

## **Civil Process Information**

The Park County Sheriff's Office will assist in the countywide service of Civil Papers, Orders of Protection, Writs of Executions, Sales of Personal and Real Property, Concealed Weapons and Abandoned Vehicles.

All civil papers must be accompanied by a signed praecipe (instructional page) with a valid physical address for service.

Post Office Boxes will not be accepted and papers will be returned.

There are no refunds for returning documents at the request of a Plaintiff or Plaintiff's Attorney even if service has not been made.

Individual(s) unable to pay service fees must submit a "**Paupers Affidavit**." Those papers may be obtained from the Clerk of the Court and must be approved prior by the Court prior to processing service documents

Attorneys acting as public defenders will not be charged. **This fact must be noted on the praecipe.**

The Park County Sheriff's Office will attempt each service as soon as they possibly can. The deputy's do have other responsibilities which take precedence over process service.

Questions regarding Landlord/tenant(s) issues and evictions may contact 406-449-6577 or Montana Legal Services at 406-442-9830 or Landlord/Tenant 1-888-345-7474. Questions regarding mobile homes/parks contact 406-728-5297.

- **Basic Service Fees:** \$50.00  
The Sheriff's Office will not serve any papers unless accompanied by the paid fee in cash, check or money order. We do not accept out-of-state personal checks.  
Civil papers to be served upon two individuals (even if they live at the same address) costs \$100.00
- **Writ of Execution Fee:** \$75.00  
Park County Sheriff's Office has the right to charge an additional \$75.00 for each bank levy notice.
- **Agister Lien Fee:** \$75.00 + Sheriff Sale Costs  
An Indemnity Bond of twice the amount of the lien will be required for a minimum of 2 years. (MCA 71-13-1203(6))
- **Sheriff Personal & Real Property Sale Fees:** \$100.00  
Additional charges for Extra Manpower, Storage, Actual Advertisement Cost and Mileage are applicable.

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For additional information regarding Civil Processing please contact Park County Sheriff's Office at 406-222-4172. or check the website Montana Code Annotated (MCA), Title 10, 15, 25, 27 40, 61, 70 71, 75, 76, 80 and 81.