



**PIMA COUNTY SHERIFF'S DEPARTMENT**  
Civil Enforcement Unit  
32 N. Stone Avenue, 16th Floor Tucson, Az. 85701-1409  
Phone (520) 351-6000 Fax (520)351-4333  
[www.pimasheriff.org](http://www.pimasheriff.org)

## **CIVIL ENFORCEMENT FACT SHEET** (INJUNCTIONS AGAINST HARASSMENT)

### **General instructions:**

**Injunctions against Harassment** are given priority. Service *may* take between 3 - 10 business days.

- These Orders are not in effect until the Defendant is served their copy
- Keep a copy of the Injunction Against Harassment with you at all times

The more details you provide on your information sheet, the more likely a successful and timely service is made.

*The chances of a successful service may be drastically reduced if you do not provide enough information to assist in locating/identifying the individual(s).*

**Note:** We may be unable to serve papers at certain locations, such as tribal reservations, medical/rehabilitation/ mental health centers, or other locations where the employer prohibits service.

You will be notified of a successful service by the **AZPoint** system, via email (if selected to be notified by the system).

### **Charges:**

A valid copy of the Court Ordered **Waiver** or **Deferral** *must* accompany the papers you submit for service.

*You may contact a local Arizona Court for assistance in obtaining an Order for a Waiver or Deferral.*

Unless stipulated by a Court Order, Waiver or Deferral- payment is due upon completion of service

**Waiver** – The Arizona Court is waiving all service fees and charges (*no payment required*)

\***Deferral**—any applicable fees and charges will be billed to you at a later date, by the Pima County Sheriff's Department (per your court order).

### **Charges that will apply:**

- \$ 16.00 service fee
- \$ 2.40 a mile, per attempt (\$16.00 minimum)
- \$ 8.00 prep fee for Out-of-State Affidavits

Payments can be made either in-person or by telephone: 32 N Stone Avenue, 16th floor, 520-351-6000. Accepted types of payment are: personal, cashier's or business checks, money orders, credit or debit card payments. Checks must reflect the exact amount due. If you would like further assistance, please contact the Civil Enforcement Unit, or view our website at: [www.pimasheriff.org](http://www.pimasheriff.org) (**services/civil process**).

### **If your order is unserved:**

- We can re-attempt to serve your paperwork *only* if you are able to provide significant new information that will assist us in the service of your paperwork. You will need to re-submit your paperwork along with an updated information sheet
- Further charges will apply for Injunction against Harassment, unless you are granted a Waiver, or it is stipulated from an Arizona Court
- A **Deferral**, **Waiver** or Court-Stipulated Order must be presented each time service is requested.  
\*See above for a general definition of **Deferral**