

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:

- = \$40.00 – per person/per paper;
- = \$40.00 – Process requiring service only (including but not limited to summons, subpoena, notice of hearing, motion, etc.);
- = \$90.00 – Writ of Attachment;
- = \$90.00 – Writ of Bodily Attachment;
- = \$90.00 – Writ of Possession;
- = \$90.00 – Writ of Replevin;
- = \$90.00 – Writ of Bodily Attachment;
- = Payment must be in the form of Cashier's Check, Money Order, Business Check, or Traveler's 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 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