

WHAT DOES THE CIVIL UNIT DO?

The Civil Unit is responsible for serving civil papers received for process from citizens and from the Courts. Our responsibilities range from serving court documents and civil papers, to overseeing evictions, and conducting sheriff's sales.

The Civil Unit cannot give legal advice or opinions. If you are uncertain as to what course of action you should take, you should contact an attorney or Legal Services at (303) 837-1313.

BASIC FACTS

The Civil Unit is open from **8:00 a.m. to 4:30 p.m., Monday through Friday**, excluding City Holidays.

Currently, the Civil Unit is staffed with 1 Sergeant, 2 Officers, and 1 civilian staff member.

If you have any questions concerning the Civil Unit, please call 303-438-6480.

CIVIL PROCESS INFORMATION



Protection Orders take priority over all other types of service. This is due to the potential for injury to those persons involved in such situations.

Evictions are the second highest priority of the Civil Unit. These court orders are time sensitive and must be scheduled in advance of their execution.

Officers assigned to the Civil Unit often encounter criminal activity while serving civil papers and executing court orders. When this occurs, the officers have authority to take appropriate action in accordance with the law.

The Civil Unit is occasionally required to seize property (both real and personal). If you have a dispute about who is rightly entitled to property seized by our office, you must take your dispute up with the Court. The Civil Unit will only seize, return, or sale property if there is an appropriate court order in place.

FREQUENTLY ASKED QUESTIONS & ANSWERS (FAQs)

How do I arrange to have papers served? Papers requiring process service may be mailed to our office or brought in directly to the records counter. If you are mailing papers in, please be sure to include as much information as possible about the schedule and whereabouts of the person being served. Information such as date of birth, home address, place of employment and work hours, physical description, vehicle information, and a photo of the person are all helpful in locating the person to be served. If you bring your papers directly to the Records counter, an Information Sheet will be given to you to fill out.

How much does it cost to have someone served? The cost of process service depends on the type of document being served. A fee schedule is located outside the Records counter and on our web page at www.broomfield.org. Mileage is charged at the one-time rate of \$2.00 per person, per location. If you are uncertain of what it will cost you to have your documents served, please feel free to contact the Civil Unit directly at 303-438-6480.

In all instances, prepayment for service is required. Except for rare instances, documents that arrive in our office without

prepayment will be returned without being served.

Can I get the costs waived? Generally, no. Occasionally the court will indicate in an order or other court document that fees are to be waived. If the court order waiving fees is related to the process service being requested, the cost of service will be waived.

What forms of payment are required?
The Civil Unit will generally accept cash, check, or certified funds.

How long will it take to get someone served? The time it takes to serve someone varies greatly. To some extent, it depends upon the accuracy of the information given to us. The more information given about the person to be served – such as place of employment and daily schedule – the more likely we are to be able to serve that person quickly. If you would like to check on the status of a service of process request, you may contact the Civil Unit at (303) 438-6480.

Where can I find some of the forms you require? Many of the forms involved in civil actions are standard forms and are available from most local print shops. Many court forms are also available from the Broomfield County Court Clerk or online at www.courts.state.co.us/scao/Forms.htm.

In some instances, the Civil Unit may also be able to provide you with either a blank form or a sample form.