

CIVIL PROCESS SERVICES

Civil Papers Services & Fees

OFFICE LOCATION:

DeKalb County Sheriff's Office Civil Process Unit
DeKalb County Courthouse
556 North McDonough Street
Suite B110 (Basement Level)
Decatur, GA 30030

PHONE: (404) 371-2570

HOURS OF OPERATION:

Monday-Friday 8:00 AM-5:00 PM
Closed Saturday, Sunday and National Holidays

Fee Payments

Payment of fees for civil process services can be made in Cash (US Currency), by Money Order or by Check (law firms only). Payment must be made at the time of service and for the exact amount due.

- Service Fee-\$50.00
- Levy Fee-\$50.00

Service of Civil Papers (Superior Court, Probate and Juvenile)

All Civil Papers must be presented in person or received via U.S. Mail at the courthouse address above. Faxed Civil Papers are not accepted.

- Nulla Nona (\$20.00)
- Subpoenas (\$10.00)

Sheriff's Sales Transactions

- Superior Court *Writs of FiFa*

Notary Services

The requestor must appear in-person and provide a valid state-issued identification card. Property notary services (i.e., houses, quick claim deeds) are not available at this office.

- Each Notary request (\$2.00)

Temporary Protective Order (TPO)

TPO packages and instructions are issued by Superior Court on the Ground Floor. Only faxed TPOs are accepted from other agencies if the Respondent is an inmate of the DeKalb County Jail.

Cash Bond Refunds

Cash Bond Refunds are processed and paid IN PERSON ONLY between 8:30 AM and 4:45 PM Monday thru Friday in Room B110 in the main courthouse. Note: If the name of the Surety has changed for any reason, written documentation will be required (i.e., divorce decree, marriage license, etc.).

Prior notification* by phone at (404-371-2570) is required for receipt of a Cash Bond Refund if any of these apply:

- the Cash Bond Refund amount is \$10,000.00 or more
- the Surety is incarcerated (jail or prison)
- the Surety is deceased

Follow these procedures:

The original Cash Bond receipt (or a copy), a valid state-issued identification card, and a Cash Bond Release are required to receive a refund.

- The Surety must produce the original Cash Bond receipt (or a copy from Room B110) and a valid ID card.
- The Surety must also obtain and produce a Cash Bond Release
 - For Misdemeanors, see the Solicitor's Office on the 5th Floor
 - For Felonies, see the District Attorney's Office on the 7th floor

With all three documents, the sheriff's office (Room B110) can process a Cash Bond refund check.*