



Onondaga County Sheriff's Office Civil Process Division Fee Schedule

BB Form #	Paper Type	No. Copies	Fees	Additional Information
	Arrest Orders	Original + 2	\$55.00 + Double Mileage	+ \$20 if prisoner is to be committed to jail
	Citation	3 Copies	\$16.00 + Mileage	
T-447	Eviction	Original + 4 copies per party	\$110.00 + Double Mileage	+ \$20 Per additional party
	Information Subpoena	Original + 3	\$16.00 + Mileage	
T-439	Income Execution – 1 <sup>st</sup> stage only	Original + 5	\$45.00	
T-439	Income Execution – 2 <sup>nd</sup> stage only	Original + 3	\$45.00	Needs 1 <sup>st</sup> stage sheriffs return
T-439	Income Execution – Both 1 <sup>st</sup> and 2 <sup>nd</sup> stage	Original + 5	\$80.00	2 checks preferred \$45.00 and \$35.00
	Miscellaneous	3 Copies	\$16.00 + Mileage	
T-444 & T-445	Notice of Petition and Petition - must serve both	Original + 4 copies per party	\$55.00 Per Party + Mileage	
	Notice to Appear	3 Copies	\$16.00 + Mileage	
	Order of Attachment	Original + 4	To serve Garnishee \$115 + Mileage To serve Defendant \$45.00 + Mileage Additional Levy's \$40.00 + Mileage	
	Order of Seizures	Original + 3	\$90.00 + Double Mileage	Advanced expenses separate check for \$500.00 and proof of ownership
	Order to Show Cause	3 Copies	\$46.00 Per Party + Mileage	
	Property Execution – Auto	Original + 3	\$85.00 + Double Mileage	Advance expenses for storage separate check for \$500.00 copy of Title (first \$4000 exempt)
	Property Execution – Real	Original + 3	\$100.00 + Double Mileage	<b>Advanced expenses separate check for \$1500.00 and proof of ownership</b>
X-120	Property Executions (Milk Checks)	Original + 3	\$70.00 + Mileage	On all Intangible items (you can't touch, cannot take with you)
X-120	Property Executions (Cash Drawers)	Original +3	\$85.00 + Double Mileage	On all Tangible items (you can touch and take with you)
	Property Executions with notice to Garnishee–Bank (Individual or DBA)	Original +3	\$115.00 + Mileage	Need 2 Exemption Claim forms and 1 Exemption Notice per each copy (first \$2750 exempt)
	Property Executions with notice to Garnishee -Bank (Corporate)	Original + 3	\$70.00 + Mileage	(first \$2750 exempt)
	Quit Claim Deed	Original & Order	\$20.00	
	Subpoena	3 Copies	\$16.00 + Mileage	(Criminal matter no charge)
	Subpoena (Deputies)	3 Copies	\$15.00 Payable to OCSO	
	Subpoena (Hospitals)	3 Copies	\$16.00 + Mileage	Serve at least 3 days prior to court date
	Subpoena (Records )	3 Copies	\$16.00	Judge must sign
	Summons – Matrimonial	3 Copies	\$16.00 + Mileage	
	Summons and Complaint	Original + 3	\$16.00 + Mileage	
	Summons and Petition	Original + 3	\$16.00 + Mileage	



Property Executions:

Demand	Property Execution	\$70.00	Plus mileage		
Real	Property Execution	\$100.00	Plus Double mileage	Copy of Deed	Advanced Fees \$500.00
Cash Drawer	Property Execution	\$85.00	Plus Double mileage		
Rents	Property Execution with notice to Garnishee	\$70.00	Plus mileage		
Automobile	Property Execution	\$85.00	Plus Double mileage	Copy of Title	Advanced Fees \$500.00
Equipment	Property Execution	\$85.00	Plus Double mileage	List of all equipment and serial numbers	Advanced Fees \$500.00
Bank – Corp	Property Execution with notice to Garnishee	\$70.00	Plus mileage		
Bank – individual or dba to an individual	Property Execution with notice to Garnishee	\$115.00	Plus Mileage	1 Exemption Claim form and 2 Exemption notices per each copy of execution	
Milk checks	Property Execution with notice to Garnishee	\$70.00	Plus mileage		