



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

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

For Orders of Protection: There are no charges for the service of an Order of Protection.

For Injunctions Against Harassment: Unless you provide a waiver (**Waiver** – means that the Arizona 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 an Arizona Court, **there will be charges for serving your papers** after the process has been concluded. 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. You may contact a local Arizona Court for assistance in obtaining a waiver or deferral order.

If your paperwork is returned to you as unserved the Pima County Sheriffs Department will make additional attempts for service upon receipt of any significant new information that will assist us in the service of your paperwork. We will make these attempts for up to one year from the date it was issued, at which point the injunction expires. If additional attempts are made **there will be charges** and you will be billed after the completion of each new service attempt. Your total balance will be due to the Pima County Sheriffs Department after the Injunction has been served or once the injunction has expired.

Charges that will apply	\$16.00 service fee (per order served)
	\$2.40 a mile (\$16.00 min. per attempt)
	\$8.00 prep fee for out of state affidavits

Payments can be made in person at 32 N Stone Avenue on the 16th floor or over the telephone. Types of payments accepted are personal, cashiers or business checks, money orders, or debit card payments. Checks must reflect the exact amount due.

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