



Kane County Sheriff's Office

37W755 IL Route 38 • St. Charles, IL 60175

Tel: 630.232.6840 • Fax: 630.513.6984

Donald E. Kramer
Sheriff

Thomas L. Bumgarner
Chief Deputy

Patrick Gengler
Director of Administration

James Lewis
Director of Corrections

Eddie Jackson
Director of Court Security

Eviction Process

The Five Day Notice is served upon your tenant(s) by you or the Kane County Sheriff's Office. Also see Sheriff's Office, Civil Division. Two copies of *Five Day Notice* must be completed. One copy shall be served and the other copy must be notarized for your records. The date and time of service of the Five Day Notice must be documented.

After waiting five (5) days without payment or action by your tenant(s) take your notarized copy of the Five Day Notice to the:

Kane County Circuit Clerks Office
540 South Randall Road
St. Charles, Illinois 60174
630-232-3413

For (applicable fees) the Circuit Clerk's office will issue a Summons and Complaint with a court date.

Upon receipt of the Summons and Complaint, bring the said documentation to:

Kane County Sheriff's Office
Civil Division
37W755 Illinois Route 38
St. Charles, Illinois 60175
630-208-2014

The Summons and Complaint will be served to your tenants(s). Also see applicable Kane County Sheriff's Office Civil Service Fees.

Prior to your court date the Kane County Sheriff Office, Civil Division, will mail you a Proof of Service of the Summons and Complaint. Bring the Proof of Service to court, as well as any other supporting case documentation. After the Judge hears your case, and determines proof of service, an Order of Forcible Entry and Detainer is issued. The Order of Forcible Entry and Detainer should be delivered to the Kane County Sheriff's Office, Civil Division, with an embossed seal from the Kane County Circuit Court Clerk.

Upon receipt of the appropriate paperwork, the Kane County Sheriff's Office schedules the Eviction. Also see applicable Kane County Sheriff's Office Civil Service Fees.