

EVICTION PROCESS



**JEFFERSON COUNTY
SHERIFF'S OFFICE**

SHERIFF DAVID JAMES

Where Do I Start?

If the rent is not paid, the Landlord can go to Civil District Small Claims Dept. at 600 W. Jefferson St. room 3012, 502-595-4475 and file for an eviction. There is a small filing fee. A court date is set and the Jefferson County Sheriffs Office will mail and hand deliver an eviction notice (Writ of Forcible Detainer). If the renter is not located the eviction notice will be posted on the front door of the house or apartment.

Eviction Court

Jefferson County Eviction Court dockets are held remotely or in person Monday through Thursday at the following times:

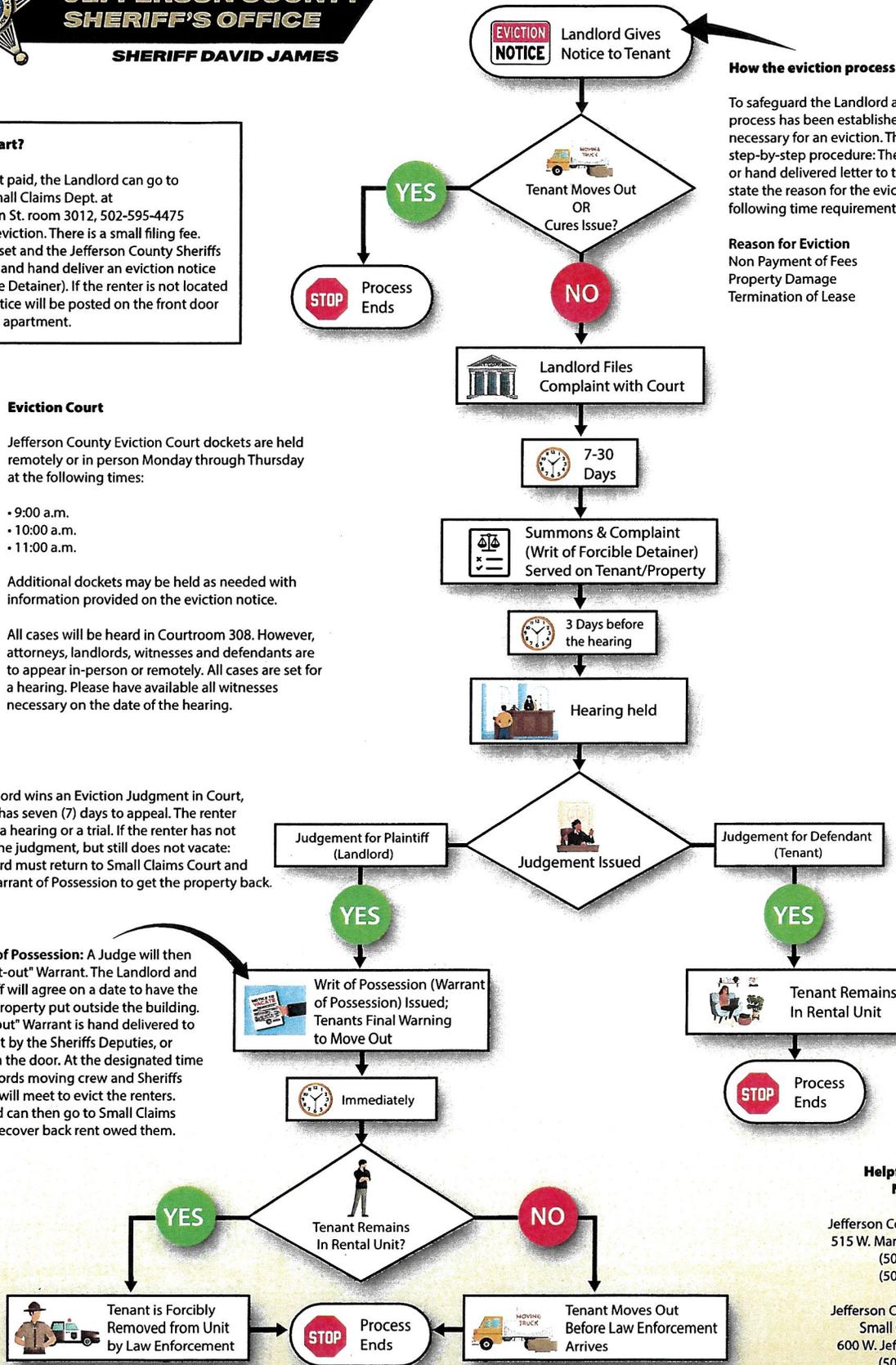
- 9:00 a.m.
- 10:00 a.m.
- 11:00 a.m.

Additional dockets may be held as needed with information provided on the eviction notice.

All cases will be heard in Courtroom 308. However, attorneys, landlords, witnesses and defendants are to appear in-person or remotely. All cases are set for a hearing. Please have available all witnesses necessary on the date of the hearing.

If the Landlord wins an Eviction Judgment in Court, The renter has seven (7) days to appeal. The renter can ask for a hearing or a trial. If the renter has not appealed the judgment, but still does not vacate: The Landlord must return to Small Claims Court and ask for a Warrant of Possession to get the property back.

Warrant of Possession: A Judge will then sign a "set-out" Warrant. The Landlord and the Sheriff will agree on a date to have the Tenants property put outside the building. The "set-out" Warrant is hand delivered to the Tenant by the Sheriffs Deputies, or posted on the door. At the designated time the Landlords moving crew and Sheriffs Deputies will meet to evict the renters. A landlord can then go to Small Claims Court to recover back rent owed them.



How the eviction process works

To safeguard the Landlord and the Tenant, a legal process has been established when it becomes necessary for an eviction. The following is a brief step-by-step procedure: The Landlord sends a Certified or hand delivered letter to the tenant. The letter should state the reason for the eviction and adhere to the following time requirements:

Reason for Eviction	Days of Advance Notice
Non Payment of Fees	7
Property Damage	14
Termination of Lease	30

Helpful Telephone Numbers:

Jefferson County Sheriff's Office
515 W. Market Street, Suite 110
(502) 574-5400
(502) 574-5419

Jefferson County District Court
Small Claims Division
600 W. Jefferson St., 3rd floor
(502) 595-4475

Louisville Metro Police
701 W. Ormsby Ave
(502) 574-7111
(502) 574-2111