

CIVIL PROCESS:

Colorado state law requires that the Sheriff of each county serve civil process of the courts within their jurisdiction. The civil section is responsible for processing and executing all civil papers received by the Sheriff's Office.

Civil process includes all types of papers resulting from:

- Civil litigation, court orders
- Subpoenas, garnishments
- Seizure of property, sale of real and personal property, writs of execution
- Writs of restitutions (commonly known as eviction orders)

ITEMS REQUIRED FOR SERVICE:

- A cover letter detailing any specific service instructions and the address where a copy of the Affidavit of Service should be mailed.
- Two sets of the papers you wish to have served.
- \$40.00 payment in the form of a personal check or money order payable to the Custer County Sheriff's Office, or cash.

FEE SCHEDULE:

- \$35.00 service fee
- \$5.00 notary fee
- You will be sent an invoice for mileage on any service outside of the townships of Westcliffe and Silver Cliff. The fee is 0.51 cents per mile.
- \$20.00 non-service fee plus mileage, if applicable

MAILING ADDRESS:

Custer County Sheriff's Office
Attn: Civil Division
P. O. Box 1489
Westcliffe CO 81252

Phone: (719) 783-2270 option 4