



Civil Division
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WRIT OF RESTITUTION – EVICTION PROCEDURES

Writs of Restitutions are processed by the Civil Clerks at the Sheriff's Office. At the time of receipt, an appointment will be set to execute the Writ of Restitution.

Due to the volume of Writs received and the limited manpower of this office, evictions will be scheduled on a first-come-first-serve basis. You will be given the first available appointment.

AT THE TIME OF THE EVICTION, THE LANDLORD/OWNER/MANAGER OR THEIR REPRESENTATIVE WILL BE RESPONSIBLE FOR ACCESS ONTO THE PROPERTY, AND TO PROVIDE THE FOLLOWING:

- 1. MUST PROVIDE KEYS TO THE PROPERTY OR HAVE A LOCKSMITH ON SITE TO ASSIST THE DEPUTY IN GAINING ACCESS TO THE PROPERTY. NO EXCEPTIONS.**
- 2. ADEQUATE ABLE MANPOWER AND SUPPLY OF TRASH BAGS AND/OR BOXES FOR ITEMS TO COMPLETE THE MOVE-OUT IN ONE (1) HOUR. IF INADEQUATE MANPOWER AVAILABLE, THE EVICTION WILL BE RE-SCHEDULED TO THE NEXT AVAILABLE DATE.**

EXAMPLES FOR MANPOWER:

- A. APARTMENT: MINIMUM OF 3 TO 5 ABLE BODIED PEOPLE
 - B. HOUSE: MINIMUM OF 6 TO 8 ABLE BODIED PEOPLE
- 3. ALL MOVERS PROVIDED MUST BE OVER THE AGE OF (18) EIGHTEEN.**
 - 4. TOW COMPANY MUST BE PROVIDED AND AVAILABLE TO TOW ALL ABANDONED VEHICLES. FOR QUESTIONS, GO TO:**

<https://www.colorado.gov/pacific/dmv/tow-carriers-and-abandoned-vehicles>

The Civil Deputy in charge of the move-out will designate an area **on the property** where the defendant(s) possessions are to be placed. Possessions are to remain on the property for a reasonable amount of time.

PLEASE NOTIFY THIS OFFICE AS SOON AS POSSIBLE IF DEFENDANTS MOVE OUT PRIOR TO THE SCHEDULED APPOINTMENT. A MOVE-OUT FEE WILL BE CHARGED ON ALL APPOINTMENTS NOT CANCELLED AT LEAST ONE HOUR PRIOR TO THE SCHEDULED EVICTION TIME.

By following the above, evictions operate smoothly and suitable to all parties involved.

MOBLIE HOME EVICTION:

1. Is this a mobile home? YES _____ NO _____ Do you own it? YES _____ NO _____
2. Are you the Manager of the mobile home? YES _____ NO _____
3. If removal is necessary, have you obtained all necessary permits? YES _____ NO _____

Please read and sign here that you understand ALL the above requirements:

Signature: _____

Date: _____