



CHEROKEE SHERIFF'S OFFICE

Civil/Warrant Unit

498 Chattin Drive
Canton, GA 30115
Fax: (678) 493-4278
Phone: (678) 493-4251



Frank Reynolds, Sheriff

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" or "Sheriff's Entry of Service" forms. Therefore, you must submit a form for service. Thank you.

- Papers to be served MUST be included, filed and stamped by county clerk.
(Only **ONE** set of papers are required for service)
- Self-addressed, stamped envelope where you would like the service to be returned.
****MUST BE INCLUDED TO HAVE SERVICE SHEET RETURNED.****
- Cash, Check or Money Order in the amount of \$50.00 (per defendant) make payable to:
"Cherokee County Sheriff's Office"
If service fee has been paid online via E-File please provide proof of payment.
- Contact name and phone number in case we have any questions.

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

Fees for civil service by Cherokee Sheriff's Office

PAYMENT MUST BE SENT WITH PAPERS TO BE SERVED

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 (Civil Cases Only).....	\$10.00
Notice of Deposition (Duces Tecum) or Production of Evidence w/Entry of Service form.....	\$50.00