



SNOHOMISH COUNTY SHERIFF'S OFFICE

INTEGRITY • DIGNITY • COMMITMENT • PRIDE

Ty Trenary, Sheriff

GENERAL PROCESS - INTAKE FORM

NOTICES SUMMONS COMPLAINT CITATIONS
 SUBPOENA SMALL CLAIMS PETITIONS OTHER

The Civil Unit only accepts legal court documents for service if the person to be served is booked into the Snohomish County Jail or if the documents are from out of state and that state requires service by Law Enforcement. If accepted, we make attempts to serve the named person(s), but success is partially based on how much time is available to serve and on our ability to locate the person(s).
We do not guarantee service.

DOCUMENTS NEEDED:

- A set of court documents for each person requiring service
- Completed Civil Unit Service Information Form

ADVANCED FEES:

- Form of payment is cash, checks, or money orders. Checks and money orders should be made payable to SNOHOMISH COUNTY SHERIFF'S OFFICE (SCSO).
- Estimated Advance Fees are required prior to service attempt. If the fees are less, a refund check will be issued. If the fees are more, a bill will be sent for additional fees. Refer to Sheriff's fee list at www.snoco.org.

IN STATE ADVANCE FEES: \$ 100.00 for each type of court process served

OUT OF STATE ADVANCE FEES: \$ 200.00 for each type of court process served

(Double the advance fees for remote locations within the county, round trip mileage more than 75 miles, such as DARRINGTON, GOLD BAR, INDEX, or SULTAN.)

TIME LINES:

Superior Court Family Law Papers - 10 Calendar Days, Per Local Court Rules
Other Papers w/Court Date - 5 Court Days Prior
Summons - 5 Days Prior To Court Date per RCW 12.04.020
Unlawful Detainer Summons – Not Less Than 7 Days or more than 30 days per RCW59.12.070
Subpoenas –Until Court Date
Small Claims - 10 Days Prior per RCW 12.40.040