

Original Notice -FED Procedures

BOONE COUNTY SHERIFF'S OFFICE

Effective 7/1/2017

When an Original Notice-FED (Forcible Entry & Detainer) is filed with the Clerk of Courts office in Boone, and then given to our office for service, we will make 2 attempts to obtain personal service on each defendant. Service of the FED must be completed at least 3 days prior to the hearing.

After 2 attempts, if we are unable to personally serve the defendant(s), we will post the notice on the primary entrance door of the premises not less than 3 days prior to the hearing with the date of posting noted on the notice. The notice will also be sent by regular and certified mail to the address of the premises or last known address not less than 7 days prior to the hearing. Service is not deemed complete until 4 days after mailing.

A bill will be sent to the Plaintiff or the Attorney. Once payment is made the Return of Service will be electronically filed with the Clerk of Courts. The Clerk of Court must have this Return of Service prior to the hearing. The return being made will include the attempts, date and time of service/posting and by which officer. If mailed, it will also include the date of mailing and by whom with a copy of the certified mailing receipt attached to the return.

Charges for such service will be:

Posting \$10.00

Service fee per person \$30.00

Mileage at current rate per mile (minimum will apply)

Copy fees at \$.50 per copy

Cost of Certified mailing and regular mail (including cost for postage and envelope)