

Eviction Process

Our court's process for Evictions are as follows:

1. Landlord gives tenant "notice to vacate", (unless waived per lease) by delivering five-day notice to vacate once the tenant no longer has a right to occupy premises. (That is five business days, exclusive of holidays) Five full days must pass after delivering notice. An eviction petition may be filed on the sixth day.
2. The Clerk's office has eviction forms which may be used to file the eviction. This form, if you wish to use it, can be obtained in the clerk's office along with further information on filing the eviction. Single tenant is \$145.00, each additional tenant is \$74.00. The Clerks office will accept the filing but will not process the eviction until all proper funds are received.
3. After filing the eviction, it will be served upon the tenant by the Marshals office. If tenant is no longer on the premises or his whereabouts is unknown the Rule for possession may be tacked on door of the premises and this is equivalent to personal service.
4. On date of Eviction Hearing both the landlord and the tenant may present evidence. If the Court rules in favor of the landlord a judgement of eviction is rendered.
5. The tenant has 24 hours from the time the eviction judgment is signed to comply with the judgment. IF the tenant does not comply, the landlord must contact the Alexandria City Clerk's office who will issue a Writ of Possession for a fee of \$30.00. The landlord must then contact the Marshals off to deliver possession of the premises by scheduling a "set-out" to oversee eviction.
6. The marshal's office will schedule a time with the landlord to oversee the eviction. The landlord MUST HAVE ENOUGH PEOPLE/BOXES/BAGS ETC. To help with clearing the house within 1 and ½ hour. If it cannot be completed during this time you must reschedule another time when the Marshal can return.
7. For the refund of the Writ- If the writ has not been requested and/or has not been signed by the judge before it is cancelled, you will get the refund of the writ. If the writ is pre-paid during the filing, we wait 90 days after the judgement is granted before we refund the money (if it has not already been requested for the refund). Any unused court costs will be refunded as well.

Clerks of Court are not allowed to make legal determinations or give legal advice.

CLERKS OFFICE: (318) 449-5146

MARSHALS OFFICE: (318) 449-5135