

REQUIREMENTS FOR FILING A SMALL CLAIMS ACTION  
FOR SERVICE BY SHERIFF

AGAINST ONE DEFENDANT

1. Original Complaint – signed plus 1 copy
2. Attachments (if applicable) plus 1 copy
3. Filing fee (see schedule)
  - a. Check should be made payable to “Clerk of Court”
4. Check made payable to “Sheriff of Volusia County” or the Sheriff of the County where the defendant will be served.
5. 2 envelopes with postage addressed to yourself for the return of your summons from the Clerk and your return of service from the Sheriff.
  - a. Contact the Sheriff’s service division to verify fees.
  - b. Verify that a personal check will be accepted.
  - c. If the defendant is out of county, an additional envelope with postage must be furnished for mailing.

AGAINST TWO DEFENDANTS

1. Original Complaint – signed plus 2 copies
2. Attachments (if applicable) plus 2 copies
3. Filing fee (see schedule)
  - a. Check should be made payable to “Clerk of Court”
4. Check made payable to “Sheriff of Volusia County” or the Sheriff of the County where the defendant will be served.
5. Please provide 2 envelopes addressed to yourself for the return of your summons from the Clerk and your return of service from the Sheriff.
  - a. Contact the Sheriff’s service division to verify fees.
  - b. If the addresses of the defendants are in different counties, separate checks must be issued for each county.
  - c. Verify with the sheriff to make sure that a personal check will be accepted.
  - d. If either or both defendants are out of county, additional envelopes with postage must be furnished.