



Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Shawn D. Gillen, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

Checklist for Obtaining Civil Service

_____ Obtain correct paperwork from District Court or other source.

_____ Fill out papers completely and correctly (papers from the District Court will have written instructions).

- Ensure full name of person to be served and
- A full, current PHYSICAL address is included (no P.O. Boxes).
- Include any additional information that may be helpful.

_____ **Make two copies of all papers to be served.**

- Original with "return of service" section (space for Deputy signature) and
- One copy for service will be forwarded to the Sheriff's Department.
- Retain one copy for your records.
- **If a 2nd copy is not attached, a fee of \$1.00 per page will be added to your invoice**

_____ Each service will require a \$80.00 deposit.

- Example: If two people are to be served (even in the same case)
A deposit of \$160.00 is required.
- Check or money order should be made payable to:
"Aroostook County Sheriff"

_____ Mail papers and deposits to:

Aroostook County Sheriff
Civil Division
25 School Street, Suite 216
Houlton, ME 04730

_____ Be sure to include a full mailing address where completed papers are to be returned.

- Once service has been completed, the original copy with the signed proof of service will be returned to this address 24hrs after service.

******The Sheriff's Office does not retain copies of Civil Papers to hand out, nor does the Sheriff's Office fill out any paperwork on your behalf. ******

For more information contact
Tracy Kala
Administrative Assistant
Civil Service
207-532-0701

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

25 School St., Suite 216, Houlton, ME 04730

Tel: 207-532-0701