



MISSOULA COUNTY SHERIFF'S OFFICE
CIVIL PROCESS DEPT.

200 W. BROADWAY ST., 2nd Floor Annex
MISSOULA MT 59802

(406) 258-4802 or 258-4804, Fax (406) 721-8575

Hours 8 a.m. – 5 p.m. Monday - Friday

SHERIFF'S FEES FOR SERVICE OF PROCESS (per Resolution 2018-037)

The following are the Sheriff's fees for service. **These fees must be paid in advance**, exception: If a person is unable to pay service fees a copy of their Paupers Affidavit or Waiver (accepted only if approved by the court) must be provided. All civil papers must be accompanied by a signed **praecipe** or letter of instruction, and a valid physical address given for service. There are no refunds for returning documents without service at the request of a plaintiff or plaintiff's counsel after they have been entered into the computer or processed.

Montana governmental entities not required to prepay fees, 25-10-405, M.C.A., and fees not required in certain cases for them, 7-4-2516, M.C.A.

- \$100.00** - **Summons and Complaint or Petition, Subpoena, Notice, Order, Small Claims, Rule, letter, other routine services, etc.** – For each person, party, or business
- \$100.00** - for additional Notice or Court document that requires a separate return
- \$100.00** - for each additional person, party or business
- \$25.00** - Reissue lost Sheriff's Returns, lost affidavits and/or other documents previously supplied
- ***** **EXCEPTION:** No charge for serving Order to Attend Mandatory Parenting Plan Orientation, or similar order, unless it is being served separately from any other document

- \$100.00** - **Writ of Assistance, Order for Possession** (eviction or lock out) - For each person by service upon person in possession or by posting
- +\$100.00** - for each additional person or posting

- \$300.00** - **Sheriff's Sale on Order of Sale, Execution, or otherwise** - sale of one (1) item or parcel, *plus \$100 for any necessary personal service or posting (see above)*. Includes preparing advertising, accepting claims & undertakings, issuing certificates, and deeds. Can be fees in addition for service fees (*person in possession*), filing fees, publication costs, impound/storage costs and or other outside costs incurred. If Missoula County is involved in storing of personal property there will be a charge of \$25.00 per day until property is removed. The County is NOT responsible for fees requested by private tow/wrecker companies upon their rotation.
- +\$150.00** - **per each additional item or parcel** - (Bond for Security of Costs will also be required for estimated impound/moving costs and estimated storage costs for personal property for life of writ, usually 120 days)



