

# **NOTICE OF FEES** **CIVIL PROCESS SERVICES**

## **POLK COUNTY SHERIFF'S DEPARTMENT**

1005 W. Main Street, Suite 900  
Balsam Lake, WI 54810

Office Hours: 8:30 am – 4:30 pm  
Monday-Friday

The following fees are charged for Service of Process by the Polk County Sheriff's Department effective 5/14/2020:

### **PLEASE NOTE THAT EFFECTIVE 1/3/13 PREPAYMENT IS NOW REQUIRED FOR PAPER SERVICE UNLESS A WAIVER OF FEES IS GRANTED BY THE COURTS**

- \$80.00 Service fee (first paper, initial person being served at first address, up to three attempts)
- \$25.00 Each additional attempt after first three attempts of service, second and subsequent person(s) served at same location included
- \$20.00 For each subsequent paper at same address, per person, served the same date and time as initial paper
- \$5.00 Notary fee for each notarized affidavit submitted at the Plaintiff/Attorney request
- \$100.00 Evictions/Writs of Assistance (plus \$75.00 per hour after the first hour)
- \$100.00 Writs of Execution and Replevin (plus \$75.00 per hour after the first hour)
- \$150.00 Per posting on sheriff's sales (includes conducting the sale)