

UMATILLA COUNTY SHERIFF'S OFFICE

"Conservators of the Peace"

Sheriff Terry L. Rowan



Undersheriff Jim Littlefield

Notice of Fee Change / Instructions

EFFECTIVE 01/01/2018

To request the Sheriff to serve papers **within** Umatilla County, fill out the "Instructions to Sheriff" sheet and do **one** of the following:

- a. Leave paperwork two (2) Copies and payment (NO CASH) with the Umatilla County Circuit Court **or**
- b. Bring paperwork two (2) Copies in person to the Civil Division at address below **or**
- c. Mail two(2) copies of paperwork with payment and self-addressed envelope to the Civil Division at address below.

MAKE CHECKS or MONEY ORDER ONLY Payable TO U.C.S.O. (Umatilla County Sheriff's Office).

For Notice Process: (Including Small Claims, Summons & Complaint, Divorce or Custody papers, Orders, Eviction Summons & Complaints or Eviction Notice of Restitution)

The fee is generally \$45.00 per Case No.

1 Person	\$45.00
2 People @ same address	\$45.00
2 People @ 2 separate addresses	\$90.00 (\$45.00 each)
3 People @ same address	\$75.00 (\$25.00 each)
4 People @ same address	\$100.00

NOTE: In Eviction process, Et. Al. (or all others) counts as 1 additional person. Each listed defendant counts as one person being served at the residence. Example: The fee for Jane Doe, John Doe, and Et. Al. would be \$75.00 because 3 services are required.

• **For Eviction Writ of Executions (This is the 3rd and final step, for the first 2 steps see above).**

1 or 2 tenants	\$125.00 (\$80.00 + \$45.00)
3 tenants	\$155.00 (\$80.00 + \$25.00 + \$25.00 + \$25.00)
4 tenants	\$180.00 (\$80.00 + (\$25.00 x 4))

• **For Restraining Orders..... NO CHARGE**

• **Order of Assistance..... \$80.00**

• **Writ of Garnishment..... \$25.00** *if serving a bank or other financial institution, also include a \$10.00 search fee check made payable to the financial institution.

• **Real Property Sale..... \$1150.00** *Flat Fee Deposit. May cost more if excessive mailings or other expenses are involved.

• **Conveyance of Real Property (Deed)..... \$50.00**

If you do not see the fee you are searching for or you have further questions please contact the Umatilla County Sheriff's Office Civil Division at 541-966-3601.