

MANATEE COUNTY SHERIFF'S OFFICE

MEMORANDUM

Writ of Possession (Florida Statute 83.62)

In accordance with FSS 30.231, the following fees apply for service of process:

- = \$90.00 – Writ of Possession;
- = \$40.00 – Alias Writ of Possession or Pluries Writ of Possession;
- = These charges are for each address to be posted (Apt, Unit, Lot, etc.);
- = 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;
- = Name of the individual or entity to be served;
- = Complete address for the individual or entity to be served;
- = The paper must be addressed to the "Sheriff of Manatee County" or to "All the Sheriffs of the State of Florida";
- = The paper must command the Sheriff to remove all persons from the respective property;
- = The paper must list the name and phone number of the person to be contacted to schedule the eviction;
- = 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**

The paper will be processed as follows:

- = The paper will be processed the same day it is received in our office and sent out with the deputy the next business day for posting;
 - = The deputy will notify the individual listed as the contact to schedule the eviction.
- *NOTE*: If you cancel the Writ of Possession or take possession of the property before the Deputy turns the property over to the Plaintiff or Plaintiff's Agent, the Writ of Possession will be unexecuted and the Deputy will note that on the Return of Service.**

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

(941)747-3011 ext. 2253