

## **SERVICE OF PROCESS**

It is the responsibility of the Sheriff's Office Judicial Services section to process and serve all legal papers issued by the district and circuit courts of Maryland or by any official local or state agency. This includes but is not limited to various types of summons and subpoenas that order a person or thing to appear or be delivered at a certain time and place for a certain matter before the court.

## **REQUEST SERVICE OF PROCESS**

### **PAPERS FILED IN MARYLAND**

- \$60 fee – cashiers check or money order ONLY (NO personal checks) made payable to: Charles County Sheriff's Office
- Two copies of summons and one copy of the complaint
- Instructions and information advising optimal time to attempt service.
- The return of service will be mailed back to the issuing court.

### **OUT OF STATE PAPERS**

- \$60 fee- cashiers check or money order ONLY (NO personal checks) made payable to: Charles County Sheriff's Office
- Two copies of summons and one copy of complaint
- Instructions and information advising optimal time to attempt service.
- Self-addresses, stamped envelope to mail the return of service/affidavit; if not provided it will be mailed back to the issuing court.

### **MAILING ADDRESS**

Charles County Sheriff's Office  
Civil Unit  
6855 Crain Highway  
LaPlata, MD 20646

### **ADDITIONAL INFORMATION**

Return of service and affidavits will be sent within 24 hours from the time of service. If you need further information or have questions, call 301-932-3063.