



**P I M A C O U N T Y S H E R I F F ' S D E P A R T M E N T**  
**Civil Enforcement Unit**  
32 N. Stone Avenue, 16th Floor Tucson, Az. 85701-1409  
Phone (520) 351-6000 Fax (520)351-4333  
[www.pimasheriff.org](http://www.pimasheriff.org)

## **CIVIL ENFORCEMENT FACT SHEET (REGULAR CIVIL PAPERS)**

### **General instructions:**

The Civil Unit serves various civil process and court documents, including, writs, notices to appear, domestic/divorce papers, complaints, summons and subpoenas.

All services will require a Service Information Sheet or cover letter from a law firm or government agency giving detailed and specific information to be used to locate and serve the designated person. Successful and expeditious services are our goal and we, therefore, rely heavily on the information that you provide to us. Plaintiffs' information must also be completed accurately so that we may notify you of the results of our service attempts.

If you wish to have papers served, bring all papers you received at court to the Civil Unit customer service counter. We will assist you in preparing a service packet.

You will receive notification by mail of whether or not your papers were successfully served. If you receive notice that the defendant was not served, contact the issuing court concerning your options.

While we attempt to serve all papers in an expedient manner, service of your papers and receiving your notification by mail can take up to **20** business days, depending on the circumstances of your case.

Note: we may not be able to serve papers at certain locations, such as, reservations, medical/rehab/mental health centers, or other locations that prohibit service of their employees.

### **Charges**

A deposit is required for the service of all civil processes. Unless you provide a waiver (**Waiver** – means that the Arizona Court is waiving all service fees and charges, and, therefore, no payment will be required) or deferral (**Deferral**– means you will be billed later by the Pima County Sheriff's Department for any applicable fees and charges) from a Arizona Court, there will be charges for serving your papers. If fees are to be waived or deferred, a valid copy of the court order waiving or deferring fees must accompany the papers you submit for service. You may contact a local Arizona Court for assistance in obtaining a waiver or deferral order.

The required deposit for standard service of papers is \$100.00 per person being served.

Charges that will apply	\$16.00 service fee (per order served)
	\$8.00 prep fee
	\$2.40 a mile (\$16.00 min. per attempt)

The required deposit for Writs are \$300.00 and charges may vary depending on the Writ being served. See our website for applicable charges.

Payments can be made in person or by mail in the form of a personal, cashier's, business check or money order (we do not accept cash). You may also pay by debit card in person or by phone. Please note your Process number from this form on your check/money order and mail to the address noted above. Checks must be exact amount.

After deduction of fees, any excess deposit will be refunded to you by mail. If the fees exceed the amount of the deposit the Pima County Sheriff's Department Civil Enforcement Unit will bill you for the remainder due.

To cancel service, you will need to contact our office to fill out the proper paperwork. If service has been attempted, you will be charged for mileage and a fee for filing an affidavit with the court.

If you would like further assistance, please contact the Civil Enforcement Unit, phone **#351-6000** or view our website at: [www.pimasheriff.org](http://www.pimasheriff.org), click on services/civil process.