

POTTER COUNTY DISTRICT CLERK FEES EFFECTIVE 1/1/2026

CIVIL/FAMILY

DESCRIPTION	AMOUNT
STATE CONSOLIDATED FEE	
ELECTRONIC FILING SYSTEM FUND	\$30.00
JUDICIAL AND COURT PERSONNEL TRAINING	\$5.00
LEGAL SERVICE FOR INDIGENTS	\$20.00
STATE FEE	\$40.00
JUDICIAL SUPPORT FEE	\$42.00
TOTAL	\$137.00
LOCAL CONSOLIDATED FEE	
COURT OF APPEALS	\$5.00
COURT FACILITY FEE FUND	\$20.00
CLERK FILING FEE	\$50.00
COUNTY RECORDS MANAGEMENT AND PRESERVATIONS ACCOUNT	\$30.00
COURT REPORTER'S SERVICE FEE	\$25.00
LAW LIBRARY FEE	\$35.00
COURTHOUSE SECURITY FEE	\$20.00
LANGUAGE ACCESS FUND	\$3.00
COUNTY JURY FUND	\$10.00
COUNTY DISPUTE RESOLUTION FUND	\$15.00
TOTAL	\$213.00
TOTAL BASE FEE CIVIL/FAMILY	\$350.00

ACTIONS WITHIN EXISTING CASE

COUNTERCLAIMS, CROSS ACTIONS, INTERVENTIONS, CONTEMPT ACTIONS, INTERPLEADERS,
MOTIONS FOR NEW TRIAL, THIRD PARTY ACTIONS

STATE CONSOLIDATED FEE	
BASIC CIVIL LEGAL SERVICES FOR INDIGENTS	\$10.00
STATEWIDE ELECTRONIC FILING SYSTEM FUND	\$30.00
JUDICIAL AND COURT PERSONNEL TRAINING FUND	\$5.00
TOTAL	\$45.00
LOCAL CONSOLIDATED FEE	
CLERK OF THE COURT	\$15.00
RECORDS MANAGEMENT AND PRESERVATION ACCOUNT-DISTRICT	\$10.00
TOTAL	\$35.00
TOTAL FILING FEE	\$80.00

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FAMILY-LAW FILINGS

ACTIONS IN A SAPCR CASE

MOTION FOR CONTEMPT, MOTION FOR ENFORCEMENT, MOTION FOR MODIFICATION, MOTION TO REVOKE A STAY OF LICENSE SUSPENSION, NOTICE OF APPLICATION FOR JUDICIAL WRIT OF WITHHOLDING, PETITION FOR LICENSE SUSPENSION

STATE CONSOLIDATED FEE

BASIC CIVIL LEGAL SERVICES FOR INDIGENTS	\$10.00
STATEWIDE ELECTRONIC FILING SYSTEM FUND	\$30.00
JUDICIAL AND COURT PERSONNEL TRAINING FUND	\$5.00
TOTAL	\$45.00

LOCAL CONSOLIDATED FEE

CLERK OF THE COURT	\$15.00
RECORDS MANAGEMENT AND PRESERVATION ACCOUNT-DISTRICT	\$10.00
TOTAL	\$35.00

TOTAL FILING FEE

\$80.00

TRANSFER IN \$80.00

OTHER MISCELLANEOUS FEES

ISSUE ORDER OR WRIT WITHHOLDING, ADMINISTRATIVE WRIT OF WITHHOLDING, NOTICE OF APPLICATION FOR JUDICIAL WRIT OF WITHHOLDING	\$15.00
RE-SUANCE OF ANY SERVICE OF PROCESS	\$8.00
CAPIAS FEE	\$8.00
FILING AND APPROVING BOND	\$5.00
WITNESS TENDER (NOT TO RECORDS CUSTODIAN)	\$10.00
COURT REGISTRY-ADMINISTRATION EXPENSE	
ON FUND EARNING INTEREST 10% OF INTEREST	10% INTEREST
ON FUNDS NOT EARNING INTEREST .5% NOT TO EXCEED	\$50.00
MAILING ORDER FOR LICENSE SUSPENSION-FRON OBLIGOR ONLY	\$5.00
ORDER OF SALE (SHERIFF)	\$200.00
RECORD SEARCH (EACH PARTY, EACH CASE)	\$5.00
INSUFFICIENT CHECK	\$25.00
CERTIFICATE OF NAME CHANGE	\$10.00
CERTIFIED REPORT OF ADOPTION	\$2.00
PREPARATION OF CLERK'S RECORD FOR APPEAL (PER PAGE)	\$1.00
WITNESS FEE-SUBPOENA (NOT CUSTODIAN OF RECORDS)	\$10.00

