

**Washington County Sheriff's Office**  
**Revised Civil Fee Schedule (July 1, 2014)**

Property Executions:(**Excluding Bank Levy**)

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 & a \$2.00 Notary fee.

Property Execution: (**Bank Levy**)

Receiving:	\$15.00
Levy	\$15.00
Notary Fee	\$ 2.00

Exemption Claim form (2) \$30.00 (Please note the Sheriff will not supply any of these forms)

Exemption Notice \$15.00

Mileage: ( Refer to mileage chart, selecting township where service will be effected.)

Service of the Notice to judgment debtor: \$15.00 & a \$2.00 Notary fee.

\*\*\*\*\*Note\*\*\*\*\*

Advanced expenses ( To cover cost of all required to proceed to sale, i.e. towing, storage, inventory, Notices, publication etc. Any advanced monies not expended will be returned upon completion of the action.)

Personal Property: Set advanced expense amount: \$ 500.00

Note: Expenses should be paid by separate check and must accompany the Execution upon receipt by this office. If no expenses will be incurred, such as a bank levy, the advanced expense monies are not necessary. If the Sheriff's Office feels that the standard expenses 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.

1. The Execution must contain all that is set forth in CPLR 5230 (a).
2. All Property Executions must indicate whether or not proper notice has been given to the Judgment Debtor as set forth in CPLR 5232 (c). If the notice has not been served and you wish to have the Sheriff do so, please include a \$15.00 service fee plus a \$2.00 notary fee.
3. All Property Executions must include, whenever possible, specific description of the property to be seized, ownership verification and the complete name and address of the debtor.
4. The Sheriff must receive the **original and five** copies of the Execution, **three** copies of the Exemption claim form and **two** copies of Exemption Notice as required for a bank levy.
5. The Execution must be accompanied by written instruction as to whom this office will disburse proceeds (monies) to, including complete names, addresses and phone numbers if possible.
6. Please note per CPLR 5205 (a) 8 the Sheriff's Office will not levy upon and sell a vehicle that is worth less than \$4000.00 above all liens and encumbrances of the debtor. We require proof of value prior to levy.

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**\*\*\*\*Any documents received with incorrect fees will be rejected.\*\*\*\***

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Income Executions: (Service by Certified & regular mail), CPLR 5231 (c).

\*\*\*\*\*Note\*\*\*\*\*

<b>First Stage</b>	<b>Second Stage</b>	If personal service is required, add a <u>mileage and notary fee</u> <b>INSTEAD</b> of mailing fees & direct such in cover letter.
Receiving: \$15.00	Serving: \$15.00	
Serving: 15.00	Levy: 15.00	
Mailing: 10.00	Mailing: 10.00	
Total: \$40.00	Total: \$40.00	

**Income Executions received in this office for second stage service only.**

Receiving: \$15.00  
Serving: 15.00  
Levy: 15.00  
Mailing: 10.00  
Total: \$55.00

1. The Execution must contain all that is set forth in CPLR 5230 (a) and 5231 (a).
2. All Executions must contain the proper notice to judgment debtor as set forth in CPLR 5231 sub (g).
3. The Sheriff must receive the **original and five copies**.
4. Attorneys for Plaintiffs will be billed for second stage service upon default. **Do not forward second stage fees with first stage.**
5. Under no circumstances will this office process any Execution without the proper fees.
6. Per CPLR 5003 this office will not accept an Income Execution that does not contain an interest date. All interest dates should be the same date as the entry date or after. It is the responsibility of the Court Clerk to calculate interest to the date of entry.

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**Warrants of Eviction**

Receiving:	\$15.00
Serving 72 Hour Notice:	15.00
Executing:	75.00
Notary Fee	2.00
Mileage x-2 trips	Refer to the mileage chart.
Serving Additional Respondent	30.00 & Notary

**Escrow in the amount of \$500.00 will be required for all Warrants that will take more than one day to Execute. Escrow will be used to cover the Deputies salary, mileage for each additional day and any other expenses incurred by the Sheriff's Office. At the time of service the Deputy will assess the situation and determine if escrow funds are necessary.**

1. The Sheriff must receive the original and four copies. The original must be signed and dated by the issuing Judge.
2. The Warrant or accompanying letter must contain an adequate address and a good description of the property.
3. Specify any special preparation which may be required. (Threats of violence, need for special provisions, stay provisions, or other Orders of the Court, etc.)
4. This office will not accept any warrants dated prior to 30 days from the date received.
5. Please visit our web site [www.co.washington.ny.us](http://www.co.washington.ny.us) for more detailed eviction policies and an information sheet that can be included along with the eviction to assist in the service of the warrant.
6. All parties listed in the Warrant must be served.

