



### Onondaga County Sheriff's Office Civil Process Division Fee Schedule

| <u>Paper Type</u>   | <u>No. Copies</u>  | <u>Fee</u>                | <u>Additional Information</u>   |
|---|--|---------------------------|---|
| <b>Arrest Orders</b>  | Original + 1 copy  | \$71.00 + Double Mileage  | <b>Additional \$30.00 if prisoner is to be committed to jail</b>          |
| <b>Citation</b>   | 2 copies   | \$21.00 + Mileage         |   |
| <b>Eviction Warrant and Writ of Assistance</b>                        | Original + 4 copies per party being served per caption             | \$110.00 + Double Mileage | <b>Additional \$20.00 per additional party to be served</b>               |
| <b>Notice to Tenant (To include Written Demand for Past Due Rent)</b> | 4 Copies   | \$26.00 + Mileage         | <b>Additional \$26.00 per additional party to be served</b>               |
| <b>Information Subpoena</b>   | Original + 2 copies<br><br>Include Self-Addressed stamped envelope | \$21.00 + Mileage         |   |
| <b>Income Execution 1<sup>st</sup> stage only</b>                     | Original + 5 copies  | \$60.00                   | <b>Require copy of Judgment</b>   |
| <b>Income Execution 2<sup>nd</sup> stage only</b>                     | Original + 3 copies  | \$60.00                   | <b>Requires 1<sup>st</sup> stage Sheriffs Return And Copy of Judgment</b> |
| <b>Income Execution both 1<sup>st</sup> and 2<sup>nd</sup> stage</b>  | Original + 5 copies  | \$105.00                  | <b>Requires Copy of Judgment</b>  |
| <b>Miscellaneous Paper</b>  | 2 copies   | \$21.00 + Mileage         |   |

|   |  |  |  |
|---|--|--|--|
| <b>Notice of Petition and Petition-Real Property Actions (must serve both)</b>                  | Original + 3 copies per party being served | \$ 61.00 + Mileage   | <b>Additional \$40.00 per additional party being served</b>  |
| <b>Notice to Appear</b>   | 2 Copies                                   | \$21.00 + Mileage  |  |
| <b>Order of Attachment</b>  | Original + 3 copies                        | To serve Garnishee - \$90.00 + Mileage<br>To serve Defendant - \$60.00 + Mileage | <b>Additional Levies - \$50.00 + Mileage</b>   |
| <b>Order of Seizure or Replevin Order</b>   | Original + 2 copies                        | \$135.00 + Double Mileage  | <b>Separate check of \$500.00 for advance expenses plus proof of ownership</b>   |
| <b>Order to Show Cause</b>  | 2 copies                                   | \$56.00 <i>Per Party</i> + Mileage   |  |
| <b>Orders &amp; Mandates</b>  | 2 copies                                   | \$56.00 <i>Per Party being served</i> + Mileage                                  |  |
| <b>Property Execution - (Automobile or Equipment)</b>   | Original + 4 copies                        | \$135.00 + Double Mileage  | <b>Separate check for advance expenses (i.e. storage) of \$500.00</b><br><br><b>Copy of Title (first \$4,825 exempt)</b> |
| <b>Property Execution - (Real Property)</b>   | Original + 4 copies                        | \$140.00 + Double Mileage  | <b>Separate check for advance expenses of \$1,500.00</b><br><br><b>Copy of Title (first \$4,825 exempt)</b>              |
| <b>Property Execution - (Milk Checks)</b>   | Original + 4 copies                        | \$75.00 + Mileage  |  |
| <b>Property Execution - (Cash Drawers)</b>  | Original +4 copies                         | \$75.00 + Double Mileage   |  |
| <b>Property Execution with Notice to Garnishee (Individual or DBA Account) - (Bank Account)</b> | Original +4 copies                         | \$115.00 + Mileage   | <b>Need 2 Exemption Claim forms and 1 Exemption Notice per each copy (first \$3,425 exempt)</b>                          |

|  |                     |                           |   |
|--|---------------------|---------------------------|---|
| <b>Property Execution - (Rents)</b>          | Original +4 copies  | \$75.00 + Mileage         |   |
| <b>Property Executions - (Equipment)</b>     | Original + 4 copies | \$135.00 + Double Mileage | <p><b>Require separate check for advance expenses of \$500.00</b></p> <p><b>Need list of all equipment and serial numbers</b></p> |
| <b>Property Execution - (General Demand)</b> | Original + 4 copies | \$75.00 + Mileage         |   |
| <b>Quit Claim/Sheriff's Deed CPLR 5107</b>   | Original & Order    | \$55.00                   | <b>Required to include NYS TP-584 Combined Transfer Gains Tax Affidavit, NYS RP-217 Transfer Report</b>                           |
| <b>Subpoena</b>                              | 2 copies            | \$21.00 + Mileage         |   |
| <b>Subpoena for a Deputy</b>                 | 2 copies            | No Fee                    |   |
| <b>Subpoena - Hospitals</b>                  | 2 copies            | \$21.00 + Mileage         |   |
| <b>Subpoena – OCSO Records</b>               | 2 copies            | No Fee                    | <b>Required to be signed by Judge</b>   |
| <b>Summons – Matrimonial</b>                 | 2 copies            | \$21.00 + Mileage         |   |
| <b>Summons &amp; Complaint</b>               | 2 copies            | \$21.00 + Mileage         |   |
| <b>Summons &amp; Petition</b>                | 2 copies            | \$21.00 + Mileage         |   |