

ST. LAWRENCE COUNTY SHERIFF'S DEPARTMENT

Brooks J. Bigwarfe, SHERIFF

Telephone Civil Division: 315-379-2221

CIVIL DIVISION – FEE SCHEDULE – Revised February 4, 2022

CIVIL DIVISION FAX: 315-379-0162

In order to avoid the inconvenience of having your papers returned to you for incorrect fees, please read the following chart carefully. If you have any questions regarding appropriate fees, please contact our office for assistance. **All fees must be paid in advance including any escrow amounts.** Any fee received from outside New York State must be paid with a certified check or money order.

SERVICE	PROCESS	FEE	OTHER AMOUNTS OR REQUIREMENTS	
Income Execution	First Stage	\$47.00 Original + 6 copies	Correct mailing address. Only send first stage fee, we will request second stage fee when needed.	
	Second Stage	\$47.00 Original +6 copies		
Property Execution	Third Party by Service (bank)	\$52.00 + mileage	Service of Notice to Judgment debtor within prior year; Title search required for all motor vehicles; Items to be levied must be listed on execution; Proof of ownership for personal property must be provided prior to levy.	
	With exemption claim forms	\$97.00 + mileage		
	Not Capable of delivery	\$57.00 + mileage		
	Demand/Straight Execution	\$42.00 + mileage		
	Capable of delivery	\$87.00 + mileage (escrow)		
	Real Property Ex.	\$72.00 + mileage (escrow)		
	Serve Notice to judgment Debtor	Add \$15.00 to any Property Exe. fee		
Tax Assessment Review	Petition & Notice of Petition	\$77.00 plus mileage One address	Served at Different addresses	\$77.00 plus each mileage
Summary Proceeding	10, 14 or 30 Day Notice/demand	\$24.00 + mileage	Each additional person listed	\$17.00
	Petition & Notice of Petition	\$54.00 + mileage	Each additional person listed	\$47.00
Warrant to Evict	(must have "executable" date)	\$116.00 + 3 mileages	Each additional person listed	\$32.00
Order to Recover Real Property	Order to Compel Delivery/Writ of Assistance	\$116.00 + 3 mileages & escrow if required	Each additional service	\$32.00
Arrests (Civil)	Serve and Execute	\$64.00 + mileage	Must have all associated papers.	
	Commit and Discharge	\$30.00 (to be paid by creditor if req.)		
Summons, etc.	S&C,S&N,S&P, Misc. letters, etc.	\$17.00 + mileage		
Subpoena	Personal or Duces Tecum	\$17.00 + mileage		
Information Subpoena		\$32.00 + mileage	With separate restraining notice	\$15.00 additional
Citations		\$47.00 + mileage		
Orders	OSC, Order to punish, etc.	\$47.00 + mileage		
Attachments	Execute and levy	\$89.00 + mileage & escrow if required	Any additional levy	\$57.00 each
	Serve Summons (with above)	\$17.00	Additional Service	\$17.00
Order of Seizure Recovery of Property	Mandate	\$109.00 +2 mileages & escrow	Additional service	\$42.00 each
	Summons (with above)	\$17.00 if needed	Additional Services	\$17.00 per person
Realty Deed pursuant to court order	Quitclaim deed	\$67.00: please call for additional instructions	Additional Deeds \$22.00 each	
Article 51(Replevin)	Original Order and Execution	\$94.00 +2 mileages & escrow	Must meet standards of 5230	Escrow

Please read back page carefully to avoid costly delays

BE SURE OF YOUR ADDRESSES

Be sure to include with every paper to be served

- A. Correct 911 address (physical address required and PO Box if known)**
- B. Give us a reasonable amount of time to serve the papers**
- C. Self addressed stamped envelope for your returns**
- D. Letter of instruction or letter with any special requests**
- E. Copies of each service (in case of substituted service)**

Income executions

- A. Current Address as our executions are mailed (Post Office Boxes are acceptable)**
- B. Original and 6 copies**
- C. Original execution with original signature**
- D. All statutory information must be correct**
- E. Correct Fees**
- F. If payments have been received prior to us receiving, the adjusted amount with the new interest date (date of last payment) must be included.**

Property Executions

- A. Current Address**
- B. Statutory information must be correct**
- C. Correct fees and escrows involved**
- D. Proof of service of notice to judgment debtor**
- E. Detailed description (VIN numbers/serial numbers) and proof of ownership (Motor Vehicle Title Search where applicable) of any property levy.**

Mandates

- A. Correct fees**
- B. Call our office for escrow estimate**
- C. Original or certified copies of the mandate**
- D. Detailed description of any property to be seized (VIN numbers/serial numbers)**
- E. Letter of instruction**
- F. Evictions, Orders to compel, writ of assistance, etc: Please call so our eviction policy & requirements for removal can be explained**

This office does not engage in the practice of “Lock-outs; Evictions are by “actual possession”. Plan on providing labor and storage area for evictions.