

ROCK ISLAND COUNTY SHERIFF'S OFFICE

EVICCTIONS

- 1. The landlord or Sheriff serves a 5-day notice on the renter. Notice must be given directly to renter or anyone that lives at residence at the time of delivery. If no one is in possession, notice may be done by posting at the residence. However, if the tenant is merely not home, posting is not acceptable. Posting is also not an option if it is difficult to serve the tenant. The landlord must keep a copy for his records. If the Sheriff serves the notice, there is a fee.**

- 2. If the renter does not vacate, the landlord obtains a Forcible Entry and Detainer Complaint and Summons from the General Division of the Circuit Clerks Office. The Landlord must fill the summons out and file it with the clerk, pay filing fees, then deliver documents to the Sheriff's Office for service and pre-pay all Sheriff's fees.**

- 3. The Landlord appears in court on the day assigned. The renter has the opportunity to tell the Judge why he shouldn't be evicted. If the Judge decides the case in favor of the Landlord, he will issue an order of eviction.**

- 4. The Landlord brings two certified copies of the eviction to the Sheriff's Office and again pre-pays the Sheriff's fees.**

- 5. The Sheriff's Office schedules the eviction with the landlord who must do the physical moving. The Sheriff's Process Server is there to enforce the order and keep the peace, only.**

- 6. Miscellaneous:**
 - a. Household items may be set on the curb and the Landlord is not responsible for their welfare.**
 - b. The entire process may take several weeks or longer.**
 - c. 5-day notices may be obtained from the General Division of the Circuit Clerks Office free of charge.**
 - d. The Clerks and the Sheriff's personnel are not attorneys and cannot provide advice in these matters.**

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