

## **OUT-OF-STATE SERVICE FEES (Effective September 1, 2004)**

1. There is a \$30.00 Service Fee per defendant or per person to be served.
2. If the fees is not attached the court documents maybe returned unserved.
3. The Check / Money Order is payable to the **Johnson County Sheriff's Office**. You may use one Check / Money Order per case.  
**NO cash accepted.**
4. Attach the Check / Money Order to the top of the court documents. When available, list the case number on the check.
5. Court documents to be served should be sent to:  
Johnson County Sheriff's Office  
Civil Division  
125 N. Cherry  
Olathe, Ks. 66061
6. Court Documents should be accompanied by the following:
  - A self address stamped envelope (for the return of service).
  - Service instructions explaining your states requirement for service.
  - A cover letter explaining who is to be served, the address(es) for service, any information that will assist in service (place of employment, telephone number, physical descriptions, etc.) and contact information for the attorney or person issuing the court document.
7. The Johnson County Sheriff's Office uses a computer generated Return of Service. The Return of Service includes who was served, what was served, where it was served, date and time of service, the Officer that served the Court Documents and a Certification of Officer's Authority. If you request the Return of Service can include a physical description of the person served and may be notarized.

*Note: we will **NOT** use your Return of Service.*

## **OUT-OF-STATE SERVICE FEES EXCEPTIONS / EXEMPTIONS**

The following Out-of-State Court Documents are exempt from the \$30.00 Service Fee:

1. Protection from Abuse and Protection from Stalking Orders that meet the requirements of The Violence Against Women's Act 18 U.S.C 2265.
2. Court Documents filed by Government Agencies – City, County and State.
3. All other Exemptions will be considered on a case by case basis.
4. For further inquires contact the Johnson County Sheriff's Office Civil Division at (913) 791-5230.

Office hours are Monday through Friday 8AM to 5PM Central Time.  
Closed weekends and holidays.

**NOTE: The Johnson County Sheriff's Office does NOT serve Court Documents filed in Federal Court.**