



# 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

**Patrick J. Gengler**  
Chief Deputy

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**Craig Campbell**  
Director of Administration

**James Lewis**  
Director of Corrections

**Eddie Jackson**  
Director of Court Security

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## 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.