



# GENERAL ORDER Loudoun County Sheriff's Office

**Chapter:** Court Services

**Section:** 412.10

**Subject:** Civil Process

**Topic:** Evictions and Writs of Eviction

**Enacted:** 07/30/2015

**Last Review:** 11/10/2023

**Review:** 05/01/2025

## I. PURPOSE:

The purpose of this General Order is to provide guidelines for executing “Writs of Eviction in Unlawful Detainer” when instructing plaintiffs about their responsibilities during the eviction process and when notifying defendants prior to an eviction.

## II. POLICY:

It shall be the policy of the Court Services Division to execute Writs of Eviction in Unlawful Detainer in a timely manner and in accordance with §§ 8.01-156, 8.01-470 and 8.01-471 of the Code of Virginia, as amended.

## III. PROCEDURES:

### A. Validation of Documentation

1. Validate the “Writ of Eviction in Unlawful Detainer” to ensure it is complete and check for obvious errors, correct addresses, and proper endorsements.

### B. Contact Plaintiff

1. Coordinate the date and time of the execution with the plaintiff or designated contact person named on the Writ of Eviction.
2. Confirm with the plaintiff whether it is a [full eviction](#) or a [lock-out eviction](#). Instruct the plaintiff or designated contact person regarding the manpower and vehicular requirements necessary for the removal of evicted property to the nearest [public right-of-way](#) for full eviction.
3. Advise the plaintiff that the removal of abandoned vehicles from the property is his/her responsibility.
4. The deputy shall review the Loudoun County Sheriff's Office form 4.12, “Eviction Checklist” with the plaintiff or contact person. After the review, the deputy shall initial each item. Should the plaintiff or his/her designee fail to meet the requirements of this form, the deputy shall cancel the eviction.

5. The deputy shall notify the Civil Enforcement Section Supervisor of the scheduled eviction by noting the date, time, and address of the property on the Eviction calendar.

**C. Preparation of Forms**

**1. Eviction Notice**

- a. Support staff shall prepare LCSO Form 4.15, Eviction Notice. The name(s) of the tenants, address and court docket number shall be typed on Form 4.15 as they appear on the Writ of Eviction in Unlawful Detainer.
- b. One copy of this form will be made for each defendant and attached to the Writ of Eviction for service.

**D. Service Procedure**

1. The deputy sheriff shall enter the date and time of the eviction on LCSO Form 4.15
2. In accordance with §§ 8.01-470 and 16.1-88 of the Code of Virginia, service of the Writ of Eviction in Unlawful Detainer and LCSO Form 4.15 shall be made upon each of the defendants listed on the Writ at least 72 hours prior to its execution.
3. Evictions shall be rescheduled as soon as possible if inclement weather prevents the execution of the eviction.
4. The tenant has 24 hours from the time the locks are changed to remove their belongings from the property.

**E. Eviction Procedure**

1. The deputy will notify his/her supervisor of any unusual circumstances regarding any eviction.
2. Civil Enforcement executions shall stop immediately if a defendant has filed for bankruptcy. Deputies shall try to verify bankruptcy filings prior to making a return to the court; however, this cannot always be done. The defendant's statement of bankruptcy filing is sufficient for the deputy to cease execution.
3. During the execution of their duties, if the deputy discovers illegal items or the fruits of a crime, the deputy shall immediately notify a Sheriff's Office supervisor, cease executing the eviction and secure the premises.
4. Any potentially dangerous property items (i.e., knives, firearms, prescription medications, etc.), or money found during an eviction shall not be placed in the public right of way. The deputy shall advise the landlord to secure these items in his/her

designated storage area (which may be the residence where the eviction is occurring) for 24 hours after the eviction for the tenant to make contact to retrieve such items from the landlord.

- a. Deputies may take possession of a firearm found during an eviction, for storage purposes at the landlord's request, for the 24 hours following the eviction.
  - b. Deputies shall seize any firearm found which is reported as stolen.
  - c. Deputies shall seize any firearm if the landlord is found to be a person prohibited from possessing such a weapon. The firearm shall be held for 24 hours for the tenant to claim.
  - d. Any firearms taken into a deputy's possession shall be handled as prescribed in General Orders 414.2 Custody of Property, and 414.3 Firearms Taken into Custody.
5. The deputy, through means provided by the plaintiff (i.e., manpower, trucks, packing equipment, etc.), shall oversee the removal of all property located within the premises and within the property line to the nearest public right of way. The deputy shall not take an active role in the physical removal of the property.
  6. [Hazardous waste material](#) shall be disposed of at the plaintiff's expense.
  7. In situations where the defendant is disabled, either mentally or physically, the Loudoun County Department of Family Services shall be notified. Family Services shall also be notified when children are found unattended at the scene.
  8. Loudoun County Animal Services shall be requested to remove any unattended animals.
  9. The deputy shall maintain complete supervision and control of the eviction until it is completed.

**F. Office Procedure After Eviction**

1. The deputy shall complete the return of service on the original writ, i.e., "cancelled by plaintiff," "no action taken by plaintiff," "defendants evicted," "lockout," etc.
2. The writ shall be signed by the deputy, affixed with the "Sheriff's stamp," and returned to support staff for processing.