



Peter R. Barnett  
Sheriff

# Jefferson County Sheriff's Office

753 Waterman Drive  
Watertown, New York 13601

Civil Office  
315-786-2718 Fax 315-786-2721

[civil@jeffersoncountyny.gov](mailto:civil@jeffersoncountyny.gov)



Kristopher M. Spencer  
Undersheriff

## **CIVIL FEE SCHEDULE**

Effective 1/1/26

### **INCOME EXECUTIONS (CPLR 5231)**

**1<sup>st</sup> Stage** (service on defendant)

\$67.00 – original, 5 copies & 1 transcript

**2<sup>nd</sup> stage** (service on employer)

\$52.00 – our office will bill

### **2<sup>nd</sup> STAGE ONLY**

(1<sup>st</sup> stage served by another County Sheriff)

\$67.00, original, 4 copies with new balance, interest date and endorsements on the original & transcript

### **BANK LEVY ON A CORPORATION**

\$72.00 + mileage, original & 4 copies, transcript

### **BANK LEVY ON AN INDIVIDUAL**

\$117.00 + mileage, original & 4 copies, transcript, 3 exemption claim forms, 2 exemption notice with cc judgment debtor letter (\$132.00 + mileage if no JDL)

### **THIRD PARTY LEVY**

\$77.00 + mileage, original, 4 copies, 1 transcript

### **PROPERTY CAPABLE OF DELIVERY**

\$97.00 + mileage + \$1,000.00 separate check for expenses, original & 4 copies with Title Abstract, transcript

### **MAKE DEMAND**

\$77.00 + mileage, original & 4 copies, transcript

### **REAL PROPERTY EXECUTION**

\$87.00 + mileage + \$1,000.00 separate check for expenses, original & 5 copies, transcript.  
Call for additional paperwork required

### **CIVIL PROCESS (CPLR 8011)**

Summons, Summons with Notice, Summons and Petition or Complaint, Subpoena, Modifications. \$22.00 + mileage, 4 copies (2 for personal service), self-addressed stamped envelope.

Order to Show Cause, Notice of Petition, Order papers signed by a judge. \$57.00 + mileage, 2 copies for personal service, self-addressed stamped envelope

### **ORDER OF ATTACHMENT**

\$92.00 + mileage, 3 certified copies for each service, undertaking 2 copies, Underlying papers & detailed instructions with hold harmless. Each additional levy \$52.00 + mileage + 2 certified copies

### **ORDER OF SEIZURE**

\$177.00 + mileage + \$1,000.00 separate check for expenses, 3 certified copies per service. Additional service \$52.00 + mileage, detailed property description, bond & hold harmless

### **EVICITION**

\$107.00 + 2x mileage, each additional tenant \$17.00, original warrant must be signed by a judge and directed to the Sheriff of Jefferson County & 5 copies for each tenant

- ALL FEES PAYABLE IN ADVANCE AND ARE PER PERSON SERVED
- COPIES MADE AT \$0.65 A PAGE
- INDIVIDUALS PAYING FOR THIS SERVICE MAY PAY BY CASH OR MONEY ORDER ONLY
- ADDITIONAL FEES TO BE BILLED IF SERVED AT DIFFERENT ADDRESS THAN ONE PROVIDED

# JEFFERSON COUNTY SHERIFF'S OFFICE

1/1/26 MILEAGE \$0.725

| Location                      | Miles | Fees                                      |
|-------------------------------|-------|---|
| ADAMS.....                    | 30    | \$21.75                                   |
| ADAMS CENTER.....             | 22    | \$15.95                                   |
| ALEXANDRIA BAY.....           | 64    | \$46.40                                   |
| ANTWERP.....                  | 50    | \$36.25                                   |
| BELLEVILLE.....               | 40    | \$29.00                                   |
| BLACK RIVER.....              | 18    | \$13.05                                   |
| BROWNVILLE.....               | 10    | \$7.25                                    |
| CALCIUM.....                  | 14    | \$10.15                                   |
| CAPE VINCENT** see below..... | 56    | \$40.60                                   |
| CARTHAGE.....                 | 36    | \$26.10                                   |
| CHAUMONT.....                 | 30    | \$21.75                                   |
| CLAYTON.....                  | 48    | \$34.80                                   |
| COPENHAGEN.....               | 30    | \$21.75                                   |
| DEFERIET.....                 | 28    | \$20.30                                   |
| DEPAUVILLE.....               | 32    | \$23.20                                   |
| DEXTER.....                   | 18    | \$13.05                                   |
| DRY HILL **see below.....     | 12    | \$8.70                                    |
| ELLISBURG.....                | 50    | \$36.25                                   |
| EVANS MILLS.....              | 24    | \$17.40                                   |
| FELTS MILLS.....              | 22    | \$15.95                                   |
| FINEVIEW.....                 | 64    | \$46.40                                   |
| FORT DRUM*see below.....      | 26    | ....zip codes 13602, 13603..... \$18.85   |
| GREAT BEND.....               | 28    | \$20.30                                   |
| HENDERSON.....                | 38    | \$27.55                                   |
| HENDERSON HARBOR.....         | 36    | \$26.10                                   |
| LAFARGEVILLE.....             | 40    | \$29.00                                   |
| LORRAINE.....                 | 40    | \$29.00                                   |
| MANNSVILLE.....               | 46    | \$33.35                                   |
| NATURAL BRIDGE.....           | 56    | \$40.60                                   |
| OXBOW.....                    | 66    | \$47.85                                   |
| PHILADELPHIA.....             | 38    | \$27.55                                   |
| PIERRPONT MANOR.....          | 40    | \$29.00                                   |
| PLESSIS.....                  | 46    | \$33.35                                   |
| POINT PENINSULA.....          | 56    | \$40.60                                   |
| REDWOOD.....                  | 50    | \$36.25                                   |
| RODMAN.....                   | 28    | \$20.30                                   |
| SACKETS HARBOR.....           | 22    | \$15.95                                   |
| SPRAGUEVILLE.....             | 62    | \$44.95                                   |
| THERESA.....                  | 40    | \$29.00                                   |
| THOUSAND ISLAND PARK.....     | 64    | \$46.40                                   |
| THREE MILE BAY.....           | 38    | \$27.55                                   |
| WATERTOWN - CITY.....         | 2     | .....2-4 digit street address..... \$1.45 |
| WATERTOWN - OUTSIDE CITY..... | 12    | .....5 digit street address..... \$8.70   |
| WELLESLEY ISLAND.....         | 64    | \$46.40                                   |

\*Fort Drum is active military base, social security number required

\*\*Cape Vincent Correctional Facilities require inmate ID#