

PALM BEACH COUNTY
SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



PALM BEACH COUNTY SHERIFF'S OFFICE
COURT SERVICES BUREAU
FEE SCHEDULE

STREET ADDRESS

205 NORTH DIXIE HIGHWAY
ROOM #1.1200
WEST PALM BEACH, FLORIDA 33401

MAILING ADDRESS

POST OFFICE BOX 24681
WEST PALM BEACH, FLORIDA 33416-4681

NON-ENFORCEABLE CIVIL PROCESS

*** Please direct all inquiries regarding Non-Enforceable Civil Process to: (561) 355-2760

*** Summons, Writs of Garnishment, Notices of Tax Sale, Subpoenas and all other types of Non-Enforceable process requiring **service only**.

Service Fees: **\$40.00** each service plus a self addressed stamped envelope.

*** **Out of State** non-enforceable process --- This Office will serve the process according to Florida State Statutes unless an explicit letter of instruction accompanies each document.

Service Fees: **\$70.00** each service plus a self addressed stamped envelope.

*** **Alias** or **Pluries** Summons will be charged the standard Service fee of \$40.00.

***** SERVICE FEES, AS ALWAYS, ARE NOT REFUNDABLE *****

ENFORCEABLE CIVIL PROCESS

*** Please direct all inquiries regarding Enforceable Civil Process to: (561) 355-2763

*** All documents **MUST** be either issued in or domesticated within the State of Florida.

WRIT OF POSSESSION

\$90.00 per Writ plus a self addressed stamped envelope.

Landlord/Tenant requirements --- The Original Writ of Possession, a copy of the Final Judgment and the Sheriff's Information Sheet.

Foreclosure requirements ----- The Original Writ of Possession, a copy of the Court's Order, a copy of the Certificate of Title and the Sheriff's Information Sheet.

All Writs of Possession must be accompanied by a Sheriff's Information Sheet listing the name and phone number of the Contact Person who will meet the Deputy Sheriff on the premises and accept possession.

WRIT OF REPLEVIN

\$40.00 **per Defendant**, as listed in the **Body** of the Writ, **plus** a \$50.00 Levy fee & a self addressed stamped envelope.

Requirements ---- 1. The Original Writ of Replevin
2. Signed copy of the Final Judgment and/or Court Order,
3. Copy of the Bond (if required by the Court to post one)
4. **Cover Letter** stating that the Plaintiff will provide labor, equipment and locksmith services necessary to complete the action, and indicating the **name and phone number of the Contact Person** who will accept possession of the property.

If the Writ of Replevin directs the seizure of a vehicle, motorcycle, etc. include a Cost Deposit of \$200.00, **in addition to service fees**. This is required to cover towing charges and any unused portion will be refunded.

If you wish to have a **Summons** served at the same time the Writ of Replevin is executed, this Office requires a **SEPARATE** check for Service fees of \$40.00 **per Defendant**, also made payable to the Palm Beach County Sheriff's Office. While the paperwork is processed in separate offices, they will be served together.

DISTRESS WRIT

\$40.00 **per Defendant**, as listed in the Body of the Writ, **plus** a self addressed stamped envelope.

Requirements ----- A Certified copy of the Distress Writ and a copy of the Bond (if required by the Court to post one).

WRIT OF EXECUTION & SHERIFF SALE

ALL DOCUMENTS AND FORMS RELATING TO THE LEVY MUST BE TYPED NO HAND WRITTEN PAPERWORK WILL BE ACCEPTED

All Levy Instructions must be accompanied by a Cost Deposit, Original Writ of Execution, Certified Copy of a Judgment Lien Certificate, Affidavit of Priority (both personal and real property) and other appropriate documents as listed below. Please phone or write this Office to request a copy of our levy instruction form.

COST DEPOSITS ARE COLLECTED IN ADVANCE AS PROVIDED IN F.S. 30.231(3)

<u>TYPE OF PROPERTY</u>	<u>ESTIMATED COST DEPOSIT</u>	<u>LEVY INSTRUCTIONS MUST INCLUDE THE FOLLOWING:</u>
AUTOMOBILE	\$1,500.00	All vehicle levies must be accompanied by a DMV printout listing the Make, Model, VIN number, Title number, Tag number, and Lien holder information as verified in writing from the Dept. of Motor Vehicles (this printout can be obtained by writing to the Dept. of Motor Vehicles, Neil Kirkman Bldg., Tallahassee, FL 32301). The name(s) on the printout must match those on the Writ of Execution & Judgment Lien Certificate EXACTLY. If they do not, you must furnish an Affidavit of Same Name, stating the reason(s) you believe that they are one in the same person, with documentation supporting your belief attached. Balance due on Judgment. Do not include accrued interest.
REAL ESTATE	\$ 850.00	Legal description of property; Copy of the last known Deed; Common address or geographical location. Balance due on the Judgment; A Certified Copy of the Final Judgment must be recorded in the Official Records of Palm Beach County. The name(s) on the Deed must match those on the Writ of Execution & Judgment Lien Certificate EXACTLY. See above for Affidavit of Same name instructions.
STOCK CERTIFICATES	\$ 700.00	Must list the name of the Corporation in which the Stocks are issued.
PERSONAL JEWELRY	\$ 850.00	Must list all items to be seized along with a complete description of same.
AIRPLANE, BOAT, BUSINESS INVENTORY HOUSEHOLD ITEMS	Call for Estimate (561) 355-6301	Specific item(s) must be listed in as much detail as possible; Specific location of property; Balance due on the Final Judgment; Cost deposits on these types of items are determined on an individual basis based upon your particular circumstances.

These Cost Deposits are an estimate of the costs (Sheriff's fees, Towing & Storage fees, Advertising fees, Recording fees, etc.) involved with a levy and sale. Should the actual costs incurred be greater than the Cost Deposit, the party directing the levy will be responsible for any additional charges.

**CIVIL WARRANTS
ORDERS OF COMMITMENT
WRITS OF BODILY ATTACHMENT
CAPIAS; ETC.**

*** Please direct all inquiries regarding Civil Warrants to (561) 355-1619.

*** All Warrants issued from a county outside of Palm Beach County **MUST** be forwarded to this Office by the Sheriff's Office of the issuing county.

All Department of Revenue Warrants ----- No Charge

Order of Commitments for Child Support to be enforced in Palm Beach County ----- No Charge

Requirements --- Two (2) Certified copies of the Order

Information Sheet which must indicate the most recent address, date of birth and description of the subject (race, sex, etc.).

Civil Writs of Bodily Attachment **must** be accompanied by service and levy fees of \$90.00 plus a Cost Deposit for anticipated safe keeping costs. [F.S. 30.231 (2)]. The current safe keeping rate is \$75.00 per day. A minimum of three (3) days Cost Deposit (\$225.00) is required when number of days of incarceration are not specifically stated on the face of the Order.

*** Warrants to be forwarded to Counties other than Palm Beach must be accompanied by the following:

Two (2) Certified copies of the Order

Information Sheet which must indicate the most recent address, date of birth and description of the subject (race, sex, etc.).

Check made payable to the appropriate County's Sheriff - Contact that Sheriff's Office for exact fees prior to submitting your paperwork.