



Sheriff of Charlotte County

7474 Utilities Road
Punta Gorda, Florida 33982
(941) 639-2101

Writs of Possession
(Residential Tenancies, per Florida State Statute 83.62)

1. Writs of Possession received for execution will be processed per office policy, and efforts will be made to effect service as soon as possible. A non-refundable service fee of \$70.00 is required upon the request of service to the sheriff, and is not included in the charges from the Clerk of Court.
2. Per the State of Florida, Rules of Civil Procedure, Rule 1.090, regarding the Computation of Time, the day the writ is posted is not counted. The 24 hours begins at 12:01 a.m., the business day following the posting, not including weekends or legal holidays. You do not count the day of posting, weekends, or holidays when computing time.
3. The location for service on the writ must be correct, any variation must be amended or corrected, or the writ will be returned to the courts.
4. Following the completion of the allotted time period, as described above, the Writ of Possession will be scheduled for conclusion, by the officer as soon as possible. The scheduled appointment, as set by the deputy, will be prioritized, based on other appointments and court orders. We will make every effort to schedule and conclude the writs in a timely manner.
5. Once the deputy has posted the writ, the agent or plaintiff will be contacted at the number that was provided by you, and the deputy will schedule the conclusion, as described above. You must be at the location, at the appointed time. The deputy will only wait 15 minutes past the scheduled time. If you miss the first appointment, you will be contacted to reschedule. If you miss the second appointment, the Writ of Possession will be returned to the courts as not concluded.
6. The deputy will not hold Writs of Possession unless directed to do so by the courts. If you are entering into negotiations, or wish to postpone the conclusion of the writ beyond one week, the writ will be returned to the courts as not concluded. Any cancellation must be in writing.
7. When you respond for the scheduled eviction, you need to provide a working key to the residence, or arrange to have a locksmith on scene, at your expense, to allow the deputy to enter the residence. The deputy must walk thru the residence to ensure that all persons and animals are no longer inside the residence. If the deputy cannot search the residence, then the writ will not be concluded.
8. DO NOT enter the residence or any building on the premises prior to the deputy's arrival to conclude the writ. If you have already taken possession of the residence or buildings, have entered the same, or have removed any property at the location, prior to the conclusion of the writ, the return of service will reflect the same and will be submitted to the courts.
9. The Writ of Possession is concluded by the removal of any persons from the residence and the property, and turning the residence over to the plaintiff or representative. Any questions pertaining to the disposition of property left at the location, disposition of tenants or others, or further questions need to be directed to legal counsel.

Should you have any additional questions in regards to our procedures, please contact the Civil Division of the Charlotte County Sheriff's Office at 941-637-2272 or 941-637-2273.