

**SERVICE OF CAPIAS \$65.00**

Upon receipt of an original Capias, the Office of the Sheriff initially sends a letter, via first-class mail, to the defendant requesting that he/she contact our office. In the event the defendant contacts our office upon receipt of this letter, we will then confirm a date and time which he/she shall appear in court to address the Capias. If the Defendant does not respond to this mailing, a Deputy Sheriff will proceed to the Defendant’s last known address and attempt to speak with said Defendant regarding the Capias and scheduled court date. If necessary, the Deputy Sheriff may attempt another trip to this address, research other possible locations for Defendant, and/or speak with neighbors regarding the whereabouts of Defendant. The Deputy Sheriff may also access our on-line database for alternative addresses for this Defendant.

Should the Defendant contact our office or speak with a Deputy and confirm our assigned court date, we will pass on this confirmation to you in order that you may be in court on this date as well. In some instances, the Defendant will not confirm their appearance in court with our office and instead, simply appear in court on the assigned date and time. In this case, we would call you from court on that date and request that you proceed to court at that time.

In the event our office, by employing the above-outlined methods, is unsuccessful in securing the Defendant’s appearance in court, we also offer the option of an arrest of the Defendant. The costs for an arrest are outlined below. Please note that the fees listed below are not set by statute and may be added to the original debt. **This is a civil arrest and we are limited in the ways we can attempt to arrest the defendant.**

	<b>Arrest Fee</b>	<b>Date and Time of Hearings</b>
Springfield District Court	\$250.00	Thurs-9AM
Westfield District Court	\$250.00	Wednesday- 12:30
Holyoke District Court	\$250.00	Tuesday- 1:30
Chicopee District Court	\$250.00	Monday- 12:30
Palmer District Court	\$250.00	Tuesday- 11:30
Probate Court	\$250.00	Tuesday- 9:30
Housing Court	\$250.00	Monday- 8:30

Successful service of a Capias depends largely on an accurate and up-to-date address as well as any additional information you may be able to provide to our office such as the Defendant’s Date of Birth, Social Security Number, place of employment, telephone number, etc.

If you request our office to arrest the Defendant and we are unsuccessful after two attempts, our office shall retain a \$75.00 “Necessary Expenses” fee and return the remaining amount along with the Capias to you.

Your tentative court date will be: \_\_\_\_\_.