



El Paso County Sheriff's Office



**CIVIL OFFICE
(719) 520-7144**

Your Writ of Restitution is valid for 49 days from the date of issue

Eviction Process:

- 1. The ten day** demand required by **CRS, 13-40-104 Unlawful detention defined**, shall be in writing, specifying the grounds of the demandant's rights to the possession of such premises, describing the same, and the time when the same shall be delivered up, and shall be signed by the person claiming such possession, their agent, or their attorney. The demand can be handed to the tenant or posted on a frequently used door to the premises.
- 2. Should the tenant fail to vacate** the premises in ten days then you must go to the **El Paso County Court House, 270 S. Tejon Street, Room 101**, to commence the paperwork for a **Forceful Entry Detainer** and to be scheduled for your court appearance. There is a fee for this process: you will need to call the courts for this fee.
- 3. If the Court** renders a verdict in your favor, **48 hours** after the hearing, the Court will issue a Writ of Restitution. This is the court to evict your tenant. This order must be picked up at the courthouse. The Sheriff is the only law enforcement officer who can execute a Writ of Restitution (Eviction) **CRS 13-40-122**
 - a. Immediately** bring your Writ of Restitution to the Sheriff's Civil Office, 27 E. Vermijo Avenue.
 - b. Sheriff's fees** for posting the Eviction Warning is \$60.00, for execution of the Writ of Restitution there is a fee of \$60.00, for a total of \$120.00, plus mileage fee. **CRS 30-1-104.**
- 4. THE SHERIFF'S OFFICE ONLY ACCEPTS CASH, MONEY ORDERS or BUSINESS CHECKS.**
 - a.** Business checks must have the name of the business, address, and telephone number type printed on them.



Office of the Sheriff
27 East Vermijo Ave. • Colorado Springs, CO 80903
719-520-7100

www.epcsheriffsoffice.com

Criminal Justice Center
2739 E. Las Vegas St. • Colorado Springs, CO 80906
719-390-2000

- b. Once the Writ of Restitution is posted by a Deputy Sheriff, there is no refund.
- c. Should you cancel the Writ of Restitution before it is posted, there is a \$20.00 computer service fee charged. If you should cancel the Writ of Restitution after it is posted and at least 24 hours prior to scheduled date, there is a \$60.00 computer service fee charged.

5. Scheduling of Eviction:

- a. **All evictions** are scheduled in the order they are received.
- b. **You must furnish** a local point of contact and a telephone number where this person can be reached between 7:30 a.m. and 4:30 p.m. Monday – Friday. Evictions cannot be executed between the hours of sunset and sunrise.
- c. **The Deputy scheduling** your eviction will make two attempts to contact you or your point of contact for scheduling. Failure to get back with the deputy could result in the closing of the service and having your paperwork sent back to you.

6. Based upon manpower and the number of services the Sheriff is responsible for, your eviction will be scheduled as soon as possible. **Postponements are not accepted due to the constant back log of pending evictions.**

- a. **Once your eviction is received** by the Civil Office it will be routed out to a deputy.
- b. **Evictions are normally scheduled** Tuesday – Thursday starting at 8:00 a.m. with some exceptions.
- c. **Each eviction is scheduled for a one-hour time period.**
- d. It is the responsibility of the plaintiff, landlord, manager or point of contact to have enough manpower available to move out all the tenant(s) property in the allotted time.
- e. You must furnish enough plastic bags or boxes to pack items and provide plastic sheeting to protect all items from inclement weather.
- f. No dangerous items, i.e. firearms, knives, pesticides, chemicals, medications can be set out.

They must be secured by the plaintiff, landlord, manager or point of contact. Illegal items and firearms will be removed by the deputy and placed in the Sheriff's Evidence Facility for destruction or safe keeping for a period set forth in state statutes.

- g.** The deputy has the authority to reschedule an eviction based on circumstances that would cause unsafe conditions for the crew or any other party.
- h.** Should you have insufficient manpower the deputy could be unable or re-schedule your service. This means it could be several weeks before the eviction can be rescheduled.
- i.** Should a settlement be made with the tenant prior to scheduled eviction, call the civil office to cancel the appointment. Your Writ of Restitution will be closed with appropriate fees deducted and sent back to you.

7. Problem tenants:

- a.** Tenants who intentionally destroy rental property or pose a threat to other tenants should be reported to your local law enforcement agency.
- b.** Destruction of private property or harassment is a crime. If it is a life threatening situation **Call 911 and report it.**

The El Paso County Sheriff's Office employees are prohibited by State Statute from giving legal advice. CRS 30-10-520