



# El Paso County Sheriff's Office

*Sheriff Joseph J. Roybal*



## QUICK LIST FOR DOCUMENTS, FEES & SERVICE GUIDELINES

Papers received by the El Paso County Sheriff's Office for service must be prepaid in full. **We accept business checks (with business name imprinted), attorney trust account checks, money orders, certified bank checks and cash.** Personal checks will not be accepted and if sent will be returned to you and will delay service. Fees are based upon the type of document being serviced and mileage to the address provided to us for service.

Please be specific about the person or persons to be service and provide a physical **daytime address** where the individual can be located. The more details you provide the better the chances for successful service. A description or a picture of the individual would be helpful if you have one. Our office hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. only. We are closed most federal holidays.

Please provide a cover letter detailing any specific rules of service for your jurisdiction, (i.e. sub service, posting, etc.). This will help eliminate service delays. Note that we require at least 10 business days from the date we receive your papers to attempt the service. We utilize a computer-generated return of service. If this is not acceptable for your court, please provide us with specific instructions.

**The El Paso County Sheriff's Office cannot guarantee service.  
Please call 719-520-7144 if you have questions.  
FAX 719-520-7293.**

DOCUMENT	FEE
Certificate of Levy	\$30
Certificate of Purchase	\$30
Certificate of Redemption	\$30
Citation	
-Contempt	\$35
-Other	\$35
Deed	\$40
Demand for Payment	\$35
Demand for Possession	\$35
Distrain Warrant	\$35
Interrogatories	\$35
Judgment and Decree	\$35
Notary (per service)	\$2
Notice and Summons to Appear	\$35

Notice of Hearing	\$35
Notice of Levy	\$35
Notice of Sheriff's Sale	\$35
Notice to Terminate Tenancy	\$35
Notice to Vacate	\$35
Notice – Other	\$35
Order for Possession	
-Service	\$75
-Execution	\$544+ (see note below)
Order to Show Cause	
-Contempt	\$35
-Other	\$35
Release of Levy/Attachment	\$35
Restraining Order	
-Civil	\$35
-Domestic	\$0
Sheriff Sale	
-Personal Property	\$ 1,212
-Real Property	\$ 712
Subpoena	
-Civil	\$60
-Criminal	\$7.50
Summons and Complaint	
-Civil	\$35
-Criminal	\$15
-Delinquency (Juvenile)	\$35
-Dependency & Neglect	\$15
-Dissolution of Marriage	\$35
-Unlawful Detainer (FED)	\$35
Writ of Attachment	
-Service	\$35
-Execution	\$\$ 257+ (see note below)
Writ of Continuing Garnishment	\$20
Writ of Execution	\$60
Writ of Garnishment	
-For Child Support	\$20
-In Aid of Writ of Attachment	\$20
-Other than Nat. Person	\$20
-Notice of Exemp/Levy	\$20
Writ of Habeas Corpus	\$35
Writ of Replevin	
-Service	\$75
-Execution	\$ 544+ (see note below)
Writ of Restitution	\$ 200 (After first posting there is no refund)
+Should the order require additional personal/resources to execute, additional funds may be required	*Each additional person for the same case at the same address will be \$10.00

# SERVICE ZIP CODES AND FEES

ZIP CODE	MILEAGE FEE
80106	\$40.20
80132	\$29.50
80133	\$30.80
80808	\$44.20
80809	\$13.40
80817	\$21.45
80819	\$18.75
80829	\$8.05
80831	\$30.80
80832	\$58.95
80833	\$60.30
80840	\$20.10
80841	\$22.80
80863	\$20.10
80864	\$58.95
80902	\$14.75
80903	\$2.00
80904	\$5.35
80905	\$4.00
80906	\$8.05
80907	\$5.35
80908	\$29.50
80909	\$5.35
80910	\$5.35
80911	\$12.05
80912	\$25.45
80913	\$14.75
80914	\$10.70
80915	\$10.70
80916	\$9.40
80917	\$10.70
80918	\$13.40
80919	\$13.40
80920	\$16.10
80921	\$22.80
80922	\$14.75
80923	\$18.75
80924	\$21.45
80925	\$18.75
80926	\$20.10
80927	\$21.45
80928	\$44.20
80929	\$20.10
80930	\$32.15
80938	\$16.10
80939	\$14.75
80951	\$12.05