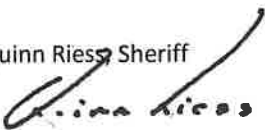


MUSCATINE COUNTY SHERIFF'S OFFICE
Writ of Removal and Possession
EVICTON PROCEDURES

1. Effective 7/1/2017 advance fees of \$85.00 cash or check is required prior to scheduling a Writ of Removal and Possession. If the costs for service are more we will bill, less we will refund. Examples of why the fees might be more are: service of more than one person at the residence, mileage, copies made of the Writ, and if the Writ goes over two hours (see #4). For the necessary time employed in attending the service of a Writ, twenty-five dollars per hour. Iowa Code 331.655 subsection p.
2. Contact the Sheriff's Office, Civil Division, at 563-263-4521 between 8 a.m. and 4 p.m. Monday through Friday to schedule an eviction time. We cannot schedule an eviction time until we have received the E-filed Writ of Removal and Possession from you and advanced fees. Our office needs one copy for us and one copy for each defendant being served. We will not schedule an eviction for the same day you have contacted us. We do not have staff available to do evictions on the weekend. The eviction must be completed by 3 p.m. so we will schedule with that goal in mind.
3. The Sheriff's Office will be delivering a courtesy letter stating the date of the eviction to the address of the defendant. It is not necessary to serve this letter on the defendant so we will post it on the door if no one is available to receive it. There is no charge for this service.
4. **The day of the eviction we will expect the plaintiff or his agent to check the location to see if the defendant has vacated voluntarily. Please call our office to either confirm or cancel the eviction by 8:30 a.m. on the day of the eviction. We will not respond until we hear from you. If you discover that the defendant has vacated previous to the eviction date please inform our office so we can use that time for other purposes. If you enter the residence prior to our arrival we have the right to cancel our service.**
5. At the time for the eviction we will expect the plaintiff to provide enough manpower to complete the eviction in approximately **two hours**. We recognize that unusual situations requiring more time will occur occasionally. If the plaintiff comes to the eviction grossly understaffed we will reschedule for a time that enough staff can be provided. Our function is to provide the authority, keep the peace, and direct the procedure.
6. We request that the plaintiff provide enough boxes and large trash bags to facilitate efficient moving of property. If a waterbed needs to be drained we may request that you bring a pump in interest of time. It is recommended that you wear protective gloves and keep in mind the danger of sharp objects and blood borne pathogens. The sheriff may postpone the eviction if weather conditions are severe.
7. We have the plaintiff move the property to the nearest public easement. If this is not feasible alternatives should be arranged in advance whenever possible. We will expect the plaintiff to remove all property/garbage from the location, including storage areas or garages. We will not be involved in determining what is valuable and what is not. If the defendant vacates voluntarily it is up to the plaintiff to decide if they want to have our office stand by while any remaining property is removed. If the eviction procedure is cancelled the plaintiff accepts any liability for property left behind.

Quinn Riess, Sheriff



Melissa Hurlbut, Civil Deputy

Updated 5/4/2023