

SARATOGA COUNTY SHERIFF - CIVIL FEE REQUIREMENT SCHEDULE

Revised January 2016

	<u>FEES</u>	<u>REQUIREMENTS</u>
<u>INCOME EXECUTION</u>		
. First and Second Stage	<u>\$ 75.00</u>	original execution + 4 copies

Please supply an employment address, phone and fax numbers, inside New York State for each debtor and remit both First and Second Stage fees for ALL IXs. We also require a corporate mailing address with contact information for businesses that only accept thru corporate offices. Examples- Golub, Walmart, Target, CVS Health, etc

A Copy of the Transcript of Judgment must accompany all Small Claim Judgments. Forms not in compliance with the CPLR will be returned for correction.

PROPERTY EXECUTION

A. Levy	\$ 30.00 + mileage	original execution + 3 copies
B. Bank Levy	\$ 45.00 + mileage	original execution + 3 copies 2 Exemption Notices 2 Exemption Claim Forms

Forms must be in compliance with 01/01/09 changes to CPLR 5205. Please include Two (2) Exemption Notices of CPLR 5222(A), Two (2) Exemption Claim Forms of CPLR 5222(A)

ORDER OF ATTACHMENT

Receiving O/A	\$ 15.00 + mileage	5 complete sets: (attorney certified)
Levy (Possession)	\$ 40.00	affidavit on which order was based,
Additional Levy	\$ 40.00	undertaking, summons, letter of
Serving O/A	\$ 15.00	instruction, and affidavit of service
Serving Summons	\$ 15.00 + mileage	of summons
Notary Fee	\$ 2.00	

ORDER OF SEIZURE

Receiving	\$ 15.00 + mileage	6 complete sets: (attorney certified)
Serving / Executing	\$ 75.00	affidavit on which order was based,
Executing on		order, and undertaking
Additional Defendant	\$ 40.00	
Serving Additional Copy	\$ 15.00	
Serving Summons	\$ 15.00 + mileage	
Notary Fee	\$ 2.00	

SUMMARY PROCEEDING

- A. Notice of Petition with Petition
 - Receiving \$ 15.00 + mileage
 - Serving \$ 15.00
 - Serving Additional Tenant \$ 15.00
 - Notary Fee \$ 2.00

In the event of alternative service on Respondent(s) you will be billed an additional \$7.00 certified mailing fee for each person served.

- B. Warrant of Eviction
 - \$ 105.00 + mileage For one person
 - \$ 15.00 For each additional person
 - \$ 2.00 Notary fee if affidavit is required

In the event of alternative service on Respondent(s) you will be billed an additional \$7.00 certified mailing fee for each person served.

Original Warrant plus 2 copies are required. A self addressed, stamped envelope (S.A.S.E.) must be included if an affidavit of service is to be returned to your office. A contact name and phone number must be provided for person responsible to complete the eviction along with a brief description of the property.

Sheriff's release must accompany your mobile home warrant. If you do not have one on file a copy will be sent to you.

SALES

- Posting Notice of Sale \$ 15.00 + mileage
- Drawing / Executing Deed \$ 20.00
- Attending A Sale \$ 15.00
- Conducting A Sale \$ 15.00

SUMMONS, SUBPOENAS, CIVIL PROCESS AND OTHER MANDATES

- Summons \$ 15.00 + mileage Per person to be served.
3 copies plus a S.A.S.E.
- \$ 2.00 Notary Fee

- WARRANT OF ARREST** \$ 45.00 + mileage Original + 3 copies

REAL PROPERTY EXECUTIONS

The Sheriff requires the following fees in advance to serve a Real Property.

Receiving \$15.00
Levy \$15.00
Notary Fee \$ 2.00
Mileage: (Refer to mileage chart, selecting township where service will be effected.)
Service of the Notice to Judgment Debtor: \$15.00 + \$2.00 Notary Fee.

Advanced Expenses (To cover the cost of all services required to proceed to sale of real property, i.e. notice posting, publication and sale expenses: \$1000.00 *)

*Note: If the Sheriff's Office feels that the standard fees are not adequate to cover the cost of an execution, this office reserves the right to change the amount on a case by case basis.

Required documents

1. The Execution must contain all that is set forth in CPLR 5230(a)
2. Supply the Original Execution along with 5 copies.
3. Include a letter of instruction directing the Sheriff's Office to levy upon and sell a specific piece of property.
4. Please include a legal description of the property including the tax map ID number with street address with house number. For advertising purposes, we will also be requesting a copy be emailed to The Saratogian Newspaper at a later date.
5. Letter informing our office if the Homestead Exemption applies.

Once all documents are received, they will be forwarded to the County Attorney for review. Any further documents needed will be requested at that time.

NOTICE: A SELF-ADDRESSED, STAMPED ENVELOPE MUST ACCOMPANY ALL DOCUMENTS IF AN AFFIDAVIT OF SERVICE IS REQUIRED.