



KENT COUNTY SHERIFF'S OFFICE SERVICE'S DIVISION  
DEPUTY FIRST CLASS RICHARD STRONG  
410-778-2279

## Once you have filed for a **WRIT OF RESTITUTION**

A writ must be signed by a District Court Judge and sent from the District Court Clerk's Office to the Sheriff's Office. Once a writ arrives in the Sheriff's Office, it is entered into our computer system and sent to the Services Division. In order for an eviction to proceed, the Plaintiff must call the Services Division and request that an eviction date be scheduled. Please have the District Court case number available when calling.

### Scheduling

Eviction dates are scheduled on a first come, first serve basis and are usually set within 1 or 2 weeks of the request. Evictions are scheduled for Monday through Friday. **IMPORTANT:** A writ of restitution expires 60 days from the date of the Judge's signature. Call and schedule an eviction as soon as possible. If your eviction cannot be scheduled before the expiration date, you must have the District Court reissue the writ.

### Plaintiff's Responsibility

On the date of an eviction the Plaintiff or authorized representative must be present at the property, at the scheduled time, with the appropriate keys to gain entry, and should provide:

- A moving crew of at least 4-8 people and any necessary moving equipment. More people may be required depending on the size and nature of the property.
- A person who can defeat the locks may be needed in order to gain entry.
- A truck or other means to get tenant's personal property to the nearest public right of way.
- Tools in case something has to be disassembled before it can be removed.
- Plastic bags for clothing and other small items.

Unavailability of sufficient or timely resources may result in the eviction being cancelled.

### Weather Conditions

If it is raining or snowing at the scheduled time of the eviction, the eviction will not proceed. However, if the precipitation starts after an eviction has started, the eviction will continue until completion. If the predicted high temperature from the national weather service forecast on the scheduled eviction date is 32 degrees or lower, evictions for that day will be cancelled.

### Cancellations

The Plaintiff should promptly notify the Sheriff's Office if an eviction has been cancelled due to receipt of payment or other settlement with the tenant. If an eviction is cancelled as a result of the unavailability of a moving crew, or any of the items listed above under the Plaintiff's Responsibility, the Services Division will attempt to reschedule the eviction, if there is an opening on our schedule before the writ expires. If an eviction is cancelled as a result of bad weather, it will be rescheduled as soon as possible.

### Walk-Through

If a property is empty, and there is no personal property to be removed, the Plaintiff may call the Services Division and request a walk-through. The Services Division will perform a walk-through as soon as resources allow.

## **WRIT OF POSSESSION**

These guidelines also apply to a Writ of Possession issued by the Circuit Court.

If you have any questions, suggestions, or problems that cannot be resolved during routine contact with the Services Division, please contact Chief Deputy James Culp at 410-778-2279