

SHERIFF SALE INFORMATION SHEET FOR ATTORNEYS

JUDICIAL/FORECLOSURE SALES:

Sheriff Sales are conducted in the law library of the Kendall County Courthouse at 807 W John St in Yorkville on the first and third Monday (exception: Court Holiday) @ 8:30 AM

Upon receipt of the following items, a confirmation will be forwarded to you with the date you requested

Certified copy of Judgment
\$300.00 non-refundable check payable to the Kendall County Sheriff's Office.
[The balance of \$300.00 will be due on the day of the sale]

The attorney is responsible for publication of the Sheriff Sale.
(Mandatory publication per Illinois Statute in local newspaper for three consecutive weeks no greater than 45 days and no less than 7 days prior to sale date).

Aside from the publication in newspaper/newsletter, the Attorney must mail out notices to all judgment debtors with the sale date information.

DOCUMENTS REQUIRED DAY OF SALE:

- Sheriff's Receipt of Sale
- Certificate and Duplicate Certificate of Sale
- Sheriff's Report of Sale/Distribution
- Certificate of Publication
- \$600.00 fee (\$300.00 upon setting sale [non-refundable]; \$300.00 day of sale)

***If Attorney for Plaintiff does not appear, sale cannot proceed. We do not bid on behalf of plaintiff/attorney nor is a sealed bid acceptable. A representative from the plaintiff/attorney office must be present.**

The Plaintiff/Attorney is responsible for setting the confirmation date with the Circuit Clerk's Office.

On that date, barring there are no objections to the sale, the Judge will sign an Order Approving the Sale/Order for Possession. Any and all tenants will have 30 days from this date to vacate the premises.

***it may become necessary to invoke the Sheriff's Office if a tenant does not leave the premises within the 30 days allowed**

The Sheriff's Deed can be executed [signed, sealed and notarized] only after the sale of the property is approved and confirmed by the Judge. The attorney can bring a copy of the order approving the sale to the Sheriff's Office immediately following the confirmation or it can be mailed to:

**Kendall County Sheriff's Office
Civil Process Division
1102 Cornell Ln
Yorkville, IL 60560**