



PAULDING COUNTY SHERIFF'S OFFICE

SHERIFF GARY GULLEDGE
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DALLAS, GEORGIA 30132

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FAX (770) 443-3014

Warrants & Civil Division
Phone (770) 443-3049

EVICITION SCHEDULING:

Evictions will be scheduled/executed on a first come, first served basis, Tuesday – Thursday at 9:00a.m., 11:00a.m., and 2:00p.m. Evictions will not be executed after 5:00p.m. or on the weekend or holidays. (No exceptions). **Evictions will not be executed during rain or other inclement weather.** There will be a \$25.00 (non-refundable) service charge for **ALL** scheduled evictions.

If you wish to schedule an eviction, you must come to the Paulding County Sheriff's Office, Warrant/Civil Division **Monday - Friday 8:00a.m. – 4:30p.m.**

A valid Writ of Possession and PHOTO of the property must be delivered to the Civil Division before the eviction can be scheduled. The Civil Division will then schedule your eviction for the earliest available date/time.

The property owner, manager and/or agent is responsible for providing and/or hiring, at his/her expense, an "eviction crew" consisting of a minimum of **four** able laborers for an apartment or **six** able laborers for a home or enough people in order for the contents of the premises to be removed/emptied in no more that 2 hours.

All evictions will begin promptly at the time it is scheduled for. If the "eviction crew", landlord, manager or owner/agent has not arrived by 15 minutes after the eviction was scheduled to take place, the Deputy Sheriffs will leave the location and the eviction will have to be rescheduled for the next available date/time.

It is the duty of a Deputy Sheriff at an eviction to remove any tenants/occupants, listed on the Writ of Possession, from the premises, to maintain peace and order during the eviction process and return possession of the premises to the owner, agent, landlord or manager.

The landlord/manager/owner/agent must schedule the eviction within 30 days of the writ being issued.

Unless the Writ of Possession specifies a money judgment by the court, if the plaintiff accepts money or partial payment from the defendant prior to the scheduled eviction the Writ of Possession will be void. The plaintiff will need to refile through the courts for a new Writ of Possession.

Sheriff Gary Gulledge

Major Tony Henderson