



CIVIL PROCESS SERVICES

Florida State Statute requires the Sheriff's Office to serve all enforceable civil process.

The Citrus County Sheriff's Office will serve the following process:

- State Witness Subpoenas – Issued by the State Attorney's Office or Public defender's office
- Writ of Garnishment
- Writ of Replevin
- Writ of Possession
- Writ of Attachment
- Writ of Execution / Levy / Distress Writ
- Child Custody Pick-Up orders
- Injunctions for Protection and Order Setting Hearings on Injunctions
- Ex-Parte Baker Act & Marchman Act Orders issued by the Court
- Tax Deed Warnings
- Indigent process
- Any other process issued by a government entity

The fee for Enforceable process is \$90.00 per service; The fee for Writ of Garnishment and Tax Deed Warning is \$40.00. Additional fees and costs apply to Writ of Execution / Levy process.

If you are a private citizen or an attorney and are in need of having a non-enforceable civil summons/subpoena served you will need to contact a Private Process Server.

If you have questions about these and any other civil actions, please be advised that Citrus County Sheriff's office personnel cannot dispense legal advice. However, call the Civil Department at 352-341-6525 for any questions.

Levy Information

Advanced Cost Deposits:

Advance cost deposit fees are required as follows in addition to the above noted levy fees.

Note: The advance cost deposit may be more substantial if additional costs may be incurred for services such as locksmithing, electrician, special equipment, boarding of animals, storage of property, or other unique circumstances. *****Below subject to change for unusual circumstances*****

Personal Property: **\$4,000.00 (Minimum)**

Real Property: **\$1,500.00 (Minimum)**

Household: **\$4,000.00 (Minimum)**

Business: **\$5,000.00 (Minimum)**. Call for quote, dependent on inventory/contents



**THE FOLLOWING ARE REQUIRED TO BE SUBMITTED TO
THE CITRUS COUNTY SHERIFF'S OFFICE CIVIL PROCESS
UNIT BEFORE WE CAN PROCEED WITH A LEVY**

Required Documents for Real Property Levy:

- Original Writ of Execution
- "Instructions for Levy" with physical location and legal description
- Addresses of all parties involved
- Proof of ownership: Warranty deed showing ownership of the real property in the name of the defendant(s) named in the body of the Writ of Execution
- Affidavit of prior liens search (real property)
- Sufficient cost deposit

Required Documents for Personal Property Levy:

- Original Writ of Execution
- "Instructions for Levy" specifically describing property
- Addresses of all parties involved
- Creditor's Affidavit – pursuant to Florida Statutes 56.27(4)(a)(b)(c)
- Judgement Lien Certificate
- UCC Search
- Sufficient cost deposit

Required Documents for Business Levy:

The cost deposit for a business levy is substantially more than for a personal property or real property levy because we have to hire a moving and storage company to pick up the property, store it for several weeks and then display the property the day of the sale. In order for the Sheriff to get an estimate of cost, we must first be provided with a copy of the Writ of Execution and specific instructions for the levy. After the cost deposit is determined, you will be notified, and the requirements will be the same as a personal property levy.

ATTENTION: THERE MAY BE INSTANCES WHERE THE PROPERTY BEING SOLD DOES NOT BRING SUFFICIENT MONEY TO COVER THE COSTS OF THE LEVY PROCESS. IN THIS EVENT, THE JUDGEMENT CREDITOR MUST PAY THE DIFFERENCE. CONSEQUENTLY, IT IS TO YOUR ADVANTAGE TO BE PRESENT FOR THE SALE TO PROTECT YOUR INTEREST.