

SALT LAKE COUNTY SHERIFF'S OFFICE

Rosa M. 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 May 12, 2026

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 | \$50.00 | X1 |
| Writ of Replevin | \$50.00 | X2 |
| Order of Restitution | \$50.00 | X2 |
| Order of Possession | \$50.00 | X3 |
| Order of Contempt Commitment & Warrant in Aid of Commitment | \$50.00 | X3 |
| Notice of Trustee Sale | \$40.00 | X1 |
| Notice | \$20.00 | X3 |
| Order | \$20.00 | X3 |
| Rule | \$20.00 | X3 |
| Subpoena | \$20.00 | X3 |
| Summons | \$20.00 | X3 |
| Summons and complaint | \$20.00 | X3 |
| Garnishment / Garnishee 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 | * |

- Utah state government agencies are exempt from fees for service.
- Verified out-of-state government agencies are exempt from fees for service.
- Service fees will not apply to constables or process servers who need a Summons and Complaint served to an individual incarcerated inside the Salt Lake County jail. Service fees will apply for all other process types.
- All service and mileage fees must be paid in full before any request for service is accepted and prepared for service.
- The requester of the service must provide a verified address and contact information for the person being served.
- Fees are comprised of both service and mileage fees. A service fee will be charged for each individual and/or business being served. Mileage fees are assessed based upon the city in which service is to be performed. Mileage will be charged based upon the specifications listed above. X1, X2, and X3 reflects the number of attempts that will be made to effectuate service. If service is successful, any unused mileage fees will be refunded.
- If multiple individuals and/or businesses are being served at the same location, there will be a service fee for each person and/or business being served; however, mileage fees will only be charged once.
- Only one service fee will be applied when serving a Writ of Assistance or an Order of Restitution. Mileage will still be charged for all attempts.
- If service is unsuccessful, the service fee will be refunded. Mileage will still be collected for all attempts made.

MILEAGE FEE CHART

Fees are calculated from the Sheriff's Office Building (3365 South 900 West) to city hall of the destination city. If the destination is in an area that does not have a city hall, fees are calculated to the designated destinations outlined below.

The rate is set at \$2.50 per mile.

| <u>CITY</u> | <u>MILEAGE</u> | <u>X1</u> | <u>X2</u> | <u>X3</u> |
|----------------------------------|-------------------------------------|-------------------|-------------------|-------------------|
| Sheriff's Office Building | From SOB to City Destination | \$2.50 X 1 | \$2.50 X 2 | \$2.50 X 3 |
| 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 |
| Draper | 15 | \$37.50 | \$75.00 | \$112.50 |
| 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 |

- Areas without a city hall, destinations are 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 unincorporated areas of Salt Lake County, fees will be based on the last city departed when going to the service address. For example: 5041 S Camino Real. This address is in an unincorporated, unorganized area of 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.

WRIT OF EXECUTION / REAL AND PERSONAL PROPERTY

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|---|--|
| Writ of Execution – Real Property | \$600 deposit |
| Writ of Execution – Personal Property | \$400 deposit |
| Preparing Notice of Levy | \$1.00 each |
| Serving Notice of Levy | \$20.00 each |
| Levy | \$50.00 each |
| Notary | \$10.00 (No limit per docket) |
| Recording service fee | \$10.00 each trip up to two. (Levy and cert of sale) |
| Recorder’s Office fees | Actual cost paid to recorder’s office |
| Preparing Notice of Sale | \$1.00 each |
| Serving Notice of Sale | \$20.00 each |
| Mileage to post and serve Writ documents | See mileage chart |
| Postage | Actual cost of service by mail |
| Advertising fee | \$15.00 |
| Publication | Actual cost paid to vendor |
| Conducting Real or Personal property sale | \$15.00 |
| Postponing Real or Personal Property sale | \$15.00 |
| Cancelation Real or Personal Property sale | \$15.00 |
| Mileage to sale location | See mileage chart |
| Commission (Real and Personal Property sales) | Commission rate determined by Utah state statute |
| Certificate of Sale | \$25.00 |
| Sheriff’s Deed | \$15.00 |