



**PIMA COUNTY SHERIFF'S DEPARTMENT**  
 Civil Enforcement Section  
 32 N. Stone Avenue, 16th Floor Tucson, Az. 85701-1409  
 Phone (520) 351-6000 Fax (520)351-4333  
 www.pimasheriff.org

**MARK D. NAPIER**  
 SHERIFF

**CIVIL ENFORCEMENT FACT SHEET** (ORDERS OF PROTECTION/INJUNCTIONS AGAINST HARASSMENT)

**General instructions:**

**Orders of Protection** are given priority and service may take from 3 - 10 business days.

The more details you provide on your information sheet the more likely a successful and timely service will be made. If you do not provide enough information, such as, a current home address, employer address, phone numbers, etc, the chances of a successful service may be drastically reduced.

**Orders of Protection/Injunctions Against Harassment are not in effect until they have been served on the defendant.**

Keep a copy of the **Order of Protection or Injunction Against Harassment with you at all times.** If you encounter the defendant prior to service, call 911 and have law enforcement respond. The responding law enforcement officer can serve your copy of the Order of Protection or Injunction Against Harassment on the defendant at that time. If this occurs, notify our office at 351-6000 with the following information: name of the agency serving the order, officers name, case number, location and time of service. We require this information to verify service. Service must be verified before we can stop our service attempts of your paperwork. Service attempts and charges will continue until verification from the other agency can be made.

After service is completed, keep a copy of the Order of Protection or Injunction Against Harassment and declaration of service with you at all times. This will assist law enforcement officers in enforcing the order.

You will have a choice to be notified by mail or email as to whether or not your order was successfully served. If you receive notice that the defendant was not served, you may contact the issuing court concerning your options, always keep a copy of the order and petition with you.

Note: We may not be able to serve papers at certain locations such as tribal reservations medical/rehabilitation/mental health centers, or other locations where the employers prohibit service.

**Charges**

A deposit is required for the service of all civil processes except for Orders of Protection and Injunctions Against Harassment with a dating relationship when stipulated by the courts. Unless you provide a waiver (**Waiver** – means that the Arizona Superior Court is waiving all service fees and charges, and, therefore, no payment will be required) or deferral (**Deferral**– means you will be billed later by the Pima County Sheriff's Department for any applicable fees and charges) from a Arizona Superior Court, there will be charges for serving your papers. If fees are to be waived or deferred, a valid copy of the court order waiving or deferring fees must accompany the papers you submit for service. Out of state and municipal court waivers or deferrals will not be accepted. You may contact a local Arizona Superior Court for assistance in obtaining a waiver or deferral order.

The required deposit for Injunctions Against Harassments without a court stipulated dating relationship is \$50.00 per person being served.

Charges that will apply	\$16.00 service fee (per order served)
	\$8.00 prep fee (per affidavit created)
	\$2.40 a mile (\$16.00 min. per attempt)

Deposits are accepted by in-state personal, cashiers or business check, money order, or debit card. Checks must be exact amount.

After deduction of fees, any excess deposit will be refunded to you by mail. If the fees exceed the amount of the deposit the Pima County Sheriff's Department Civil Enforcement Section will bill you for the remainder due.

If you would like further assistance, please contact the Civil Enforcement Section, phone **#351-6000** or view our website at: **www.pimasheriff.org**, click on services/civil process.