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## Yolo County Resources

Legal Services of Northern California  
619 North Street  
Woodland, CA 95695  
Phone: (530) 662-1065  
Fax: (530) 662-7941  
e-mail: [woodland-office@lsnc.net](mailto:woodland-office@lsnc.net)

Yolo County Superior Court  
1000 Main Street  
Woodland, CA 95695  
Phone: (530) 406-6700  
[www.yolo.courts.ca.gov](http://www.yolo.courts.ca.gov)

Woodland Police Department  
1000 Lincoln  
Woodland, CA 95695  
Phone: (530) 661-7800

West Sacramento Police Department  
550 Jefferson Blvd  
West Sacramento  
Phone: (916) 617-4900

Davis Police Department  
2600 5th Street  
Davis, CA 95616  
Phone: (530) 747-5400

Winters Police Department  
702 Main Street  
Winters, CA 95694  
Phone: (530) 795-2261

UCD Police Department  
One Shields Ave  
Davis, CA 95616  
Phone: (530) 752-1727

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## YOLO COUNTY SHERIFF'S OFFICE

### *Civil Section*

## Eviction Information Handout



### YOLO COUNTY SHERIFF'S OFFICE

Civil Section  
140 Tony Diaz Drive  
Woodland, CA 95776  
Phone: (530) 668-5275  
Fax: (530) 668-5238  
e-mail: [civil@yolocounty.gov](mailto:civil@yolocounty.gov)

**Hours of Operation:**

Monday-Friday (Closed on Holidays)

8:30 a.m. to 4:30 p.m.

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**Hours of Operation:**

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The following information is provided by the Sheriff's Office to assist landlords. **The Staff of the Sheriff's Office is prohibited by law from dispensing legal advice and from assisting plaintiff's in completing legal forms.**

The eviction process is a three-step procedure. The following information is a general outline of each step.

### **LANDLORD'S NOTICE**

A Landlord's Notice provides legal notice of intent to a tenant(s).

#### **FORMS:**

- Available at most office supply stores. (There are several types. Choose the one that applies to your situation)

#### **SERVICE:**

Consult an Attorney, the Landlord/Tenant handbook at any Yolo County Law Library or the Superior Court website [www.courtinfo.ca.gov/selfhelp](http://www.courtinfo.ca.gov/selfhelp) for information on serving your Landlord Notice. Note: The Sheriff's Office fee for this service is \$50.00 per person.

### **SUMMONS AND COMPLAINT FOR UNLAWFUL DETAINER**

A Summons and Complaint for Unlawful Detainer notifies a tenant (s) that they are being sued for restoration of the premises and any rent monies due.

#### **FORMS:**

- Available from the Court Clerk
- [www.courtinfo.ca.gov/selfhelp](http://www.courtinfo.ca.gov/selfhelp)

#### **FILING:**

Complete the Summons and Complaint, and file them with the appropriate court.

You will be required to provide the Certificate of Service and the Original Landlord's Notice at the time of filing. The court will file your complaint and issue an original summons.

#### **SERVICE:**

Consult an attorney, the Landlord/Tenant handbook at any Yolo County Law Library or the Superior Court website [www.courtinfo.ca.gov/selfhelp](http://www.courtinfo.ca.gov/selfhelp) for serving your Summons and Complaint-Unlawful Detainer. NOTE: The Sheriff's Office fee for this service is \$50.00 per person. There is an additional \$50.00 fee for the Pre-Judgment Claim.

### **WRIT OF EXECUTION POSSESSION OF REAL PROPERTY**

A Writ of Execution Possession of Real Property is a Court-issued document that directs the Sheriff to evict a tenant(s).

#### **FORMS:**

- Available from the Court Clerk
- [www.courtinfo.ca.gov/selfhelp](http://www.courtinfo.ca.gov/selfhelp)

#### **FILING:**

After you have obtained a judgment against your tenant you may complete the Writ of Execution and submit it to the Court Clerk for issuance.

#### **SERVICE:**

This service **MUST** be done by the Sheriff. The Sheriff will need:

- Original Writ of Execution Possession of Real Property (signed and sealed) and three (3) copies (front and back)
- \$180.00 per address unit (each suite, apartment, or separate unattached garage)

#### **RECEIPT:**

The workday prior to the eviction you or your contact person will receive a phone call to arrange a meeting time at the property.

At the time of the eviction, the deputy will provide you with a Receipt for Possession, restoring the property to you. **KEEP THIS RECEIPT.** If the tenant (s) return to the property after the eviction, please call your local police department. They will request to see your copy of the Receipt for Possession.

**\*\*NOTE\*\*** A Locksmith is strongly recommended to gain entry into the property. Deputies will not force entry into locked doors or attempt entry via side or rear doors or windows. The eviction process is not complete until the Deputy actually restores the possession of the property to you, even if the occupants vacate the premises prior to the Deputy's arrival. However, if you wish to cancel the eviction prior to restoration, the Plaintiff or Plaintiff's Attorney must notify our office in writing prior to the date and time of the scheduled eviction.



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