



# Bastrop City Marshal's Office

Office - City Hall Complex  
P.O. Box 809  
Bastrop, La. 71221  
318-283-3310

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## Eviction Procedure

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### Step 1

**EVICTON NOTICE**, This **MUST come from the landlord**. The content has to inform the tenant (renter) that they have 5 working days to vacate the residence. {Note} The 5 working days is Monday through Friday, do not include weekends.

The notice **must** be signed and dated by the Landlord.

Landlord must deliver notice along with one witness to assure Court of proper service.  
(Have the witness sign your copy.) {Make a copy of this notice.}

If the person cannot be served at the residence, Landlord must send notice through Postal system (registered mail) with receipt requested in **addition** place a copy of the notice to the door of the residence to assure court of service or attempted service.

If property is leased by tenant, Landlord has to give tenant some type of notice to vacate.

### Step 2

If tenant is still occupying the residence, after the days have elapsed present the copy of eviction notice to the Court in order for court to produce the eviction rule.

**This will require a fee to be paid at the Clerk of Court's office to obtain the eviction rule**

*Marshal's office serves this rule to the tenant.*

The rule will provide a court date to defendant (tenant), Landlord must be present in court on that date, if defendant (tenant) fails to answer or appear at the hearing and if the Judge decides that you are entitled to the eviction, he will immediately sign a Judgment of Eviction.

### Step 3

24 hours later from the time Judge rendered Judgment, Landlord checks the residence to see if tenants have moved, if they have not, Landlord contacts the court and request a **writ of Possession**.

### Step 4

(WRIT OF POSSESSION) This is a warrant to posses the physical residence from the tenant. Marshal's Office receives this order from court on the day 24 hours judgment is up if requested by the Landlord.

**Soon as the Marshal's office receives it, they will contact the Landlord and set up a time to execute it. The Landlord is required to provide the labor to physically move tenant's personal belongings to neutral ground.**

The Marshal will remain on the grounds to enforce the order until all the personal belongings are removed. The tenant, if present, will be advised that if they return to the residence for any reason they can be charged with criminal trespassing.

# NOTICE OF EVICTION

To:

Tenant Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

YOU ARE HEREBY NOTIFIED THAT \_\_\_\_\_

(Landlord Name)

elects to terminate your tenancy of the above-described premises now held by you.

[Under the Eviction Process the Lessor (owner) or his agent shall cause written notice to vacate, allowing the Lessee (renter) no less than five working days from notice, the date of its delivery, to vacate.]

UNLESS YOU REMOVE from said premises {on or before 5 business days}

After you receive this notice, \_\_\_\_\_

(Landlord Name)

Will commence summary proceedings to remove you from said premises for the holding over after the expiration of your term and will demand the value of your use and occupancy of the premises during such holding over.

Non-Payment Of Rent. Amount, \_\_\_\_\_

Other, \_\_\_\_\_

**\*\* Please comply in order to avoid the expense and embarrassment of physical eviction pursuant to a court order. \*\***

Delivery to tenant

LANDLORD

DATE \_\_\_\_\_

Signature \_\_\_\_\_

WITNESSES: \_\_\_\_\_

\_\_\_\_\_

# Notice Of Eviction

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(Landlord Name)

Elects to terminate your tenancy of the above-described premises now held by you.

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After you receive this notice, \_\_\_\_\_  
(Landlord Name)

Will commence summary proceedings to remove you from said premises for the holding over after the expiration of your term and will demand the value of your use and occupancy of the premises during such holding over.

\_\_\_\_\_ Non-Payment Of Rent. Amount: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

**\*\*Please comply in order to avoid the expense and embarrassment of physical eviction pursuant to a court order.\*\***

Delivery to tenant DATE: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

WITNESSES: \_\_\_\_\_  
\_\_\_\_\_