

IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

In Re: Orphans' Court Fee Schedule

**Administrative Order  
Number 21 of 2022**

**ORDER OF COURT**

AND NOW, this 28<sup>th</sup> day of December, 2022, it is hereby Ordered that the attached "Orphans' Court Fees & Charges" is hereby adopted effective January 1, 2023 and shall remain in effect until changed by Order of this Court.

BY THE COURT:

**MICHAEL A. GEORGE  
President Judge**

Attachment  
Board of Judges  
Donald Fennimore, District Court Administrator  
Kelly Lawver, Clerk of Courts  
Children & Youth Services  
Adams County Controller  
Members of Adams County Bar Association  
jvs

# ORPHANS' COURT FEES & CHARGES

Eff 1/1/2023

ACCOUNTS	BASIC FEE	ADVERT. COSTS	JUDICIAL COURT PROGRAM	AUTOMATION	TOTAL
Estate amount is based on total of <b>INCOME + PRINCIPAL RECEIPTS</b> . If there is a testamentary trust, then the gross value shall be only the income generated by the trust.					
<b>ACCOUNTS (REGULAR)</b>					
Estate up to \$50,000.00	105.00	300.00		10.00	415.00
\$50,000.00 to \$100,000.00	155.00	300.00		10.00	465.00
\$100,000.00 to \$200,000.00	205.00	300.00		10.00	515.00
\$200,000.00 to \$300,000.00	260.00	300.00		10.00	570.00
\$300,000.00 to \$400,000.00	310.00	300.00		10.00	620.00
\$400,000.00 to \$500,000.00	360.00	300.00		10.00	670.00
\$500,000.00 to \$600,000.00	415.00	300.00		10.00	725.00
\$600,000.00 to \$700,000.00	465.00	300.00		10.00	775.00
\$700,000.00 to \$800,000.00	520.00	300.00		10.00	830.00
\$800,000.00 to \$900,000.00	570.00	300.00		10.00	880.00
\$900,000.00 to \$1,000,000.00	620.00	300.00		10.00	930.00
Each additional \$100,000 or fraction	100.00				100.00
<b>CEMETERY ACCOUNTS</b>	40.00			10.00	50.00
Omit \$10.00 automation fee if Orphan's Court docket number previously established					
<b>GUARDIAN ACCOUNTS</b>					
Estate up to \$50,000.00	105.00			10.00	115.00
\$50,000.00 to \$100,000.00	155.00			10.00	165.00
Over \$100,000.00	205.00			10.00	215.00
<b>INFORMAL ACCOUNT</b> (Risk Distribution)	55.00			10.00	65.00
<b>INTER VIVOS TRUST ACCOUNTS</b>					
Estate up to \$50,000.00	105.00		40.25	10.00	155.25
\$50,000.00 to \$100,000.00	155.00		40.25	10.00	205.25
\$100,000.00 to \$200,000.00	205.00		40.25	10.00	255.25
\$200,000.00 to \$300,000.00	260.00		40.25	10.00	310.25
\$300,000.00 to \$400,000.00	310.00		40.25	10.00	360.25
\$400,000.00 to \$500,000.00	360.00		40.25	10.00	410.25
\$500,000.00 to \$600,000.00	415.00		40.25	10.00	465.25
\$600,000.00 to \$700,000.00	465.00		40.25	10.00	515.25
\$700,000.00 to \$800,000.00	520.00		40.25	10.00	570.25
\$800,000.00 to \$900,000.00	570.00		40.25	10.00	620.25
\$900,000.00 to \$1,000,000.00	620.00		40.25	10.00	670.25
Each additional \$100,000.00 or fraction	100.00				100.00
<b>ADOPTIONS</b>					
Petition for Adoption	50.00		40.25	10.00	100.25
Investigation Fee	250.00				250.00
Each additional child investigation fee	25.00				25.00
Act 34 of 1992 (Report of Intention)	75.00				75.00
(SEE BREAKDOWN)					
Report of Intermediary	35.00				35.00
Petition to Confirm Consent to Adopt	50.00		40.25	10.00	100.25
Relinquishment	50.00			10.00	60.00
Request/Inquiry on Adoption - written					NO CHARGE
Termination	50.00			10.00	60.00

