

On this the 22<sup>nd</sup> day of July, 2024, the Commissioners' Court of Galveston County, Texas convened in a specially scheduled meeting with the following members thereof present:

**Mark Henry, County Judge**  
**Darrell A. Apffel, Commissioner, Precinct No. 1**  
**Joe Giusti, Commissioner, Precinct No. 2**  
**Stephen Holmes, Commissioner, Precinct No. 3**  
**Robin Armstrong, MD, Commissioner, Precinct No. 4; and**  
**Dwight D. Sullivan, County Clerk**

when the following proceedings, among others, were had, to-wit:

**An Order Setting Civil Citation Fees to be Charged by the  
Galveston County Sheriff and Constables for Calendar Year 2025**

**Whereas**, §118.131 of the Local Government Code authorizes the Commissioners' Court of each county to set reasonable fees to be charged for services by the offices of Sheriffs and Constables; and

**Whereas**, upon analysis of the projected costs of serving judicial civil process for the upcoming calendar year, a determination has been made as to the level of fees required to recoup the costs to Galveston County for this service; and

**Whereas**, the Commissioners' Court is of the opinion that the following fees are reasonable and should be established effective January 1, 2025, for this service of civil process in Galveston; and

**Whereas**, for each person, corporation, or other legal entity upon whom service of citation, precepts, subpoena, summons or process not otherwise provided for, if performed or attempted and return made, including mileage, if any, the Sheriff and Constables shall receive a fee of the following:

**GALVESTON COUNTY FEES**

<b>Notices:</b>	<b>Subpoenas</b>	<b>\$ 85.00</b>
	<b>Summons</b>	<b>\$ 85.00</b>
	<b>Writ of Attachment</b>	<b>\$ 160.00</b>
	<b>Writ of Garnishment</b>	<b>\$ 150.00</b>
	<b>Writ of Sequestration</b>	<b>\$ 200.00</b>
	<b>Orders of Sale</b>	<b>\$ 175.00</b>
	<b>Writ of Possession</b>	<b>\$ 200.00</b>
	<b>Forcible Detainer</b>	<b>\$ 85.00</b>

<b>Service Fees: Small Claims Citation</b>	<b>\$ 85.00</b>
<b>Justice Court Citation</b>	<b>\$ 85.00</b>
<b>All Other Courts' Citations</b>	<b>\$ 85.00</b>
<b>Other Citation</b>	<b>\$ 85.00</b>
<b>Service Fees: Deposition Subpoena</b>	<b>\$ 75.00</b>
<b>Posting</b>	<b>\$ 75.00</b>
<b>Publication</b>	<b>\$ 85.00</b>
<b>Notice</b>	<b>\$ 75.00</b>
<b>Execution</b>	<b>\$ 150.00</b>
<b>Delivery Bond</b>	<b>\$ 75.00</b>
<b>Replevy Bond</b>	<b>\$ 75.00</b>
<b>Restitution</b>	<b>\$ 150.00</b>
<b>Precept</b>	<b>\$ 80.00</b>
<b>Show Cause</b>	<b>\$ 75.00</b>
<b>Injunction</b>	<b>\$100.00</b>
<b>Restraining Order</b>	<b>\$100.00</b>
<b>Summons &amp; Complaint</b>	<b>\$ 75.00</b>
<b>Commitment</b>	<b>\$ 85.00</b>
<b>Trustee Sale</b>	<b>\$ 85.00</b>
<b>Certiorari</b>	<b>\$120.00</b>
<b>Habeas Corpus</b>	<b>\$125.00</b>
<b>Scire Facias</b>	<b>\$125.00</b>
<b>Distress Warrant</b>	<b>\$150.00</b>
<b>Any Other Non-Writ</b>	<b>\$ 75.00</b>
<b>Any Other Writ</b>	<b>\$ 150.00</b>
<b>Tax Suits (Galveston County)</b>	<b>\$ 75.00</b>
<b>Tax Suits (out of county)</b>	<b>\$ 100.00</b>
<b>Execution: Order of Sale; other Sheriff or Constable Sales</b>	<b>\$175.00 plus \$40.00 per deputy per hour for Executions exceeding 4 hours plus additional commission/fees<sup>(1,2,3)</sup></b>

<sup>1</sup> Commission due based on percent of monies collected after sale and/or levy: 10% up to and including \$20,000.00 & 4% of amounts over \$20,000.00.

<sup>2</sup> Commission due based on percent of monies collected if settlement reached before sale

and/or levy due to work conducted by county officials: 4% up to and including \$20,000.00 & 2% of amounts over \$20,000.00.

<sup>3</sup> Cancellation Fee \$500.00 – Writ of Execution & Order of Sale (Excludes Tax Writs & Tax Foreclosure Order of Sale) with Judgment creditors direction to withhold or release levy, withhold collection, cancel, or recall without collection of judgment and cost shall include all cost incurred and cancellation fee.

**Be It Further Ordered, Adjudged and Decreed** that the fees as prescribed above are hereby established by this Commissioners' Court effective January 1, 2025, and that they shall remain in effect until further order of this Court.

**Be it Further Ordered** that beginning no later than October 1<sup>st</sup> and continuing for 30 days thereafter a notice setting out the fees shall be posted both at the Courthouse door and at a public place in each County Commissioner's Precinct.

**Be it Further Ordered** that a notice setting out the fees shall be posted in the offices of the District and County Clerks, the Sheriff, the various Constables and the various Justices of the Peace and any other County Officials who are authorized to charge the fees.

**Be it Further Ordered** that the County Clerk is to furnish a certified copy of this Order to the Comptroller of Public Accounts before October 15<sup>th</sup> of this year.


**It is Further Ordered** that the District and County Clerks, the Justices of the Peace, the Sheriff, the Constables and any other affected official or department make appropriate revisions of their fee schedules and deposit requirements to incorporate therein the above fee prescribed by this Court.

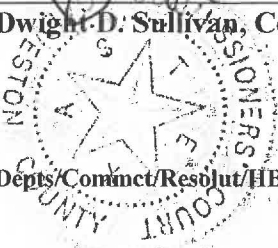
**Upon Motion Duly Made and Seconded**, the above Order was passed this 22<sup>nd</sup> day of July, 2024.

County of Galveston, Texas

By:   
Mark A. Henry, County Judge

Attest:

  
Dwight D. Sullivan, County Clerk

  
Depts/Commit/Resolut/HB1617.2024