



LISBETH A. BORGMANN

Clerk of the Allen Circuit and Superior Courts

Allen County Courthouse ♦ 715 S. Calhoun Street ♦ Fort Wayne, Indiana ♦ 46802

SERVICE OF PROCESS BY SHERIFF **NEW PROCESS AND FEE INCREASE - EFFECTIVE JULY 1, 2017**

Indiana Code 33-37-5-15 was recently amended and requires payments for Service of Process by Sheriff to be paid to the Clerk of the Court.

Documents that are to be served by Sheriff must first be processed by the Clerk's office. The Clerk will collect the applicable fees, then the requesting party will mail or hand-deliver the documents to the Sheriff with proof of payment. After the document is served, the Sheriff will forward the documents to the Clerk for entry into the case management system.

Payments for this service will be accepted through the litigant's E-Filing Service Provider ('EFSP') or at the Clerk's public counters located at the Courthouse or Small Claims Courthouse Annex. A screenshot of this option as viewed on the EFSP is found on the following page. Payment may be made by credit card, cash, money order, cashier check, business check, or personal check.

Costs: \$28 on new service (one time per case);
 \$28 on post-judgment service (one time per case);
 \$60 on service for non-Indiana cases.

Documents to be served by the Sheriff will be accepted via mail or hand-delivery in Room 100 of the Allen County Courthouse (715 S. Calhoun St., Fort Wayne, IN 46802). It will be the requesting party's responsibility to show proof of payment. Three copies of the document(s) to be served are required.

The following image is a screenshot of “Optional Services and Fees” field on the State’s free E-Filing Service Provider from Tyler Technologies. Other EFSP’s may show this selection option differently. Select the ‘Service by Sheriff’ option from the drop-down menu.

Lead Document (Required)

test civil-appearance.pdf 86.88 kB

Description test civil-appearance.pdf **Security** Public document

Attachments

Computer **Cloud**

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
	\$0.00	1	\$0.00	+ Add Optional Services and Fees

Optional Services and Fees

Click to select Optional Service and Fee

Undo Save Changes

