

# **IMPORTANT UPDATED INFORMATION INCLUDED**



Office of the Sheriff of Cook County  
Thomas J. Dart, Sheriff  
Eviction Unit  
312-603-3365

## **\*\*\* NOTICE TO PLAINTIFF/ATTORNEY \*\*\***

The Sheriff's Office has received your Order of Possession(s) for the case(s) filed with our office. In order to avoid unnecessary delay to the enforcement of your Eviction Order, please read this letter carefully. There are new requirements for scheduling of your eviction(s) as included below in the Rental Program Notice Section.

By the time you receive this letter, the Defendant also should have received a courtesy letter from this Office informing him/her of the imminent eviction.

To obtain any information about your eviction, you will need your DISTRICT NUMBER and SHERIFF'S NUMBER for the property being evicted. The Sheriff's Office **Cannot** give you any information about your Eviction without these two numbers. Please refer to the original letter which you received after filing.

To help you determine when your eviction will take place, you can access the Eviction Schedule via the Cook County Sheriff's Website at <http://www.cookcountysheriff.com>. Click on *Evictions, Foreclosures and Civil Process* then *Eviction Schedule* to view a list of the upcoming evictions.

The website will provide a list of the scheduled evictions for the current day and the next business day. You can also call the Eviction Office, at (312) 603-3365, Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. to determine if your eviction is scheduled.

At least 24 hours before your Eviction, the individual indicated in #4 of the Eviction Disclosure Form will receive a phone call from the Eviction Office to notify them of the date and time block in which your eviction is scheduled.

**The ONLY PHONE NUMBERS** that the Sheriff's Office has are the ones listed on your Order of Possession (shown above) and your completed Eviction Disclosure form.

**If these phone numbers are wrong, out of service or have no one answering on the day of your scheduled eviction, enforcement of your Order could be DELAYED.**

### **RENTAL ASSISTANCE PROGRAM NOTICE**

**PLEASE BE FURTHER ADVISED THAT IF YOU PARTICIPATED IN A RENTAL ASSISTANCE PROGRAM (RAP), YOU MAY NO LONGER BE ABLE TO EVICT THE DEFENDANT(S) BASED ON THE CONDITIONS OF THE RAP. YOU HAVE A DUTY AND OBLIGATION TO INFORM THE COOK COUNTY SHERIFF'S OFFICE THAT THE EVICTION CANNOT PROCEED DUE TO YOUR INVOLVEMENT IN A RAP. IF YOU WOULD LIKE TO PARTICIPATE IN A RENTAL ASSISTANCE PROGRAM, PLEASE SEE THE ATTACHED INSERT FOR MORE INFORMATION.**

### **\*\*\*\*\* VERIFICATION OF NON-RENTAL ASSISTANCE FORM \*\*\*\*\***

**Attached to this mailing is a Verification of Non-Rental Assistance Form. This form must be filled out and emailed to [ccso.evictionupdate@ccsheriff.org](mailto:ccso.evictionupdate@ccsheriff.org). If you do not fill out this form your eviction will not be scheduled.**

### **CANCELLATION OF EVICTIONS**

**SHOULD YOU WISH TO CANCEL YOUR EVICTION(S), YOU NEED TO RETURN THE ORIGINAL LETTER YOU RECEIVED TO OUR OFFICE AS PER THE PROCEDURES INCLUDED ON THE LETTER. THESE PROCEDURES HAVE NOT CHANGED.**

**ALL INQUIRES CAN BE SENT TO [CCSO.EVICTIONS@CCSHERIFF.COM](mailto:CCSO.EVICTIONS@CCSHERIFF.COM).**

# **IMPORTANT UPDATED INFORMATION INCLUDED**

## **\*\*\* GENERAL INFORMATION \*\*\***

Evictions are normally conducted Monday through Friday between the hours of 8 a.m. and 2 p.m. However, EVICTIONS CAN BE CANCELLED DUE TO INCLEMENT WEATHER, such as when a Heat Index Warning is in effect, the temperature is below 15 degrees Fahrenheit or regardless of outside temperature, extreme weather conditions endanger the health and welfare of those to be evicted. If your eviction was postponed due to the weather, it will be rescheduled as soon as possible.

ACTIONS TAKEN BY A DEFENDANT can also have a DELAYING EFFECT on the Sheriff's ability to enforce an Eviction Order. These include Motions to Stay the proceeding, Bankruptcies or other Court Orders filed and granted by a Judge in favor of the Defendant. If this happens, **THE SHERIFF CANNOT LEGALLY ENFORCE YOUR EVICTION** until the Motion or Order has been disposed of, the Stay has expired or the Judge decides otherwise.

On the day of your Eviction, the **LANDLORD, LANDLORD'S AGENT** or a **REPRESENTATIVE** from the Attorney's Office **MUST BE AT THE EVICTION SITE**. This person is called the "Receiver". If the Receiver **IS NOT AT THE EVICTION SITE** on the date and time block assigned to you, then **THE SHERIFF CANNOT LEGALLY ENFORCE YOUR EVICTION ORDER**.

On the day of your eviction, your Receiver will need to meet Sheriff's personnel outside the eviction site. Sheriff's personnel will arrive in marked Sheriff's vehicles. The Receiver should approach the Deputy Sheriffs and identify themselves as the Receiver.

In order to avoid unnecessary delay to the enforcement of your Eviction Order please remember the following:

1. Ensure that your contact information (the phone number on your Court Order and the Eviction Disclosure form) is correct.
2. Ensure that your receiver is present on the scheduled day of the eviction.
3. Evictions can be cancelled due to inclement weather, but will be rescheduled as soon as possible.
4. If the defendant gets a Court Order from a Judge, the Sheriff cannot legally enforce your order until the Judge orders otherwise, or the Order expires.

Finally, please do not tell the defendant of the pending eviction as a matter of safety for all parties involved.

Thank you.

The Cook County Sheriff's Office  
Eviction Unit

### **DISCLAIMER:**

The Sheriff cannot provide Legal Advice. This information is mainly to ensure that Eviction Orders are enforced in an efficient and timely manner and to help you understand some of the reasons why evictions may be delayed.