

To send The Sheriff's Office a document** for service you will need to complete the following;
File the document in your respective county and let them know it will be served in Bexar County

Then we will need the following;

- The Original Document
- A Copy of the Document (This is what our deputy will serve the individual)
- A person of contact along with a good number and a return address for the documentation.
- A Return Envelope for when the Document(s) are Served or Returned Unserved to send them back to you or your Office
- A money Order / Cashier's Check/ or Business Check made out to the "Bexar County Sheriff's Office" for your service required, below you will find a list of our services and prices for service:

Effective January 1, 2023

Type of Service	Charge
- Protective Order	No Charge
- Citation by posting at Courthouse door	\$40.00
- Citation by Publication	\$85.00
- Other Citations	
- Injunctions	
- Summons	
- Restraining Orders	
- Services by Certified Mail w/ restricted delivery, including postage	
- All other service not listed	
- Eviction Citation	<u>\$110.00</u>
- Writs of Garnishment	<u>\$150.00</u>
- Writ of Habeas Corpus	\$275.00
- Writ of Capias	
- Writ of Attachment (Property)	
- Writ of Attachment (Person)	
- Writ of Reentry	
- Writ of Possession	
- Writ of Restoration of Utility Service	
- Writ of Sequestration	
- Writ of Restitution	
- Writ of Execution	
- Orders of Sale	
- Other Writs for enforcement of judgment or to seize property	

You will then send this all to the following ;

Bexar County Sheriff's Office
200 N. Comal
San Antonio, TX 78207
Attn: Civil Process / Civil Division

If you do not put "Attention Civil" we will not receive it in a timely manner

- Once the Document is served our deputy will bring it back to our Office, we will file it electronically and it will be mailed back to you or the return address mailed with the documents.
- If the Deputy is unable to locate the individual, they will do some research and make 2 or 3 attempts in total to serve the individual and if they are unsuccessful, we will return it to you Unserved.

**Our Office does not serve USAA or RBCU

A week or two after you send our Office the Document **please be sure to call and check the status of your document** to make sure we received it and have processed it.

If you require any further assistance or any questions arise please feel free to reach out at any time.

Bexar County Sheriff's Office Civil Division 210-335-6050 Option #2 then Option #1