

## 3.2 Management of Legal Process Fees

The Anne Arundel County Sheriff's Office will provide consistent accountability for all funds deposited into, and disbursed from, accounts emanating or otherwise associated with the service or execution of *process*.

### 3.2.1 Fees

The Sheriff's Office will charge fees for only those services specifically permitted so by law (also see *Courts & Judicial Proceedings, § 7-402, Annotated Code of Maryland*). Fees will not be unreasonable, nor higher than allowed by law. Parties should be instructed that checks and similar instruments are to be made payable to the "Anne Arundel County Sheriff's Office." Fees for the service or execution of documents are listed below. Fees are for each individual document or action, and for service upon a single person, unless otherwise noted.

- *Summons, Subpoena*, or similar document
  - received from a Maryland entity: \$40.00
  - received from an out-of-state entity: \$60.00
- *Failure to Pay Rent - Landlords Complaint for Repossession of Rented Property*: \$ 5.00 per tenant
- *Petition - Warrant of Restitution*: \$40.00
- *Writ of Attachment*: \$40.00
- *Writ of Execution*: \$40.00
- *Sheriff's Sale (CJ, 7-402)*
  - involving personal property: \$ 3.00 to \$500.00
  - involving real property: \$ 1.50 to \$250.00
- Courthouse Posting: \$40.00
- *Body Attachment*: \$40.00
- *Peace Order*: \$40.00

A charging document in the form of a *criminal summons*, and any legal process relating to child support enforcement, a domestic violence order, or a criminal arrest order, are exempt from service fees.

### 3.2.2 Depositing of Funds

All funds deposited into any account associated with the service or execution of process shall be monitored and accounted for.

The commander of the Operations Bureau may designate an employee to act as a lead *receipts clerk*, and concurrently authorize other personnel within the Bureau to make actual deposits, provided approval for such deposits is granted. The receipts clerk is responsible for maintaining all records, including manual and computer records.

All cash receipts shall be controlled by the receipts clerk and issued on an as-needed basis. All personnel needing to deposit funds will requisition a cash receipt, immediately deposit the funds, and return to the financial accounts clerk a copy of the deposit receipt. Receipts shall be filed according to the account that was credited.

### 3.2.3 Disbursement of Funds

Any person requesting a disbursement of funds from any fees-related account shall provide all documents necessary to justify a disbursement. Non-recurring or unusual requests will be referred to the receipts clerk's supervisor for review. Receipts of all transactions and associated documents will be filed according to the Office account debited.

### 3.2.4 Financial Practices

The receipts clerk will retain receipts and associated documents relating to all transactions in accordance with the Records Retention Schedule for the Office. Annually, all accounts relating to the collection of fees that were paid in return for the service-of-process will be audited by an independent entity. Audit summaries and recommendations will be forwarded to the Chief Deputy for review. Upon the completion of an audit, account records will be archived for a period consistent with the direction given in Chapter 7.6, *Records Retention*, of this General Orders Manual.