

WHAT WE NEED TO SERVE YOUR DOCUMENTS

We do not accept papers for service via email or other electronic means.

We require prepayment of all service fees - cash, check or money order payable to "Fergus County Sheriff". We do not accept credit/debit cards.

Or you may submit a signed copy of a valid Order waiving service fees that has been issued by a Montana court.

(25-3-203, M.C.A., Prepayment of cost of service. An officer or registered process server receiving papers for service may not be required to serve papers for service unless the person on whose behalf the service is made or that person's agent or attorney first pays the cost of the service upon a demand by the officer or registered process server.)

We DO NOT SUBSTITUTE SERVE except as allowed by Title 25 Chapter 20 M.C.A. Rules of Civil Procedure
We do not serve papers outside of Fergus County.

To process your request we will need:

- 1) A completed, signed Praecipe or Letter of Instruction. Include as much information as you can about the person(s) to be served, i.e.: full name(s), address, phone numbers, employer's name/ address/ phone number(s), and any other information that may be helpful in locating the person to be served.
For papers requiring seizure of property, please specifically list what property you want seized and where it can be located. (Example: wages at ABC Restaurant, monies in bank account # at ABC Bank) Also include the last known address of the person whose property is being seized.
The Praecipe must be signed.
- 2) The original Process Document (or certified copy if the original is on file with the Court)
(Example: Summons, Order, Writ of Execution, etc.)
- 3) A complete set of copies of the documents that are to be given to each person to be served
(Example: Summons/Complaint, Order/Petition, etc.)
- 4) Pre-payment for service fees OR a copy of court order waiving fees issued by a Montana court

Mail documents or hand deliver to:

Fergus County Sheriff
Attn: Civil Division
121 8th Avenue South
P.O. Box 180
Lewistown, Mt. 59457

Acceptance of your documents for service is in no way to be considered a guarantee that service can be completed. No guarantee is made as to the time frame for service.

Please be advised that once your documents have been received and processed and/or any service attempts have been made, service fees are non-refundable. Please contact us with any questions you may have.

After service:

If the documents were received from a law firm, the original Process Document and Return of Service will be returned to the law firm for filing with the court.

If the documents were received from a private individual, the original Process Document and Return of Service will be returned to the court. A copy of the Return of Service will be mailed to the individual requesting service.