



FRANKLIN COUNTY SHERIFF'S OFFICE CIVIL PROCESS SUBMISSION CHECKLIST

Effective: January 1, 2016

SUBMITTING DOCUMENTS

When you submit documents to our office, it is your responsibility to make certain that everything is correct. We currently do not have the resources to go through each submission to check for accuracy or completeness. The following is a checklist for you to refer to when turning things over to our office for service.

FOR EACH DOCUMENT THAT YOU PREPARE IT MUST

- Be signed by the clerk
- Be dated the day it was issued
- Be under the seal of the court
- Contain the name of the court and names of the parties
- Contain the name and address of the plaintiff's attorney
- The address for service must be in Franklin County
- Amount of the check or money order must be correct

ADDITIONAL REQUIREMENTS FOR EXECUTIONS AND GARNISHMENTS

- Contain the name and current address of the debtor
- Have a return date
- Have a garnishment or execution number
- Include a deposit along with the standard service fees when applicable

WHAT TO INCLUDE

SERVICE COPY AND RETURN: You will need to make sure to include a service copy and a return copy. The service copy should include a copy of the petition/order/execution and anything you need given to the respondent. The return copy should consist of a copy of the petition/order/execution. Please mark in the upper right hand corner of your document either "service copy" or "return copy" and make sure that the service copy has everything **stapled** together.

PAYMENT: Refer to the fee sheet on how to calculate the correct fees for each document.

RETURN ENVELOPE: We currently are e-filing returns with the court. If you need a hard copy of your return you must provide a self-addressed stamped envelope. We will not mail returns without one. You will also need to provide a return envelope in the event that your court is not a part of the e-file system. We will not mail them the return without one.

GARNISHMENTS: When submitting garnishments, executions, or levies, please submit **three** copies of the execution or garnishment form.

RETURN OF SERVICE

All returns will be e-filed with the court when possible. If you need your return to be sent to the courts directly, please provide postage paid addressed envelope with the courts address on it.

CHECKING STATUS OF A RETURN

Please check the e-file system before contacting us regarding the status of a return. When you call to check status, please make sure you have the case number ready. We ask that when you want to check on multiple cases that you send an email with the case numbers. We strive to file all returns in a timely manner. Factors that affect this are the timeliness which we receive the document once it has been issued by the court, the workload of the deputy assigned to it, and the workload of the clerk processing the returns.

LANDLORD/TENANT & UNLAWFUL DETAINERS

When submitting documents for an unlawful detainer or landlord tenant action, please keep in mind that each person at the residence will need to be served either by personal service or by posting. Each type of service that you choose will require a service copy and return copy for each individual at the address. We do not serve these by first class mail; you will be responsible for this type of service.

EVICCTIONS/EXECUTIONS/KICKOUTS

When we receive an order from the court for an eviction, we will call the contact person listed on the order to set this up. The deputies will schedule this with the representative and then post on the property the date and time. When you are contacted please take the time to note the deputy's name along with the date and time. It is important that if you decide to cancel the kick out you let the deputy know as soon as possible. Our deputy will be there to facilitate the removal of the tenants and will not be helping to physically remove property.

CONTACTING OUR OFFICE

Contact Name: **Erin Wild, Administrative Assistant**

Phone Number: **636-583-2560 xt 261**

Fax Number: **636-584-6879**

Mailing Address: **FRANKLIN COUNTY SHERIFF'S OFFICE
ATTN: CIVIL PROCESS
1 BRUNS LANE
UNION MO 63084**

Email address is: **ewildfranklinmo@gmail.com**

Website: **www.franklincountymosheriff.com**

Franklin County Sheriff's Office Civil Division

#1 Bruns Lane
Union Missouri 63084
636-583-2560 xt 261
www.franklincountymosheriff.com

