



DeKalb County Marshal's Office

PLAINTIFF'S EVICTION INFORMATION

The DeKalb County Marshal's Office **shall** be present to keep the peace, to insure that the orders of the court are properly executed, and to insure that property does not hinder or block the public roadway.

1. Plaintiff or representative must telephone the Marshal's Office at 404-371-2930 forty-eight (48) hours (excluding weekends and holidays) after obtaining the Writ of Possession. The Marshal's Office will schedule evictions Monday through Friday between the hours of 8:30 am until 4:00 pm on a first come first serve basis. Evictions are executed Monday through Friday beginning at 8:00 am.
2. Plaintiff or representative must inform the Marshal's Office of any non-residential evictions. Examples include Liquor Stores, Funeral Homes, Convenience Stores, Nursing Homes, Child Care Facilities and Mechanics Garage.
3. Plaintiff or representative must meet the Deputy Marshal at the scheduled time. If you are unable to make the scheduled time contact the Marshal's Office immediately; otherwise you may be subject to pay an additional service fee to re-schedule the eviction. The fee will be paid to the State Court Clerk's Office. Deputy Marshals will allow a 15 minute grace period before leaving the location.
4. Plaintiff or representative shall not enter the premises prior to the Deputy Marshal executing the Writ of Possession. Deputy Marshals must clear the location for safety and security concerns.
5. Plaintiff or representative must schedule a sufficient labor crew to complete the eviction within two (2) hours or less. A residential eviction will usually require a minimum of 5 workers (a general guideline for labor is 2 workers per bedroom). A Deputy Marshal may hold up the eviction if sufficient labor is not present. An additional service fee will be required to re-schedule the eviction. The fee will be paid to the State Court Clerk's Office.
6. Plaintiff or representative must schedule sufficient and competent labor for industrial or commercial evictions. The Marshal's Office must be informed of any industrial or commercial eviction(s) when scheduling the eviction(s). This will ensure proper scheduling of personnel. The Deputy Marshal may hold up the eviction if this is not provided. The plaintiff will be required to pay an additional service fee to re-schedule the eviction. The fee will be paid to the State Court Clerk's Office.
7. Plaintiff or representative must provide access to the eviction location. A pass key or locksmith may be utilized. The locksmith must be present at the scheduled eviction time.

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8. Plaintiff or representative is prohibited from making photographs until all personal property has been removed. Photographs may be taken of the location to document any suspected damage.
9. Evictions are not executed in inclement weather. No additional service fees are required if the eviction is held due to weather conditions. The eviction shall proceed if rain develops during the execution of the eviction.
10. Plaintiff or representative must contact the Marshal's Office immediately to cancel, for any reason, the scheduled eviction. This contact can be made personally at the Marshal's Office located at the DeKalb County Courthouse, 556 N. McDonough Street, Decatur, Ground Floor room G10, Decatur, Georgia 30030, by telephone at 404-371-2930, or by facsimile at 404-371-2268. Plaintiff or representative must provide the case number, plaintiff's name, defendant's name and address, and the reason for cancellation.
11. Plaintiff or representative must be present at all times during the eviction proceeding.
12. Plaintiff or representative may allow defendant access to any vehicles on the property for their removal. Otherwise, plaintiff must provide removal at his expense. If a wrecker service is required, they must be present at the scheduled eviction time. The Deputy Marshal will not recommend any wrecker service.
13. Plaintiff or representative must not leave abandoned or discarded motor vehicles accessible to children which does not have at least one door which can easily be opened from the inside or one door or window which has been removed. O.C.G.A. § 16-11-100 (b).
14. Plaintiff or representative should be familiar with O.C.G.A. § 16-11-100(a) requires a person to not abandon or discard any container, which is accessible to children, that is more than 1 ½ cubic feet if its door or lid locks and cannot be easily opened from the inside without first removing the lid, door or locking device from such container.
15. Plaintiff or representative and deputy will ensure that all personal property has been removed from the location.
16. After the execution of the Writ of Possession, such property shall be regarded as abandoned. O.C.G.A. § [44-7-55] (c).
17. Deputy will post a No Trespassing placard on the premises.
18. Deputy will issue a No Trespassing notice to the defendant, if present, and a copy to the plaintiff or representative.