

## Prothonotary of Adams County Fee Schedule

Beverly Boyd, Prothonotary  
Adams County Courthouse  
117 Baltimore Street, Room 104  
Gettysburg, PA 17325  
Phone: (717) 337-9834

Office Hours: 8:00 AM - 4:30 PM Monday - Friday  
[www.adamscounty.us](http://www.adamscounty.us)  
**Effective: January 1, 2017**  
All Passport Applicants Must Arrive Prior to 4:00 PM  
[www.travel.state.gov](http://www.travel.state.gov)

<b>Acknowledgements</b>		\$ 10.75
<b>Appeals</b>		
Assessment Appeal		\$ 197.00
Driver's License & Registration Appeal		\$ 197.00
District Justice Appeal		\$ 197.00
Except Political Subdivision**		\$ 85.50
Liquor Control Board Appeal		\$ 197.00
Supreme, Superior, Commonwealth - Adams County Prothonotary's Fee		\$ 85.50
Appellate Court Fee (separate checks required)	Separate Checks Required	\$ 85.50
Except Political Subdivision - Adams County Prothonotary's Fee **		\$ 41.00
Zoning Appeal		\$ 197.00
Except Political Subdivision**		\$ 85.50
<b>Arbitration Proceedings: \$50,000 Limit</b>		
Motion To Appoint Arbitrators is required by the Court		\$ 28.00
Arbitration Appeal		\$ 650.00
Arbitration Award Judgment	Does NOT include Satisfaction Fee	\$ 25.50
<b>Bench Warrants</b>		\$ 9.25
<b>Certification</b>		\$ 6.25
<b>Copies:</b> 25 cents per page for file & docket copies	Copies from microfilm \$1.00 per page	
<b>Commencement of Action</b>		\$ 197.00
<b>Abandoned Title, Vehicle, Boat, RVs, Motorcycles</b>		\$ 197.00
<b>Board of View</b>	Commencement of Action	\$ 197.00
	Petition for appt of Board of View	\$ 28.00
	Required Deposit for Costs	\$ 1,000.00
<b>Civil Complaint with Confession of Judgment</b>	Satisfaction Fee for judgment NOT included	\$ 222.50
<b>Civil Complaint (Law or Equity)</b>		\$ 197.00
Except Political Subdivision**		\$ 79.00
Reinstatement of Complaint		\$ 11.25
<b>Custody Complaint</b>		\$ 197.00
Petitions to Modify, Special Relief or Contempt		\$ 28.00
<b>Home Study</b>		\$ 75.00
<b>Declaratory Judgment</b>		\$ 197.00
<b>Divorce Commencement of Action</b>	Includes fee for Praeipce to Transmit	\$ 197.00
Additional Count (including adding APL)		\$ 58.50
Additional Count for Custody		\$ 79.00
Appointment of Master, Motions are required by the Court, along with Motion filing fee		\$ 500.00
Divorce with Custody Count	Includes fee for Praeipce to Transmit	\$ 276.00
Motions or Petitions: Including but not limited to: Special Relief, Modify, Contempt, Continuances, Enforcement		\$ 28.00
No fee required for payment of attorney or stenographer fees		
QDRO Fee - Petitions are required by the Court		\$ 28.00
Retake Maiden Name (filed to Divorce action)		\$ 20.50

