

WHAT IS REQUIRED FOR SERVICE OF PROCESS?

We will need an original and a copy of the paperwork that you want served. Successful service of process depends on the information that you provide.

Please fill in the [Service Request Form](#) and include the following: Your name, date of birth, address, and phone number (daytime and evening). We understand that you may not have all of the following information on the party to be served, so please provide whatever information that you can. If you use the secure drop box: It is located in the main lobby marked “**CIVIL DIVISION**”. Leave only **COMPLETED** paperwork including payment and the Service Request Form. You may also use the drop box after business hours.

In order for us to attempt service we are requesting that you send a retainer of **\$60.00**. Any unused portion over \$5.00 of your retainer will be refunded or any additional charges will be billed to you. Please make check payable to **Sagadahoc County Treasurer**. We only accept exact cash, checks or money orders.

We cannot serve defendants at rural route addresses or post office boxes. If you are unable to provide a street address, we can request a postal inquiry from the postal service. You may request that we try this method of acquiring a street address, but you need to request this in your cover letter. There is an additional fee of \$10.00 for this process.

Common Reasons for Service Requests to be Returned

We will need to return your legal documents for the reason(s) listed below. Once corrected, please feel free to return them for service.

- We have had a problem in the past with prompt payment.
- We need an original for us to complete a Return-of-Service.
- Papers are incomplete or not completely filled out (vital information missing).
- Address provided is not in Sagadahoc County.
- If an Indigence waiver is needed (this is a form filled out with the court if you're unable to afford fees) please provide the Certificate of Indigence signed by a Judge. The Office of Courts requires it in order to pay us for service. We will also need proof of attempted service by mail if required by the Court before we can attempt service.

For more information on services, please visit our Website.

www.sagadahoccountyme.gov

Mailing address:
Sagadahoc County Sheriff's Office
Civil Division
752 High Street
Bath, ME 04530
207-443-8528