



SHERIFF'S OFFICE CIVIL PROCESS SERVICE PACKET

In order to complete a successful and timely service, the following instructions must be followed. Failure to provide payment, necessary documents, or other items could delay the processing of a service. Should you have questions regarding the request for service, please contact the Civil Deputy at (208) 354-8784

REQUIRED DOCUMENTS

1. **Letter of instruction** – This letter written by the plaintiff or the attorney of the plaintiff is the formal request to the Sheriff requesting the service. Instructions must be included to inform the Sheriff as to how to complete the service. An example of a letter of instruction is included below.
2. **Document to be served** – The original document issued from the court to be served and also a copy for the civil deputy to retain.
3. **Payment for service** – A copy of the Sheriff's service fee schedule is included in this packet. All fees must be collected prior to service. While most basic service is approximately \$70, some services including evictions and Sheriff's sales will have additional fees. Please refer to the included fee schedule.
4. **Return of Service envelope** – A Self-addressed and postage paid envelope to provide the return of service to show that the process has been completed.

LETTER OF INSTRUCTION REQUIREMENTS:

1. Letter must be addressed to: The Sheriff of Teton County.
2. List the person(s) to be served.
3. List the physical address of the person to be served.
4. List what documents are to be served. Documents must be intelligently described. Use the court case number on the document and the type of document to be served, etc.
5. List any special instructions that may need to be followed in order to complete the service. For example, the best days of the week and times for service, how many hours a resident has to vacate a premises, etc.
6. Where the return of service should be sent, (matches the address on the self-addressed return envelope).
7. Contact info in case the civil department has any questions regarding the service. Please include a phone number and email address.
8. Letter should be signed and dated by the plaintiff or the attorney writing the letter on the behalf of the plaintiff.

Example of a letter of instruction.

01/01/2017

Teton County Sheriff's Office
Civil Department
230 N Main St.
Driggs, ID 83422

To the Sheriff of Teton County,

I hereby request a civil process service to John Doe, residing at 123 Main St, Driggs, ID 83422. The included document to be served is a Subpoena to Appear on case CV-17-1234. Mr. Doe is known to work during daytime hours, the best time to serve this document will likely be in the evenings after 6:00 P.M.

The return of service can be sent to 456 Elm St, Driggs, ID 83422. A return envelope has been provided. If you have any questions, I can be reached at (208) 555-1234.

Signed,

Carl Public



Teton County Sheriff's Office
Sheriff Tony Liford



TCSO Form 200
 (Rev.1 08/17)

230 N Main St., #160, Driggs, ID 83422 – Phone: (208) 354-2323 – Fax: (208) 354-8028 – Email: sheriffdocs@co.teton.id.us

TETON COUNTY SHERIFF CIVL FEE SCHEDULE (Effective 10-01-2015)

TETON COUNTY SHERIFF'S FEES					
Effective 10-01-2015					
	SERVICE	RETURN		SERVICE	RETURN
Accident Reports	\$.10/Page	n/a	Record Notice of Levy	Cost	Cost
Additional Posting, Each	\$15	n/a	Notice of Pay Rent/Quit	\$35	\$35
Affidavit & Order	\$35	\$35	Notice of Sale, First	\$15	n/a
Arrest, Criminal	n/a	n/a	Notice To Quit/Vacate	\$35	\$35
Assistance, Writ of	\$35	\$35	Notice, Landlord Tenant	\$35	\$35
Attachment, Writ of	\$35	\$35	Order for Appearance	\$35	\$35
Bond, for Taking of	\$15	n/a	Order to Show Cause	\$35	\$35
Cancellation of Service	\$25	n/a	Posting (Sale Notice)	\$15	n/a
Certificate of Redemption	\$20	n/a	Posting Additional Notice	\$15	n/a
Certificate of Sale (Personal Property)	\$25	n/a	Preliminary Injunction	\$15	\$15
Certificate of Sale (Real Property)	\$25	n/a	Real Property – Levy & Sale	\$35	\$35
Certified Mail	Cost + \$7	n/a	Registered Mail	Cost	Cost
Claim & Delivery/Writ Possession	N/A	n/a	Sale Notice	\$15	n/a
Commission without Levy	\$150	n/a	Serve Affidavits &/or Notice	\$35	\$35
Commission with Levy	\$175	n/a	Serve Notice of Levy/Recorder	\$35	n/a
Commissioner of Insurance	\$30	\$30	Serve SIC with Writ	\$35	\$35
Complaint	\$35	\$35	Serve Undertaking	No Charge	No Charge
Court Commit/Jail Stay (per day)	\$25	n/a	Sheriff's Deed	\$35	n/a
Criminal Summons	No Charge	No Charge	Small Claims & Order	\$35	\$35
Cross Complaint	\$35	\$35	Small Claims w/o Order	\$35	\$35
Earnings Withholding order	\$35	\$35	State Auditor Requires	\$15	n/a
Eviction (Writ of Possession)	\$35	\$35	Summons & Complaint	\$35	\$35
Execution, Writ of	\$35	\$35	Summons & Petition	\$35	\$35
Federal Court Process (government)	No Charge	No Charge	Summons/Juror	n/a	n/a
Federal Court Process (Individuals)	\$35	\$35	Support Affidavits and/or Notices	No Charge	No Charge
Finger Print Cards (each)	\$20	\$20	Temporary Restraining Order	\$20	No Charge
Garnishment (all types)	\$35	\$35	Tenant 3-day Notice	\$35	\$35
Incident Reports	\$.10/Page	n/a	Three Day Notice Quit/Rent	\$35	\$35
Injunction & Injunction Pendente Lite	\$35	\$35	Three Day Notice to Quit	\$35	\$35
Interim Return	n/a	\$15	Undertaking/Bond	\$35	\$35
Keeper's Receipt	n/a	n/a	VIN Inspection	\$5	n/a
Moving & Storage	\$3,000 min	n/a	Warrant Bench (Civil)	\$25	\$25
Not Found Return	\$35	\$35	Warrant of Distrain	\$35	\$35
Notice of Entry of Sister State	\$35	\$35	Writ & Undertaking	\$35	\$35
Notice of Levy	\$35	\$35	Writ (All Types)	\$35	\$35