

# SHERIFF SERVICE INSTRUCTION NOTICE

Our office is adding a new Civil process. Effective tomorrow, 11.1.2024, parties will be able to select “Sheriff Service Fee” in the “Additional Services and Fees” option in Odyssey eFileIL.

This will allow parties who are choosing to use the Lake County Sheriff for service of summons to pay the service fee in eFiling at the time the summons is issued. **The Sheriff Service Instruction Notice** will be **required** if the party is paying the service fee in eFiling and the summons will be rejected if the party does not include it (if the party is not paying the service fee in eFiling, we will not reject the summons). You can also find the notice on our website on the [Court Forms page](#): [Sheriff Service Instruction Notice](#)

Once the summons is issued and the service is paid in eFiling, it will go to a work queue in to the Civil Process Division. The party will not have to visit Civil Process to have their documents served.

Below is a snippet of where the party can select the fees (please note that is in a Stage environment and appears a little different than the current production Filer eFile website).

