

Civil Process Judgments / Executions

Sheriffs in South Carolina have two important functions concerning the administration of justice: enforcing both criminal laws and civil laws. Criminal law enforcement is more easily recognized by the public. But enforcement of civil law is also their responsibility. This enforcement is specified both in statutory law and in "Common Law", which are decisions handed down by the courts.

The primary purpose of the service of process is to give a defendant notice that a legal proceeding has been instituted against them and to afford them the opportunity to defend against it. The process advises the defendant of the nature of the action brought against them and also vests jurisdiction in the court that issued the process. Process is the means by which a court obtains jurisdiction in a cause to settle controversies involved therein and to enforce its orders against parties involved. The sheriff is mandated by South Carolina law to serve the process of the court:

§ 23-15-40

"Service of process, orders and notices; . . ."

"The sheriff or his regular deputy, on the delivery thereof to him, shall serve, execute and return every process, rule, order or notice issued by any court of record in this state or by other competent authority.... "

[Back to Top](#)

Office Hours

8:00 AM to 5:00 PM

Monday *through* Friday

The office is closed on all county holidays.

Location

430 North Fraser Street

Georgetown, SC 29440

Phone: 843-546-5102 (During regular business hours)

Fax: 843-546-2752

[Back to Top](#)

Service of Civil Process

The Georgetown County Sheriff's Office is pleased to assist with the service of your legal documents. You may bring them to our office personally or you may mail them to the following address:

430 North Fraser Street

Georgetown, SC 29440 or

P.O. Box 1292

Georgetown, SC 29442

Phone: 843-546-5102 (During regular business hours)

Fax: 843-546-2752

Please ensure that the following guidelines are met when the documents are forwarded to our office:

- Ensure the paperwork to be served is within the jurisdiction of the Georgetown County Sheriff's Office
- The documents contain the proper signatures
- The documents have been filed with the Clerk of Court
- The Clerk of Court's stamp appears on the document
- The Sheriff's Office is provided with the name and address of the party(s) to be served

- The Sheriff's Office is provided with instructions for returning the affidavit
- The appropriate fee is included
- A self-addressed stamped return envelope.

[Back to Top](#)

Various Types of Civil Process Served By the Sheriff's Office

(but not limited to)

- Summons and Complaint
- Notice of Hearing
- Restraining Order
- Subpoena
- Subpoena Duces Tecum
- Habeas Corpus
- Rule to Show Cause
- Rule Nisi
- Mechanic's Lien
- Attachment
- Claim and Delivery
- Writ of Execution
- Writ of Assistance
- Writ of Ejectment

[Back to Top](#)

Fees

The fees the Georgetown 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.

Arbitration papers	\$5.00
Subpoena	\$10.00
Summons and Complaint	\$15.00
Subpoena with additional papers	\$15.00
Any other type paper	\$15.00
Mechanic's Lien	\$15.00
Attachments	\$15.00
Claim and Delivery	\$25.00
Writ of Assistance	\$25.00
Orders of seizure	\$25.00
Writ of Ejectment (<i>Evictions</i>)	\$25.00

To expedite the return of the Affidavit of Service please include a self-addressed stamped envelope.

[Back to Top](#)

Judgments / Executions

TIPS TO REMEMBER:

Please ensure that the following guidelines are met when the execution is forwarded to our office:

- The execution contains the proper signatures
- The execution has been filed with the Georgetown County Clerk of Court's Office
- The Clerk of Court's stamp appears on the document
- The Assumed Cost form is enclosed
- The appropriate fee is included
- To expedite the return of your affidavit of service, please enclose a self-addressed stamped envelope

Property to be levied upon must be in the **EXACT** name of the defendant as it appears on the Judgment/Execution.

After you obtain your Judgment it should immediately be filed with the Clerk of Court.

Small Claims Judgments have a thirty (30) day appeal period.

Common Pleas Judgments cannot be enforced until the expiration of ten (10) days after its entry.

Twenty five dollar (\$25) non-refundable filing fee.