

**SUFFOLK COUNTY  
SHERIFF'S DEPARTMENT  
CIVIL PROCESS DIVISION  
132 PORTLAND STREET  
BOSTON, MA 02114  
TEL. (617) 704-6999  
FAX (617) 704-6998**

**ENFORCEMENT UNIT  
ARREST REQUEST PACKET**

**ALL PAGES MUST BE COMPLETED AND  
RETURNED BEFORE SERVICE**

Case Name: \_\_\_\_\_ vs. \_\_\_\_\_

Court: \_\_\_\_\_

Person Requesting Service: \_\_\_\_\_

Best Phone Number to be reached at: \_\_\_\_\_  
Please indicate: Business/ Home/ cell - Please provide 2 if possible

Address: \_\_\_\_\_

Is there an active R/O or Abuse prevention order between parties? \_\_\_\_\_  
If yes, this office requests a copy of the order.

If a money judgment is involved, what is the judgment amount? \$ \_\_\_\_\_  
If possible, please include a copy of the judgment.



## EXPLANATION OF SERVICES

### Enforcement Unit Service

When retaining the services of the Enforcement Unit, the following must be submitted to this office

- This packet completed
- The base retainer fee (Explained on the next page)
- Original Capias (Capias must have the name of a person, may not just read a business name)

It is important to understand that it is the goal of the Sheriff's Dept. to resolve your matter by either of the following ways. An arrest may not always be necessary.

- The defendant surrendering and meeting deputies at court after deputies' arrest attempt
- The defendant satisfying/ paying a money judgment
- An agreement being reached between parties due to deputies efforts
- The defendant being arrested and taken to court

The manner in which we attempt to handle your matter is decided with the following factors

- The defendant's level of co-operation
- Prior history
- Distance of court
- The plaintiff's opinion

Once all paperwork is received, an intake investigation is performed to locate the defendant and or assets and is scheduled for service. Our office attempts to resolve each matter within 30 days. If your case is of emergent need, you must notify this office and we will attempt to accommodate your needs.

It is important to understand that when retaining the services of the Enforcement Unit, you are requesting deputies make service on a court order. You are not retaining services to embarrass an individual or expect deputies to engage in debt collection activity.

### Courts and limitations

### IMPORTANT – PLEASE READ CAREFULLY

Most cases the Sheriff's Department handles are civil in nature. Because of this, deputies are faced with many limitations. Civil capias arrest warrants are only valid during daylight hours unless ordered otherwise by the court. In addition, most cases are limited to a specific day and or time determined by the court. Therefore we cannot arrest a defendant at any time. We must ensure proper scheduling of the above factors before attempting an arrest. These limitations may not apply in cases of criminal contempt.

If a defendant is arrested or surrenders at court, the plaintiff or plaintiff's Attorney must be present. A deputy will contact you to schedule a mutually agreeable date for an arrest attempt. Once the defendant is arrested, you will be contacted and expected to report to court immediately. Once at court, the Sheriff's Department has no involvement with court decisions or the outcome of a hearing.

It is also important to understand that time spent in court can vary. Although most cases are heard promptly, waiting times can exhaust multiple hours and even an entire day. This is important to take into consideration when completing the fee authorization on the next page. Fees spent on the Sheriff's services may be added to your judgment or ordered reimbursed to you by the defendant if allowed by the Judge.

I have read and understand the service explanation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### FEE AGREEMENT

**Action:**

( ) In County Arrest – (Issuing Court is in Suffolk County) **\$300**

( ) Out of County Arrest – (Issuing Court is NOT in Suffolk County) **\$400**

If a case requires special attention or odd circumstances the retainer fee will be determined by the Chief or Assistant Chief Deputy.

In all cases, the above retainer fee includes two Deputy Sheriff's for four hours. After four hours the plaintiff or person requesting service will be billed \$80 per hour. Deputy's time begins once the defendant is arrested.

**Capias/ Warrants Returned as Un-Served:**

If a Capias/ Warrant is returned un-served before work is performed, you will be refunded all but \$25 as a processing fee.

If a Capias/ Warrant is returned un-served after diligent attempts to arrest the defendant have been made, you will be refunded all but \$100.

If a Capias/ Warrant is returned for any other reason the Chief or Assistant Chief may determine the fee based on the circumstances.

I have read and understand the fee agreement.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_ ( ) Pro-Se ( ) Attorney

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_



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SUFFOLK COUNTY SHERIFF'S DEPARTMENT  
132 Portland Street  
BOSTON, MA 02114  
TELEPHONE: 617-704-6999

ENFORCEMENT UNIT ARREST DATA FORM  
(To be Completed By Plaintiff/Attorney)

Defendant's Name: \_\_\_\_\_

Male/Female Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Last Known Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Personal Identifiers:

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Vehicle Information:

License Plat Number: \_\_\_\_\_ State: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Employment Information:

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Professional Licenses: \_\_\_\_\_

Other Helpful Information: (such as friends, associates, hangouts, hobbies, club memberships, boats, scars, tattoos, other identifying marks, etc.) Use this back if needed.  
Check here if more on back \_\_\_\_\_



**ENFORCEMENT UNIT CONTACT**

**YOU MAY CONTACT ONE OF THE FOLLOWING WITH  
ANY QUESTIONS REGARDING ENFORCEMENT MATTERS.**

**STEPHEN JOHNSON, ASSISTANT CHIEF DEPUTY SHERIFF**

**OFFICE: 617-704-6994**

**[SJOHNSON@SCSDMA.ORG](mailto:SJOHNSON@SCSDMA.ORG)**

**NOELLE DELAHOZ, DEPUTY DIRECTOR**

**OFFICE: 617-704-6994**

**[NDELAHOZ@SCSDMA.ORG](mailto:NDELAHOZ@SCSDMA.ORG)**

**JOHN DELSOLIO**

**OFFICE: 617-704-6999 EXT. 2720**

**[JODELSOLIO@SCSDMA.ORG](mailto:JODELSOLIO@SCSDMA.ORG)**