

Civil Process Services

The Navajo County Sheriff's Office will serve Civil process in Navajo County (ie: Civil Summons & complaints; Divorce papers; Writs of Execution, Restitutions, garnishment, etc.) issued out of any superior court in the United States. There are limitations on service on the Navajo & Apache Reservations. These limits are explained on page 3.

A \$200.00 deposit is required. The fees for service by the Sheriff are set by Arizona State Statute (A.R.S. 11-445) and are as follows:

Civil Summons & Complaint:

Service fee	\$16.00	(for each individual served)
Mileage	\$ 2.40	per mile, one way from Holbrook
Notary	\$ 8.00	

Writs: Costs for service vary depending on the type of writ and action taken. A \$200.00 deposit is required. Additional fees incurred are billed and retained out of monies collected at sale.

Our Mailing Address:

Navajo County Sheriff's Office
Civil Process Division
P.O. Box 668
Holbrook, Az. 86025

or

Overnight delivery:

Navajo County Sheriff's Office
Civil Process Division
137 W. Arizona
Holbrook, Az. 86025

Payment type:

We accept checks, money orders or cashier's checks made payable to the Navajo County Sheriff's Office.

If your fees for service by the Sheriff have been waived or deferred by the court, we require a copy of the waiver or deferral be sent along with the documents you need served.

Proof of Service:

Once your documents have been served, you will be sent a "Certificate or Affidavit of Service" along with any monies remaining from your deposit.

You will then need to file the "Certificate or Affidavit of Service" with the Clerk of the Court that issued the documents.

In the event we are not able to effect service, we will still mail you a Certificate stating that service was not successful along with any remaining monies. You will be charged mileage for the attempted service.

Person (s) to be served:

By providing us with as much information as possible, we will be more successful in getting your documents served. Please complete the form below and include it with the documents you need served:

***** INFORMATION FOR DEPUTY'S USE ONLY *****

Person to be served: _____

Current Address: _____

Phone: _____

Place of Employment: _____

Hours most likely to find Respondent at HOME: _____

Hours most likely to find Respondent at WORK: _____

Does this person have access to weapons: If so, what kind and where are they located? _____

Does this person have any history of violence that the deputy should be aware of: _____

Does this person have a vehicle? Please describe it the best you can. _____

Is there anything else the deputy should be aware of? _____

Physical description of person to be served:

HEIGHT _____ WEIGHT _____ RACE _____

SCARS, MARKS, TATTOO'S _____

Your name: _____

Your phone number: _____

Your mailing address: _____

Can anyone else serve my Documents for me?: There are certified private process servers in Navajo County who may be able to serve your documents for a smaller fee. This information can be located in the yellow pages under private process service or private investigation in Navajo County, Az.

Can my documents be served on the Navajo or Apache Reservations?: The Sheriff's Office does not have jurisdiction to serve civil process on a Native American on tribal lands. We do however, have jurisdiction to serve a non-Native American on the Reservation.

To obtain additional information about Civil Process Service in Navajo County please call 928-524-4781. Select the option for the area you are inquiring about.