

**Garrett Wiggins**  
Sheriff



**Doug Scherar**  
Undersheriff

2027 Shield Drive, Steamboat Springs, CO 80487, Telephone 970.870.5503 FAX 970.870.5525

## **Civil Fees for Mileage and Service**

**Resolution No. 2010-048 A resolution concerning fees charged by the Routt County Sheriff's Office relating to the service of process pursuant to House Bill 10-1057 is currently in effect.**

### **CIVIL SERVICE "ZONE BASED" MILEAGE**

The Routt County Sheriff's Office has the following fee schedule in place for mileage (see the Civil Service "Zone Based" Mileage Map on the website):

Zone	Mileage Round-Trip	Civil Mileage Cost	Criminal Mileage Cost
1	4 miles	\$2.34	\$1.20
2	11 miles	\$6.44	\$3.30
3	22 miles	\$12.87	\$6.60
4	37 miles	\$21.65	\$11.10
5	52 miles	\$30.42	\$15.60
6	67 miles	\$39.20	\$20.10
7	82 miles	\$47.97	\$24.60
8	97 miles	\$56.75	\$29.10
9	112 miles	\$65.52	\$33.60
10	127 miles	\$74.30	\$38.10

If you do not know the zone that the address for service is in please contact the Civil Division at (970) 870-5527 or 879-1090 for assistance. The mileage rate is .585 per mile for civil and .30 per mile for criminal matters.

### **CIVIL FEES FOR SERVICE**

The following is a listing of frequent process services and costs:

Document Served	Civil Fee	Criminal Fee
Summons/Complaint	\$35*	\$15
Garnishment	\$20	\$20
Petition/Notice/Order	\$35	\$15
Contempt Citation	\$35	\$15
Subpoena	\$60	\$7.50
Other fees listed below		

**Unserved Return Fees: Civil \$20.00/Criminal \$5.00**

**MISCELLANEOUS FEES: Phone Attempt \$1.00/Requested Notary \$5.00**

**PREPAYMENT OF SERVICE FEES AND MILEAGE IS REQUIRED.**

### Fees for Service - (Effective August 2010)

For serving and returning a <b>summons</b> or other writ of process in a <b>criminal action</b> not specified in this section, with or without complaint attached, on each party served, in counties of every class;	<b>\$15.00</b>
For serving and returning a <b>summons</b> or other writ of process <b>in other than a criminal action</b> not specified in this section, with or without complaint attached, on each party served;	<b>\$35.00</b>
For making a return on a summons in a <b>criminal action</b> not served,	<b>\$5.00</b>
For making a return on a <b>summons in other than a criminal action not served</b> , for each party;	<b>\$20.00</b>
For serving and returning each <b>subpoena</b> in a <b>criminal action</b> on each witness;	<b>\$7.50</b>
For serving and returning each <b>subpoena in other than a criminal action</b> on each witness;	<b>\$60.00</b>
For making return on a <b>subpoena</b> in a <b>criminal action</b> not served;	<b>\$5.00</b>
For making return on a <b>subpoena in other than a criminal action</b> not served;	<b>\$20.00</b>
For serving each juror;	<b>\$10.00</b>
For serving and returning <b>writ of attachment or replevin</b> on each party, in counties of every class, mileage as described in Section III.B. herein, and actual expenses;	<b>\$Actual .50 mile</b>
For serving <b>garnishee</b> summons on each party;	<b>\$20.00</b>
In making demand for payment on <b>executions</b> when payment is not made;	<b>\$1.00</b>
For <b>levying execution</b> or <b>writ of attachment</b> , besides actual custodial and transportation costs necessarily incurred in counties of every class, mileage as described in Section III.B. of this resolution and actual expenses;	<b>\$Actual</b>
For <b>levying writ of replevin</b> , besides actual custodial and transportation costs necessarily incurred in counties of every class, mileage, as described in Section III.B herein, and actual expenses;	<b>\$Actual</b>
No <b>custodian</b> shall be appointed by the sheriff to take custody of goods by him or her attached, nor shall any deputy be placed in charge thereof, unless the plaintiff or his or her attorney shall request the appointment of such custodian in writing; such custodian or deputy shall receive twelve dollars (\$12.00) per diem of twelve hours or fraction thereof, which shall be taxed as costs in the case;	<b>\$12.00</b>

For making and filing for record a **certificate of levy** on **\$30.00** attachment or other cases, in counties of every class, actual expenses;

For <b>committing and discharging convicted prisoners</b> to and from the county jail, in counties of every class, a reasonable fee, not to exceed thirty dollars (\$30.00), which fee shall be collected directly from prisoners at the time of commitment, but shall be refunded to any prisoner who is not convicted;	<b>\$30.00</b>
--	----------------

For serving <b>writ with aid of posse Comitatus</b> with actual expenses necessarily incurred in executing said writ, in counties of every class, actual expenses, but not more than sixty dollars (\$60.00); for serving same without aid in counties of every class, actual expenses, but not more than four dollars (\$4.00);	<b>\$60.00</b>
--	----------------

For <b>attending before any judge</b> , court not being in session, with prisoners with writ of habeas corpus for each day of twelve hours or fraction thereof;	<b>\$12.00</b>
---	----------------

For <b>attending courts</b> of record when in session, per diem of twelve hours, or fraction thereof, in counties of every class, twelve dollars (\$12.00); but the attendance upon the county court shall be certified by the judge of said court at the close of each month;	<b>\$12.00</b>
--	----------------

For <b>advertising</b> property for sale, besides the actual cost of the advertising, in counties of every class, actual expenses;	<b>\$30.00</b>
--	----------------

