



CANYON COUNTY SHERIFF

Sheriff Kieran Donahue
President - National Sheriffs' Association

Douglas S. Hart
Chief Deputy

Civil Service Fees:

Updated 6/13/24

Sheriff's Fees are due in **ADVANCE**.

Please make check or money order payable to **CCSO**

Debit and Credit Cards are NOT accepted.

Summons, Small Claims, Subpoena, Citation, Order, Notice, Motion, etc.:

Fee is per person, per case number: \$71.00

Jail service requests for these types of documents: **\$21.00**

Writ of Execution – Wage Garnishments – Service by Mail ONLY: **\$95.00**

Certified Mail: Additional **\$7.00** Fee

Writ of Execution – Bank Garnishments: **\$50.00**

Additional Advanced Fee: **\$7.00** payable to the bank for their search fee
(**no cash**, applies to both service types)

Writ of Execution – Cash Demands, Till Taps, Trust Accounts/Third-Party: **\$60.00**

Writ of Restitution – Evictions/Move Outs: **\$196.00**

Writ of Possession (pick up and turn over property): **\$141.00**

Writ of Execution – Seize and Sell Personal Property: **\$197.00**

Additional Advanced Fees (minimum deposit) **\$2000.00** required for labor, storage
and/or towing.

Vehicle Seizures: **\$2000.00** per vehicle

Writ of Foreclosure or Order of Sale on Real Property: **\$1000.00 (minimum deposit)**

Includes \$244.00 Sheriff's Advanced Fee and publication costs.

Additional fees may apply.

Required Documents:

Updated 2/20/24

For any service not listed below, please contact our office at (208)454-7510.

For ALL Services, Garnishments, and Writs:

Signed Letter of Instruction to the Sheriff: (found on the CCSO website)

For Summonses, Small Claims, Subpoenas, Orders, Notices, etc.:

1 copy for each party to be served

For Cash Demands, Till Taps, Evictions, and Possessions:

1. Writ of Execution/Restitution:

Original: 1 stamped original or electronically filed copy

Copies: 1 copy for each defendant listed on the writ and/or to be served

For Wage and Bank Garnishments:

1. Writ of Execution:

Original: 1 stamped original or electronically filed copy

Copies: 1 copy for each employer served

1 copy for each defendant listed on the writ and/or to be served

2. Judgment; Original, Amended or Renewed

Copies: 1 copy for each employer served

1 copy for each defendant listed on the writ and/or to be served

3. Notice of Garnishment and Interrogatories* (Answers/Questions):

Copies: 1 copy for each employer served

1 copy for each defendant listed on the writ and/or to be served

*Supreme Court required *Interrogatories To Garnishee* – form CAO Cv 10-13

MUST BE INCLUDED

4. **Envelope:** Must supply **6X9 envelope** (no metal clasp on back) with each defendant's last known address. Please **DO NOT** provide postage

5. **Our Sheriff's Office will provide the Claim of Exemption Packet**

Please note: We only accept writs issued within the last 12 months.

Public Safety, Teamwork, Community

1115 Albany Street * Caldwell, Idaho 83605 * phone (208) 454-7510 * fax (208) 454-7476 * Website: www.canyoncounty.id.gov/sheriff

Civil Email: ccsocal@countyid.gov * Records Email: ccsorecords@countyid.gov

Equal Opportunity Employer