

POTTER COUNTY FEE SCHEDULE

Updated and Effective July 1, 2024

PROTHONOTARY

APPEALS:	
From District Magistrate Judgment (Civil), incl. JCS/ATJ fee/auto fee/25¢ writ tax).....	\$68.50
From a License Suspension/Registration Plates.....	\$95.25
Assessment Appeal.....	\$95.25
From Court of Common Pleas to Appellate Court: (MUST BE 2 SEPERATE CHECKS)	
One (1) Payable to "Prothonotary" for \$50.00	
One (1) Payable to "Prothonotary of Appellate Court" for \$90.25 (incl. JCS/ATJ fee)	
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
(Must be prepared by an attorney)	
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. Auto 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/Proth. Auto. Fund Fee /Act 119).....	\$104.75
Continuance (Motion for -whether granted or not).....	\$30.00
Discontinuance of Action.....	\$5.00
Election to Resume Prior Surname as a <i>Surviving Spouse</i> (must be a Potter County, PA resident).....	\$20.00
EXECUTION:	
Praecipe for Writ of Execution or Praecipe for Writ of Possession.....	\$48.00
(An Amended Writ will not be accepted, please file new Writ)	
Re-Issue Writ of Execution (at same Case No.).....	\$5.00
Exemplified Record (filing in Potter County, or preparing for another county/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 Dist. Justice Judgm. (includes Proth. Auto. Fee & 25¢ writ tax).....	\$25.25
Entry by Munic. Lien (includes Proth. Auto. Fee & 50¢ writ tax).....	\$10.00
Petition to Open or Strike Judgment (incl. JCS/ATJ fee.).....	\$61.75

Satisfaction of judgments or liens including liens filed prior to 2004:

of a Judgment.....	\$7.00
of a Commonwealth...or Municipal Lien... (incl. 50¢ writ tax)	\$7.50
of a Federal Tax Lien.....	\$7.00

Judgment Transferred from Potter County to Another County.....\$26.00

Note: Satisfaction fee and any state writ tax is included in judgment filing fee

Mechanic's Lien

Waiver or Stipulation Against....(incl. Proth. Auto. Fee).....	\$16.50
Claim.....(incl. Proth. Auto. Fee).....	\$16.50

Political Subdivision (ANY FILING).....\$10.00

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 *Specific Real or Personal Property* from a Judgment or Lien.....\$7.00

Road Docket Resolution.....(incl. JCS/ATJ fee and Auto. Fee).....\$58.25

Search of Records....done as time permits\$7.00
(add \$1.50 per each finding & 50¢ per each page copied)

Subordination of Lien or Judgment.....\$7.00

Subpoena (civil).....\$5.00

PROTHONOTARY (DIVORCE)

Complaint (includes JCS/ATJ fee, 50¢ writ tax, Prothonotary Auto. & Divorce Surcharge)

(If <u>custody's</u> a count, add <u>additional \$9.50</u> for Act 119).....	\$ 92.00
Two Count Divorce.....	\$137.25
Three Count Divorce.....	\$182.50
Four Count Divorce.....	\$227.75
Five Count Divorce.....	\$273.00
Six Count Divorce.....	\$318.25

[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
Plus add \$45.25 for each additional count in the Counter-claim (Note: incl JCS/ATJ fee) & if custody is a count in the counter-claim add an add'l \$9.50 for Act 119

Certified Copy of Divorce Decree.....\$10.00

Certificate of No Claims Filed.....\$5.00

Change of Venue request (in a Divorce case) whether granted or not.....\$48.00

Divorce Packet (Blank).....\$6.50

Election to Resume *Prior* Surname filed at *Divorce Case*

If done prior to or within 1 year of the divorce decree.....\$10.00

If done more than 1 year after the date of divorce decree.....\$20.00

Exemplified copy (Triple-sealed) of Divorce case.....\$26.00

Motion to Amend Divorce.....\$10.00

Praecipe to Amend a filing or decree.....\$10.00

Praecipe to Reinstate Complaint.....\$10.00

Praecipe to Transmit the Record (incl. 1 cert. copy of Decree for Plaintiff).....\$10.00

Qualified Domestic Relations Order (QDRO).....\$30.00

CLERK OF COURTS (CRIMINAL)

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 Petitions/Commencement of Action (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
Disclaimer.....	\$10.00
Guardianship Annual Report.....	\$50.00
Family Settlement Agreement.....	\$30.00
Motion for Continuance (whether granted or not).....	\$30.00
Marriage License (includes one certified return).....	\$50.00
Certified copy of a marriage license.....	\$10.00
PLEASE NOTE: Military Waiver of 3 day waiting period -NO FEE for ACTIVE DUTY w/ Military ID	
Release, Receipt and Refunding Agreement.....	\$10.00

MISCELLANEOUS

ARBITRATION (limit \$25,000 or less):

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]	
Certified copy of a document	\$5.00
Notary Public Registration of Signature	\$3.00
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

Copies25¢ per page

Facsimile charges for outgoing facsimile – \$5.00 flat fee

For additional information or questions please call: 814-274-9740
Ashley M. Gledhill
Prothonotary & Clerk of Courts of Potter County
1 East Second Street, Room 23
Coudersport, PA 16915