

**TIOGA COUNTY SHERIFF'S OFFICE**

103 Corporate Drive  
Owego, NY 13827  
Civil Division (607) 687-8461

**CIVIL PROCESS FEE SCHEDULE**

<b>TYPE OF SERVICE</b>	<b>COPIES (per person)</b>	<b>FEE (per person where applicable)</b>
Service of Summons, Subpoena, Civil Process	3	\$ 15.00 + mileage
Service of Orders, Citations and other Mandates	3	\$ 45.00 + mileage
Notice of Petition and Petition	4	\$ 45.00 + mileage *
* Additional fees will be billed for certified mailings, where required		
Warrant of Eviction (one respondent/tenant)	Original + 4	\$105.00 + mileage *
Each additional captioned respondent/tenant	3	\$ 30.00
* Additional fees will be billed for certified mailings, where required		
<b>Income Execution:</b>		
First Stage and Second Stage (combined fees due at outset)	Original + 7	\$ 84.00
<b>Property Execution:</b>		
Bank Account - Include with execution: 2 copies Exemption Notice and 3 copies of Exemption Claim Form	Original + 4	\$ 90.00 + mileage
Demand	Original + 4	\$ 60.00 + mileage
Vehicle - Vehicle Title Record from DMV required as well as balance due to any lienholder	Original + 4	\$ 75.00 + mileage Add towing/storage (below)
Advanced towing and storage		\$600.00
Service of CPLR § 5222e Notice	2	\$ 15.00 + mileage
Posting of Sale		\$ 15.00 + mileage PER POSTING
Order of Attachment (with associated paperwork)	Original + 4	\$ 70.00 + mileage
Additional Levy	4	\$ 40.00 + mileage
Order of Seizure (with associated paperwork)	Original + 4	\$135.00 + mileage
Additional Service	4	\$ 40.00 + mileage
Arrest Warrant	Original + 5	\$ 45.00 + mileage

The following is a list of the towns and villages in Tioga County with the amount of mileage to and from the office. Mileage is set at the current federal IRS mileage reimbursement rate and is subject to change.

Apalachin	\$10.70	Owego	\$ 5.35
Barton	\$16.05	Richford	\$21.40
Berkshire	\$17.12	Smithboro	\$10.70
Candor	\$10.70	Spencer	\$21.40
Lockwood	\$26.75	Tioga Center	\$ 6.42
Newark Valley	\$10.70	Waverly	\$21.40
Nichols	\$10.70	Willseyville	\$19.26

Poundage shall be collected on all proceeds received at the rate of 5% on the first \$250,000.00; 3% on balance collected. Any additional fees or expenses that become due shall be collected in accordance with CPLR § 8012, § 8013 and § 8014.

Full and complete addresses are required including the road name and the number of the residence for service. Post Office boxes, RD's, SR's will not be accepted.

Enforcement of CPLR §8011 "A Sheriff is entitled to fees payable in advance for the services specified."

**PERSONAL CHECKS ARE NOT ACCEPTED**

Revised and Effective 01/01/2017