



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



Kristopher M. Spencer
Undersheriff

CIVIL FEE SCHEDULE

Effective 8/1/26

INCOME EXECUTIONS (CPLR 5231)

1st Stage (service on defendant)

\$67.00 – original, 5 copies & 1 transcript

2nd stage (service on employer)

\$52.00 – our office will bill

2nd STAGE ONLY

(1st 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 + \$1,500.00 separate check for expenses, original & 4 copies with Title Abstract, transcript

MAKE DEMAND

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

REAL PROPERTY EXECUTION

\$92.00 (per person) + mileage + \$2,750.00 separate check for expenses, original & 5 copies (per person), 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