

# Civil Paper Services

Request for service of legal documents is available at the Pend Oreille County Sheriff's Office. You may request such service at the Civil Department weekdays from 8:00 am to 4:30 pm or you may submit your request by mail.

Fees for service are charged based on RCW 36.38.040:

|                                       |          |
|---------------------------------------|----------|
| Serve one (1) defendant               | \$ 20.00 |
| Serve two (2) or more at same address | \$ 25.00 |
| Each Return                           | \$ 10.00 |
| Notary Fee                            | \$ 5.00  |
| Mileage (per mile)                    | \$ 0.67  |

A deposit for service may be requested in advance.

Attempted service of papers is based on the information you provide. Please include all information which will assist us in successfully serving your papers. This information may include date of birth, description, address and name of business or location to serve at, work hours, vehicle description, etc. The more information you are able to provide, the better the probability for a successful service.

For mailed requests, please send your information to:

Pend Oreille County Sheriff's Office  
Attn. Civil Department  
P.O. Box 5075  
Newport, WA 99156

For further questions please contact the Civil Deputy at (509) 447-3151.