

**DOCUMENTS AND FILING FEES REQUIRED FOR FILING A
TENANT EVICTION FOR POSSESSION ONLY**

The following is the number of copies needed when a landlord, property manager, or attorney files a tenant eviction and filing fees:

FOR 1 DEFENDANT

FOR 2 DEFENDANTS

Notice to Vacate	- 3 copies	5 copies
Written Lease	- 3 copies	5 copies
Eviction Complaint	- 1 original, 2 copies	1 original, 4 copies
Civil Cover Sheet	- 1 original	
Summons	- 1 original, 2 copies	2 originals (1 per person) 4 copies (2 per person)
Property Managers - Letter of Authorization	- 1 copy	
Certificate of Service	- 1 original	

Step
1

Postage Paid Envelope addressed to each defendant for mailing a copy of the summons and complaint. If omitted, additional postage will be charged at the time of filing.

FILING FEES:

Tenant evictions for possession only **\$185.00**
(Cash, money order, business or personal checks accepted. Identification is required for processing personal checks; no third party checks will be accepted.)

Note: The Clerk’s Office is currently accepting Visa, MasterCard, Discover cards and American Express. There is a nonrefundable charge of \$5.00 per transaction to provide credit card service. Our financial services provider charges this service fee. The Clerk’s Office does not receive any part of this fee.

Oath, Administering, Attesting and Sealing **\$3.50**
Issuing a summons, each **\$10.00**

Service fee by Sheriff **\$40.00 per defendant**
(The Clerk’s Office cannot accept cash on behalf of the Sheriff’s Office)

Service by Process Server is available, check with server to verify service fee.

Note: The plaintiff(s) and defendant(s) complete name, address, zip code and telephone number must be furnished at the time of filing. All documents **must be legible**.

Step
2

Motion for Default	1 original
Motion for Final Judgment for Possession	1 original
Default Final Judgment For Possession (Plus stamped addressed envelopes for each party)	1 original, plus a copy for each party
Writ of Possession	1 original, 2 copies
Service fee by Sheriff to serve the Writ of Possession is \$90.00 - check or money order payable to the Sheriff’s Department. Clerk cannot take the \$90.00 in cash.	