

# **Civil Process for the Greenville County Sheriff's Office**

The Greenville County Sheriff's Office Civil Division is contracted through a third party.

## **Office Hours**

9:00 AM to 5:00 PM (Closed for Lunch 1:00pm-2:00pm)

Monday through Friday

The office is closed on all county holidays.

## **Location**

1613 E North St, Suite 102 Greenville, SC 29607

Phone: (864) 875-0697

Email: [gcsso@whitesellpi.com](mailto:gcsso@whitesellpi.com)

## **Submitting Documents for Service**

1. Hand Delivery to Our Office
  - a. **Address:** 1613 E North St, Suite 102 Greenville, SC 29607
  - b. Please Bring the Following Documents Completed
    - i. Court Approved Documents to be served with all necessary signatures
    - ii. Name of the party being served.
    - iii. Location of service attempts
    - iv. Pre-stamped and self-addressed envelope for return of service affidavit
    - v. Cash or Check of Process Service Fee– Check Made out to GCSO – Civil Process
2. Mail to Our Office
  - a. **Address:** 1613 E North St, Suite 102 Greenville, SC 29607
  - b. Please Mail the Following Documents Completed
    - i. Court Approved Documents to be served with all necessary signatures
    - ii. [Service of Process Submission Form](#)
    - iii. Pre-stamped and self-addressed envelope for return of service affidavit
    - iv. Check of Process Service Fee – Check Made out to GCSO – Civil Process

## **Greenville County Civil Division Process Service Fees – In State Actions**

The fees the Greenville County Sheriff's Office collects for the service of process are set forth by §23-19-10 of the South Carolina Code of Laws, 1976, as amended. \*Fees below reflect amounts for all allowed service attempts per matter.

Subpoena	\$20.00
Summons and Complaint	\$25.00
Any other type paper	\$25.00
Mechanic's Lien	\$25.00
Attachments	\$25.00
Claim and Delivery	\$25.00
Writ of Assistance	\$25.00
Orders	\$25.00
Writ of Ejectment (Evictions)	\$25.00
Rule to Show Cause	\$25.00
Lis Pendens	\$25.00
Motions	\$25.00
Notices	\$25.00

**To avoid a delay in the return of the Affidavit of Service please include a self-addressed stamped envelope.**

## **Greenville County Civil Division Process Service Fees – Out-of-State Actions**

The fees the Greenville County Sheriff's Office collects for the service of process are set forth by §23-19-10 of the South Carolina Code of Laws, 1976, as amended. \*Fees below reflect amounts for all allowed service attempts per matter.

Subpoena	\$70.00
Summons and Complaint	\$75.00
Any other type paper	\$75.00
Mechanic's Lien	\$75.00
Attachments	\$75.00
Claim and Delivery	\$75.00
Writ of Assistance	\$75.00
Orders	\$75.00
Writ of Ejectment (Evictions)	\$75.00
Rule to Show Cause	\$75.00
Lis Pendens	\$75.00
Motions	\$75.00
Notices	\$75.00

**To avoid a delay in the return of the Affidavit of Service please include a self-addressed stamped envelope.**

### **Frequently Asked Questions**

Q: Will I receive an update on the status of my job

A: We are unable to provide field updates from our deputies but commit to returning an affidavit of service or non-service within 30-days of receiving payment and proper documents for service

Q: Can you give me advice on my case?

A: We are unable to provide legal advice on any case and recommend consulting with an attorney for legal aid.

Q: What is the turn-around time on my process service?

A: Please allow up to 30-days from receiving payment and proper documents for service to be completed.

Q: Do you offer rush or same-day service?

A: We do not offer same-day or rush process service; however we would recommend hiring a private process server if you need expedited service.

Q: What if I need multiple people served at the same address/location?

A: Yes, each person served is a separate process service assignment and requires fees for each person.

Q: What happens if you cannot serve the person or you are unable to locate them?

A: Our office will return an affidavit of non-service that details the efforts that were made to make effect service. Jobs can be resubmitted for additional attempts or for service attempts at a new location.

Q: What happens if the person is successfully avoiding service?

A: Our office will return an affidavit of non-service that details the efforts that were made to make effect service. Jobs can be resubmitted for additional attempts or for service attempts at a new location. We recommend hiring a private investigator to assist with additional investigations that may be required to complete service.

Q: How do I pay?

A: Our office accepts Cash, Checks, Money Orders, and Cashiers Checks. Please make checks out to GCSO – Civil Process.