

Sheriff's Office use/Control No. \_\_\_\_\_

**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: 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.

Sheriff's Office use/Control No. \_\_\_\_\_

## EXPLANATION OF SERVICES

### **Enforcement Unit Service**

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

- This packet completed
- The base retainer fee (explain on the next page)
- Original Capias (Capias must be 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 received, and intake investigation is performed to locate the defendant and or arrest

And is schedule for service. Our office attempts to resolve each matter within 30 days. If your case

Is of urgent need, you must notify this office and we will attempt to accommodate your needs.

It is important to understand that when retaining the service 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 fixed with many limitations. Civil capias arrest warrant is only valid during daylight hours unless ordered otherwise by the court. In addition, most cases are limited to a specific day and or time determine by the court. Therefore we cannot arrest a defendant at any time. We must ensure proper scheduling of the above factors before attempting 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 time 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: \_\_\_\_\_

Sheriff's Office use / Control no. \_\_\_\_\_

## FEE AGREEMENT

Action:

( ) In County Arrest – (Issuing Court is in Suffolk County) \$370.00

( ) Out of County Arrest – (Issuing Court is NOT in Suffolk County) \$420.00

If a case requires special attention or odd circumstances the retainer fee will be determine 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 \$80.00 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 \$25.00 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: \_\_\_\_\_

**SUFFOLK COUNTY SHERIFF'S DEPARTMENT  
CIVIL PROCESS DIVISION**

132 PORTLAND STREET

Boston, MA 02114

Tel; (617) 704-6999

**ENFORCEMENT UNIT ARREST DATA FORM  
(To be completed by Plaintiff/Attorney)**

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

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

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

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

Personal Identifiers:

Driver License Number: \_\_\_\_\_ Status: \_\_\_\_\_

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

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

Vehicle Information:

License Plate Number: \_\_\_\_\_ Status: \_\_\_\_\_

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

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

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

Employment Information:

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

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

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

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

Professional License: \_\_\_\_\_

Other Helpful Information: (such as friend, Associates, Hangouts, Hobbies, club, Membership, Boats, scars, Tattoo, other identifying marks, etc.) Use the back if needed.

Check here if more in the back. \_\_\_\_\_

Page 4 of 5

**ENFORCEMENT UNIT CONTACT**

Updated on 5-1-2025 EF

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

**Terrance Williams**  
**Lead Enforcement Deputy Sheriff**  
**Tel: 617-594-1756**  
**[twilliams@scsdma.org](mailto:twilliams@scsdma.org)**

**Mario Tavares**  
**Assistant Lead Enforcement Deputy Sheriff**  
**Tel: 781-470-4453**  
**[mtavares@scsdma.org](mailto:mtavares@scsdma.org)**

**Stephen Johnson**  
**Assistant Chief Deputy Sheriff**  
**Tel: 617-704-6994**  
**[sjohnson@scsdma.org](mailto:sjohnson@scsdma.org)**

**Kenneth Pires**  
**Chief Deputy Sheriff**  
**Tel: 617-704-6990**  
**[kpires@scsdma.org](mailto:kpires@scsdma.org)**