

POTTER COUNTY CLERK'S
 PROBATE/CIVIL FEE SCHEDULE
 (Effective 1/1/19)

Cause of Action→ Fees↓	Letters Test.	Ind. Admin.	Mun. of Title	Dep. Admin.	Determination of Heirship	Small Estate/ Open Safe Deposit Box	Guardianship	Foreign Will	Transferred Case
Clerks Fee	44.00*	44.00*	44.00*	44.00*	*44.00	40.00	48.00**	40.00	40.00
County Judge	4.00	4.00	2.00	4.00	2.00	2.00	4.00	++++	++++
Law Library	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Probate Education	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Sheriff	90.00	90.00	90.00	90.00	90.00 each ***	-----	180.00	-----	-----
Alternative Dispute Resolution	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Court-Initiated Guardianship	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Records Management	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Courthouse Security	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Indigent Legal Services	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Judicial Fund	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Support of Judiciary	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00
Court of Appeals	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Court Records Preservation	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Judicial & Court Personnel Training	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Efiling	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Total ♦	365.00	365.00	363.00	365.00	365.00	269.00	459.00	267.00	267.00

*includes issuance of posted citation

♦ Add \$15.00 Court Reporter Fee for cases filed in CCL

** includes issuance of posted & personal citation

*** Sheriff service fee is PER citation issued (posted, personal or published)

++++ Add \$2.00 if Order presented

ADDITIONAL FEES

***Inventory & Appraisement (filed late)**

Clerk's Fee	\$25.00
Judges Signature	2.00
Total	\$27.00

*(fee charged if filed after the 90th day personal representative qualifies or after extended deadline specified by the Court)

Claims against the Estate

Clerk's Fee	\$ 10.00
Judges Signature	2.00
Total	\$ 12.00

Fees for documents filed after the Original Application has been on file for 120 days or after the Order Approving the Inventory and Appraisement has been entered, whichever occurs first:

Annual Account or Final Account of the Estate

Clerk's Fee	\$ 25.00
Judges Signature	2.00
Total	\$ 27.00*

*Fees do not include Issuance/Service of Citation

Application for Sale of Real/Personal Property

Clerk's Fee	\$ 25.00
Judges Signature	2.00
Total	\$ 27.00*

*Fees do not include Issuance/Service of Citation

Annual or Final Report of Guardian of Person

Clerk's Fee	\$ 10.00
Judges Signature	2.00

Total	\$ 12.00*
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Document over 25 pages

Clerk's Fee	\$ 25.00
Total	\$ 25.00*

*plus \$2.00 for Judge's signature (if order presented or applicable)

Fees do not include Issuance/Service of Citation

Bonds (late fee)

\$3.00 plus \$2.00 for Judges signature

• Oaths	\$ 2.00
• Issuance of Letters (Testamentary, Guardianship, Admin.)	\$ 2.00
• Issuance of Abstract of Judgment	\$ 5.00
• Issuance of Citation, Notice, Subpoena	\$ 4.00
• Jury Fee (if requested)	\$ 40.00
• Judge's Signature	\$ 2.00 per each Order signed by Judge

Application For Successor Guardian/Executor & Applications filed within Existing Estate

Clerks Fee	\$40.00
Courthouse Security	5.00
Court Initiated Guardianship	20.00
Records Management	5.00
Indigent Legal Services	10.00
Statewide eFiling Fee	30.00
Judicial & Court Personnel Training	5.00
Total	\$115.00*

*plus \$2.00 for Judge's signature

Fees do not include Issuance/Service of Citation

Adverse Actions

Cross Action (Original Petitions filed w/in case)
Objections/Opposition
Contest
Interventions

Clerks Fee	40.00
Courthouse Security	5.00
Court Initiated Guardianship	20.00
Records Management	5.00
Indigent Legal Services	10.00
Statewide eFiling Fee	30.00
Judicial & Court Personnel Training	5.00
Total	\$115.00*

*plus \$2.00 for Judge's signature (if order presented or applicable)
Fees do not include Issuance/Service of Citation

Wills for Safekeeping

Clerks Fee	5.00
Courthouse Security	1.00
Records Management	5.00
Total	\$11.00

Registry Handling Expenses

(Clerks Fee)

Interest bearing = 10% of interest

Non-Interest bearing 5% of withdrawal not to exceed \$50.00

Copy & Miscellaneous Fees

Certified Copies	\$5.00 (Clerks Certificate)
Fee for each page	\$1.00 (per page)
Non-Certified copies	\$1.00 per page
Authenticated/Exemplified/3 Way Copies	\$7.00 (5.00 Clerk's Certification/\$2.00 for Judge's Signature)
Certificate of Fact Concerning Record	\$5.00
Fax/Email fees	\$5.00 (covers 1-5 pages, page 6 & up \$1.00 per page) \$5.00 flat fee if no paper copies have to be made
Certified Mail Service of Process fee is the same as Sheriff	\$90.00 (plus issuance)

POTTER COUNTY DOES NOT COLLECT OUT OF COUNTY SERVICE FEES

Registration of Private Professional Guardian

Clerks Fee	40.00
Total	40.00

CIVIL FEES (OTHER)

(effective 9/1/2017)

Bond Forfeiture Original Action

Cause of Action→	Abstract of Judgment, Execution, Order of Sale, Writ or Other Process	Bond Forfeiture Original Action
Fees ↓		
Clerk's Fee	\$5.00	*44.00
Law Library		35.00
Alternate Dispute Resolution		15.00
Sheriff Fee	\$180.00	**90.00
Records Management		5.00
Courthouse Security Fee		5.00
Indigent Legal Services		10.00
Judicial Fund		40.00
Court of Appeals		5.00
Court Records Preservation		10.00
Statewide eFiling Fee		30.00
Bailiff Fee		5.00
Judicial & Court Personnel Training		5.00
Total ♦		\$299.00

*Varies depending on issuance (add \$4.00 for each additional issuance)

** Fees shown are for Potter Co. Sheriff. If citation is served by Cert. Mail the County Clerk will receive the same as Sheriff

POTTER COUNTY DOES NOT COLLECT OUT OF COUNTY FEES

♦Add \$15.00 Court Reporter Fee for cases filed in CCL

Jury Fee (if requested) \$40.00

Issuance of Citation, Subpoena, Notice, etc. (Original & One (1) copy) \$4.00/set

Issuance of Abstract of Judge \$ 5.00

Misc. Fees

LIQUOR LICENSE

Clerks Certificate	\$ 5.00
Protested Application Fee	\$ 25.00

COMMITMENT CASES

Clerks Fee	40.00
Judicial Fund	40.00
County Attorney	50.00
Probate Education	5.00
Sheriff	90.00*
Law Library	35.00
Support of Judiciary	42.00
Court of Appeals	5.00
Court Records Preservation	10.00
Records Management	5.00
Courthouse Security	5.00
Indigent Legal Services	10.00
Statewide eFiling Fee	30.00
Judicial & Court Personnel Training	5.00
Total **	342.00

*Amount subject to change depending on # of Notices & mileage

** Total does not include fees for Court Appointed Attorneys or Examiners and will vary based on hearings needed for patient.

ALL DOCKETS

Non-certified Copy	\$1.00/page
Certified copy	\$1.00/page + \$5.00 Clerk's Certificate
Authenticated/Exemplified/3 way copy fee	\$7.00 (\$5.00 Clerks Certification/\$2.00 for Judge's signature)
Certificate of Fact Concerning Record:	\$5.00

(updated 12.31.18)