



Coconino County SHERIFF'S OFFICE

Jim Driscoll, Sheriff

CIVIL PAPER SERVICE FACT SHEET (REGULAR CIVIL PAPERS)

General instructions:

The Sheriff's Office serves various civil process and court documents, including, writs, notices to appear, domestic/divorce papers, complaints, summons and subpoenas.

All services will require a Service Information Sheet or cover letter giving detailed and specific information to be used to locate and serve the designated person. Successful and expeditious services are our goal and we rely heavily on the information that you provide to us. Originator's information must also be completed accurately so that we may notify you of the results of our service attempts.

If you wish to have papers served, bring all papers you received at court to the Sheriff's Office customer service lobby window. You will receive notification by phone of whether or not your papers were successfully served. If you receive notice that the defendant was not served, contact the issuing court concerning your options.

Note: we may not be able to serve papers at certain locations, such as, reservations, (medical/rehab/mental health centers, or other locations that prohibit service of their employees).

Fees:

A **deposit** is required for the service of all civil processes. Unless you provide a waiver (**Waiver** – means that the Arizona Superior Court is waiving all service fees and charges, and, therefore, no payment will be required) or deferral (**Deferral**– means you will be billed later for any applicable fees and charges) from a Arizona Superior Court, there will be charges for serving your papers. If fees are to be waived or deferred, a valid copy of the court order waiving or deferring fees must accompany the papers you submit for service. Out of state and municipal court waivers or deferrals will not be accepted. You may contact a local Arizona Superior Court for assistance in obtaining a waiver or deferral order.

The required deposit for standard service of papers is \$80.00 per person being served. Writs require a \$300.00 deposit (exception – Writs of Garnishment \$80).

Deposits are accepted by money order, cashier's check, or cash (in-person only).

Civil Fees are set by Arizona Revised Statute 11-445 and not the Sheriff's Office. Civil service has multiple fees including but not limited to Serving Each Copy \$16.00, Preparation \$8.00, \$2.40 for each mile one way not to exceed two hundred miles for attempts of service, etc.

After deduction of fees, any excess deposit will be refunded to you. If the fees exceed the amount of the deposit the Coconino County Sheriff's Office will bill you for the remainder due. Invoices are due upon receipt and documents will not be returned until balance is paid in full.

If you would like further assistance, please contact the Administrative Team at 928-226-5012.

Updated 1/20/2022



"SERVICE TO COMMUNITY"