

KOOTENAI COUNTY SHERIFF’S OFFICE EVICTION PROCEDURES

In accordance with Idaho Code and department procedures, the following will be required to process and serve your writ:

- A) The original Writ and two (2) copies.
- B) Three (3) copies of your judgment or order.
- C) Letter of instructions, which must be:
 - 1) In writing;
 - 2) Signed by the plaintiff or the attorney;
 - 3) Specifying the defendant(s) and street address. If the address is difficult to locate, please include specific instructions on location or draw a map.
- D) A prepayment of \$200.00 (effective 10/1/16) is required for the service and return of the Writ. (An additional deposit will be required if the Sheriff has to remove the Defendant’s goods and chattels to store and sell them.)

Upon receipt of your Writ of Eviction, the paperwork will need to be processed through our office in a timely manner, then the paperwork will be given to Civil Department Deputies to serve.

From the time the Writ is delivered to Sheriff’s Office until the eviction has been completed and the Sheriff’s Office notifies the plaintiff or plaintiff’s attorney of such, **or** plaintiff or plaintiff’s attorney notifies the Sheriff’s Civil Office, in writing, to release the Writ, **the plaintiff or their agent SHALL NOT** enter the premises or change the locks without the presence of a Sheriff’s Deputy. If we have a specific plaintiff who continues to enter the premises without the presence of a Sheriff’s Deputy **OR** prior to releasing the Writ in writing, we may then require a charge of \$2,900.00 for a Deputy to guard the property for the **48 hours or to next business day after the 48 hours** for any future Writs.

Our procedure is to make three (3) good faith attempts to serve the paperwork upon the Defendant. If the Deputy is unable to serve the paperwork to the Defendant, then the Deputy will POST the property.

Once the Deputy has either served the Defendant or Posted the property, then they will return within **48 hours or next business day after the 48 hours** to be sure the Defendant is making progress at removing themselves from the property.

If the Defendant is not making any effort to move, the Deputy will then contact you with an estimate of the deposit that will be required to move and store the Defendant’s goods and chattels until the Sheriff’s sale of the items. This deposit will include the use of a licensed, bonded mover and storage area and costs incurred by the Sheriff’s Office to secure the Defendant’s property.

My signature below signifies that I have read the above requirements and understand them.

Print Name _____

Signature _____ Dated _____