

**ST. LAWRENCE COUNTY SHERIFF'S DEPARTMENT**

**KEVIN M. WELLS, SHERIFF**

**Telephone Civil Division: 315-379-2221**

**CIVIL DIVISION – FEE SCHEDULE – EFFECTIVE January 1, 2015**

**CIVIL DIVISION FAX: 315-379-0162**

**In order to save time and the inconvenience of having your papers returned to you before service, please read the following chart carefully. Please contact our office with any questions. All fees must be paid in advance including any escrow amounts. Prices reflect notary fee. Any fee received from outside New York State must be paid with a certified check or money order.**

SERVICE	PROCESS	FEE	INFORMATION-PARTICULAR	
Income Execution	First Stage	\$47.00 Original + 6 copies	Correct mailing address. Only first stage fees as second stage will be billed.	
	Second Stage	\$47.00 Original +6 copies		
Property Execution	Third Party by Service	\$97.00 + mileage	Proof of service of judgment debtor within year Title searches on all motor vehicles with lien check Items to be seized listed on execution Documented proof of ownership provided along with Model, Serial numbers any related information	
	Not Capable of delivery	\$87.00 + mileage (escrow)		
	Demand execution	\$87.00 + mileage		
	Capable of delivery	\$87.00 + mileage (escrow)		
	Real Property Ex.	\$87.00 + mileage (escrow)		
Tax Assessment Review	Petition & Notice of Petition	\$77.00 plus mileage One address	Served at Different addresses	\$77.00 each plus 3 mileages
Summary Proceeding	3 & 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		\$116.00 + mileage (times 3)	Each additional person listed	\$32.00
<b>Order to Recover Real Property</b>	<b>Order to Compel Delivery/Writ of Assistance</b>	\$116.00 + mileage (times 3) & escrow	Each additional service	\$32.00
Arrests (Civil)	Serve and Execute	\$ 62.00 + mileage	Must have all associated papers.	
	Commit and Discharge	\$ 22.00 additional to above		
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	\$ 72.00 + mileage & escrow	Any additional levy	\$57.00 each
	Serve Summons	\$ 17.00	Additional Service	\$17.00
Order of Seizure Recovery of Property	Mandate	\$110.00 + mileage & escrow	Additional service	\$42.00 each
	Summons	\$17.00 if needed	Additional Services	\$ 17.00 per person
<b>Realty Deed pursuant to court order</b>	<b>Quitclaim deed</b>	\$67.00: please call for additional instructions	Additional Deeds \$22.00 each	
Article 51(Replevin)	Original Order and Execution	\$96.00 + mileage & 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.**