FRANKLIN COUNTY SHERIFF'S OFFICE
CIVIL PROCESS SUBMISSION CHECKLIST
Effective: September 1, 2020

SUBMITTING DOCUMENTS

It is the responsibility of attorney or pro-se to make certain the documents submitted are correct. The following is a reference checklist.

Each document must contain:

1. Clerk signature
2. Issue Date
3. Court seal
4. Name of court
5. Name of Plaintiff/Petitioner & Defendant/Respondent
6. Name & address of Plaintiff's attorney or Pro Se
7. Address for service located in Franklin County MO

Additional requirements for garnishments and executions

8. Name & current address of debtor
9. Return date of document
10. Garnishment or execution number
11. Include separate deposit check with the standard fees when applicable

Please include the following:

1. Service Copy & Return Copy. The service copy, which is given to the Defendant/Respondent, should include a copy of the petition/order/execution and any other pertinent information stapled together. The return copy, which is returned to the court, should include a copy of the petition/order/execution. Our office is not responsible for incomplete service packets.
2. Service fee in the form of a business check, cashier check or money order. Please refer to our fee sheet.

3. Submit three copies of garnishment, execution, and levy forms
4. All out of state documents must include a self-addressed stamped envelope to receive the hard copy of return of service.

RETURN STATUS

All returns are e-filed with Missouri courts when possible in a timely manner. Please check the e-file system before contacting our office. Any questions regarding a case, please have case number ready when calling.

LANDLORD/TENANT & UNLAWFUL DETAINERS

For an unlawful detainer or landlord tenant action, each person listed on the contract need to the served by personal service. Each person on the contract may also be served by posting. Each type of service (personal or posting) require a service copy and return copy for each person. Each type of document has service fees as well. We do not serve by first class mail.

EVICITIONS/EXECUTIONS/KICKOUTS

Once an order is received from court, a deputy will call the contact person listed on the order to set up day and time. A brightly colored notice will be posted on the property with the time and date agreed upon between the deputy and contact person. The deputy will arrive at the property on agreed date and time to release the property to the owner or representative. For cancellations, please inform the deputy or civil clerk as soon as possible.

CONTACTING OUR OFFICE

Contact Name:	**Pamela Sohl-Myers, Civil Clerk**
Phone Number:	**636-584-6861**
Fax Number:	**636-584-7962**
Mailing Address:	**Franklin County Sheriff Office** **Attn: Civil Division** **401 E Main St , Ste 100B** **Union, MO 63084**
Email address:	**Psohl-myers@franklinmo.net**
Website:	**www.franklincountymosheriff.com**