6-36/105.00 Plaintiff No-Show

If the landlord fails to appear for a scheduled eviction:

1. Enter an investigation in operating system indicating the arrival and departure time of the levy crew.
2. Hold the service ticket for 10 days. If not rescheduled within the 10-day period, the service ticket will be canceled, and return the writ. Return the eviction packet to the professional staff to close out the file. **If overage funds are in the account, do not return the Writ. Give the service packet to a supervising clerk for processing. Make a comment in the operating system, as to who received the service packet for processing.**
3. The levy crew may reschedule the eviction for good cause; otherwise a re-post fee is required.
4. The levy crew shall not depart from the eviction address in less than five minutes after the scheduled eviction time on the Notice of Eviction.
5. The levy crew should make a reasonable effort to look for the landlord’s agent at the property notwithstanding the admonition on the Notice of Eviction to, “wait in front of the premises."
6. Service tickets shall be given to the clerks for filing in case folders and/or writ returns to maximize deputies' time in the field.