

**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. This office will retain an \$8.00 computer fee plus mileage fees for papers that were attempted but not successfully served.

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 service hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. only. We do not serve papers during evening, weekend or holiday hours.

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 (n/s)***	SERVICE	TIME*
Certificate of Levy	\$30	G	ASAP
Certificate of Purchase	\$30	G & H	10 days
Certificate of Redemption	\$30	G & H	ASAP
Citation			
- Contempt	\$35 (\$8 + mileage)	A	20 days
- Other	\$35 (\$8 + mileage)	A	5 days
Deed	\$40	G & H	ASAP
Demand for Payment	\$35 (\$8 + mileage)	C or F	ASAP
Demand for Possession	\$35 (\$8 + mileage)	C or F	ASAP
Distrain Warrant	\$35 (\$8 + mileage)	B, E & I	ASAP
Injunction	\$35 (\$8 + mileage)	A	ASAP
Interrogatories	\$35 (\$8 + mileage)	A	ASAP
Judgment and Decree	\$35 (\$8 + mileage)	A	ASAP
Notice and Summons to Appear	\$35 (\$8 + mileage)	B	15 days
Notice of Hearing	\$35 (\$8 + mileage)	B	5 days
Notice of Levy	\$35 (\$8 + mileage)	C or G	ASAP
Notice of Sheriff's Sale	\$35 (\$8 + mileage)	I	ASAP
Notice to Quit	\$35 (\$8 + mileage)	C or F	ASAP
Notice to Vacate	\$35 (\$8 + mileage)	C or F	ASAP
Notice – Other	\$35 (\$8 + mileage)	B	5 days
Order for Possession – Service	\$60 (\$8 + mileage)	B or I	5 days

Order to Show Cause			
- Contempt	\$35 (\$8 + mileage)	A	5 days
- Other	\$35 (\$8 + mileage)	A	5 days
Release of Levy/Attachment	\$35 (\$8 + mileage)	G	ASAP
Restraining Order			
- Civil	\$35 (if attempt made no refund)	A	Within 24 hours
- Domestic	\$0	A	Within 24 hours
Subpoena			
- Civil	\$60 (\$8 + mileage)	A	48 hours
- Criminal	\$7.50 (\$5 + mileage)	A	48 hours
Summons and Complaint			
- Civil	\$35 (\$8 + mileage)	B	10 days
- Criminal	\$15 (\$5 + mileage)	A	48 hours
- Delinquency (Juvenile)	\$35 (\$8 + mileage)	A**	2 days
- Dependency & Neglect	\$15 (\$8 + mileage)	B	5 days
- Dissolution of Marriage	\$35 (\$8 + mileage)	A	ASAP
- Unlawful Detainer (FED)	\$35 (\$8 + mileage)	B or F	5 days
Writ of Attachment			
- Service	\$35 (\$8 + mileage)	B	ASAP
- Execution	\$75 (\$8 + mileage)	J	Within 20 days of receipt
Writ of Continuing Garnishment	\$20 (\$8 + mileage)	D	ASAP
Writ of Execution	\$60 (\$8 + mileage)	B	ASAP
Writ of Garnishment			
- For Child Support	\$20 (\$8 + mileage)	D	ASAP
- In Aid of Writ of Attachment	\$20 (\$8 + mileage)	D	ASAP
- Other than Nat. Person	\$20 (\$8 + mileage)	D	ASAP
- Notice of Exemp/Levy	\$20 (\$8 + mileage)	B & D	ASAP
Writ of Habeas Corpus	\$35 (\$8 + mileage)	A	ASAP
Writ of Replevin			
- Service	\$75 (\$8 + mileage)	B	ASAP
- Execution	\$75 (\$8 + mileage)	--	ASAP
Writ of Restitution			
- Service	\$60 (No refund once posted) (Not posted, \$8 computer fee)	C or F	ASAP
- Execution	\$60 (No refund once on-scene)		

A – Subject Only	B – Subject or Substitute	C – Subject or Resident over 15
D – Officer/Agent/Manager	E – All on Cert. of Mailing	F – Post G – Record
H – To Purchaser	I – Publish	J – To Court
* If hours or days are indicated, denotes number of days/hours to be served before court date		
** See specifics on serving juveniles		
*** n/s – fee if unable to serve		

SERVICE ZIP CODES AND FEES

80106	\$19.80
80132	\$16.20
80133	\$18.00
80808	\$30.60
80809	\$9.00
80817	\$19.80
80819	\$14.40
80829	\$5.40
80831	\$23.40
80832	\$34.20
80833	\$30.60
80840	\$10.80
80841	\$10.80
80863	\$12.60
80864	\$30.60
80902	\$7.20
80903	\$1.80
80904	\$5.40
80905	\$1.80
80906	\$7.20
80907	\$3.60
80908	\$18.00
80909	\$3.60
80910	\$3.60
80911	\$7.20
80912	\$12.60
80913	\$12.60
80914	\$5.40
80915	\$10.80
80916	\$7.20
80917	\$7.20
80918	\$7.20
80919	\$7.20
80920	\$9.00
80921	\$12.60
80922	\$9.00
80923	\$9.00
80924	\$9.00
80925	\$10.80
80926	\$14.40
80927	\$10.80
80928	\$28.80
80929	\$10.80
80930	\$14.40
80938	\$10.80
80939	\$10.80
80951	\$10.80