

**SHERIFF'S FEE SCHEDULE  
ADAMS CO RESOLUTION NO. R-62-04**

**SERVICE OF CIVIL PROCESS, SERVICE, SUMMONS & COMPLAINT, NOTICE & COMPLAINT, SUMMONS & PETITION, NOTICE OF SMALL CLAIM**

Serve ONE (1) Defendant	\$20.00
Serve TWO (2) or more (same address)	25.00
ALL Returns	10.00
Non-Resident Returns	10.00
Notary Fee	5.00
Mileage (per mile) (\$10.00 minimum)	0.50

**ATTACHMENT, WRIT – PERSONAL PROPERTY**

Levy (per hour)	\$50.00
Serve (each defendant)	25.00
Return to Court	10.00
Mileage (per mile) (\$10.00 minimum)	0.50

**ATTACHMENT, WRIT – REAL PROPERTY**

Levy (per hour)	\$50.00
Notice of Levy	2.00
Filing with Auditor + Auditor's filing fee	20.00
Serve Defendant (if required)	25.00
Return to Court	10.00
Mileage (per mile) (\$10.00 minimum)	0.50

**EXECUTION, WRIT OF – PERSONAL PROPERTY**

Levy (per hour)	\$50.00
Notice of Sale (+ copies – 1 <sup>st</sup> copy)	2.00
Additional copies	1.00
Posting of EACH notice	15.00
Conducting Sale (per hour)	40.00
Bill of Sale (each)	50.00
Return to Court	10.00
Serve Defendant	25.00
Serve Notice (Defendant)	25.00
Postponement Notice (EACH NOTICE)	15.00
Mileage (per mile)(\$10.00 minimum)	0.50
Mailing (actual cost of postage)	

**WARRANTS**

Serve (each)	\$50.00
Return to Court	10.00
Mileage (per mile)(\$10.00 minimum)	0.50

**SUBPOENA**

Serve – Each	\$25.00
Return to Court	10.00
Mileage (per mile)(\$10.00 minimum)	0.50

**CONCEALED PISTOL LICENSE**

Original (\$36+\$19.25 FBI fingerprint processing)	\$55.25
Renewal	32.00
Late renewal (\$32.00 plus \$10.00 late fee)	42.00
Replacement (lost or damaged)	10.00

**POSTAGE**

For mailing required by statute whether regular, certified or registered, actual cost of postage

**MILEAGE FEE**

EACH mile actually & necessarily traveled in going to or returning from any place of service or attempted service (\$10.00 minimum) \$ 0.50

**REPRODUCTION OF DOCUMENTS**

For reproduction of audio, visual or photographic material, to include magnetic microfilming, the actual costs PLUS personnel time.

**NOTHING CONTAINED IN RCW 36.18.040 PERMITS THE EXPENDITURE OF PUBLIC FUNDS TO DEFRAY COSTS OF PRIVATE LITIGATION**

**EXECUTION – ORDER OF SALE, REAL PROPERTY**

Levy (per hour)	\$50.00
Notice to Publisher	2.00
Recording with Auditor + Auditor's filing fee	20.00
Notice of Sale (Plus copies)	2.00
Conducting Sale (per hour)	40.00
Certificate of Sale	50.00
Return to Court	10.00
Posting of Notice (each)	15.00
Affidavit of Posting	7.00
Postponement (each notice)	15.00
Mileage (per mile) (\$10.00 minimum)	0.50
Mailing (actual cost of postage)	
Service (per person)	25.00

**GARNISHMENT, WRIT OF**

Serve, Garnishee	25.00
Return to Court	10.00
Serve Defendant (if required)	25.00
Mileage (per mile) (\$10.00 minimum)	0.50
Mailing (actual cost of postage)	

**WRIT OF REPLEVIN – AFFIDVIT, CLAIM, DELIVERY**

Serve Def w/Writ and/or Affidavit & Bond	\$25.00
Serve Summons & Complaint	20.00
Serve Summons & Complaint (2 or more)	25.00
Levy (per hour)	50.00
Return to Court	10.00
Mileage (per mile)(\$10.00 minimum)	0.50

