



CIVIL BENCH WARRANT PROCEDURE

1. A Civil Bench Warrant issued by a Circuit Court or District Court Judge must have the Name, address, D.O.B. Court Seal and the original signature of the Judge. Bench Warrant must be current, valid and dated within six (6) months. The warrant is forwarded to the Sheriff's Office along with a completed Apprehension Worksheet. The Worksheet must include:
 - ❖ **The Defendant's date of birth and address,**
 - ❖ **The Defendant's place of employment, if known, and**
 - ❖ **A photograph of the Defendant, if available.**
2. Fees: \$35.00 to process Bench Warrants, \$42.71 hour for each officer utilized, plus mileage. A \$150.00 deposit is collected when the warrant is submitted to the Sheriff's Office. M.C.L.A. 600.2559(0) You may have the Bench Warrant placed in Lein for a fee of \$35 (3rd Circuit Warrants Only)
3. In the case of a 3rd Circuit Court warrant where the Defendant resides in either Oakland, Macomb, Monroe or Washtenaw County, the arrest team **MAY MAKE MULTIPLE ARREST ATTEMPTS** and the warrant shall be placed in LEIN..
4. In the case of a 3rd Circuit Court warrant where the Defendant resides in Wayne County, the arrest team **SHALL MAKE MULTIPLE ARREST ATTEMPTS AND** the warrant shall be placed in LEIN.
5. In the case of a Wayne County District Court warrant, the arrest team **SHALL MAKE MULTIPLE ARREST ATTEMPTS BUT** the warrant shall not be placed in LEIN and attempts will be made in Wayne County and cities that **BORDER** Wayne County only.
6. The warrant is assigned to the arrest team for execution. When the subject is arrested, he/she is transported to the Court that has jurisdiction.
7. The Sheriff's Office will notify the party who submitted the bench warrant to this Office when the subject has been arrested. Said party must contact the Judge who issued the warrant to set a time to hear the case. The defendant shall not be incarcerated in the County Jail. Therefore, the case must be heard the same day. If we are unable to contact the party who submitted the bench warrant to this Office, the defendant will be delivered to the Court with a request that the Court hear the case absent said party.
8. The Warrant will be returned to the issuing Court. If applicable, a refund check will be issued. If the total fee exceeds the initial deposit, the attorney/citizen who submitted the warrant will receive a bill for the amount owing.
9. Please send the Warrant, a check for the \$150.00, made payable to Wayne County Sheriff for the deposit and the completed Apprehension Worksheet to 1711 CAYMC, DETROIT MI 48226

