

Rock County Sheriff's Office

Civil Process Division

200 E Hwy 14, Janesville, WI 53545 (608) 757-7996

Procedure for Eviction by Landlords

(This is not intended to constitute legal advice, see note below.)

Effective March 1st, 2014

****Please read this before you bring your Writ to the Sheriff's Office****

You must have a Writ of Restitution issued by a Rock County Court for the Sheriff's Office to be able to do an eviction. Please be sure the Writ is complete and correct before you leave the courthouse. It is the landlord's responsibility to make sure the Writ is correct. The Writ must have:

The judgment case number; names of the plaintiff and defendant; address to be vacated; signature of the Judge or Court Commissioner; Seal of that Court; Dated; and receipt number by Clerk of Courts.

The Writ must be delivered to the Sheriff's Office within 30 days and is only good for 10 business days once accepted at the Sheriff's Office. If the Court ordered that the tenants be given time to move out, wait until that time is over before bringing the Writ to the Sheriff's Office.

The Sheriff's Office requires that the Civil Process Worksheet be completed for all Writs of Restitution. You can access the Worksheet [here](#).

At the Sheriff's Office, you will be asked how the tenant's property will be removed. The tenant's property has to be removed by a moving company or by landlord. The Service fee must be paid immediately. The Sheriff's Office will serve the Writ, along with an eviction notice, as soon as possible. You will be notified of the service as soon as possible, and given a set date and time to execute the Writ (remove the tenants). Evictions are done between 9:00 am and 11:00 am on several workdays (Monday through Friday less holidays). If the tenants leave because of Writ service, notify the Sheriff's Office as soon as possible if you wish to cancel the eviction.

Note- The Humane Society may take animals from evictions. It is your responsibility to find a licensed animal shelter (Ss 173.41(2)) to house animals left at evictions.

The Sheriff's Office and the landlord (or agent) must be present to execute the Writ. Do not enter the premises the day of the eviction. Deputies will enter and clear the premises before you should enter. The procedure for executing the Writ depends on how the property will be removed.

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Eviction by Sheriff with Moving Company:

Please refer to the Civil Process website for approved moving companies. They are listed under “Eviction – Moving Companies.” If you have another moving company, a copy of their bond is needed before the eviction date, and their use must be approved. Schedule your moving company as soon as possible after notification of your eviction date and time. Personal property having monetary value (determined by the Sheriff’s Office) will be packed, and stored within Rock County. The Sheriff’s Office will notify the tenant by mail of the storage location, and notify the court of Sheriff fees.

Eviction by Landlord:

If the landlord decides to take responsibility for the tenant’s property (Only applies to leases or renewals after March 1st, 2014), bonds are no longer required. The Sheriff’s Office will remove the tenants at the time of eviction, the removal or disposition of the tenant’s property will be the landlord’s responsibility. Deputies will no longer decide which personal property is of value if the landlord is taking responsibility for the tenant’s property. Deputies will not remain at the eviction after the tenants are gone unless specifically requested by the landlord.

Sheriff’s Fees

There will be a service fee of \$65.00, and a mandatory fee of \$45 per hour per Deputy for the time executing the Writ. At least one Deputy will be present the eviction if property is removed by a moving company. Deputies will decide manpower due to circumstances at evictions.

Note: Please refer to chapters 799 and 704 of Wisconsin Statutes. The Rock County Sheriff’s Office cannot give you legal advice. You remain responsible to comply with all applicable laws. Please contact an attorney if you need help. For general questions, call Civil Process Monday-Friday 7am to 4 pm.