



Colleen O'Neill
Sheriff

Protect and Serve
Sheriff of Jefferson County

753 Waterman Drive
Watertown, New York 13601

Civil Office
315-786-2718 Fax 315-786-2721



Brian McDermott
Undersheriff

CIVIL FEE SCHEDULE

Effective 1/1/16

INCOME EXECUTIONS (CPLR 5231)

1st Stage (service on defendant)
...\$47.00 - original, 5 copies & 1 transcript
2nd stage (service on employer)
...\$37.00 - our office will bill

2nd Stage ONLY (1st stage served by another county Sheriff)...\$47.00, original, 3 copies with new balance, interest date and endorsements on the original

BANK LEVY ON A CORPORATION

...\$55.00 + mileage - original & 4 copies

BANK LEVY ON AN INDIVIDUAL

...\$85.00 + mileage - original & 4 copies, two exemption claim forms & one exemption notice w/cc judgment debtor letter

THIRD PARTY LEVY

...\$85.00 + mileage - original & 4 copies

PROPERTY CAPABLE OF DELIVERY

...\$85.00 + mileage + \$800 separate check for expenses - original & 4 copies with recent MV-904

MAKE DEMAND

...\$85.00 + mileage - original & 4 copies

REAL PROPERTY EXECUTION

...\$55.00 + mileage + \$800 separate check for expenses - original & 5 copies - call for additional paperwork required

CIVIL PROCESS (CPLR 8011)

Summons, Summons with Notice, Summons & Petition or Complaint, Citation, Modifications, Subpoena
...\$17.00 + mileage, 3 copies

Order to Show Cause, Notice of Petition, papers signed by a judge
...\$47.00 + mileage, 3 copies

ORDER OF ATTACHMENT

...\$72.00 + mileage - 3 certified copies for each service, undertaking 2 copies Underlying papers & detailed instructions with hold harmless
Each additional levy \$40.00 + mileage + 2 certified copies

ORDER OF SEIZURE

...\$90.00 + mileage + \$800.00 separate check for expenses - 3 certified copies per service. Additional service \$40.00 + mileage, detailed property description, bond & hold harmless

EVICTION

...\$105.00 + mileage, each additional tenant \$15.00 - original warrant must be signed by a judge and directed to the Sheriff of Jefferson County & 5 copies for each tenant

ALL FEES PAYABLE IN ADVANCE AND ARE PER PERSON SERVED
ADDITIONAL FEES TO BE BILLED IF SERVED AT DIFFERENT ADDRESS THAN ONE PROVIDED