

# SALT LAKE COUNTY SHERIFF'S OFFICE

**Rosie Rivera**  
Sheriff

**Cynthia Archuleta**  
Undersheriff

**Kari Huth**  
Chief Deputy



**Capt. Aaron Torres**  
Division Commander

**Lt. Mark Haws**  
**Lt. Ryan Scothern**  
Executive Officers

**PUBLIC SAFETY BUREAU**  
**CIVIL UNIT**

Civil Process Unit 3365 South 900 West Salt Lake City, UT 84119 385-468-9758

## Salt Lake County Sheriff's Office Civil Unit Fee Schedule – Effective April 1, 2024

### SERVICE FEES:

<u>SERVICE TYPE</u>	<u>SERVICE FEE</u>	<u>MILEAGE</u>
Writ of assistance	\$50.00	X1
Writ of attachment	\$50.00	X1
Writ of execution (cash)	\$50.00	X1
Order of restitution	\$50.00	X2
Replevin	\$50.00	X2
Order of possession	\$50.00	X3
Notice of trustee sale	\$40.00	X1
Notices served	\$20.00	X3
Orders	\$20.00	X3
Rules served	\$20.00	X3
Subpoena	\$20.00	X3
Summons and complaint	\$20.00	X3
Garnishment	\$20.00	X1
Garnishment order	\$20.00	X1
Misc. service to person (Personal or alternate)	\$20.00	X3
Misc. service to business during business hours (Any business rep.)	\$20.00	X1
Misc. service to business during business hours (Personal service)	\$20.00	X3
Misc. service to home or residential business	\$20.00	X3
Notary (Various) (No limit per docket)	\$10.00	*

- All service and mileage fees must be paid in full before service is accepted to be served.
- Paid papers will not exceed three attempts. Mileage refund difference will be issued if all attempts are not used.
- Paid civil paper petitioners must provide a good address and contact information for the respondent(s).
- Additional mileage will not be charged if multiple people are served at the same location at the same time.
- If a service attempt is unsuccessful, additional attempts will be invoiced up to a total of three attempts.
- Unserved documents will be refunded the service fee. Mileage will still be collected for all attempts.
- Utah state government agencies are exempt from fees for service as per Utah state statute.
- Service or mileage fee will not apply to out of state papers that are from verified government agencies.
- Service fee will not apply to Constables or process servers who need papers served to inmates at the jail.
- A service fee will be charged for each individual person or business being served. A Writ of Assistance and an Order of Restitution will only have one service fee applied. Mileage will still be charged for all attempts.
- If the same paper is served at multiple addresses, a service fee will apply for each person or business being served, and mileage will be charged to additional locations up to three times each.

## WRIT OF EXECUTION / REAL AND PERSONAL PROPERTY:

Writ of execution Real property	\$600 deposit
Writ of execution Personal property	\$400 deposit
Preparing notice of sale	\$1.00 each
Preparing notice of levy	\$1.00 each
Levy	\$50.00 each
Notary (No limit per docket)	\$10.00
Recording service fee	\$10.00 each trip up to two. (Levy and cert of sale)
Serving notice of levy fee	\$20.00 each
Serving notice of sale	\$20.00 each
Advertising fee	\$15.00
Certificate of sale(s)	\$25.00
Conducting sale Real or Personal property fee	\$15.00
Cancelation Real or Personal Property sale	\$15.00
Postponing Real or Personal Property sale	\$15.00
Mailing costs	Actual cost of mail service (varies)
Publication cost	Actual cost paid to vendor (varies)
Recorder's Office fees	Actual cost paid to recorder's office
Mileage to post / serve and levy	See mileage chart
Miles to sale location – Real or Personal property	See mileage chart
Sheriff's Deed fee	\$15.00
Sale Commission (Real and Personal Property)	Commission collected under Utah state statute rate

# MILEAGE FEE CHART:

Fees are calculated from the Sheriff’s Office Building (3365 South 900 West) to the identified city destination, which is city hall unless otherwise stated below.

The rate is set at \$2.50 a mile.

<u>CITY</u>	<u>MILEAGE</u>	<u>X1</u>	<u>X2</u>	<u>X3</u>
<b>Sheriff's Office Building</b>	<b>From SOB to City Destination</b>	<b><u>\$2.50 X 1</u></b>	<b><u>\$2.50 X 2</u></b>	<b><u>\$2.50 X 3</u></b>
Alta *	23	\$57.50	\$115.00	\$172.50
Bluffdale	19	\$47.50	\$95.00	\$142.50
Brighton *	26	\$65.00	\$130.00	\$195.00
Copperton *	18	\$45.00	\$90.00	\$135.00
Cottonwood Heights	10	\$25.00	\$50.00	\$75.00
Emigration *	15	\$37.50	\$75.00	\$112.50
Herriman	18	\$45.00	\$90.00	\$135.00
Holladay	7	\$17.50	\$35.00	\$52.50
Kearns *	8	\$20.00	\$40.00	\$60.00
Magna *	13	\$32.50	\$65.00	\$97.50
Midvale	8	\$20.00	\$40.00	\$60.00
Millcreek	4	\$10.00	\$20.00	\$30.00
Murray	5	\$12.50	\$25.00	\$37.50
Riverton	16	\$40.00	\$80.00	\$120.00
Salt Lake City	6	\$15.00	\$30.00	\$45.00
Sandy	11	\$27.50	\$55.00	\$82.50
South Jordan	13	\$32.50	\$65.00	\$97.50
South Salt Lake	3	\$7.50	\$15.00	\$22.50
Taylorsville	6	\$15.00	\$30.00	\$45.00
West Jordan	9	\$22.50	\$45.00	\$67.50
West Valley	3	\$7.50	\$15.00	\$22.50
White City *	11	\$27.50	\$55.00	\$82.50

- Fees are set from the Sheriff’s Office building to city hall of destination city. \* Alternate location below.
- Area with no city hall, destination is set as follows:
  - **Alta:** UFA Station 113
  - **Brighton:** UFA Station 108
  - **Copperton:** UFA Station 115
  - **Emigration:** UFA Station 119
  - **Kearns:** UFA Station 109
  - **Magna:** UFA Station 111
  - **White City:** Sandy City Hall
- For un-incorporated areas in Salt Lake County areas, fees will be based on the last city departed to the service address. For example: 5041 S Camino Real. This address is in an unincorporated unorganized area in Salt Lake County. The most direct route to this address leaves Murray City at 1300 E. Therefore, the fees associated with Murray will be used for this service address.