



CHEROKEE SHERIFF'S OFFICE

WARRANT AND CIVIL UNIT
498 CHATTIN DRIVE CANTON GA 30115
P: 678.493.4251
F: 678.493.4238

Requirements for civil service by Cherokee Sheriff's Office

- Completely filled out "Affidavit of Service" or "Sheriff's Entry of Service form" for *each* service. This includes:
 - A Case number
 - Full name of person to be served
 - A complete address of location to be served

Please note: We do NOT have "Affidavit of Service" forms. Therefore, you must submit a form for service. Thank you.

- Self-addressed, stamped envelope where you would like the service to be returned.
MUST BE INCLUDED TO HAVE SERVICE SHEET RETURNED.

- Check in the amount of \$50.00 (for each civil service) made payable to: "**Cherokee County Sheriff's Office**"

If service fee has been paid online via E-File please provide proof of payment.

- Contact name and phone number in case we have any questions.
- Papers to be served MUST be filed and stamped by county clerk.

Mailing address:

Cherokee Sheriff's Office
498 Chattin Drive
Canton, GA 30115
Attention: Civil/Warrant Division

If you have any questions, please do not hesitate to call: 678 493-4251

We only keep copies of service for 90 days – therefore, if you did not receive a copy back by mail, please call ASAP. Thank you.

Fees for civil service by Cherokee Sheriff's Office **PAYMENT MUST BE SENT WITH PAPERS TO BE SERVED**

Serving copy of process and returning original, per copy..... \$50.00

Serving summons of garnishment or rule against garnishee..... \$50.00

*Each additional copy above the first the fee is..... \$6.00

Serving a witness subpoena..... \$10.00

*Notice of Deposition(Duces Tecum) or

*Production of Evidence w/Entry of Service form..... \$50.00

(For more information you can go to http://www.legis.ga.gov/legis/2009_10)