

# POTTER COUNTY FEE SCHEDULE

*Updated and Effective April 26, 2018*

---

## PROTHONOTARY

**APPEALS:** From District Magistrate Judgment (Civil), includes JCS/ATJ fee/auto fee/25¢ writ tax).....\$68.50

From Court of Common Pleas to Appellate Court: (MUST BE 2 SEPERATE CHECKS)

Payable to "Prothonotary"..... \$50.00

1.) Payable to "Prothonotary of Appellate Court" (includes JCS/ATJ fee).....\$90.25

From a License Suspension/Registration Plates.....\$95.25

Assessment Appeal.....\$95.25

Assignment.....\$5.00

Attachment of Wages: Praecipe for Notice of Intent (landlord-tenant).....\$40.00

Attachment of Wages: Writ of Attachment of Wages, etc. (landlord-tenant)\$40.00

### **COMMENCEMENT OF ACTION:** *(other than Custody or Divorce)*

**By Petition** (incl. JCS/ATJ fee & Prothonotary Auto. Fund Fees).....\$96.75

**By Complaint** (incl. JCS/ATJ fee 50¢ writ tax/Proth. Auto. Fund Fees)..\$101.75  
(Eminent Domain/Condemnation)

**By Writ of Summons**....(incl. JCS/ATJ fee, 50 cent writ tax & Proth. Automation Fund Fees).....\$101.75

**By Complaint in Confession of Judgment** (incl. JCS/ATJ fee, 50¢ writ tax & Proth. Auto. Fund Fees).....\$101.75 + 25.50 = \$127.25

**CUSTODY:** (includes JCS/ATJ fee, 50¢ writ tax/Prothonotary Auto. Fund Fee /Act 119).....\$103.25

Continuance (Motion for -whether granted or not).....\$30.00

Discontinuance of Action.....\$5.00

Exemplified Record (filing in Potter County, or preparing for another county or state).....\$26.00

# PROTHONOTARY

## JUDGMENTS: (includes. satisf. fee and any state writ tax)

Federal Tax Liens (includes Proth. Auto. Fee).....	\$25.00
Commonw. Certified Liens....(includes Proth. Auto. Fee & 50¢ writ tax).....	\$25.50
Default Judgments (includes Proth. Auto. Fee).....	\$25.00
Entry by Order, Note or Confession (incl. Proth. Auto. Fee & 50¢ writ tax).....	\$25.50
Entry by Dist. Justice Judgm. (includes Proth. Auto. Fee & 25¢ writ tax).....	\$25.25
Entry by Munic. Lien (includes Proth. Auto. Fee & 50¢ writ tax).....	\$25.50
Petition to Open or Strike Judgment (incl. JCS/ATJ fee.).....	\$61.75
Satisfaction of judgments or liens <b>filed prior to 2004:</b>	
of a Judgment.....	\$7.00
of a Commonwealth....or Municipal Lien.... (incl. 50¢ writ tax) .....	\$7.50
of a Federal Tax Lien.....	\$7.00

*(Note: Beginning January 1, 2004 the satisfaction fee and any state writ tax due will be included in the judgment filing fee)*

## EXECUTION:

<b>Praeipie for Writ of Execution or Praeipie for Writ of Possession</b> .....	\$48.00
(An Amended Writ will not be accepted, please file new Writ)	
Mechanic's Lien	
Waiver or Stipulation Against....(incl. Proth. Auto. Fee).....	\$16.50
Claim.....(incl. Proth. Auto. Fee).....	\$16.50
Reinstatement of Complaint.....	\$5.00
Revival of Judgment:	
By Agreement(incl. Proth. Auto. Fee).....	\$23.00
By Writ.....(incl. Proth. Auto. Fee).....	\$29.00
Release of <i>Specific Real or Personal Property</i> from a Judgment or Lien.....	\$7.00
Road Docket Resolution.....(incl. JCS/ATJ fee and Auto. Fee).....	\$58.25
Subordination of Lien or Judgment.....	\$7.00
Search of Records....done as time permits .....	\$7.00
(add \$1.50 per each finding & 50¢ per each page copied)	

# PROTHONOTARY

## DIVORCE:

Complaint (incl. JCS/ATJ fee, 50¢ writ tax, Proth. Auto. & Divorce Surcharge) <i>(If custody's a count, add <b>additional \$8.00</b> for Act 119)</i> .....	\$ 88.75
Two Count Divorce.....	\$134.00
Three Count Divorce.....	\$179.25
Four Count Divorce.....	\$224.50
Five Count Divorce.....	\$269.75
Six Count Divorce.....	\$315.00

[for each additional count, add \$45.25 Note: this incl. JCS/ATJ fee]

