

eFiling Fees Services

The following describes the services/breakdown of fees associated with filing a case in the Potter County Clerk's Office:

Case Initiation Fees:

Letters Testamentary	\$350.00
Filing Fees	\$271.00
Judge's Fee	\$4.00 (order admit/order grant)
Sheriff Fee	\$75.00 (posted citation)
Independent Administration	\$350.00
Filing Fees	\$271.00
Judge's Fee	\$4.00 (order admit/order grant)
Sheriff Fee	\$75.00 (posted citation)
Muniment of Title	\$348.00
Filing Fees	\$271.00
Judge's Fee	\$2.00 (order admit)
Sheriff Fee	\$75.00 (posted citation)
Dependent Administration	\$350.00
Filing Fees	\$271.00
Judge's Fee	\$4.00 (order admit/order grant)
Sheriff Fee	\$75.00 (posted citation)
Determination of Heirship	\$348.00
Filing Fees	\$271.00
Judge's Fee	\$2.00 (order granting)
Sheriff Fee	\$75.00 (published citation)
Small Estate	\$269.00
Filing Fees	\$254.00
Guardianship	\$429.00
Filing Fees	\$275.00
Judge's Fee	\$4.00 (order admit/order grant)
Sheriff Fee	\$150.00 (posted and personal citation)
Temporary Guardianship	\$429.00
Filing Fees	\$275.00
Judge's Fee	\$4.00 (order admit/order grant)
Sheriff Fee	\$150.00 (personal citation to Ward & Ad Litem)
Foreign Will	\$267.00
Filing Fees	\$267.00
Transferred Case	\$267.00
Filing Fees	\$267.00

Subsequent Filings/Services:

Clerk's Fee Application for Successor Executor/Guardian	\$115.00
Inventory & Appraisalment (before 90 day qualification) Judge's Fee \$ 2.00 (order approving)	\$ 2.00
Inventory & Appraisalment (after 90 day qualification) Filing Fee \$25.00 Judge's Fee \$ 2.00 (order approving)	\$27.00
Claim against the Estate	\$12.00
Issuance of Letters (Testamentary, Guardianship, etc.)	\$2.00
Issuance of Citation, Notice, Subpoena	\$4.00
*Sheriff Fees (posted, personal & published) *we do not collect out of county service fees	\$75.00
Certified Mail Service of Process Clerk's Fee \$4.00 (issuance) Service Fee \$75.00	\$79.00
Jury Fee request	\$40.00
Fees charged after Original Application has been on file for 120 days or after the order approving Inventory/Appraisalment (whichever occurs first):	
Annual Account (before 120) Judge's Fee \$2.00 (order approving)	\$ 2.00
Annual Account (after 120) Filing Fee \$25.00 Judge's Fee \$ 2.00 (order approving)	\$27.00
Annual Report (before 120) Judge's Fee \$ 2.00 (order approving)	\$ 2.00
Annual Report (after 120) Filing Fee \$10.00 Judge's Fee \$ 2.00 (order approving)	\$12.00

Application for Sale of Real/Personal Property (before 120)	\$ 81.00
Judge's Fee	\$ 2.00 (order approving)
Clerks Fee	\$ 4.00 (issue citation)
Sheriff Fee	\$75.00 (posted citation)
Application for Sale of Real/Personal Property (after 120)	\$106.00
Filing Fee	\$25.00
Judge's Fee	\$ 2.00 (order approving)
Clerks Fee	\$ 4.00 (issue citation)
Sheriff Fee	\$75.00 (posted citation)

Final Account (before 120)	\$ 81.00
Judge's Fee	\$ 2.00 (order approving)
Clerks Fee	\$ 4.00 (issue citation)
Sheriff Fee	\$75.00 (posted citation)
Final Account (after 120)	\$106.00
Filing Fee	\$25.00
Judge's Fee	\$ 2.00 (order approving)
Clerks Fee	\$ 4.00 (issue citation)
Sheriff Fee	\$75.00 (posted citation)

Document 25 pages or more	\$25.00
Filing Fees	\$25.00

Miscellaneous Fees

Bonds	\$5.00
Bond fee	\$3.00
Judge's Fee	\$2.00 (order approving)

Adverse Action (cross actions, contests, interventions, etc.)	\$115.00
Filing Fees	\$95.00

Copies

Plain Copies	\$1.00 per page
Add on options:	
Clerk's Certificate for certified copies	\$5.00 per set
Authenticated/Exemplified copies	\$7.00 per set

Certificate of Fact Concerning Record	\$5.00
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