



**OFFICE OF THE SHERIFF  
CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SECTION**



1 DR. CARLTON B. GOODLETT PLACE  
ROOM 456, CITY HALL  
SAN FRANCISCO, CALIFORNIA 94102

**VICKI HENNESSY  
SHERIFF**

TO: ALL ATTORNEYS, AGENCIES & CIVIL PROCESS PATRONS

RE: CIVIL PROCESS FEE SCHEDULE – **EFFECTIVE JANUARY 1, 2017**

**THE SHERIFF’S DEPARTMENT REQUIRES PREPAYMENT OF ALL FEES PRIOR TO ANY SERVICE ATTEMPT. THE SHERIFF’S DEPARTMENT IS ENTITLED TO THE FEE WHETHER SERVICE IS SUCCESSFUL OR NOT.**

<u>TYPE OF PROCESS</u>	<u>FEES</u>
1. General Process (personal/substitute service)	\$40.00
2. Summons/Complaint/Unlawful Detainer	\$40.00
3. Evictions	\$145.00
4. Wage Garnishments	\$35.00
5. Third Party Levies (bank, rent, etc.)	\$40.00
6. Bench Warrants ( <b>Payable to county of Service</b> ) FTA OEX/SUB	\$50.00 / \$140.00
7. Book Levy	\$40.00
9. Auto Levy Deposit (unused portion refundable) Car / Large Vehicle	\$700.00 / \$1000.00
10. Real Property Levy – Writ of Attachment (Deposit)	\$200.00
11. Real Property Levy – Writ of Execution (Deposit)	\$2000.00
12. Keeper Levy – 8 Hour	\$240.00
Night Keeper Levy – 8 Hour (after 6 p.m. <b><u>NO SAT./SUN.</u></b> )	\$920.00(Fee+Dep. OT)
Keeper Levy – 48 Hour Seize and Sell	\$1400.00
14. Open Sheriff’s File for Process Servers	\$35.00/\$40.00
15. Open Safe Deposit Box (including separate fee to Bank)	\$275.00(Fee+Keeper)
<b><u>MISCELLANEOUS FEES</u></b>	
Notary	\$15.00
County Clerk	\$13.00
Copies per page	\$1.00
Disbursement Fee per each payment received	\$12.00
File Retrieved from storage - regular delivery (5 Days)	\$5.00
File Retrieved from storage – Rush delivery (1 Day)	\$15.00
Certified Mailing Fee	\$5.75
Returned checks	\$50.00