

Civil Process

Civil Process refers to the service of civil papers, evictions, public sales and replevins.

Civil papers are received from Circuit Clerk's Offices throughout the United States and residents that request service.

*** None of the information contained herein will constitute legal advice. The Washington County Sheriff's Office does not provide legal advice. Please contact an attorney for the best legal advice pertaining to your situation.

Civil Process	Landlord/Tenant/Eviction	Sheriff Sales
Civil Process refers to the service of civil papers, evictions, public sales and replevins. As of September 1, 2016, Washington County has adopted a fee of \$25 plus \$1.00 per mile for Civil Process Service, for Notice/Levy of Judgments, and for Evictions.	There are many state laws and judicial decisions that give landlords and tenants specific legal rights and responsibilities . Download the current Washington County forms or contact an attorney for further advice. Click on the above links for more information from external sources and current downloadable forms.	In addition to the above fees there shall be allowed to the sheriff a fee of \$600 for the sale of real estate which is made by virtue of any judgment of a court, except that in the case of a sale of unimproved real estate which sells for \$10,000 or less, the fee shall be \$150.

Ways to submit payment:

In Person or Mail:

Cash, Money Order, Cashier's Check or Check payable to Washington County Sheriff.
Washington County Sheriff's Office
245 N. Kaskaskia St.
Nashville, IL 62263

Telephone or Online:

Option 1: GovPayNet

You can call [1-877-392-2455](tel:1-877-392-2455) to pay Sheriff's Fee's.

You will need: Pay Location Code: **8335**

- 1) Credit or Debit card.
- 2) Enter your Name.
- 3) "Civil Process" as reason for payment or other if applicable.
- 4) Payment amount.

Option 2: CourtMoney

You can call [1-800-352-9870](tel:1-800-352-9870) to pay Sheriff's Fee's.

You will need: Location Code: **128702**

- 1) Credit or Debit card.
- 2) Payment amount.
- 3) Follow instructions to complete and submit payment.

OR Online:

Navigate to: <https://www.govpaynow.com>, enter 8335 in the pay location code box, then click continue. Fill in all the required fields on each page, then review to submit.

OR

Navigate to:

<https://www.govpaynow.com/gps/user/plc/8335>

Complete all the required fields, review and submit.

OR Online:

Navigate to [CourtMoney.com](https://www.courtmoney.com), click Make A Payment button, type 128702 in the Form line press enter or click Continue, Fill in all the required field, review then submit. Or [Click Here](#) for direct link.

You will need:

- 1) Credit or Debit card.
- 2) Payment Amount.
- 3) Name on Record served.
- 4) Address Service was requested.