

# MANATEE COUNTY SHERIFF'S OFFICE

## MEMORANDUM

### Out of State Process Information

#### In the accordance with Florida Statute 30.231, the following fees apply for service of process for out of state papers:

- = \$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;
- = 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 may be used if brought in person.

#### The following additional fees may be charged if you require these services:

- = \$10.00 – Personal Service (if paper must be served only to the individual listed).
- = \$2.00 – Affidavit (if you require an affidavit other than our return of service).
- = \$2.00 – Notary (if you require the affidavit listed above be notarized).
- = \$5.00 – Description of the person to be served.

#### The following items are required 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.
- = If you are submitting a paper that has been filed outside of Manatee County, you should submit a self-addressed stamped envelope so we may return the paperwork to you upon completion.
- = You may mail it 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**