



The Commonwealth of Massachusetts  
**Middlesex Sheriff's Office**

**Civil Process Division**

Peter J. Koutoujian, Sheriff

40 Brick Kiln Road, Chelmsford, MA 01824 • 617-547-1171

**Fee Schedule**

Unless an attorney or law firm, all fees must be paid in advance.

*We accept:*

Corporate Check

Money Order



**Service of Process:**

In-Hand Service:	Service:	\$30.00
	Attest:	\$5.00
	Travel:	\$0.32/mile from location of service to court of jurisdiction
	Conveyance:	\$0.15/mi (\$4.50 max.)
	Postage/Handling:	\$3.00
Last and Usual Service:	Service:	\$20.00
	Attest:	\$5.00
	Travel:	\$0.32/mile from location of service to court of jurisdiction
	Conveyance:	\$0.15/mi (\$4.50 max.)
	Postage/Handling:	\$3.00
Last and Usual Service w/ Mailing:	Service:	\$20.00
	Attest:	\$10.00
	Travel:	\$0.32/mile from location of service to court of jurisdiction
	Conveyance:	\$0.15/mi (\$4.50 max.)
	Postage/Handling:	\$5.00
Out-of-State Service:	First Defendant	\$100.00 (flat fee)
	Additional Defendants Same Address	\$50.00/defendant

**Writs of Attachments/Levies:**

Writ of Attachment Without Mailing:	Registry Filing Fee:	\$105.00
	Attachment Fee:	\$20.00/defendant
	Attest:	\$5.00
	Travel (recording):	\$0.32/mile from location of office to Registry of Deeds of jurisdiction
	Postage & Handling:	\$3.00
	Copies:	\$0.50 (minimum \$2.50)
Writ of Attachment with Mailing:	Registry Filing Fee:	\$105.00
	Attachment Fee:	\$20.00/defendant
	Attest:	\$10.00
	Travel (recording):	\$0.32/mile from location of office to Registry of Deeds of jurisdiction
	Postage & Handling:	\$5.00
	Copies:	\$0.50 (minimum \$2.50)
Levy with Mailing:	Registry Filing Fee:	\$105.00
	Levy Fee:	\$20.00/defendant
	Attest:	\$10.00
	Notice:	\$10.00
	Preparation:	\$15.00
	Travel (recording):	\$0.32/mile from location of office to Registry of Deeds of jurisdiction
	Postage & Handling:	\$5.00
Copies:	\$0.50 (minimum \$3.50)	
Levy with Service:	Registry Filing Fee:	\$105.00
	Levy Fee:	\$20.00/defendant
	Attest:	\$5.00
	Preparation:	\$15.00
	Travel (recording):	\$0.32/mile from location of office to Registry of Deeds of jurisdiction
	Postage & Handling:	\$3.00
	Copies:	\$0.50 (minimum \$2.50)

*Plus additional service fee as indicated above*

**Sheriff's Sales:**

*Please contact our office (617) 547-1171 for more information on fees for Sheriff's Sales of Real Estate.*

**Enforcement:**

Execution on Money Judgment (Seizure)/:  
Repossession \$300.00 (2 deputies)

Execution for Possession (Eviction): \$300.00/first 4 hours (2 deputies); \$50/hour per deputy thereafter

Capias (physical arrest): \$360.00 (at least 2 deputies)

Capias (physical arrest,  
Non-Middlesex County Court): Contact our office for out of county fees.<sup>1</sup>

Capias (Notice with Appearance): \$60.00

Capias (Bill & Return): \$50.00

**Special Service Fee Schedule**

Rush Fee \$25.00

Diligent Search (service & capias): \$25 (service); \$25 (out of state service); \$25 (capias)

*Deputy has made good faith and diligent effort to perform service and was unable to complete due to circumstances outside of the deputy's control, i.e. address unavailable/incorrect, person moved outside of jurisdictional area, etc.*

Special Service Fee: \$10.00 - \$25.00

*Deputy has completed service, but has had to make extraordinary efforts to facilitate, such as significant research into new address, multiple attempts to complete in-hand service, or other efforts that required additional time outside the normal service of process.*

Research Fee *CEU Only*: \$50.00/hour

*CEU Deputy has completed background research and concluded that there are defects in document or service is unable to be performed as requested.*

Physical Arrest Attempt: \$150.00

*CEU Deputies have made good faith and diligent attempt on background investigation and to conduct arrest, expending MSOCP resources. Return is made to client either at their request or after multiple attempts have been unsuccessful.*

Eviction/Seizure Attempt: \$150.00

*CEU Deputies have made good faith and diligent attempt to perform requested eviction or seizure, expending MSOCP resources.*

<sup>1</sup> Additional fees may apply depending on court location and arrest logistics.

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