

**NOTICE TO ALL PROPERTY HOLDERS AND/OR ATTORNEYS
FILING EVICTIONS**

The cost for filing is \$125.00 for one defendant and one cause of action and \$155.00 for two or more defendants or two causes of action (eviction and money claim).

If service on your eviction is accomplished only by posting the eviction notice and ordinary mail, you are NOT permitted to proceed with the money portion of your complaint.

Personal or residential service on a person by either the Bailiff or Special Process Server, or successful certified mail service on a person, must be accomplished in order for you to get a **money judgment** against a person.

When filing your eviction, you must inform the clerk as to the type of service requested. Service includes:

1. Ordinary mail and service by Bailiff or Special Process Server
2. Certified mail service requires an additional cost of \$25.00

It is your responsibility to inform the clerk as to the type of service you want in writing.

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INSTRUCTION FOR SERVICE

_____Plaintiff requests additional service by certified mail and agrees to pay the charge of \$25.00.

_____Plaintiff DENIES additional service by certified mail.

Signature of Attorney/Plaintiff