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**Summons and Subpoenas:**

Service: \$ 15.00 Per defendant

Notary Fee 2.00 Per defendant

Mileage: Refer to Mileage Chart, selecting township where service will be effected.

\*\*\*\*\*Note: If the summons and complaint or summons with notice contains additional documents, whether in an attached form or packet or not, an additional service fee per document will be required. Refer to the New York State fee schedule to identify the required fee for the specific documents. If the NYS fee schedule does not contain the specific title, consider the document a Mandate as set on page two of the NYS fee schedule. Only one mileage fee per defendant, regardless of the number of documents, will be required.

1. The Sheriff must receive **three** copies of each document to be served to cover substitute service, if permissible, and to allow for one copy to be retained by this agency.
2. The document(s) must contain or be accompanied by letter that provides a proper address for the person to be served. Due to the rural nature of this county, documents providing only a rural route or Post Office box address will be rejected as neither provides adequate information to effect service expeditiously. Any and all additional information you can provide is appreciated and expedites service. If the subject is served at a location other than that provided, additional mileage may be charged.
3. If the subject is to be served at other than his legal address specific written instruction as to how and where the service is to be made must be provided. Note: not all employers allow access to their employees at the place of business for service of process.
4. Withdrawal or request to vacate any process must be received in writing.
5. For service of process other than summons or subpoenas, refer to the New York State Fee Schedule. **No documents will be accepted without the proper number of copies and the correct fees.**

**New York State Fee Schedule  
( Effective July 01, 2014 )**

**Attachment**

Receiving order of attachment.....	\$15.00
Levy.....	\$40.00
Additional Levy.....	\$40.00
Serving order of attachment.....	\$15.00
Serving summons.....	\$15.00
Making description of real property.....	\$15.00
Notary Fee.....	\$ 2.00

**Recovery of Chattel**

Receiving.....	\$15.00
Serving/Executing.....	\$75.00
Executing on additional defendant.....	\$40.00
Serving additional copy.....	\$15.00
Serving summons.....	\$15.00
Notary Fee.....	\$ 2.00

**Summary Proceeding**

Notice of Petition and Petition

Receiving.....	\$15.00
Serving.....	\$15.00
Serving additional tenant.....	\$15.00
Making affidavit of Military Service.....	\$15.00
Notary Fee.....	\$ 2.00

**Sales**

Posting notice of sale.....	\$15.00
Drawing / Executing Deed.....	\$20.00
Attending a sale.....	\$15.00
Conducting a sale.....	\$15.00
Notary Fee.....	\$ 2.00
Storage fee per day.....	\$25.00
Inventory.....	\$15.00

\*See our mileage chart for the appropriate mileage charges.

**New York State Civil Fee Schedule  
( Effective July 01, 2014 )**

**Summons, subpoenas, civil process and other mandates**

Serving.....	\$15.00
Serving / Executing arrest or mandate/order .....	\$45.00
Receiving precept.....	Same as Clerk
Advanced expenses to accompany the Order of Seizure.....	\$500.00
Order.....	\$45.00
Order of Seizure.....	\$135.00
Serving additional Defendant with Order of Seizure.....	\$15.00
Advanced expenses to accompany the Order of Seizure.....	\$500.00*
Notary Fee.....	\$ 2.00

**Required documents for an Order of Seizure**

- 1.) Letter of Instruction.**
- 2.) Original and 3 certified copies of the order.**
- 3.) Undertaking for twice the value of the property.**
- 4.) The Affidavit .**
- 5.) Summons and Complaint plus additional fee for service, or copy of Affidavit.**

**Undertakings Returns**

Taking undertaking.....	\$ 1.50
Making copy of inventory/s and other mandates.....	\$10.00
Certified copy of execution and return.....	\$10.00
Notary Fee.....	\$ 2.00

**Prisoners**

Each person committed.....	\$10.00
Attending.....	\$10.00

**Jurors**

Notifying.....	\$ 2.50
Attending View.....	\$10.00

\* See our mileage chart for appropriate mileage charges.

\* Advanced Expenses are subject to change depending on the item(s) to be seized.

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**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 & a \$2.00 Notary fee.

Advanced Expenses (To cover cost of all required to proceed to sale of real property, ie notices, publication and sale expenses: \$2000.00 \*

\*Note: If the Sheriff's Office feels that the standard expenses 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 a tax map ID # we will also be requesting a scanned copy be sent to our office 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.