

Requirements for civil service by Cherokee Sheriff's Office

- Completely filled out “Affidavit of Service” or “Sheriff’s Entry of Service form” for *each* service. This includes:
 - A Case number
 - Full name of person to be served
 - A complete address of location to be served

Please note: We do NOT have “Affidavit of Service” forms. Therefore, you must submit a form for service. Thank you.

- Self-addressed, stamped envelope where you would like the service to be returned.
******MUST BE INCLUDED TO HAVE SERVICE SHEET RETURNED.******
- Check in the amount of \$50.00 (for each civil service) made payable to: **“Cherokee County Sheriff’s Office”**
- Contact name and phone number in case we have any questions.
- Papers to be served **MUST** be filed and stamped by county clerk.

Mailing address:

Cherokee Sheriff’s Office
498 Chattin Drive
Canton, GA 30115
Attention: Civil/Warrant Division

If you have any questions, please do not hesitate to call: 678 493-4251

We only keep copies of service for 90 days – therefore, if you did not receive a copy back by mail, please call ASAP. Thank you.

Fees for civil service by Cherokee Sheriff’s Office

Serving copy of process and returning original, per copy.....	\$50.00
Serving summons of garnishment or rule against garnishee.....	\$50.00
*Each additional copy above the first the fee is.....	\$6.00
Serving a witness subpoena.....	\$10.00
*Notice of Deposition(Duces Tecum) or	
*Production of Evidence w/Entry of Service form.....	\$50.00

(For more information you can go to http://www.legis.ga.gov/legis/2009_10)