



COMMONWEALTH OF MASSACHUSETTS
WORCESTER COUNTY SHERIFF
CIVIL PROCESS DIVISION INC.

Lewis G. Evangelidis
Sheriff

Lynn Trudel
Chief Deputy Sheriff
civilprocess.com

SUMMARY PROCESS SUMMONS AND COMPLAINTS

Prior to our office serving the 48 hour notice & scheduling/executing the eviction we require that we serve the Summary Process Summons and Complaint. This is required in order to ensure our officer's safety. Our deputies must have an idea of the property, tenants & possible situations that may arise before executing an eviction.

EVICCTIONS

IF YOU HAVE AN EXECUTION FOR POSSESSION, THE EXECUTION IS VALID FOR 90 DAYS FROM THE ISSUANCE DATE TO COMPLETE AN EVICTION.

THIS IS THE PROCEDURE:

OPTION #1: (PRE-EVICTION NOTICE) (PRE 48 HOUR NOTICE) Considered a scare tactic not actual eviction, Fee associated with this.

WE CAN PREPARE AND SERVE A NOTICE TO THE DEFENDANT THAT EXPLAINS TO THEM THE FOLLOWING:

IF THEY HAVE NOT VACATED THE PREMISES WITHIN 48 HOURS, YOU, THE LANDLORD, FULLY INTEND ON SERVING THEM WITH AN ACTUAL 48 HOUR NOTICE FOR EVICTION.

OPTION #2: (ACTUAL EVICTION) (48 HOUR NOTICE) ACTUAL EVICTION \$350.00 Plus service of 48 Hour Notice Fee

FIRST, EVICTIONS ARE ONLY DONE TUESDAY THRU THURSDAY, EXCEPT ON HOLIDAYS. ALL EVICTIONS MUST BE SCHEDULED TO START AT 9:00A.M.

*** SECOND, THE DATE OF THE EVICTION MUST BE COORDINATED WITH THE SHERIFF'S OFFICE AND A BONDED AND INSURED MOVING COMPANY WITH THEIR OWN STORAGE FACILITY. A LIST OF QUALIFIED MOVING COMPANIES IS BELOW.**

*** CHECK WITH THE SHERIFF'S OFFICE TO SELECT A DATE THAT'S AVAILABLE, AS WE ARE LIMITED TO 1-2 EVICTIONS ON ANY GIVEN DAY. ONCE A DATE IS SELECTED, COORDINATE THAT DATE WITH THE MOVING COMPANY AND HAVE THE MOVING COMPANY CALL AND CONFIRM THE DATE WITH OUR OFFICE.**

*** DEFENDANTS ARE LEGALLY REQUIRED TO BE SERVED WITH A WRITTEN 48-HOUR NOTICE PRIOR TO ANY EVICTION.**

(YOU CAN NOT INCLUDE WEEKEND DAYS OR HOLIDAYS IN THE 48 HOUR NOTICE)

THE LANDLORD IS RESPONSIBLE TO HIRE A LOCKSMITH TO CHANGE THE LOCKS THE DAY OF THE EVICTION

IF THE EVICTION TAKES LONGER THAN ONE DAY (8 HOURS) YOU WILL BE CHARGED AN ADDITIONAL DAY'S FEE OF \$300.00 PER DAY.

******CANCELLATION POLICY REGARDING EVICTIONS*******

SOMETHING IN WRITING NEEDS TO BE FAXED TO OUR OFFICE BEFORE 4:00 PM THE BUSINESS DAY BEFORE THE EVICTION IS TO TAKE PLACE AND A PHONE CALL TO OUR OFFICE TO CONFIRM WE RECEIVED THE FAX. THERE IS A \$50 NON-REFUNDABLE FEE CHARGE FOR ALL SCHEDULED EVICTIONS REGARDLESS OF WHETHER YOU CANCEL 24 HOURS IN ADVANCE. IF CANCELLED THE DAY OF THE EVICTION THE \$300.00 WILL STILL BE CHARGED. THE MOVING COMPANY ALSO NEEDS TO BE NOTIFIED.

THE TENANT MAY CHOOSE TO HAVE HIS BELONGINGS MOVED TO HIS NEW ABODE OR TO ANOTHER STORAGE FACILITY PROVIDED IT IS WITHIN A 20 MILE RADIUS OF THE EVICTION LOCATION & IS LICENSED & BONDED. THE DEFENDANT MUST FIRST NOTIFY THE DEPUTY & FILL OUT & SIGN THE PROPER FORM. THE DEPUTY WILL HAVE THIS FORM AT THE TIME OF THE EVICTION.

(SEE ATTACHED MOVING COMPANIES)

SUGGESTED MOVERS: MOVERS APPROVED BY THE COMMONWEALTH AS OF 1/9/19

Hartman Relocation Services Inc

Office & Storage Facility Location
272 Whitney Street
Leominster, MA 01453
Phone: 978-534-6249
Fax: 978-534-2369

Fitton Van & Storage Inc

Office & Storage Facility Location
161 Benson Street
Fitchburg, MA 01420
Phone: 978-345-4314
Fax: 978-342-6789

Town to Town Movers Inc

Office & Storage Facility Location
170 Chandler Street
Worcester MA 01609
Phone: 508-755-1425
Fax: 508-755-0082

Gallant Moving and Storage Co

Office & Storage Facility Location
55 Knapp Center
Brockton, MA 02301
Phone: 508-580-1122
Fax: 508-580-1133

Southcoast Moving & Storage LLC

Office & Storage Facility Location:
445-447 Bolton Street
New Bedford, MA 02740
Phone: 508-984-4111
Fax: 508-984-4110

Triple M Movers and Storage Inc

Office Location:
1109 Montello Street
P.O. Box 1897
Brockton, MA 02303-1897
Phone: 508-586-4685 or 508-586-9426
Fax: 508-941-6634

Storage Facility Location:

344 Franklin Street
Worcester, MA 01604

Storage Facility Location:

35 Scales Lane
Townsend, MA 01863

Ayer Moving & Storage

Office and Storage Facility Location:
109 Central Ave
Ayer, MA 01432
Phone: 978-722-2558
Fax: 978-772-2574

UPDATED 11/1/20