CIVIL PROCESS FEE SCHEDULE

Effective: January 1, 2016

PLURIES ORDER TO SHOW CAUSE.....\$30.00	COMMITMENT ORDERS.....\$50.00
SUMMONS.....\$30.00	SUBPOENA TO APPEAR.....\$20.00
SUBPOENA FOR DEPOS.....\$30.00	LANDLORD/TENANT ACTION.....\$30.00
NOTARIAL SUBPEONA.....\$20.00	GARNISHMENT.....\$30.00
EXECUTION.....\$30.00	NULLA BONA.....\$30.00
VEHICLE DEPOSIT..... \$250.00	REAL ESTATE DEPOSIT.....\$275.00
MILEAGE FEES	
Mileage @ .54 per mile driven	
BEAUFORT 30 \$16.20	NEW HAVEN 50 \$27.00
BERGER 55 \$29.70	PACIFIC 40 \$21.60
CATAWISSA 30 \$16.20	ROBERTSVILLE 30 \$16.20
GERALD 40 \$21.60	ROSEBUD 50 \$27.00
GRAY SUMMIT 30 \$16.20	ST. ALBANS 30 \$16.20
GRUBVILLE 50 \$27.00	ST. CLAIR 20 \$10.80
LABADIE 30 \$16.20	STANTON 40 \$21.60
LESLIE 30 \$16.20	SULLIVAN 50 \$27.00
LONEDELL 50 \$27.00	UNION 05 \$ 2.70
LUEBBERING 50 \$27.00	VILLA RIDGE 20 \$10.80
MOSELLE 30 \$16.20	WASHINGTON 20 \$10.80

NOTARY FEE.....\$2.00 each document (out of state documents only)

When you submit documents the correct fees must be attached before we will attempt service. Documents that do not have the correct fees attached will be returned to you to obtain proper fees.

CALCULATING FEES

- There is a fee for **each return** that will be filed with court.
- There is a mileage fee for **each address** that we attempt.
- When you need us to attempt multiple addresses (ex: a home address or a work address) you will need to calculate for the address that has the highest mileage rate.
- When there are two or more documents at the same address **with the same case number**, there will be only one mileage fee assessed.
- Executions upon personal property and real estate will incur a deposit in addition to the service fees.
- Court ordered evictions will only incur one service fee and one mileage fee regardless of the number of tenants being evicted.

PAYMENTS

- Payments can be made in the form of cash or firm/attorney check, and money orders. **We will no longer accept checks drawn on a personal bank account**, and we are not set up to accept debit or credit cards at this time.
- Please make sure it is for the correct amount of the fees and refrain from rounding up or down.
- Please remember to sign the check or money order.
- When sending multiple documents with differing case numbers, please make sure each one has a payment attached as we are unable to process combined payments on separate cases.
- Garnishments and Executions must each have their own payment. Please do not combine payments into one check even when they are for the same case number.

FRANKLIN COUNTY SHERIFF'S DEPARTMENT

GARY F. TOELKE, SHERIFF
MICHAEL F. COPELAND, CHIEF DEPUTY



#1 BRUNS DRIVE

UNION, MO 63084

BUSINESS PHONE (636) 583-2560
ALTERNATE PHONE (636) 583-2567
EMERGENCY 911

December 18, 2015

RE: MILEAGE RATE CHANGE

To Whom It May Concern:

The procedures for submitting documents to our office for service are outlined in the enclosed documents. I have also enclosed a new fee sheet which will be effective **January 1, 2016**.

Please review the procedures carefully and disseminate this information to all appropriate personnel. Please make note that the mileage rate has increased for 2016 to 54 cents per mile driven. There are just a couple of changes that were made; so again, please review the documents carefully and familiarize your staff with our procedures.

Beginning February 15, 2016 any documents we receive that do not have the correct fees attached will be returned to your office to obtain the correct amounts.

Thank you for your immediate attention in the matter and if you have any questions please contact me at 636-583-2560 xt 261 or ewildfranklinmo@gmail.com.

Sincerely,

Erin Wild
Administrative Assistant
Civil Division

Enclosures