

Deposits to and Payments by the US Marshal

(Completion of SF 3881)

Unless otherwise ordered by the Court, the US Marshal is authorized by law to request a deposit to cover the anticipated expenses associated with the service of process. Although we try to be as accurate as possible in anticipating the cost of service, the amount of the deposit will often exceed the actual expenses, necessitating a refund to the requestor.

In addition, the Marshal Service, as the levying officer, receives payments pursuant to writs. These payments are often made out to the US Marshal and must be deposited in the USMS accounts and paid to the appropriate party.

Payments by the Marshals Service to attorneys, creditors, and other parties are done electronically. In order to receive these electronic payments, the party needs to have a Vendor Code loaded into the Marshals Service financial service application.

If you have received electronic payments in the recent past from the US Marshals Service (regardless of the district) you most likely already have a Vendor Code. If you know it you can provide that information along with your submission. If you do not know it, but think you have one, we can attempt to look it up.

If you have not received electronic payments from the US Marshals Service in the past, please complete the SF-3881 and submit it with your request for service. This should be a one-time only requirement. The office will have our Financial Services Division create a vendor code associated with you. We can provide that Vendor Code to you. In future Service of Process submissions, you only need to provide your Vendor Code to facilitate payments.

[Link to SF3881 \(CA-N\)](#)