**WRIT OF RESTITUTION and/or ASSISTANCE**

Service w/o Aid of County (posting)	\$40.00
Service w/Aid of County (ousted & ejected)	60.00
Cost per hour after FIRST HOUR	50.00
Return to Court	10.00
Mileage (per mile)(\$10.00 minimum)	0.50

**REDEMPTION**

Serve Notice/Intent	\$25.00
Certificate/Redemption	50.00
Copies supplied (per statute)	

**DEED**

Issuance	\$50.00
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**HABEAS CORPUS, ORDER TO ASSIST, ETC.**

Serve <b>ONLY</b>	\$25.00
Executing of (per hour)	50.00
Return to Court	10.00
Mileage (per mile)(\$10.00 minimum)	0.50

**CRIMINAL HISTORY RECORD CHECK**

Internal only (by department policy, referred to WSP)	\$15.00
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**NOTARIZING DOCUMENTS**

Fee	\$ 5.00
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**ALL OTHER DOCUMENTS & SUPPORTING PAPERS FOR WHICH NO FEE IS PROVIDED HEREIN**

	\$25.00
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**FINGERPRINTING**

Non-criminal purpose up to <b>TWO (2) SETS</b>	\$10.00
EACH additional set	3.00

### **Valid Service**

Service at driveway entrance is valid for abode service.

On corporate service, note title of person served.

For substitute service, must show relationship of person served on return.

Ask age of child before sub-serving. Superior Court requires suitable age & discretion. Has held that 14 yoa is suitable. District Court rules states over 12 years of age. We go with 14 yoa.

For substitute service at mailing address (ie. College student away from home during school year) sub-serve parents, then mail a copy to student at parent's address. Also required to make notarized affidavit of mailing to send w/return. Charge for all, including postage.

Drop service-knock, announce, resident identifies himself (or officer is sure he is inside and can verify it), drop serve & so describe. Return must be accompanied by affidavit of service from officer of how he served. Rarely used!

Do not have to touch person with papers to be valid service, can just drop them

Out of state services, follow WA law. We do not have to make 2 attempts before sub-serving.

Summons by publication when allowed- on sales Clark Co has run 6 wks notices

Can leave a card on door (not in mailbox, a federal offense) for ATS/note on back of card:

"I have important court documents for someone who was last known to reside here. Please call the number on the front for more information. Thank you."

### **Fees**

1973 Supreme Court held that Sheriff cannot waive his fees

Bowman vs. Walt says forma pauperis must pay fees (not good policy)

Court cannot waive Sheriff's fees *except* on DV's and anti-harassment

Listing fees on return of service for PA satisfies requirement to charge fees

Public Defender is not exempt from fees. (We show on return to court for inclusion in fees/fines)

We cannot refuse to serve papers to business if fees are paid in advance.

Fee schedule must be posted in lobby.

Subpoena Duces Tecum – can charge for employee time to reproduce.

Sheriff can contract with collection agency for outstanding bills.

Do not honor waiver of fees from another state.

On executions, charge service fee for each mailing to each defendant. Service is to be shown as personal.

### **General Notes**

Sheriff may be held liable for misconduct for not properly serving

If you follow the letter of instruction, even if instructions are wrong, you cannot be held liable.

If plaintiff advises to serve in way not valid, such as husband/wife to husband at work, advise them it is not valid. If they insist to do so anyway, document it, and so serve.

Don't refuse to take any papers from court. Take in, date stamp, then if unable to act for any reason take action accordingly.

Obstructing charge does not apply to service of civil process, only criminal. It does apply at other actions such as Order of Sale, Execution, Replevin.

Must make reasonable attempt to serve.

Deputies should check with neighbors for where resident is for diligent attempt.

Private mail box companies have to furnish residential address of box renters.

### **Time Allowances**

DV Orders are five calendar days, not judicial days.

Small claims notice must be served 10 calendar days before hearing or date on notice.

Order to Show Cause with 5 days notice.

Order Without Show Cause with 3 days notice.