

## **INSTRUCTIONS FOR COMPLETING CERTIFIED NOTICE OF NO TRESPASSING**

Please follow the instructions below when completing a Certified Notice of No Trespassing.

- 1) Complete the No Trespass Notice **AND**
- 2) Send the trespass notice restricted delivery certified mail, meaning only the person it is addressed to can receive it. The person being placed on notice is the only person who can sign for the notice or the notice is not valid. If they refuse it or fail to pick it up, this notice is not valid. This costs about \$10. **OR**
- 3) Have the person served with a personal service of the No Trespass Notice by the Newberry County Sheriff's Office. The Newberry County Sheriff's Office will serve this for them; however, the price for a personal service paper is \$25.00, **OR**
- 4) Have the person served by a personal service by a neutral process server. While fees for this vary, the service must be personal and you must obtain an affidavit of personal service from the process server. They must testify in court should the service be contested **AND**
- 5) Once served, you must provide a copy of the no trespass notice as well as proof of service, either the signed certified mail restricted delivery receipt by the person being placed on notice or an affidavit of personal service to each applicable agency (See List Below). The no trespass notice will then be in effect. It is highly recommended that the property owner maintain a copy of the letter and the proof of service for their records.
  - **Newberry County Sheriff's Office (Required for all notices)**
  - **Newberry Police Department (If property is located with the City of Newberry)**
  - **Prosperity Police Department (If the property is located with the Town of Prosperity)**
  - **Whitmire Police Department (If the property is located within the Town of Whitmire)**

6) If the person being put on notices enters upon the property stated in this notice/letter, the property owner should call the Newberry County Sheriff's Office at (803) 321-2222 or if it is an emergency call 911.

**Should you have any questions concerning this notice/letter, please contact the Newberry County Sheriff's Office at (803) 321-2211 during normal business hours or (803) 321-2222 all other times.**