



**OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO
CIVIL SECTION**



1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102

**VICKI HENNESSY
SHERIFF**

TO: ALL ATTORNEYS, AGENCIES & CIVIL PROCESS PATRONS

RE: CIVIL PROCESS FEE SCHEDULE – **EFFECTIVE January 1, 2018**

THE SHERIFF’S DEPARTMENT REQUIRES PREPAYMENT OF ALL FEES PRIOR TO ANY SERVICE ATTEMPT. THE SHERIFF’S DEPARTMENT IS ENTITLED TO THE FEE WHETHER SERVICE IS SUCCESSFUL OR NOT.

| <u>TYPE OF PROCESS</u> | <u>FEES</u> |
|---|-----------------------|
| 1. General Process (personal/substitute service) | \$40.00 |
| 2. Summons/Complaint/Unlawful Detainer | \$40.00 |
| 3. Evictions | \$145.00 |
| 4. Wage Garnishments | \$35.00 |
| 5. Third Party Levies (bank, rent, etc.) | \$40.00 |
| 6. Bench Warrants (Payable to county of Service) FTA OEX/SUB | \$50.00 / \$140.00 |
| 7. Book Levy | \$40.00 |
| 9. Auto Levy Deposit (unused portion refundable) Car / Large Vehicle | \$700.00 / \$1000.00 |
| 10. Real Property Levy – Writ of Attachment (Deposit) | \$400.00 |
| 11. Real Property Levy – Writ of Execution (Deposit) | \$2200.00 |
| 12. Keeper Levy – 8 Hour | \$240.00 |
| Night Keeper Levy – 8 Hour (after 6 p.m. <u>NO SAT./SUN.</u>) | \$890.00(Fee+Dep. OT) |
| Keeper Levy – 48 Hour Seize and Sell | \$1400.00 |
| 14. Open Sheriff’s File for Process Servers | \$35.00/\$40.00 |
| 15. Open Safe Deposit Box (including separate fee to Bank) | \$275.00(Fee+Keeper) |
| <u>MISCELLANEOUS FEES</u> | |
| Notary | \$10.00 |
| County Clerk | \$14.00 |
| Copies per page | \$1.00 |
| Disbursement Fee per each payment received | \$12.00 |
| File Retrieved from storage - regular delivery (5 Days) | \$5.00 |
| File Retrieved from storage – Rush delivery (1 Day) | \$15.00 |
| Certified Mailing Fee | \$5.75 |
| Returned checks | \$50.00 |