

# POTTER COUNTY FEE SCHEDULE

Updated and **Effective December 1, 2025**

**\*\*\*Please note that Act 119 change will take effect on January 1, 2026\*\*\***

## PROTHONOTARY

<b><u>APPEALS:</u></b>	
From District Magistrate Judgment (Civil), incl. JCS/ATJ fee/auto fee/25¢ writ tax).....	\$69.50
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 \$91.25 (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).....	\$97.75
By Complaint (incl. JCS/ATJ fee 50¢ writ tax/Proth. Auto. Fund Fees).....	\$102.75
(Eminent Domain/Condemnation)	
By Writ of Summons (incl. JCS/ATJ fee, 50 cent writ tax & Proth. Auto Fund Fees).....	\$102.75
Praecipe for Lis Pendens	\$20.00
By Complaint in Confession of Judgment (incl. JCS/ATJ fee, 50¢ writ tax & Proth. Auto. Fund Fees).....	\$101.75 + 26.50 = \$128.25

**CUSTODY:** (includes JCS/ATJ fee, 50¢ writ tax/Proth. Auto. Fund Fee /Act 119).....\$105.75  
**\*\*\*effective January 1, 2026 Custody will go up again to.....\$106.25**

Continuance (Motion for -whether granted or not).....	\$30.00
Discontinuance of Action.....	\$5.00
Election to Resume <i>Prior</i> Surname as a <i>Surviving Spouse</i> ( <i>must</i> 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.).....	<b>\$62.75</b>

### 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
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***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

<b>Political Subdivision (Borough/Township) (ANY FILING).....</b>	<b>\$10.00</b>
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Reinstatement of Complaint.....	\$5.00
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### 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
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Road Docket Resolution.....(incl. JCS/ATJ fee and Auto. Fee).....	<b>\$59.25</b>
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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
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Subpoena (civil).....	\$5.00
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# PROTHONOTARY (DIVORCE)

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

(If <u>custody's</u> a count, add <u>additional \$10.50</u> for Act 119).....	\$ 93.00
Two Count Divorce.....	\$139.25
Three Count Divorce.....	\$185.50
Four Count Divorce.....	\$231.75
Five Count Divorce.....	\$278.00
Six Count Divorce.....	\$324.25

[for each additional count, add \$46.25 Note: this incl. JCS/ATJ fee]

Counter-claim in Divorce, filing of a one count (incl. JCS/ATJ fee).....\$ 78.25  
Plus add \$46.25 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 \$10.50 for Act 119

Certified Copy of Divorce Decree (**ALL certified copies of documents**).....\$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

Praecipe to Discontinue.....\$5.00

## 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.....	<b>\$86.25</b>
	(Traffic/Non-Traffic)	
	From Court of Common Pleas to Appellate Court: (MUST BE 2 SEPERATE CHECKS)	
	1.) Payable to "Prothonotary".....	<b>\$50.00</b>
	2.) Payable to "Superior Court of PA" (incl. JCS/ATJ fee).....	<b>\$91.25</b>
Bail Power of Attorney (Fee for new bail bondsman).....		<b>\$20.00</b>
Expungement of a Criminal Case.....		<b>\$132.00</b>
Miscellaneous Case filing.....(incl. JCS/ATJ fee and Auto. Fee).....		<b>\$96.25</b>
Private Detective License (initial filing).....		<b>\$300.00</b>
Private Detective License (renewal).....		<b>\$100.00</b>
Subpoena (criminal).....		<b>\$5.00</b>

## CLERK OF THE ORPHANS' COURT

Accountings...(First and Final)....first page.....(includes JCS/ATJ fee).....	<b>\$96.25</b>
Additional pages.....(do not count affidavits, copies, etc.).....	<b>\$2.00</b>
ALL Petitions/Commencement of Action (includes JCS/ATJ fee).....	<b>\$97.75</b>
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).....	<b>\$91.25</b>
Citation.....	<b>\$5.00</b>
Claim Against Accounting.....	<b>\$10.00</b>
Claim Against Estate.....	<b>\$16.00</b>
Disclaimer.....	<b>\$10.00</b>
Guardianship Annual Report.....	<b>\$50.00</b>
Family Settlement Agreement.....	<b>\$30.00</b>
Motion for Continuance (whether granted or not).....	<b>\$30.00</b>
Marriage License (includes one certified return).....	<b>\$50.00</b>
Certified copy of a marriage license.....	<b>\$10.00</b>
PLEASE NOTE: Military Waiver of 3 day waiting period -NO FEE for ACTIVE DUTY w/ Military ID	
Release, Receipt and Refunding Agreement.....	<b>\$10.00</b>

## 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 .....	\$10.00
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

Copies .....25¢ 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