



GARFIELD COUNTY SHERIFF'S OFFICE

CIVIL PROCESS INFORMATION SHEET

Glenwood: 107 8th St | Glenwood Springs, CO 81601

Rifle: 106 C.R. 333A | Rifle, CO 81650

970-384-3612 | civil@garcosheriff.com

YOU, THE CUSTOMER MUST PROVIDE A VALID ADDRESS FOR SERVICE IN ORDER FOR US TO ACCEPT PAPERWORK!

The Garfield County Sheriff's Office will attempt service based upon the information you provide us on this form. Please include as much information on the party(s) to be served as possible. This will assist Deputies in successfully serving your papers.

RECEIVED BY: <input type="checkbox"/> GWS <input type="checkbox"/> RIFLE		SERVE BY: _____
RECEIVED DATE: _____	INITIALS: _____	COURT DATE: _____
<i>For Official Office Use Only</i>		

CUSTOMER INFO (please print)

Customer / Rep. Name:		Ph#:
Plaintiff / Company Name:		
Email (PREFERRED so we can complete service with expedited efficiency):		
Mailing Address:		Phone (other):
City:	State:	Zip Code:

PERSON / BUSINESS TO BE SERVED (please print)

STOP! YOU CAN NOT PROCEED WITHOUT A VALID ADDRESS!	Name:		Phone (primary):		
	Address:		Phone (other):		
	City:	State:	Zip Code:		
	DoB:	Height:	Weight:	Gender:	Eyes:
	Is the person to be served a JUVENILE?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please fill in parent/guardian info below
	Parent / Guardian Name:				
	Address:		Phone (primary):		

EMPLOYER INFORMATION (please print)

Business Name:
Business Address:
Contact Number(s):
Work Hours / Schedule:

VEHICLE INFORMATION (please print)

Vehicle (1):
Vehicle (2):

OTHER INFORMATION / INSTRUCTIONS (please print)

Is he/she suicidal? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is he/she dangerous? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does he/she own weapons? <input type="checkbox"/> Yes <input type="checkbox"/> No
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PAPER TYPE	FEE		PAPER TYPE	FEE	
All Civil Summons	\$35.00		Interrogatories	\$35.00	
Citation	\$35.00		Order	\$35.00	
Motion or Notice	\$35.00		Demand / Notice to Quit or Vacate	\$35.00	
Civil Subpoena	\$60.00		Writ of Garnishment	\$20.00	
Additional Paper to Same Address	\$10.00		Writ of Attachment	\$75.00	
Writ Deposit	\$200.00		Sheriff's Sale Deposit	\$200.00	
Temporary Protection Order	\$35.00		Temp. Protection Order (Fees Waived)	N/C	
Mandatory Protection Order	N/C		Permanent Protection Order	N/C	
Criminal Subpoena	\$7.50		Criminal Summons	\$15.00	
Criminal Mileage .35 per mile actually traveled (first round trip mileage to be paid up front)					
Deputy Hourly Rate	\$64 / hr				
NOTE: A copy fee of \$0.25 per page will be applied for any printing that is done by our office.					
MILEAGE INFORMATION					
PAPERS RECEIVED BY THE GLENWOOD OFFICE			PAPERS RECEIVED BY THE RIFLE OFFICE		
Zip Code	To Location	Civil Rate	Zip Code	To Location	Civil Rate
81601	Glenwood Springs	\$13.40	81601	Glenwood Springs	\$36.00
81623	Carbondale	\$16.40	81623	Carbondale	\$39.50
81647	New Castle	\$19.50	81647	New Castle	\$19.50
81652	Silt	\$25.50	81652	Silt	\$11.50
81650	Rifle	\$42.60	81650	Rifle	\$20.80
81635	Parachute	\$74.20	81635	Parachute	\$25.80
81637	Sweet Water	\$61.30	81637	Sweet Water	\$84.20
81630	DeBeque	\$106.30	81630	DeBeque	\$84.40

Paper Fee:	Mileage Fee:	Copy Fees:	x.25 =	TOTAL FEES FOR SERVICE:
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Method of Payment: _____

Pursuant to Colorado Revised Statute 30-1-116, as amended, Officers shall collect fees in advance. The Garfield County Sheriff's Office is obligated to collect the service fees prior to the service of any civil process paper(s). You will be charged the statutory rate for type of document and a mileage fee based on the location of where the paper is to be served.

I understand that upon paying service fees, the Garfield County Sheriff's Office will attempt to make service up to three (3) times on three (3) different dates/times. If service isn't made by the third attempt, you may authorize additional service attempts (3) for an additional mileage fee.

I authorize an additional three (3) attempts.

Your signature acknowledges that you agree to pay all Sheriff's fees associated with this civil process in advance. Should the service require additional fees, they will be payable upon receipt of invoice.

Signature: _____

Date: _____