Counter-claim in Divorce, filing of a one count (incl. JCS/ATJ fee).....	\$ 77.25
<i>Plus</i> add \$45.25 for each additional <b>count</b> in the Counter-claim (Note: incl JCS/ATJ fee) & if <b>custody</b> is a count in the counter-claim add an <b>additional \$7.50</b> for Act 119	

Change of Venue request (in a Divorce case)...whether granted or not.....	\$48.00
Praecipe to Amend a filing or decree.....	\$10.00
Praecipe to Reinstate Complaint.....	\$5.00
Praecipe to Transmit the Record...(incl. 1 cert. copy of Decree for Plaintiff)...	\$10.00
Certificate of No Claims Filed.....	\$5.00
Certified Copy of Divorce Decree.....	\$5.00
Divorce Packet (Blank).....	\$6.50
Election to Resume <b>Prior</b> Surname filed at <i>divorce case</i> If done prior to or within 1 year of the divorce decree (By Notice).....	\$5.00
If done more than 1 year after the date of divorce decree (By Pet.)....	\$20.00
Election to Resume <b>Prior</b> Surname as a <i>Surviving Spouse</i> ( <b>must</b> be a Potter County, PA resident).....	\$20.00
One (1) additional certified copy.....	\$5.00
Exemplified copy (Triple-sealed) of Divorce case.....	\$26.00

## CLERK OF COURTS

Poundage statutory handling fee for bail: 3% of first \$ 1,000.00 and 1% of balance

Appeals:	From District Magistrate Summary Conviction... (incl. JCS/ATJ fee..\$85.25 (Traffic/Non-Traffic)	
	From Court of Common Pleas to Appellate Court: (MUST BE 2 SEPERATE CHECKS)	
	1.) Payable to "Prothonotary".....	\$50.00
	2.) Payable to "Superior Court of PA" (incl. JCS/ATJ fee).....	\$90.25
Bail Power of Attorney (Fee for new bail bondsman).....		\$20.00
Expungement of a Criminal Case.....		\$ 132.00
Miscellaneous Case filing.....(incl. JCS/ATJ fee and Auto. Fee).....		\$95.25
Private Detective License (initial filing).....		\$300.00
Private Detective License (renewal).....		\$ 100.00
Subpoena (criminal).....		\$5.00

## CLERK OF THE ORPHANS' COURT

Accountings...(First and Final)....first page.....(includes JCS/ATJ fee).....	\$95.25
Additional pages.....(do not count affidavits, copies, etc.).....	\$2.00
ALL <b>Petitions/Commencement of Action</b> (includes JCS/ATJ fee).....	\$96.75
Appeals: From Orphans' Court to Appellate Ct: (NEED 2 SEPARATE CHECKS)	
1.) Payable to Prothonotary for \$50.00	
2.) Payable to Prothonotary of Appellate Court.....(incl. JCS/ATJ fee)	\$90.25
Citation.....	\$5.00
Claim Against Accounting.....	\$ 10.00
Claim Against Estate.....	\$ 16.00
<b>Family Settlement Agreement</b> .....	<b>\$30.00</b>
Motion for Continuance (whether granted or not).....	\$30.00
Marriage License (includes one certified return).....	\$50.00
Custodial Parental Consent.....	\$ 10.00
Waiver of Waiting Period.....	\$ 10.00
Certified copy of a marriage license.....	\$ 10.00
(Military Waiver of waiting period is no charge for waiver of waiting period for ACTIVE DUTY with Military ID)	
<b>Release, Receipt and Refunding Agreement</b> .....	<b>\$ 10.00</b>

## MISCELLANEOUS

Acknowledgements (Notary).....	\$5.00
<u>ARBITRATION (limit \$25,000 or less):</u>	
Praecipe for appointment of board of arbitration.....	\$45.00
Appeal from arbitrator's award (to Court of Common Pleas)..... [or ½ of amount in controversy: whichever is less]	\$475.00
Certified copy of a document.....	\$5.00
Notary Public Registering signature or Certification of.....	\$3.00
Subpoena (civil).....	\$5.00
Transfer Venue to another County.....	\$26.00

**NOTE: An NSF fee will be assessed for any check returned by the bank for insufficient funds or otherwise in the amount of \$35.00**

### Office copy and facsimile policy

Copies .....50¢ per page

**If mailed, there is a minimum copy fee of \$ 1.00**

**Facsimile charges for outgoing facsimile – \$5.00 flat fee**

For additional information or questions please call: 814-274-9740

or write to:

Kathy S. Schroeder

Prothonotary & Clerk of Courts of Potter County

1 East Second Street, Room 23

Coudersport, PA 16915