



REQUEST FOR SERVICE

Civil Division | 970-874-2011

INFORMATION FROM PERSON/BUSINESS REQUESTING SERVICE: *ALL FIELDS MUST BE COMPLETED!*

Name of Individual requesting service: _____ DOB _____

Business Name: _____

Mailing Address

Street or PO Box _____

City/State/Zip code _____ Email: _____

Telephone number(s): Home/Work _____ Cell _____

Please send me an Email when service has been completed.

Please send me a Receipt via Email for my final total.

INFORMATION ABOUT SERVICE PARTY

**** WE ONLY SERVE PROCESS IN DELTA COUNTY. IF YOU ARE ATTEMPTING TO SERVE SOMEONE IN ANOTHER COUNTY, PLEASE CONTACT THE SHERIFF'S OFFICE IN THAT COUNTY.****

PARTY 1 TO BE SERVED:

DOB:

FULL LEGAL NAME IF KNOWN. INCLUDE ANY ALIAS/MAIDEN NAMES AS WELL.

Street Address:

Physical Address Required –NO PO BOXES

City:

Home/Cell:

Work Phone:

Place of Employment/Work Hours:

Description of Vehicles/Residence:

Best Time/Place to Serve:

PARTY 2 TO BE SERVED:

DOB:

FULL LEGAL NAME IF KNOWN. INCLUDE ANY ALIAS/MAIDEN NAMES AS WELL.

Street Address:

Physical Address Required –NO PO BOXES

City:

Home/Cell:

Work Phone:

Place of Employment/Work Hours:

Description of Vehicles/Residence:

Best Time/Place to Serve:

FEES:

To view Civil Process Fee Schedule, please visit DeltaCounty.com/Sheriff and click on the "Civil Process" tab on the left.

Payment for the type of service and mileage is due at the time of request. Mileage fees are in addition to our service fee and are charged on a daily attempt basis. We will attempt three (3) times prior to returning process and you will be charged mileage for each daily service attempt. If service is not made, a non-found fee will be applied and any overage of fees paid will be refunded back to you.

Make checks payable to:

DELTA COUNTY SHERIFF'S OFFICE

555 Palmer Street | PO Box 172 Delta, CO 81416 Phone (970) 874-2000 | Fax (970) 874-2027

DELTA COUNTY SHERIFF'S OFFICE/CIVIL DIVISION

555 Palmer Street – PO Box 172 – Delta, CO 81416

970-874-2011

SERVICE OF PROCESS FEE SCALE

Effective October 1, 2010

PROCESS

SUMMONS – ALL Summons including Dissolution of

Marriage; Civil Summons and Complaint; Forcible Entry and

Detainer; etc. _____

\$ 35.00

CITATIONS _____

\$ 35.00

DEMAND FOR PAYMENT/POSSESSION _____

\$ 35.00

INTERROGATORIES _____

\$ 35.00

MOTIONS _____

\$ 35.00

NONFOUND/NOT SERVED _____

\$ 20.00

NOTICES _____

\$ 35.00

ORDERS _____

\$ 35.00

RESTRAINING ORDERS CIVIL _____

\$ 35.00

SUBPOENAS – CIVIL _____

\$ 35.00

WRIT OF ATTACHMENT or REPLEVIN _____

Actual expenses + Mileage

WRIT OF EXECUTION _____

\$ 35.00

WRIT OF GARNISHMENT _____

\$ 20.00

WRIT OR RESTITUTION _____

\$100.00

ZIP CODE BASED MILEAGE FEE STRUCTURE (roundtrip mileage @ .40

per mile) Mileage will be collected for the first attempt and you will be billed for any additional attempts – Three attempts will be made prior to returning process.

<u>ZIP CODE</u>	<u>CITY</u>	<u>Round trip mileage Fee (daily attempt fee)</u>	
(1) 81416	Delta	14 miles	\$ 5.60
(2) 81414	Cory	15 miles	\$ 6.00
81418	Eckert		
81410	Austin/Orchard City		
(3) 81413	Cedaredge	30 miles	\$12.00
(4) 81419	Hotchkiss	40 miles	\$16.00
81420	Lazear		
(5) 81428	Paonia	60 miles	\$24.00
81415	Crawford		
(6) 81434	Somerset	80 miles	\$32.00 Service only to the coal mines