

Hillsborough County Sheriff
Court Process Section
CHAPTER 78

Information on Replevin Procedures

This information package is designed as a **COURTESY** from Hillsborough County Sheriff's Office
Court Process Section
Hillsborough County Sheriff's employees **CANNOT** give legal advice or practice law.

REPLEVIN CHECKLIST

- The party requesting service of process must furnish to the Sheriff the Original process, a certified copy of the process or an electronic copy of the process, which was signed and certified by the Clerk of court, and sufficient copies to be served on the parties receiving the service of process. The party requesting service of process shall provide the Sheriff with the best known address where the person may be served. F. S. 30.231(3)
- Original Writ of Replevin or Prejudgment Writ of Replevin.
- A copy of the Writ for each defendant(s) to be served.
- Original Summons (if applicable).
- A copy of Summons for each defendant(s) to be served. Any other(s) attachments such as Subpoenas, Order to Show Cause, etc. Originals and copies for each defendant(s).
- A copy of the Complaint should be attached to each Summons.
- Address(s) for service in Hillsborough County.
- On a separate cover letter, provide the following:
 1. Contact name and a local phone number of the individual/company who the Deputy will contact directly to set up the execution.
 2. State your Demand request, the Deputy is to make a demand after three attempts or not.
 3. Note to have the equipment and manpower available to set date/time of the execution.
- Provide a self-addressed stamped envelope for document return.
- Fees: Attorney law firm checks, Cashier Check or money order accepted:
 1. \$90.00 per address for execution.
 2. \$40.00 per service per defendant(s) for service on Summons, Subpoenas, etc.
 3. Made payable to: Hillsborough County Sheriff's Office or HCSO
- If applicable, an Original Break Order and copy signed and sealed by the Clerk's Office.
 1. Plaintiff is directly responsible for locksmith fees and services.
 2. State in cover letter that you will hire/provide your own locksmith.
 3. Ensure that any and all parties providing services should be licensed/bonded/insured.
 4. If Overtime is involved, a deposit and/or off duty hiring may be required. The service fee per Deputy is \$60.00 an hour.

Contact: Michelle Solis at 813-242-5216 with any questions.