

## Civil Service



The Civil Division is responsible for processing, preparing, serving and enforcing court orders and a variety of other documents issued by the courts. Examples of civil papers include: small claims, notices, evictions, civil subpoenas, writs of garnishments, restraining orders and foreclosures of real or personal property as ordered by the courts. The Civil Section also processes and serves criminal subpoenas for the District Attorney and the Juvenile Department. Civil Section staff are trained in civil process to ensure that all court orders are processed in accordance with Oregon law and the Oregon Rules of Civil Procedure. After ensuring the papers are complete, a civil deputy delivers the documents to the person named on the paper, or if the law allows, to a responsible party.

### **Service Fees**

Generally, there is a fee charged to process and serve civil papers. State law or county ordinance sets the fee that is charged for our services.

***Checks or Money Orders for fees should be made payable to Wallowa County Sheriff's Office.***

### ***Civil Service Descriptions and Associated Fees***

<b>Civil Service</b>	<b>\$45.00</b>
	\$45.00
<i>If service is over 75 miles round trip, additional fee applies per address</i>	per address
<i>If service is to more than two individuals at the same address</i>	\$25.00 per person
<i>Two persons at the same address</i>	\$45.00
<i>Two persons at different addresses</i>	\$90.00
<i>Three persons at different addresses</i>	\$135.00
<i>Three persons at the same address</i>	\$75.00
<i>Four persons at the same address</i>	\$100.00
<b>Executions</b>	
<i>Service</i>	\$45.00
<i>Enforcement</i>	\$80.00
<b>Forcible Entry &amp; Detainer (F.E.D.) - Can be accepted by Civil Deputy only</b>	
<i>Summons</i>	\$45.00
<i>Notice</i>	\$45.00
<i>Enforcement</i>	\$80.00
<b>Writ of Garnishment</b> One original Writ, three true copies of the Writ, along with Garnishee Response forms, Wage and Debt Calculation Forms, Notice of Exemptions and Challenge to Garnishment form must be provided. Must include defendant's mailing address. If the Garnishee is a bank, they must include a \$10 check or money order payable to the bank.	\$25.00
<b>Fingerprints</b> <i>Fingerprints are taken <u>only on Thursdays, 8:30 a.m. to 2 p.m.</u></i>	\$10.00 per card
<b>Reports (copies)</b> Additional fee of 25 cents per page, over 5 pages. Additional Fax fee of \$2.00 for first page and \$1.00 per page thereafter (long distance fee)	
<i>Current or previous year</i>	\$10.00
<i>Older than previous year</i>	\$15.00
<b>Dog Impoundment and Licenses</b>	
<i>Impoundment</i>	\$20.00
<i>Boarding fee (per day)</i>	\$10.00
<i>License fee if fertile (unaltered)</i>	\$20.00*
<i>If Altered</i>	\$10.00*
<i>*Licenses are ½ price if animal owner is over 65 1/2</i>	
<b>Vehicle Impoundment (Redemption fee)</b>	<b>\$50.00</b>