

ST. LAWRENCE COUNTY SHERIFF'S DEPARTMENT CIVIL DIVISION - EVICTION POLICY

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| POLICY | <p>The policy of the St. Lawrence County Sheriff's Civil Division is NOT to give legal advice on the matter of evictions. If the matter proceeds to court, and a warrant has been issued, the following guidelines are in effect when the warrant is executed.</p> <p>ALL fees and anticipated expenses to the Sheriff must be paid in advance.</p> <p>The Civil Division MUST INSPECT the WARRANT before accepting and executing.</p> <p>ALL EVICTION EXPENSES INCURRED BY THE Sheriff's Civil Division, i.e.: employee overtime; will be billed to you when the process is finalized.</p> <p>FEES ARE: \$114.00 for initial person and \$34.00 for any additional persons, plus mileage (three times). No refunds once the procedure has commenced</p> |
| ORIGINAL WARRANT | <p>The <u>original warrant</u> must be furnished from the court of jurisdiction. The warrant must contain the following:</p> <p>Address warrant to: THE SHERIFF OF ST. LAWRENCE COUNTY</p> <p>Original copy - containing Judge's signature</p> <p>Eviction Residence - 911 address, complete description of residence containing apartment number, i.e.: if apartment house specify on warrant Apartment A, downstairs, upstairs, right, left, straight ahead, etc.</p> |
| 72-HOUR NOTICE SERVED | <p>The Sheriff's Civil Division will proceed by serving a seventy-two (72) hour notice.</p> <p>Do not anticipate anything. You will be contacted. We will provide you with the date, and time of the eviction.</p> <p>You are expected to be at the residence on the date, and time of the eviction.</p> |
| OWNER'S RESPONSIBILITIES | <p>YOU are responsible for the physical removal of the tenant's/tenants' personal belongings. You must provide storage for items removed, (for a reasonable period). If the aforementioned method is selected, then you must bear the responsibility for same as follows:</p> <p>Adequate manpower to remove the items. (We suggest 3 to 4 people for an apartment or 4 to 5 people for an entire house).</p> <p>Proper storage area. (We suggest inside storage; however, it can be outside, if you properly cover the items). The property cannot be stored on the eviction property.</p> <p>Equipment (trucks, etc.) must be provided by you to remove the items. (We suggest several pick-up trucks and for an excessive eviction, rental of a large truck.</p> |
| EVICTION TIME PARAMETERS | <p>If you provide manpower and equipment, as stated above, the eviction should be accomplished within the officer's regular work schedule. <u>However, if the officer is required to work beyond his regular hours, you will be charged for his/her overtime.</u></p> |
| EVICTION ASSISTANCE | <p>If you cannot meet the aforementioned requirements, the Sheriff's Civil Division possibly can assist you in making arrangements. In any case, the arrangements are strictly between you and the vendor.</p> |
| ATTORNEY INQUIRIES | <p>Questions regarding storage (how long to store) should be addressed to your attorney. However, we feel a proper period of time should be allotted.</p> |
| NOTIFICATION TO EVICTED PERSON REGARDING PROPERTY | <p>The Sheriff's Civil Division will notify the person(s) evicted that his/her property could be disposed of. The tenant will be responsible to contact you (the landlord) for getting his/her property back.</p> <p><u>Be reminded</u> that the tenant has a much right to his/her property as you to yours. You cannot withhold the property for any reason. You must release the property to him/her upon reasonable request.</p> |

NOTE: PLEASE BE ADVISED THAT, IF THE ABOVE REQUIREMENTS ARE NOT MET; WE CANNOT PROCEED WITH THE EVICTION. THE WARRANT WILL BE RETURNED TO THE COURT and you will be required to pays fees a second time.