

**Civil Process and other Fees approved by the Polk County Board of
Commissioners on January 23, 2018**

1. Serving a summons, warrant, writ, subpoena, or any process issued by a court of record: \$45.00 for each defendant served and mileage.
2. For all process, when no charge is made for service, of a return of not found or unsatisfied: \$45.00.
3. Writ of Execution levies, (bank, wages, personal property, real estate property): \$45.00.
4. Commission on collection of execution after levy on real property, personal property and/or money collected on the execution without levy:

\$0.00 - \$250,000.00 = eight percent (8% Commission)

All Amounts over \$250,000.00 = six percent (6% Commission)

5. Posting: \$55.00 (mileage included)
6. Conduct Sheriff Sale and provide Certificate of Sale on executions, personal property and/or real estate: \$45.00
Copy of Sale Certificate requested: \$15.00

- | | | |
|-------------------|--|---------|
| 7. Sheriff Sales: | Judgment and Decree ----- | \$60.00 |
| | Execution----- | \$60.00 |
| | Mortgage Foreclosure by Advertisement ----- | \$60.00 |
| | Lien (Mechanic or Warehouseman Lien), plus mileage ----- | \$60.00 |
| | Abandoned Property, plus mileage----- | \$60.00 |
| | Bulky Levy ----- | \$60.00 |

8. Writ of Execution returned (not used, no property found, partially satisfied): \$45.00.
9. Securing and safely keeping property in replevin, attachment, or on execution to be computed on the basis of time spent and hourly rate of pay of the Sheriff or Deputy executing the process: Deputy time, mileage and storage.

10. Fee for storage on County property: \$15.00/day - sheltered; \$10.00/day – unsheltered.
11. Unlawful Detainer/Eviction/Writ of Recovery and Order to Vacate: \$45.00, Deputy Time and Mileage.
12. For services not herein enumerated: \$45.00, if not provided by the County Board.
13. Reissue of Affidavit and/or Certificate of Service: \$15.00.
14. Mileage: Current IRS rate, minimum \$10.00. When applicable, mileage will be included on all civil process matters handled by the Sheriff.
15. Writ of execution deposit in advance of service: This is at the discretion of the Sheriff.
16. Handgun Permits: \$100.00
17. Renewal Handgun Permits: \$75.00
18. Purchase Permits: No fee.
19. Film/Tape: Cost of reproduction.
20. Digital Information (Photos, Audio and Video): Per data practices as outlined by MS 13.03 & 13.04.
21. Notary Fee: \$5.00
22. Certified Copy Fee: \$5.00
23. False Alarm Response: Deputy Time per Deputy dispatched. This fee structure would apply after the 3rd false alarm in a 45 day period. The alarm holder shall be notified in writing after the 2nd false alarm.
24. Background Checks: \$15.00 for the basic background check. If applicable, other fees related to the preparation and completion of the background check will be added.
25. Civil Process Deputy Time is the current rate of pay plus benefits; may include overtime.
26. Incident/Accident Reports/Other Case File Information: Per data practices as outlined by MS 13.03 & 13.04.

27. Recording fee per document: \$56.00, includes mileage.
28. Deputy and/or Record staff time will be charged for a minimum of one hour for Sheriff/Mortgage Foreclosure sales that are cancelled or postponed without notification.
29. Annual Dangerous Dog fee per MN State Statute 347.51 Subd. 2 (3): \$500.00.