

MANATEE COUNTY SHERIFF'S OFFICE

MEMORANDUM

Fees and Requirements for Civil Process

In accordance with Florida Statute 30.231, the following fees apply for service of process (all fees are nonrefundable and shall be earned when each original request or service of process is made):

- = \$40.00 – per person/per process requiring service only (including but not limited to summons, subpoena, notice of hearing, motion, orders, etc.);
- = \$90.00 – Writ of Attachment;
- = \$90.00 – Writ of Bodily Attachment;
- = \$90.00 – Writ of Possession;
- = \$90.00 – Writ of Replevin;
- = Payment must be in the form of Cashier's Check, Money Order, or Business Check. If you send a business check, please include a copy of the driver's license/identification of the person that signed the check. Cash or Credit/Debit card may be used if brought in person.

The following requirements apply for service of process:

- = Original or Certified Copy of the paper;
- = Service copy of the paper and a copy of complaint, claim, petition, and/or other attachments to be served;
- = Name of the individual or entity to be served;
- = Complete physical address for the individual or entity to be served;
- = If the name and/or address are not included on the original paperwork, you may submit the information on an additional letter.
- = You may deliver the paperwork to our office located at:

**600 301 Blvd W., Ste 202
Bradenton, Florida 34205
(Inside the Records Section entrance)**

- = You may mail the paperwork to us at the following address:

**Manatee County Sheriff's Office
Attn: Civil
600 301 Blvd W., Ste 202
Bradenton, FL 34205**

- = If you have any questions, you may contact us at:

(941)747-3011 ext. 2242 or 2256

12/30/2022