6-04/030.10 Court Clerk

A warrant must be received directly from the issuing court or another sheriff's office, not from a litigant or attorney. The litigant or attorney must provide written and signed instructions AND the statutory fees to the Sheriff prior to a civil bench warrant being issued. Upon acceptance of the instructions and fees, Sheriff's Department personnel shall contact the court clerk of the issuing court and inform them the Sheriff's Department has received fees and request the warrant be issued and forwarded to the Sheriff's Department.