

POTTER COUNTY FEE SCHEDULE

Updated and Effective November 14, 2016

PROTHONOTARY

Acknowledgements.....	\$5.00
Appeals:	
Appeal from a District Judgment (Civil), which includes JCS/ATJ fee, auto fee & 25¢ writ tax).....	\$63.75
Appeal from Court of Common Pleas to Appellate Court: (Need 2 Sep. Checks)	
To Proth. Of lower Court.....	\$50.00
To Proth. Of Appell. Court....(incl. JCS/ATJ fee).....	\$85.50
Arbitration:	
Praecipe for appointment of board of arbitration.....	\$45.00
Appeal from arbitrator's award (to Court of Common Pleas).....	\$475.00
[or ½ of amount in controversy: whichever is less]	
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
Certified copy of a document.....	\$ 5.00
Commencement of action (<i>other than Custody or Divorce</i>):	
By Petition (incl. JCS/ATJ fee & Proth. Auto. Fund Fees).....	\$92.00
By Complaint (incl. JCS/ATJ fee, 50¢ writ tax & Proth. Auto. Fund Fees)	\$97.00
By Writ of Summons....(incl. JCS/ATJ fee, 50 cent writ tax & Proth. Automation Fund Fees).....	\$97.00
By Complaint in Confession of Judgment (incl. JCS/ATJ fee, 50¢ writ tax & Proth. Auto. Fund Fees).....	\$97.00 + 25.50 = \$122.50
Custody (incl. JCS/ATJ fee, 50¢ writ tax, Proth. Auto. Fund Fee & Act 119)..	\$98.50
Continuance, Motion for (whether granted or not).....	\$30.00
Discontinuance of Action.....	\$5.00

DIVORCE

Complaint (incl. JCS/ATJ fee , 50¢ writ tax, Proth. Auto. & Divorce Surcharge).....	
(If custody is a count add an additional \$8.00 for Act 119).....	\$ 84.00
Two Count Divorce.....	\$124.50
Three Count Divorce.....	\$165.00
Four Count Divorce.....	\$205.50
Five Count Divorce.....	\$246.00
Six Count Divorce.....	\$286.50
[for each additional count, add \$40.50 Note: this incl. JCS/ATJ fee]	
Counter-claim in Divorce, filing of a one count (incl. JCS/ATJ fee).....	\$ 72.50
Plus add \$40.50 for each additional count in the Counter-claim (Note: incl JCS/ATJ fee) & if custody is a count in the counter-claim add an additional \$7.50 for Act 119	
Change of Venue request (in a Divorce case)...whether granted or not.....	\$48.00
Praeipce 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 Prior 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 Prior Surname as a <i>Surviving Spouse</i> (must be a Potter County, PA resident).....	\$20.00
One (1) additional certified copy.....	\$5.00
Exemplified copy (Triple-sealed) of Divorce case.....	\$26.00
Execution:	
Praeipce for Writ of Execution or Praeipce for Writ of Possession.....	\$48.00
(An Amended Writ will not be accepted, please file new Writ)	
Judgments (incls. satisf. fee and any state writ tax): Federal Tax Liens (incl. Proth. Auto. Fee).....	\$25.00
Commonw. Certified Liens...(incl. Proth. Auto. Fee & 50¢ writ tax)....	\$25.50
Default Judgments.....(incl. 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. (incl. Proth. Auto. Fee & 25¢ writ tax)...	\$25.25
Entry by Munic. Lien.....(incl. Proth. Auto. Fee & 50¢ writ tax)....	\$25.50
Exemplified Record.....filing here....or preparing for another county or another state.....	\$26.00

Petition to Open or Strike Off Judgment (incl. JCS/ATJ fee.).....	\$57.00
Mechanic's Lien	
Waiver or Stipulation Against....(incl. Proth. Auto. Fee).....	\$ 16.50
Claim.....(incl. Proth. Auto. Fee).....	\$ 16.50
Notary Public	
Registering signature....or.....Certification of.....	\$3.00
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).....	\$53.50
Satisfaction of judgments or liens filed prior to 2004:	
Of Judgment.....	\$7.00
Of Commonwealth....or Municipal Lien.... (incl. 50¢ writ tax)	\$7.50
Of Federal Tax Lien.....	\$7.00
<i>(Note: Beginning January 1, 2004 the satisfaction fee and any state writ tax due will be included in the judgment filing fee)</i>	
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)	
Subpoena (civil).....	\$5.00
Transfer Venue to another County.....	\$26.00

CLERK OF COURTS

Poundage statutory handling fee for bail: 3% of first \$1,000.00 and 1% of balance	
Appeals: From Dist. Justice Summary Conviction... (incl. JCS/ATJ fee).....	\$80.50
From Court of Common Pleas to Appellate Ct: (NEED 2 SEP. CHECKS)	
1.) Make payable to: Prothonotary.....	\$50.00
2.) Make payable to: Prothonotary of Appellate Court....(incl. JCS/ATJ fee).....	\$85.50
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).....	\$90.50
Subpoena (criminal).....	\$5.00

CLERK OF THE ORPHANS' COURT

Accountings...(First and Final)....first page.....(includes JCS/ATJ fee).....	\$90.50
Additional pages.....(do not count affidavits, copies, etc.).....	\$2.00
ALL Petitions/Commencement of Action (includes JCS/ATJ fee).....	\$92.00
Appeals: From Orphans' Court to Appellate Ct: (NEED 2 SEPARATE CHECKS)	
1.) Make payable to: Prothonotary.....	\$50.00
2.) Make payable to: Prothonotary of Appellate Court.....(incl. JCS/ATJ fee).....	\$85.50
Citation.....	\$5.00
Claim Against Accounting.....	\$10.00
Claim Against Estate.....	\$16.00
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)

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

Copies50¢ 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