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# SHERIFF



## ALLAMAKEE COUNTY

SHERIFF CLARK A. MELLICK

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877 Highway 9 WAUKON, IOWA 52172

TELEPHONE: (563) 568-4521 FAX: (563) 568-4720

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### ALLAMAKEE COUNTY SHERIFF'S OFFICE EVICION PROCEDURES

1. When the clerk of court receives a ruling on a forcible entry and detainer action in the plaintiff's favor, the plaintiff will need to request that the clerk issue a *Writ of Possession* to the sheriff. It will not be done automatically.
2. Contact the sheriff's office at (563) 568-4793 between 8 a.m. and 4 p.m. Monday through Friday to schedule an eviction time. We will not schedule an eviction for the same day you have contacted us. We do not have the staff available to do evictions on the weekend. The eviction must be completed by 4 p.m., so we will schedule with those goals in mind.
3. The sheriff's office will deliver a copy of the writ along with a courtesy letter stating the date and time of the eviction to the address of the defendant. It is not necessary to serve this letter on the defendant, so if no one is available to receive it, we will post it on the door. There is no charge for this service.
4. At the time of the eviction we will meet the plaintiff to provide enough manpower to complete the eviction no later than 4 p.m. that day. We recognize that unusual situations requiring more time will occur occasionally. If the plaintiff comes to the eviction grossly understaffed we will reschedule for a time that enough staff can be provided. Our function is to provide the authority, keep the peace, and direct the procedure.
5. We request that the plaintiff provide enough boxes and large trash bags to facilitate efficient moving of property. It is recommended that you wear protective gloves and keep in mind the danger of sharp objects and blood borne pathogens. The eviction may be postponed by the Sheriff if weather conditions are severe.
6. The plaintiff will be required to move the property to the curb or boulevard. If this is not feasible, alternative should be arranged in advance whenever possible. Be prepared to deal with abandoned vehicles through your local law enforcement agency at the time of eviction.
7. We expect the plaintiff to remove all property/garbage from the location, including any storage areas or garages. We will not be involved in determining what is valuable and what is not; however, the sheriff's office will take possession of any weapons, medication and cash for safekeeping.
8. Our fees for service of a Writ of Possession (an eviction) are \$30 plus mileage. If we have to oversee the removal of personal property, the plaintiff will also be charged \$25 an hour for our time.
9. If the eviction procedure is cancelled the plaintiff accepts any liability for property left behind.