

TUOLUMNE COUNTY SHERIFF CIVIL PROCESS

TYPE OF SERVICE – FEE – COPIES NEEDED

NOTE: A SIGNED *LETTER OF INSTRUCTION* IS **REQUIRED** FOR ALL SERVICES EXCEPT WAGE GARNISHMENTS WHICH REQUIRE AN *APPLICATION FOR EARNINGS WITHHOLDING ORDER*.

Document Name/Description	Fee	Original &/or Copies Needed
Bench Warrant	\$50	1 copy
Claim & Order – <i>Small Claims</i> (15 days to serve in-county, 20 days for out of county)	\$40 Per Person	2 copies
Civil Subpoena (10 days to serve)	\$140 Per Person	1 copy
Civil Subpoena Duces Tecum (10 days to serve)	\$275 Per Person	1 copy
Eviction – 3/30/60 Day Notice	\$40	2 copies
Eviction: Summons & Complaint – <i>Unlawful Detainer</i>	\$40 Per Person	2 copies
Eviction: Writ of Possession – <i>Real Property</i>	\$145	1 original Writ and 1 copy
Other: (Contact Civil Clerk for name of document and fee)		
Order of Exam (10 days to serve)	\$40	1 copy
Order to Show Cause (16 days to serve)		
Order to Show Cause with Temporary Order (5 days to serve)	\$40	1 copy
Restraining Order – <i>Domestic Violence</i> (5 days to serve)	WAIVED	1 copy
Restraining Order – <i>Civil Harassment</i> – Check Item 11 on form CH-110 to see if fees are waived or not. (5 days to serve)	WAIVED or \$40	1 copy
Summons & Complaint (No time restrictions)	\$40 Per Person	2 copies
Summons & Petition (No time restrictions unless there is a hearing date)	\$40	1 copy
Writ of Execution – <i>Bank Levy</i> (No time restrictions)	\$40 Per Bank	1 original Writ and 1 copy
Writ of Execution – <i>Earnings Withholding Order</i> <ul style="list-style-type: none"> • Application for Earnings Withholding (Required) • Confidential Statement for Debtor’s SSN (Required if SSN is known) 	\$35	1 original Writ and 1 copy of each

- Read the documents to confirm the service date.
- Add 10 days to all services that are substitute served. WE DO NOT USE SUBSTITUTE SERVICE UNLESS SPECIFICALLY DIRECTED TO IN THE LETTER OF INSTRUCTION.
- In most cases the Proof of Service must be filed with the court NO LESS THAN 5 DAYS PRIOR TO THE HEARING DATE.