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ELECTRONIC CERTIFICATION AND SEAL FEE	\$5.00

CRIMINAL COURT COSTS

FELONY	MISD	FELONY
CLERK'S FEE	\$40.00	\$40.00
STATE FEE	\$147.00	\$185.00
RECORDS MANAGEMENT/PRESERVATION	\$25.00	\$25.00
PROSECUTOR'S FEES	\$20.00	
COUNTY JURY FUND (CONVICTED/JURY)	\$1.00	\$1.00
COURTHOUSE SECURITY FEE	\$10.00	\$10.00
COUNTY TECHNOLOGY FUND	\$4.00	\$4.00
COURT REPORTER SERVICE FUND	\$3.00	
COUNTY SPECIALTY COURT ACCT	\$20.00	\$25.00
TOTAL BASIC COURT COSTS	\$270.00	\$290.00

ADDITIONAL FEES

GENERAL FINE	JUDGE ORDERED
CHILD ABUSE PREVENTION FINE	\$100.00
DWI TRAFFIC FINES (FINE IS LIMITED TO FINAL CONVICTION OF OFFENSES LISTED UNDER SECTION 49.09 (F), PENAL CODE)	JUDGE ORDERED
EMS, TRAUMA FACILITIES & TRAUMA CARE SYSTEMS FINES (FOR INTOXICATION CONVICTIONS)	\$100.00
JUVENILE DELINQUENCY PREVENTION FUND (1/1/10) ON CONVICTION UNDER 28.08 PC (GRAFFITI) INCLUDES JUVENILE & PARENTS FC 54.0461 (A)	\$50.00
STATE TRAFFIC FINE	\$50.00
REPAYMENT OF REWARDS (FELONY)	JUDGE ORDERED
ATTORNEY'S FEES	JUDGE ORDERED
PEACE OFFICER FEES	VARIABLE
TIME PAYMENT FEE (FKA LGC 133.103) (pays any part of a fine, court costs, or restitution, or another reimbursement fee, on or after the 31st day after the date on which a judgment is entered assessing the fine, court costs, restitution, or other reimbursement fee.)	\$15.00
VISUAL RECORDING FEE	\$15.00
TRANSACTION FEE	\$2.00
NON-SUSPENSION FINE (convictions PC 49.04, 49.07 & 49.08)	\$100.00



2026 Sheriffs' and Constables' Fees
Potter County

<u>Fee Name</u>	<u>Fee Amount</u>
• Citations	\$100.00
• Subpoenas	\$100.00
• Summons	\$100.00
• Forcible Detainer or Eviction Citation	\$125.00
• Citation by Publication	\$100.00
• Posting Written Notice or Citation	\$100.00
• Temporary Restraining Order or Temporary Protective Order	\$100.00
• Writ of Attachment*	\$200.00
*plus \$90.00 each additional day and .60 a mile for travel, round trip, outside of Potter County	
• Writ of Execution*	\$200.00
*5% Commission for sale of property on Writs of Execution and Orders of Sale	
• Writ of Garnishment	\$200.00
• Writ of Habeas Corpus	\$200.00
• Writ of Injunction	\$200.00
• Writ of Possession/Squatters Writ	\$225.00
○ Executing any writ past 2 hours is an additional fee of \$50 per Deputy per hour & will be charged and due at time of service.	
• Writ of Re-Entry	\$200.00
• Writ of Sequestration	\$200.00
• Tax Warrant	\$200.00
• Orders of Sale	\$200.00
• Turnover Order	\$200.00
• Distress Warrant	\$200.00
• Posting of Notice for sale of property on Writs of Execution and Orders of Sale	\$25.00
• Writ of Retrieval	\$200.00
• Writ of Mandamus	\$200.00
• Writ of Supersedeas	\$200.00

Service Fees:

- Small Claims Citation \$100.00
- Justice Court Citation \$100.00
- All Other Courts' Citations \$100.00
- Citation Scire Facias \$100.00

Other Service Fees:

- For executing or attempting to execute any writ not otherwise specified, all courts \$200.00
- For service or attempted service of any process, order, or citation not otherwise specified, all courts \$100.00

- For executing a deed to each purchaser of real estate under Execution or Order of Sale, a fee of \$40.00.

- For executing a Bill of Sale to the purchaser of personal property under Execution or Order of Sale, when demanded by the purchaser, a fee of \$40.00.

- **Constable Storage Fee**
 - Tier 1 - \$10.00 Storage Fee Per Day
 - Household Furniture items
 - Appliances
 - Electronics
 - Tier 2 - \$25.00 Storage Fee Per Day
 - Vehicles
 - Commercial Equipment
 - Industrial Equipment
 - Sheds
 - Storage Buildings