

All documents for service MUST INCLUDE A LETTER OF INSTRUCTION with the name of the party to be served, their address and payment. The fee schedule reflected in NRS 248.275, EFFECTIVE July 1, 2019, is as follows:

| SERVICE | FEE |
|--|---------------------------|
| For serving a summons or complaint, or any other process, by which an action or proceeding is commenced on every defendant | \$17.00 + Mileage* |
| For serving a subpoena, for each witness summoned | \$15.00 + Mileage* |
| For serving every order | \$15.00 + Mileage* |
| Notice (for Eviction) (each) | \$26.00 + Mileage* |
| Notice (for Eviction) (two to ten to same location) (each) | \$20.00 + Mileage* |
| Eviction Order (Posting of Order) | \$21.00 + Mileage* |
| Eviction Order (Lock-Out Order) | \$21.00 + Mileage* |
| Writ-Execution (Writ: \$15.00 and Writ of Garnishment \$15.00 plus mailing of notice: \$2.00) | \$32.00 + Mileage* |
| Writ-Attachment (Writ: \$15.00 and Order: \$15.00 plus mailing of notice - \$2.00) | \$32.00 + Mileage* |
| Writ-Possession or Restitution (Writ: \$21.00 and order: \$15.00) | \$36.00 + Mileage* |
| Posting property sales (per posting -- in most cases 3 postings must be made) | \$15.00 |
| Certified mail (per mailing) **prevailing US Postal Service rate | USPS rate |
| Copies | \$3.00 per page |
| *Mileage (not to exceed \$20.00) or 10 miles | \$2.00 per mile |

To determine the mileage fee please utilize any common internet mapping program.

- Starting address is Churchill County Sheriff's Office, 180 West A St. Fallon, NV 89406
- Enter the service address
- Round up to the first whole number (ie: 6.1 miles rounds up to 7 miles)
- Mileage is \$2 per mile, not to exceed 10 miles. Multiply the number of miles times \$2 (ie: 7 miles times \$2 = \$14).
- Add the mileage to the base fee for the type of document to be served (see fee schedule). This is the total fee.

If the original paper and affidavit of service are to be returned to you, please include a **self-addressed, stamped envelope**. If the envelope is NOT provided, the paperwork will be sent directly to the court.

NO REFUNDS will be issued. If we are unable to complete a successful service, we retain the fee for processing and due diligence. If you have any questions, please call the Civil Division at 775-423-8083.