

TOOLE COUNTY SHERIFF'S OFFICE



SHERIFF- TYLER PADILLA | UNDERSHERIFF- TYLER FOSS
ADMIN ASSISTANT- CHRISTIE RHODEN
235 Deer Lodge Ave/ P.O. Box 550
Shelby, Montana 59474
Phone (406) 434-5585
Fax: (406) 434-7265



CIVIL FEES SCHEDULE

UPDATED 3/07/2024

- 1) Service Fees for summons & complaint, subpoena, letters, & postings:
Fee \$75.00 per service/per defendant/per location
 - a. Fee includes only service, mileage, copies & return mailing
- 2) Service Fees of a subpoena
Fee \$75.00 per subpoena/per service /per defendant/per location
 - a. Fee includes only service, mileage, copies & return mailing
- 3) Service Fee of Orders, letters etc.
Fee \$75.00 per service/per defendant/per location
 - a. Fee includes only service, mileage, copies & return mailing
- 4) Postings
Fee \$75.00 – Each location
 - a. Fee includes only posting, mileage, copies & return mailing
- 5) Writ of Execution Fees (Only for Wage Garnishments and Bank Levy's)
Fee \$100.00
 - a. Bank Levy's will only be served one (1) time
- 6) Writ/Sheriff's Sale of Personal Property
Fee \$150.00 per Execution
 - a. Fee only includes service, mileage and copies.
 - b. Additional charges will be the responsibility of the Plaintiff and/or Plaintiff's attorney or representative; i.e. advertising, certified mailings, filing fees & etc.
 - c. If personal property is to be seized and stored, the Plaintiff will be responsible for making arrangements for payment of professional towing, hauling and storage of property until sold.
- 7) Writ/Sheriff's Sale of Real Property
Fee of \$250.00 per lot/parcel
 - a. If more than 1 lot/parcel is being sold, additional charge of \$50.00 per additional lot/parcel.
 - b. Fee only includes service, mileage & copies.
 - c. All other charges (i.e. advertising, certified mailings, filing fees etc.) and paperwork will be the responsibility of the Plaintiff and/or Plaintiff's attorney or representative.

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- 8) Agister Lien
Fee \$150.00
 - a. Fee only includes service, mileage & copies
 - b. Additional charges will be the responsibility of the Plaintiff and/or Plaintiff's attorney or representative.
 - c. An indemnity Bond of twice the amount of the lien will be required for a minimum of 2 years.
- 9) Writs of Assistance/Stand by
Fee \$75.00
 - a. If the stand-by is longer than 15 minutes and/or requires additional staffing an additional charge of \$50.00 per hour/per person will be incurred.
- 10) Postponement Fee
Fee \$50.00
- 11) Fingerprint(s)
Fee \$10.00

ALL FEES MUST BE PAID IN ADVANCE. No papers will be processed unless accompanied by the fee in cash, check or money order.

ALL PAPERS MUST BE ACCOMPANIED BY A PRAECIPE. These are written instructions or directions to the Sheriff from the person(s) requesting civil service. The Praecipe must be signed and dated by the person(s) requesting the service. If papers are received by the Sheriff's Office without a signed, dated and completed Praecipe; the paperwork will not be processed and will be returned.

Within the Praecipe, a physical address must be provided for which the papers to the defendant, respondent, or individual(s) papers are to be served. IF Only a Post Office Box is provided, the papers will be returned.

All Civil fees are "nonrefundable" even if service has been attempted and unable to be completed!

Non-Service Fees:

Copy Fee: \$.50 per Page
Concealed Weapon Permit: New \$50.00; Renewal \$25.00
Off Site Catering License: \$35.00
Impound Fee: \$2.50 per day for up to 90 days

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