complaint to the Sheriff's Office for service and pay the associated Sheriff's fees. **The Sheriff's Office cannot guarantee service.**
3. The landlord shall appear in court on the assigned day regardless if service was obtained. At this hearing, the tenant has an opportunity to discuss the proceedings with the assigned judge.
4. If the judge rules in favor of the landlord, the landlord must bring **two certified copies**, of the Order giving possession, to the Sheriff's Office and pay the associated fees. If a deputy is required for a standby during the eviction, there is an additional \$41.94 per hour fee, paid in advance. Please note, the eviction address **must** be listed within the body of the Order, which has been signed by the judge. Orders will not be accepted without the address in this manner.
5. The eviction itself is scheduled by a deputy sheriff assigned to the Sheriff's Office Civil Process Division. It is the landlord/ plaintiff's responsibility to provide movers (minimum of 3 people). The deputy sheriff is there to keep the peace ONLY. If the tenant moves out prior to the eviction date, the landlord must contact the Civil Process Division at 309-558-3424 at least 1 hr. prior to the scheduled time to ensure a refund of your \$41.94 for the cancellation.
6. Evictions will only be re-scheduled once with no additional fee required.
7. Miscellaneous:
  - a.) The deputy sheriff overseeing the eviction process will determine property to be removed from said residence. Items removed will be set at the curb (where garbage is normally picked up). After 24 hours, the landlord is responsible for the disposal of said contents when said property is not claimed by the evicted party.
  - b.) All documents required for an Eviction filing can be obtained from the Circuit Clerk's webpage at: <http://www.rockisland.org/CourtForms/Downloads/>.
  - c.) Personnel of both the Circuit Clerk and Sheriff's Office are not attorneys, and **cannot** provide legal advice in these matters.

**NOTE: The above information is an outline of the procedures of the Rock Island County Sheriff's Office, and shall not be construed as legal advice.**

SERVING AND PROTECTING THE PEOPLE OF ROCK ISLAND COUNTY SINCE 1833

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