



MISSOULA COUNTY SHERIFF'S OFFICE
CIVIL PROCESS DEPT.

200 W. BROADWAY ST., 2nd Floor Annex
MISSOULA MT 59802

(406) 258-4802 or **258-4804**, Fax (406) 721-8575

Hours 8 a.m. - 5 p.m. Monday - Friday

SHERIFF'S FEES FOR SERVICE OF PROCESS

The following are the Sheriff's fees for service. **These fees must be paid in advance**, exception: **If a person is unable to pay service fees a copy of their Paupers Affidavit or Waiver (accepted only if approved by the court) must be provided. All civil papers must be accompanied by a signed praecipe or letter of instruction, and a valid physical address given for service. There are no refunds for returning documents without service at the request of a plaintiff or plaintiff's counsel after they have been entered into the computer or processed.**

Montana governmental entities not required to prepay fees, 25-10-405, M.C.A., and fees not required in certain cases for them, 7-4-2516, M.C.A.

- \$100.00** **Summons and Complaint or Petition, Subpoena, Notice, Order, Small Claims, Rule, letter, other routine services, etc.** - For each person, party, or business
 - \$100.00** for additional Notice or Court document that requires a separate return
 - \$100.00** for each additional person, party or business
 - \$25.00** Reissue lost Sheriff's Returns, lost affidavits and/or other documents previously supplied
- EXCEPTION:** No charge for serving Order to Attend Mandatory Parenting Plan Orientation, or similar order, unless it is being served separately from any other document

- \$200.00** **Writ of Assistance, Order for Possession** (eviction or lock out) - For each person by service upon person in possession or by posting
- +\$200.00** for each additional person or posting

- \$500.00** **Sheriffs Sale on Order of Sale, Execution,** or otherwise - sale of one (1) item or parcel, *plus \$100 for any necessary personal service or posting (see above)*. Includes preparing advertising, accepting claims & undertakings, issuing certificates, and deeds. Can be fees in addition for service fees (*person in possession*), filing fees, publication costs, impound/storage costs and or other outside costs incurred. If Missoula County is involved in storing of personal property, there will be a charge of \$25.00 per day until property is removed. The County is NOT responsible for fees requested by private tow/wrecker companies upon their rotation.

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- +\$150.00** **per each additional item or parcel** - (Bond for Security of Costs will also be required for estimated impound/moving costs and estimated storage costs for personal property for life of writ, usually 120 days)

+\$100.00 **Postponement** (sale notice prepared, posted in public places once again)
\$60.00 **Sheriff's Deed** (not in immediate conjunction with sale)

\$100.00 **Execution for money seizure** (service of **Execution on one** company with service of Notice of Seizure on employer and service of Notice of Seizure on **one** debtor = **\$100.00**).
+\$100.00 *per additional location or business or bank*
\$150.00 **Til Taps- \$150.00 per location/trip**

\$300.00 **Property Seizure whether under Claim and Delivery, Writ of Attachment, Writ or Warrant of Execution**, or otherwise - seizure of one (1) item or parcel, *plus deposit for any necessary service (see above)*.
Bond for Security of Costs will also be required for estimated impound/moving costs and estimated storage costs for personal property.
+\$150.00 **per each additional item or parcel**

\$300.00 **Sheriff's Sale on Agister's Lien** - sale of livestock. Sheriffs Indemnity Bond for protection against lawsuit will also be required for double the amount of the claim - must be valid for 2 years.
+\$150.00 **per each additional animal**

Misc. fees: **STAND-BY** - Court ordered or otherwise: **\$75.00 for first hour plus \$50.00 each additional hour per deputy** (exception: Protection Orders, no charge per Federal statute).
\$20.00 - Teletype fee per vehicle or item, for obtaining registration and lien information.
\$5.00 - per **Notary**
\$1.00 - per page for **FAX/SCAN**
\$0.50 - per page for **copies**