



PAULDING COUNTY SHERIFF'S OFFICE

SHERIFF GARY GULLEDGE

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Dallas, GA 30132

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Warrants & Civil Division

PH: (770) 443-3049

CIVIL CONTACT – RENITA WHITE

EVICTON SCHEDULING:

Evictions will be scheduled/executed on a first come, first served basis, Tuesday – Thursday at 9:00 a.m., 11:00 a.m., and 2:00 p.m. Evictions will not be executed after 5:00 p.m. or on the weekend or holidays. (No exceptions). Evictions will not be executed during rain or other inclement weather. There will be a \$25.00 (non-refundable) service charge for ALL dispossessionary summons and evictions.

If you wish to schedule an eviction, you must come to the Paulding County Sheriff's Office, Warrant/Civil Division Mon.-Fri. 8:00 a.m. – 4:00 p.m.

A valid Writ of Possession and PHOTO of the property must be delivered to the Civil Secretary before the eviction can be scheduled. The secretary will schedule your eviction for the earliest available date/time or for a later date/time if requested.

The property owner, manager and/or agent is responsible for providing and/or hiring, at his/her expense, an "eviction crew" consisting of enough people in order for the contents of the premises to be removed in a timely and safe manner.

All evictions will begin promptly at the time it is scheduled for. If the "eviction crew", landlord, manager or owner have not arrived by 15 minutes after the eviction was scheduled to take place, the Deputy Sheriff's will leave the location and the eviction will have to be rescheduled for the next available date/time.

It is the duty of a Deputy Sheriff at an eviction to remove any tenants/occupants, listed on the Writ of Possession, from the premises, to maintain peace and order during the eviction process and return possession of the premises to the owner, agent, landlord or manager.

The Writ of Possession must be less than 30 days from date of signing by judge in order for the Sheriff's Office to schedule the eviction.

Unless the Writ of Possession specifies a money judgment by the court, if the plaintiff accepts money or partial payment by the defendant the Writ of Possession will be voided. The plaintiff will need to re-file through the courts for a new Writ of Possession.

Sheriff Gary Gulledge

Captain Tony Henderson