Civil Process Fees

Effective July 1, 2004
Per 2004 HB 2293 there is a Service Fee
for serving Civil Process with in the State of Kansas.
This fee is applied to <u>each address</u> for service.

IN-STATE SHERIFF'S FEE PAYMENT PROCEDURE

1. Payment by Check / Money Order is due at the time of filling. Check / Money Order is payable to the **Johnson County Sheriff's Office** in the amount of $5.00 per address for service. If you have multiple service addresses on one case you may include all service fees on one Check / Money Order. You will need a separate Check / Money Order for each case filed. List the case number on the Check / Money Order.

2. Attach the Check / Money Order to the top of the court filing. The Clerk of the District Court will forward your payment to the Sheriff's Office with the papers to be served.

3. Civil process that is exempt from service fees should have the words "Fee Exempt" noted on the top of the Service Request Form.

4. ***<u>NO</u>*** payment by ***<u>cash</u>***.

5. If the fees is not attached the court documents maybe returned **unserved**.

IN-STATE SERVICE FEE EXECEPTIONS / EXEMPTIONS

1. Protection from Abuse Orders.

2. Protection from Stalking Orders.

3. Tax Warrants filed after July 1, 2004.

4. Alias service when the original was issued to this county but not served.

5. Service of Process filed by Government agencies – City, County and State.

6. Indigent persons that have filed an indigent affidavit with the court. A copy of the affidavit needs to be attached to the court documents.

7. Post-decree divorce motions (legal custody, residency, visitation rights or parenting time or modification of child support).

8. All papers, order, etc. related to criminal cases.

9. Actions under the Probate Code, which include:

    - Certified Probate Proceedings
    - Probate of an estate or will
    - Determination of descent of property
    - Termination of life estate
    - Adoption
    - Filing a will and affidavit
    - Guardianship
    - Conservatorship
    - Trusteeship

10. All other Exemptions will be considered on a case by case basis.

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.