



Civil Process Services Information and Fee Schedule

The Nye County Sheriff's Office Civil Division acts as the administrative arm of the court fulfilling the Sheriff's statutory responsibilities to serve all civil papers, documents and orders directed to the Sheriff. Sheriff's Office Deputies are tasked with serving Writs, Summons, Subpoenas, Civil Warrants, and various Court Orders. This division also performs Court-Ordered Evictions, conducts Sheriff's Sales. The Civil Process Division processes, serves or enforces all civil papers, documents and orders.

Legal Disclaimer

The Nye County Sheriff's Office does not provide legal advice. The Sheriff's Office may provide information about its policies and procedures for Service of Process. This should not be considered legal advice. If you have questions related to legal issues, contact an attorney.

General Information

The Nye County Sheriff's Office accepts exact cash, money orders, checks or credit cards. Please be advised the Nye County Sheriff's Office cannot accept a single check for multiple cases. Each case requires a separate check payment.

Prior to mailing or delivering court orders, documents or papers to the Sheriff's Office, please verify the address to be served is in Nye County. The Nye County Sheriff's Office is unable to serve outside of Nye County.

The Nye County Sheriff's Office does not mail papers to other counties for service.

All documents for service must include 2 sets of the documents being served, a self addressed stamped envelope so we can return the affidavit of service back to you, and serving instructions that include the name and address of who we are serving.

FEES

A copy of the fee schedule shall be posted in a conspicuous place in each of the Nye County Sheriff's Office substations.

All fees pursuant to this policy will be payable in advance. Should the fee received not be adequate the requester will be notified to remit additional monies.

Pursuant to NRS 248.275 the following fees will be charged for process service:

- For serving a summons or complaint, or any other process, by which an action or proceeding is commenced, except as a writ of habeas corpus, on every defendant -- \$17
 - For traveling and making such service, per mile in going only, to be computed in all cases the distance actually traveled, for each mile-- \$2
 - If any two or more papers are required to be served in the same suit at the same time, where parties live in the same direction, one mileage only may be charged.
- For taking a bond or undertaking in any case in which the sheriff is authorized to take a bond or undertaking-- \$5



- For a copy of any writ, process or other paper, if demanded or required by law, for each page \$3
- For serving every rule or order-- \$15
- For serving one notice required by law before the commencement of a proceeding for any type of eviction-- \$26
 - For serving not fewer than 2 nor more than 10 such notices to the same location, each notice-- \$ 20
 - For serving not fewer than 11 nor more than 24 such notices to the same location, each notice-- \$17
 - For serving 25 or more such notices to the same location, each notice-- \$15
 - For mileage in serving such a notice, for each mile necessarily and actually traveled in going only-- \$2
 - But if two or more notices are served at the same general location during the same period, mileage may only be charged for the service of one notice.
- For serving a subpoena, for each witness summoned-- \$15
 - For traveling, per mile in serving subpoenas, or a venire, in going only, for each mile-- \$2
 - When two or more witnesses or jurors live in the same direction, traveling fees must be charged only for the most distant.
- For serving an attachment on property, or levying an execution, or executing an order of arrest or order for the delivery of personal property, together with traveling fees, as in cases of summons-- \$15
- For making and posting notices and advertising for sale, on execution or any judgment or order of sale, not to include the cost of publication in a newspaper-- \$15
- For issuing each certificate of sale of property on execution or order of sale, and for recording the original certificate with the county recorder, which must be collected from the party receiving the certificate-- \$5
- For drawing and executing every sheriff's deed, to be paid by the grantee, who shall in addition pay for the acknowledgment thereof-- \$20
- For serving a writ of possession or restitution, putting any person into possession entitled thereto-- \$21
 - For traveling in the service of any process, not otherwise provided in this section, for each mile necessarily traveled, for going only, for each mile-- \$2
- For mailing a notice of a writ of execution-- \$2

PUBLICATION CHARGES

When by law any publication is required to be made for any process, notice, order or other paper, the cost of such publication shall be requested from the party to whom such order, process, notice or other paper was granted before the Sheriff's Office will make publication thereof.

MILEAGE CHARGES

Pursuant to NRS 248.275 The Sheriff charges \$2 for each mile for service of subpoena, a summons or complaint, or any other process, required by law before the commencement of a



proceeding for any type of eviction and serving a writ of possession or restitution. This charge is for mileage "going only".

In the event that there is more than one subpoena to be served and they live in the same direction, travelling fees will only be charged on the most distant.

If Sheriff's Office staff make a reasonable effort to serve processes and is unable to the cost per mile travelled will still be charged but not to exceed \$20.

Mileage for criminal cases will be figured utilizing the same procedure as in civil cases.

In all cases mileage shall be computed from the courthouse of the county in all cases where mileage is chargeable. Every fraction of a mile shall be computed as a mile.

For process service in the Northern area of Nye County the address of the courthouse of the county is:

101 Radar Road, Tonopah Nevada 89049

For process service in the Southern area of Nye County (to include Central Area Command) the address of the courthouse of the county is:

1520 E. Basin Avenue, Pahrump Nevada 89060

It is the responsibility of all individuals requesting process service to calculate the mileage from the County Courthouse to the location service is being requested. The mileage fee shall be submitted with all other fees due.

To calculate mileage go to mapquest.com or maps.google.com or any other mapping website. Enter the starting address as the County Courthouse (either 101 Radar Road Tonopah or 1520 E. Basin Avenue Pahrump). Enter the address for the service requested as the ending address. Click on directions. Multiply the number of total miles times \$2.00. Add the mileage cost to the base fee for the total amount due.

COMMISSIONS

Pursuant to NRS 278.275 the Sheriff is entitled to charge and collect the following commissions:

- For commissions for receiving and paying over money on execution or process, where lands or personal property have been levied on, advertised or sold.
 - On the first \$500, 4% percent;
 - On any sum in excess of \$500, and not exceeding \$1,000, 2% percent;
 - On all sums above that amount, 1% percent.
- For commissions for receiving and paying over money on executions without levy, or where the lands or goods levied on are not sold:
 - On the first \$3,500, 2% percent,
 - All amounts over that sum, one-half of ½% percent.
- For service of any process in a criminal case, or of a writ of habeas corpus, the same mileage as in civil cases, to be allowed, audited and paid as are other claims against the county.
- For all services in justice courts, the same fees listed above are allowed.
- Any other amount the court from which the writ or order may issue certifies to be just and reasonable.



The fees allowed for the levy of an execution, for advertising and for making and collecting money on an execution or order of sale, must be collected from the defendants, by virtue of the execution or order of sale, in the same manner as the execution is directed to be made.

If we are unable to complete a successful service we will retain the fee for processing and attempts made except that any mileage fee paid over \$20 for an unsuccessful service attempt will be refunded.

Please mail all proper documentation and payment to:
Nye County Sheriff's Office
Attention: Civil Division
P.O. Box 831
Tonopah, Nevada 89049

A minimum of 2 weeks is required for service.

For further information please contact the Civil Process Division at 775-482-8114.