



## 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	\$113.86 + Double Mileage	<b>Additional \$23.86 per additional party to be served</b>
<b>Notice to Tenant (To include Written Demand for Past Due Rent)</b>	4 Copies	\$29.86 + Mileage	<b>Additional \$26.00 per additional party to be served</b>
<b>Information Subpoena</b>	Original + 2 copies  Include Self-Addressed stamped envelope	\$21.00 + Mileage	
<b>Income Execution 1<sup>st</sup> stage only</b>	Original + 5 copies	\$63.86	<b>Require copy of Judgment</b>
<b>Income Execution 2<sup>nd</sup> stage only</b>	Original + 3 copies	\$63.86	<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	\$112.72	<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 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>If serving with Summons and Complaint:</b> Add \$20.00  <b>Each Additional Service:</b> Add \$20.00
<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 + 2 copies	\$135.00 + Double Mileage	<b>Separate check for advance expenses (i.e. storage) of \$500.00</b>  <b>Copy of Title (first \$4,550 exempt)</b>
<b>Property Execution - (Real Property)</b>	Original + 2 copies	\$140.00 + Double Mileage	<b>Separate check for advance expenses of \$1,500.00</b>  <b>Copy of Title (first \$4,825 exempt)</b>
<b>Property Execution - (Milk Checks)</b>	Original + 2 copies	\$75.00 + Mileage	
<b>Property Execution - (Cash Drawers)</b>	Original +2 copies	\$75.00 + Double Mileage	

<b>Property Execution with Notice to Garnishee (Individual or DBA Account) - (Bank Account)</b>	Original +2 copies	\$115.00 + Mileage	Need 2 Exemption Claim forms and 1 Exemption Notice per each copy (first \$3,425 exempt)
<b>Property Execution with Notice to Garnishee-Bank (Corporate Account)</b>	Original +2 copies	\$75.00 + Mileage	(first \$3,425 exempt)
<b>Property Execution - (Rents)</b>	Original +2 copies	\$75.00 + Mileage	
<b>Property Executions - (Equipment)</b>	Original + 2 copies	\$135.00 + Double Mileage	Require separate check for advance expenses of \$500.00  Need list of all equipment and serial numbers
<b>Property Execution - (General Demand)</b>	Original + 2 copies	\$75.00 + Mileage	
<b>Quit Claim/Sheriff's Deed CPLR 5107</b>	Original & Order	\$55.00	Required to include NYS TP-584 Combined Transfer Gains Tax Affidavit, NYS RP-217 Transfer Report
<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	Serve at least 3 days prior to court date

<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	