

## Civil and Records Processing

Last Updated Thursday, 24 April 2014 15:23

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Monday - Thursday 8:30 a.m. to Noon, 1 p.m. to 5 p.m. (closed during noon hour)

Friday - **CLOSED on FRIDAYS Beginning July 1, 2011.**

The office is closed on major holidays and weekends.

Phone: (503) 366-4611

Fax: (503) 366-4644

There are fees associated with the processing and service of civil papers and fingerprinting. State law and Sheriffs Office policy set the fees that we charge for service. **We accept CHECKS, MONEY ORDERS and CASH.** Checks and Money Orders should be made out to Columbia County Sheriff or CCSO

ORS 21.410 - Sheriff and process server fees for services in civil actions, suits and proceedings.

### ☐ Service Fees

Type of Document
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Fees
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Fingerprinting
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\$15.00 for 2 cards
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\$3.00 for each additional card
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NO EXCEPTIONS

Notice Process: This includes summons, complaints, petitions, small claims, FED's, Notice of Restitution

Should an attempt be made at a 2nd address then a 2nd \$36.00 will be billed. If you do not want the Sher

\$36.00

Notice Process: each additional party, beyond the first 2 parties, at the same address

\$20.00

Per Person

Writ of Garnishment

(A bank may require an additional processing fee. A check made out to the bank would be required. Ple

\$25.00

(+ \$10.00

bank fee)

Enforcement Actions

Writ of Execution of Judgment of Restitution or Eviction, Orders of Assistance

\$70.00 +

\$36.00 =

\$106.00 Total

Copies of Incident Report (Subject to availability restrictions associated with criminal case investigation)

\$10.00

Vehicle Impound Release \$50.00 will include documentation before coming to the Sheriff's Office -- Pleas

**□ Please contact the Sheriff's Office Civil Unit at (503) 366-4606 if you are submitting a Writ of Execution to Levy on Property. A schedule of fees associated with this transaction can be faxed or e-mailed to you.**

**THERE IS A MINIMUM FEE OF \$10.00 FOR ALL REQUESTS FOR COPIES OF REPORTS -- No Exceptions (Additional fees and costs can be assessed according to the provisions of the County's Public Records Request protocols below).□**

**Public Records Request**

[Download the application](#) for a public records request.