

Office of the Sheriff, Civil Division Kennebec County, Maine

"First to Serve" 1799



Ken Mason, Sheriff

Harry, McKenney, Chief Civil Deputy

Serving Paperwork in Kennebec County

Before submitting any paper for service, it is important that you read this entire document carefully to understand the steps involved and the costs associated with the process.

Please Note: The Sheriff's Civil Service cannot provide any legal advice nor assist you in completing your paperwork. Our service of paperwork provided to us is not an indication that the documents are properly prepared or legally sufficient for your intended purpose.

Step #1 Retainer and Paperwork Preparation

Retainer

Civil Service is a fee-based service that **requires a retainer in the form of a Cashiers Check or Money Order payable to the Kennebec County Sheriff** to initiate the process.

The retainer is required at the time you present the papers to our office. Paperwork lacking a retainer will not be accepted for processing. Personal checks, credit and debit cards and cash will not be accepted.

Under certain circumstances the Court System may waive the service fees. The Court System can provide a waiver form to you which would then be presented with the paperwork in lieu of a retainer. Completed waiver fees forms must be properly prepared and signed by a judge.

Fees for civil service vary depending on the number of people being served, urgency of request and complexity of service. A complete listing of fees can be found on our website. In some instances, such as those involving multiple attempts to locate an individual, total fees may accumulate above the retainer amount. These additional costs will be billed to you. If total fees are less than the retainer, you will be issued a refund check from the Kennebec County Treasurer.

Paperwork Presentation

For the civil process to begin **all** of the following must be provided:

- The retainer fee as described above.
- The original documentation that starts the service. One copy per person to be served. Legible copies of the original documents. One copy per person to be served. These are the papers that will be served to the individual(s).
- The information sheet provided by our office. Completing this sheet with as much information as possible will help the deputy to successfully serve your paperwork as well as provide contact information that we will need for any questions that may arise and to return the original documents to you.

Step #2 Civil Deputy attempts to make service.

The Civil Deputy serves paperwork on a routine schedule. It is highly unlikely that paperwork will be delivered to our office and served to an individual on the same day. Often a service takes several days or weeks to complete.

The Deputy relies on the accuracy of the information provided on the information sheet to make the service. Our Civil Deputy will carry your original document(s) and a copy of them when attempting to find the individual to be served.

The Civil Deputy will make three attempts to contact the individual on three separate occasions. Expenses such as mileage are applied every time a service is attempted.

When the Civil Deputy contacts the individual to be served the **copies** of the documents are hand delivered when possible.

The Civil Deputy will Officially verify proof of service on the original document. The original document is then returned to the Sheriffs Office for further processing.

In situations where contact has been avoided, the Deputy will comply with established rules of law regarding how to proceed. You will be made aware of the results of the attempted service.

Step #3 Administration and Return of Paperwork

The Deputy returns the original document to our office for administrative processing, which normally takes one business day. The Civil Clerk calculates all related expenses incurred in the service. Such fees include, but are not limited to, mileage travelled, copies of paperwork needed, postage fees and a county administration fee. The retainer submitted in Step 1 is applied to all accumulated fees and a determination made as to whether a refund or additional billing is required.

An invoice is generated and is placed with the original documents for return to you. The invoice may show that you will receive a refund, which will be mailed to you separately at a future date, or advise that there are additional charges outstanding. Any outstanding charges are due on presentation of the invoice. Additional instructions or explanations may also appear on the invoice. Please read these carefully. **Our office does not notify the court system regarding the service. You are responsible for any further actions.**

Original documents can be returned to you via the US Postal service to the address you have provided or can be picked up at our office on weekdays from 8:00 AM to 4:00 PM.