



FRANKLIN COUNTY SHERIFF'S OFFICE CIVIL PROCESS SUBMISSION CHECKLIST

Effective: January 1, 2017

SUBMITTING DOCUMENTS

When you submit documents to our office, it is your responsibility to make certain that everything is correct. The following is a checklist for you to refer to when turning things over to our office for service.

FOR EACH DOCUMENT THAT YOU PREPARE IT MUST

1. Be signed by the clerk
2. Be dated the day it was issued
3. Be under the seal of the court
4. Contain the name of the court and names of the parties
5. Contain the name and address of the plaintiff's attorney
6. The address for service must be in Franklin County
7. Amount of the check or money order must be correct

ADDITIONAL REQUIREMENTS FOR EXECUTIONS AND GARNISHMENTS

8. Contain the name and current address of the debtor
9. Have a return date
10. Have a garnishment or execution number
11. Include a deposit along with the standard service fees when applicable

WHAT TO INCLUDE

SERVICE COPY AND RETURN: You will need to make sure to include a service copy and a return copy. The service copy should include a copy of the petition/order/execution and anything you need given to the respondent. The return copy should consist of a copy of the petition/order/execution. Please mark in the upper right hand corner of your document either "service copy" or "return copy" and make sure that the service copy has everything **stapled** together. We are not responsible if your service packet is incomplete.

PAYMENT: Refer to the fee sheet on how to calculate the correct fees for each document.

GARNISHMENTS: When submitting garnishments, executions, or levies, please submit **three** copies of the execution or garnishment form.

RETURN OF SERVICE

All returns will be e-filed with the court when possible. If you need your return to be sent to the courts directly, please provide postage paid addressed envelope with the courts address on it.

CHECKING STATUS OF A RETURN

Please check the e-file system before contacting us regarding the status of a return. When you call to check status, please make sure you have the case number ready. We ask that when you want to check on multiple cases that you send an email with the case numbers. We strive to file all returns in a timely manner. Factors that affect this are the timeliness which we receive the document once it has been issued by the court, the workload of the deputy assigned to it, and the workload of the clerk processing the returns.

LANDLORD/TENANT & UNLAWFUL DETAINERS

When submitting documents for an unlawful detainer or landlord tenant action, please keep in mind that each person at the residence will need to be served either by personal service or by posting. Each type of service that you choose will require a service copy and return copy for each individual at the address. We do not serve these by first class mail; you will be responsible for this type of service.

EVICTIONS/EXECUTIONS/KICKOUTS

When we receive an order from the court for an eviction, we will call the contact person listed on the order to set this up. The deputies will schedule this with the representative and then post on the property the date and time. When you are contacted please take the time to note the deputy's name along with the date and time. It is important that if you decide to cancel the kick out you let the deputy know as soon as possible. Our deputy will be there to facilitate the removal of the tenants and will not be helping to physically remove property.

CONTACTING OUR OFFICE

Contact Name: **Erin Wild, Administrative Assistant**

Phone Number: **636-584-6861**

Fax Number: **636-584-7962**

Mailing Address: **FRANKLIN COUNTY SHERIFF'S OFFICE
ATTN: CIVIL PROCESS
401 East Main St. Suite 100B
Union MO 63084**

Email address is: ewild@franklinmo.net

Website: www.franklincountymosheriff.com