For making <b>certificates of sale</b> previous to execution of deed, or on sales of personal property, in counties of every class, actual expenses,	<b>\$30.00</b>
--	----------------

For executing and acknowledging <b>deed</b> of sale of real estate, in counties of every class, actual expenses;	<b>\$40.00</b>
--	----------------

For taking, approving, and <b>returning bond</b> in any case, in counties of every;	<b>\$10.00</b>
---	----------------

For <b>executing capias or warrant in criminal</b> cases, on each prisoner named therein;	<b>\$2.00</b>
---	---------------

For <b>transporting insane or other prisoners</b> , besides the actual expenses necessarily incurred, in counties of every class, not less than twelve cents per mile nor more than the maximum mileage allowance provided for <b>state officers and employees under § 24-9-104, C.R.S.</b> , as determined by resolution of the board of county commissioners of each county or as provided by the charter of a home rule county, and for the service of mittimus or other process order, whether written or otherwise, in transporting prisoners, in counties of every class, not less than twelve cents per mile nor more than the maximum mileage allowance provided for <b>state officers and employees under § 24-9-104, C.R.S.</b> , as determined by resolution of the board of county	<b>\$12.00 plus mileage</b>
--	-----------------------------

commissioners of each county or as provided by the charter of a home rule county; except that such mileage shall be only by one officer and no mileage shall be charged upon the guards attending the officer in charge of custody of the prisoner and further except that the guards attending the officer in charge of the prisoner shall receive, besides the expenses necessarily incurred, the sum of twelve dollars (\$12.00) per diem of twelve hours, or fraction thereof, to be paid out of the county treasury;

For his or her services in <b>sales of real estate</b> on an <b>execution or decree</b> , order of court, or other court process, besides actual expenses, in counties of every class on all bids under three thousand dollars (\$3,000.00) twenty dollars (\$20.00); and on all sums bid over three thousand dollars (\$3,000.00), one percent; but such commission shall in no case exceed the sum of one hundred dollars (\$100.00);	<b>\$100.00</b>
---	-----------------

For money collected by <b>sale of personal property</b> , in counties of every class, on all sums bid under five hundred dollars (\$500.00) five percent; on all sums bid over five hundred dollars (\$500.00) and under one thousand dollars (\$1,000.00), six percent; and on all sums bid over one thousand dollars (\$1,000.00), seven percent; but no fee shall be charged for an auctioneer or other person for making sales of personal property; and in no case shall such commission exceed the sum of one hundred dollars (\$100.00);	<b>Percentage</b>
---	-------------------

For money collected or <b>settlements made without sale</b> , after writ of execution, attachment, or replevin has been placed in his/her hands, and levy or demand for payment has been made on the proper party, on all amounts under five hundred dollars (\$500.00), three percent; on all amounts over five hundred dollars (\$500.00) and under one thousand dollars (\$1,000.00), two percent; on all amounts over one thousand (\$1,000.00), one and one-half percent; but the fee in no case shall exceed the sum of one hundred fifty dollars (\$150.00); and the plaintiff or any person making any settlement shall be liable to the sheriff for such fees;	<b>Percentage</b>
---	-------------------

For <b>pursuing and capturing</b> or pursuit without capture, <b>each prisoner</b> charged with the commission of any crime denominated a felony, beyond the limits of the county, all necessary expenses of such pursuit, upon a verified, itemized account being presented for the same together with twelve dollars (\$12.00) per diem of twelve hours for the time occupied in such pursuit;	<b>\$12.00</b>
--	----------------

For serving and returning writ of ne exeat or body	<b>\$20.00</b>
--	----------------

attachment, in counties of every class, actual expenses;	
For <b>serving copy of execution</b> when making levy on shares of stock under execution, on each party served, in counties of every class, actual expenses;	<b>\$60.00</b>
For making <b>certificates of levy</b> on shares, or otherwise, in counties of every class, actual expenses;	<b>\$30.00</b>
For making <b>return on execution</b> , in counties of every class, actual expenses;	<b>\$60.00</b>
For executing <b>certificate of redemption</b> , in counties of every class, actual expenses;	<b>\$30.00</b>
For service and execution of any <b>writ of restitution</b> or <b>order of possession</b> of premises, besides actual transportation costs necessarily incurred in counties of every class, actual expenses not to exceed two hundred dollars (\$200.00), except that a Sheriff may charge for actual expenses in excess of two hundred dollars if the work performed exceeds two hours in duration. A Sheriff may charge a fee under this paragraph (36) after the sheriff has provided a detailed accounting of his or her actual expenses to the person requesting such service. Actual transportation costs assessed pursuant to this paragraph shall only be charged once per location for each service or execution;	<b>\$200.00</b> <b>Actual expenses</b>
Pursuant to § 30-1-104(2) C.R.S., as amended, " <a href="#">actual expenses</a> " means those personnel and processing costs incurred in typing, processing, filing, and serving said process papers but does not include mileage	<b>ACTUAL</b>

.50

**\* TWO OR MORE PAPERS SERVED ON THE SAME PERSON OR DIFFERENT PERSONS AT THE SAME TIME AND PLACE IN SAME ACTION:**

Pursuant to § 30-1-105.5, C.R.S., as amended, in situations when two or more papers are served on the same person or different persons at the same time and place and in the same action, the Sheriff shall charge **the highest individual fee allowable pursuant to § 30-1-104, C.R.S.** for the first process and an additional ten dollars (\$10.00) for each subsequent process served. The Sheriff shall charge the single zone mileage based fee for the first process.

Mileage 2010 Resolution – See Zone Based Mileage Fee Schedule