

**El Paso County Sheriff's Office
Civil Section
Service Fees and Guidelines**

Papers received by the El Paso County Sheriff's Office for service must be prepaid in full. We accept business checks (with business name imprinted), attorney trust account checks, money orders and certified bank checks. **Personal checks will not be accepted and if sent will be returned to you and will delay service.** Fees are based upon the type of document being served and the address provided to us for service.

Please be specific about the person or persons to be served and provide a physical daytime address where the individual can be located. The more details you provide the better the chances for successful service. A description or a picture of the individual would be helpful if you have one. Our office hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. only. We are closed most federal holidays.

Please provide a cover letter detailing any specific rules of service for your jurisdiction, (i.e. sub service, posting, etc.). This will help eliminate service delays. Note that we require at least 10 business days from the date we receive your papers to attempt the service. We utilize a computer-generated return of service. If this is not acceptable for your court, please provide us with specific instructions.

**The El Paso County Sheriff's Office cannot guarantee service.
Please call 719-520-7144 if you have questions.
FAX 719-520-7293**

QUICK LIST FOR DOCUMENTS, FEES & SERVICE GUIDELINES

| DOCUMENT | FEE |
|--------------------------------|------------|
| Certificate of Levy | \$30 |
| Certificate of Purchase | \$30 |
| Certificate of Redemption | \$30 |
| Citation | |
| - Contempt | \$35 |
| - Other | \$35 |
| Deed | \$40 |
| Demand for Payment | \$35 |
| Demand for Possession | \$35 |
| Distrain Warrant | \$35 |
| Injunction | \$35 |
| Interrogatories | \$35 |
| Judgment and Decree | \$35 |
| Notice and Summons to Appear | \$35 |
| Notice of Hearing | \$35 |
| Notice of Levy | \$35 |
| Notice of Sheriff's Sale | \$35 |
| Notice to Quit | \$35 |
| Notice to Vacate | \$35 |
| Notice – Other | \$35 |
| Order for Possession – Service | \$60 |
| Order to Show Cause | |
| - Contempt | \$35 |
| - Other | \$35 |
| Release of Levy/Attachment | \$35 |

| | |
|--------------------------------|--------------------------------|
| Restraining Order | |
| - Civil | \$35 |
| - Domestic | \$0 |
| Subpoena | |
| - Civil | \$60 |
| - Criminal | \$7.50 |
| Summons and Complaint | |
| - Civil | \$35 |
| - Criminal | \$15 |
| - Delinquency (Juvenile) | \$35 |
| - Dependency & Neglect | \$15 |
| - Dissolution of Marriage | \$35 |
| - Unlawful Detainer (FED) | \$35 |
| Writ of Attachment | |
| - Service | \$35 |
| - Execution | \$75 |
| Writ of Continuing Garnishment | \$20 |
| Writ of Execution | \$60 |
| Writ of Garnishment | |
| - For Child Support | \$20 |
| - In Aid of Writ of Attachment | \$20 |
| - Other than Nat. Person | \$20 |
| - Notice of Exemp/Levy | \$20 |
| Writ of Habeas Corpus | \$35 |
| Writ of Replevin | |
| - Service | \$75 |
| - Execution | \$75 |
| Writ of Restitution | |
| - Service | \$60 (No refund once posted) |
| - Execution | \$60 (No refund once on-scene) |

SERVICE ZIP CODES AND FEES

| | |
|-------|---------|
| 80106 | \$42.18 |
| 80132 | \$23.31 |
| 80133 | \$26.64 |
| 80808 | \$42.18 |
| 80809 | \$13.32 |
| 80817 | \$17.76 |
| 80819 | \$16.65 |
| 80829 | \$14.43 |
| 80831 | \$27.75 |
| 80832 | \$48.84 |
| 80833 | \$44.40 |
| 80840 | \$16.65 |
| 80841 | \$16.65 |
| 80863 | \$21.09 |
| 80864 | \$43.29 |
| 80902 | \$7.77 |
| 80903 | \$1.11 |
| 80904 | \$5.55 |
| 80905 | \$2.22 |
| 80906 | \$5.55 |
| 80907 | \$3.33 |
| 80908 | \$21.09 |
| 80909 | \$4.44 |
| 80910 | \$4.44 |
| 80911 | \$12.21 |
| 80912 | \$18.87 |
| 80913 | \$11.10 |
| 80914 | \$8.88 |
| 80915 | \$12.21 |
| 80916 | \$6.66 |
| 80917 | \$8.88 |
| 80918 | \$7.77 |
| 80919 | \$9.99 |
| 80920 | \$14.43 |
| 80921 | \$21.09 |
| 80922 | \$15.54 |
| 80923 | \$16.65 |
| 80924 | \$14.43 |
| 80925 | \$13.32 |
| 80926 | \$18.87 |
| 80927 | \$15.54 |
| 80928 | \$37.74 |
| 80929 | \$15.54 |
| 80930 | \$22.20 |
| 80938 | \$15.54 |
| 80939 | \$12.21 |
| 80951 | \$12.21 |