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Ejectment		\$ 197.00
Eminent Domain or Declaration of Taking		\$ 197.00
Liquor Control Board Appeal		\$ 197.00
Mechanics Liens	Satisfaction Fee for judgment NOT included	\$ 222.50
Minor's Compromise & Structured Settlement		\$ 197.00
Mortgage Foreclosure		\$ 197.00
Motions and Petitions	No fee required in Abuse cases, payment of attorney or stenographer fees	\$ 28.00
Name Change		\$ 197.00
Quiet Title		\$ 197.00
Writ of Summons		\$ 197.00
<b>Judgments</b>		
Assignments, Release, Satisfaction, Settlement, Strike, Vacate		\$ 10.25
Decree, Lis Pendens, Non Pros, Verdict		\$ 25.50
Default, Consent, Note, Foreign Judgment	Does NOT include Satisfaction Fee	\$ 25.50
Exemplified Record or Triple Seals		\$ 25.50
Motor Vehicle, License Reinstated, Certification to PaDOT		\$ 6.25
Transcript Judgment from Magisterial District Justice	Does NOT include Satisfaction Fee	\$ 25.50
<b>Liens</b>		
Building Agreements (Agreement, Waiver, Stipulation)		\$ 28.00
Federal and State, Municipal Liens	Includes Discontinuance Fee	\$ 36.00
<b>Miscellaneous</b>		\$ 81.00
<b>Notary Public Registration &amp; Acknowledgments</b>		\$ 4.25
<b>Petitions &amp; Motions</b>	No fee required in Abuse cases, payment of attorney or stenographer fees	\$ 28.00
<b>Passports</b>		
Book Adult (16 years old and above) US Dept of State Fee	check or money order required	\$ 110.00
Book Child (under 16 years of age) US Dept of State Fee	check or money order required	\$ 80.00
Card Adult (16 years old and above) US Dept of State Fee	check or money order required	\$ 30.00
Card Child (under 16 years of age) US Dept of State Fee	check or money order required	\$ 15.00
Prothonotary Fee	check, money order or cash	\$ 25.00
<b>Poundage</b>	Each dollar of the first \$1,000.00	\$ 0.03
	Each dollar thereafter	\$ 0.01
<b>Reinstatement of Complaint</b>		\$ 11.25
<b>Statement of Intention to Proceed / Dismissals &amp; Terminations</b>		\$ 33.00
<b>Subpoenas</b>		\$ 4.25
<b>Transfer Case To Another County</b>		\$ 28.00
<b>Writs</b>		
Indexing of Out of County Writ		\$ 33.00
Reissue Writ of Summons, Execution, Scire Facias		\$ 11.25
Writ of Execution, Money Judgment, Mortgage Foreclosure		\$ 33.00
Writ of Possession		\$ 33.00
Writ of Revival (Adverse & Agreement)		\$ 33.00
Writ of Scire Facias	Includes Discontinuance Fee	\$ 43.00
Writ of Summons		\$ 197.00
Writ of Wage Attachment for Garnishment		\$ 33.00

## ADDITIONAL INFORMATION

**Upon filing any order, motion, petition, rule for disposition by the Court the filing attorney/party SHALL provide the Prothonotary with copies of the document and addressed, stamped envelopes for ALL PARTIES.**

Separate checks for separate cases are required.

All filings should be one-sided with one staple in top left hand corner of the document and no backer.

ORDER OF COURT and DISCONTINUANCE FEES ARE included in all NEW SUITS as of 1-1-2014. Does NOT include SATISFACTION fees for JUDGMENTS.

All Petitions and Motions, EXCEPT payment of stenographer & attorney fees, shall pay a filing fee of \$28.00

\*\* Political Subdivision - any county, city, borough, incorporated town, township, school district, vocational school district.

Judgments must be accompanied by 236 Notices and Addressed Stamped Envelopes for All Defendants.

Judgment satisfaction fees are collected at time of filing the discontinuance.

Divorce finalizations require submission of a Divorce Information & Social Security Information Sheets, 236 Notice & addressed, postage paid envelopes for parties.

The Clerk of Courts-Civil Division **shall not** be required to enter on the docket any suit, action or order of court or enter any judgment thereon or perform any service whatsoever for any person, political subdivision or the Commonwealth until the requisite fee is paid per 42 P.S. Section 21073(b).

Miscellaneous Filings to Prothonotary: School Security Officer, All Administrative Orders

Miscellaneous Filings to Clerk of Courts: Constable matters, SPCA petitions, Audit Reports

A fee of \$40.00 will be charged for all checks returned for insufficient funds.

Passport Information can be found at [www.travel.state.gov](http://www.travel.state.gov)

8/8/2014 Fees Increased according to Acts 113 & 126 of 2014, thereby increasing JCP fee by additional \$12.00