



SHERIFF KOOTENAI COUNTY



SHERIFF **BEN WOLFINGER**

UNDERSHERIFF **DAN MATTOS**

Kootenai County Sheriff's Office Eviction Procedures

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

- ✓ The original writ and two (2) copies
- ✓ Three (3) copies of your judgment/order
- ✓ Completed Sheriff Letter of Instruction
 - In writing
 - Signed by the Plaintiff or Plaintiff's Attorney
 - Specifying the defendant's name and street address
- ✓ \$200 required prepayment
 - An additional deposit will be required if KCSO has to remove, store and/or sell the defendant's good and/or chattels

Upon receipt of your Writ of Eviction, the paperwork will be processed through the KCSO Civil Office in a timely manner then assigned to a Civil Deputy for service.

From the time the writ is delivered to the Sheriff's Office, **the Plaintiff or their agent SHALL NOT** enter the premises or change the locks without the presence of a Civil Deputy, during business hours unless:

- The eviction process has been completed *and* the Plaintiff or the Plaintiff's attorney has been notified by the KCSO of such completion OR
- The Plaintiff or the Plaintiff's attorney chooses to send further instruction, IN WRITING, to civil@kcgov.us releasing the Sheriff from the Writ and holding the Sheriff harmless from the defendant's remaining property and may request a civil standby to change the locks.

If a Plaintiff continues to enter the premises without the presence of a Deputy Sheriff or prior to releasing the writ in writing, we may then require a charge of \$2,900 for a Deputy to guard the property for the next 48 hours or the next business day after 48 hours for any future writs.

Our procedure is to attempt to personally serve the paperwork upon the Defendant. If the Deputy is unable to serve the paperwork upon the Defendant they will then post the property.

Once the Deputy has either served the Defendant or posted the property, they will return after 24 hours or the next business day to check the property to see if the defendant is making progress at moving. They will then notify the attorney or plaintiff of the status and request further instruction, if needed.

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

X _____

Date: _____

Printed Name

Phone #: _____