	BASIC FEE	ADVERT. COSTS	JUDICIAL COURT PROGRAM	AUTOMATION	TOTAL
<b>AFFIDAVIT</b>	10.50				10.50
<b>AFFIDAVIT OF SERVICE</b>					NO CHARGE
<b>ANSWERS</b>	10.50				10.50
<b>APPEALS</b>					
Appellant Court filing fee <sup>2</sup>	90.25				90.25
Orphans' Court – filing fee (includes \$10.50 docket entry fee)	77.50				77.50
<b>AUTOMATION FEE'</b> Clerk of Orphans' Court				10.00	10.00
<b>BIRTH/DEATH CERTIFICATE</b> (Only available prior to 1906 – certified copy)	11.50				11.50
<b>BRIEF</b>	10.50				10.50
<b>CERTIFICATE OF SERVICE</b>					NO CHARGE
<b>CERTIFICATIONS</b> (Does not include per page fee)	10.50				10.50
<b>CITATION</b> (including proof of service)					
Issuing - one respondent	15.00				15.00
Each additional respondent	5.00				5.00
<b>CLAIM - NOTICE OF CREDITOR'S CLAIM AGAINST ESTATE</b> Omit \$10.00 automation fee if Orphan's Court docket number previously established	30.00			10.00	40.00
<b>COMMISSION</b> on money paid into Court Held or controlled by the Court (e.g., CD's, bonds, and escrow accounts)	5% per year				5% p/y
<b>COPIES</b>					
Certified copies	10.50				10.50
Photo copies	.50				.50
Reel, microfilm, and docket book copies	1.00				1.00
<b>DEED</b> – Execution of	25.00				25.00
<b>DISCLAIMER</b> Omit \$10.00 automation fee if Orphan's Court docket number previously established	40.00			10.00	50.00
<b>DOCKET ENTRIES (PER CASE)</b>	10.50				15.00
<b>E-FILING CONVENIENCE FEE</b> (excludes marriage)	3.00				3.00
<b>ELECTION UNDER OR AGAINST WILL</b>	40.00			10.00	50.00
<b>EXCERPT</b>	13.50				13.50
<b>EXEMPLIFICATION</b>	13.50				13.50

	BASIC FEE	ADVERT. COSTS	JUDICIAL COURT PROGRAM	AUTOMATION	TOTAL
<b>FAMILY SETTLEMENT</b>	55.00			10.00	65.00
<b>FINDING OF FACT</b>	10.50				10.50
<b>GENEOLOGICAL RESEARCH/RECORD SEARCH – per record</b> (Per hour or portion of hour)	21.50 per hour/per name				21.50p/h
<b>GUARDIAN ACCOUNTS</b>					
Estate up to \$50,000.00	105.00			10.00	115.00
\$50,000.00 to \$100,000.00	155.00			10.00	165.00
Over \$100,000.00	205.00			10.00	215.00
<b>GUARDIANSHIP/INCAPACITATIONS</b>					
Annual Report – efile via GTS					NO CHARGE
Paper file (each report)					50.00
Citation (including proof of service)					
Issuing - one respondent	15.00				15.00
Each additional respondent	5.00				5.00
Guardian Bond/Entry of Security	15.00				15.00
Guardian Inventory - efiled	10.50				10.50
Paper file (each report)	50.00				50.00
Guardian Inventory – Supplemental - efiled	5.00				5.00
Paper file (each report)	25.00				25.00
Petition for Appointment of Guardian (Incapacitation)	50.00		40.25	10.00	100.25
Petition for Appointment of Guardian (minor)	50.00		40.25	10.00	100.25
Petition to Discharge Guardian	50.00				50.00
Petition for Successor Guardian	50.00				50.00
<b>JUDICIAL COMPUTER PROGRAM<sup>3</sup></b>			40.25		40.25
<b>MARRIAGE LICENSE</b>	30.00	COUNTY FEE			
	.50	STATE TAX			
	10.00	ACT 151			
	10.00	ACT 222			
	10.00	AUTOMATION FEE			
	10.50	CERTIFICATION			
	5.00	REMOTE/EFILING FEE			75.50
Certified Mail	11.00				11.00
Non-resident Affidavit of Marriage License	40.00				40.00
Order of Court (Waiver)	5.00				5.00
Petition to Correct Record	50.00			10.00	60.00
Re-issue of Marriage License	30.00				30.00
Video Conferencing ML Application					
Adams County Prison	25.00				25.00
Dept. of Corrections	100.00				100.00
<b>MISCELLANEOUS FILINGS</b>	50.00			10.00	50.00
Omit \$10.00 automation fee if Orphan's Court docket number previously established					
<b>MOTION TO WITHDRAW AS COUNSEL</b>	25.00				25.00

	BASIC FEE	ADVERT. COSTS	JUDICIAL COURT PROGRAM	AUTOMATION	TOTAL
<b>OATH</b>	10.50				10.50
<b>OBJECTIONS</b>	45.00				45.00
<b>PETITION FOR SETTLEMENT OF SMALL ESTATE</b>	50.00		40.25	10.00	100.25
If petition for grant of letters was filed prior to settlement petition, omit \$40.25 JCP fee.					
<b>PETITIONS, MOTIONS</b>	50.00			10.00	60.00
Omit \$10.00 automation fee if Orphan's Court docket number previously established.					
<b>POSTAGE (AD-25-15 per mailing)</b>					1.00
<b>POWER OF ATTORNEY</b>	20.00				20.00
<b>PRAECIPE</b>	10.50				10.50
<b>PREPARED FORMS</b>	5.00				5.00
(Same forms available online at no cost)					
<b>RECEIPT RELEASE AND INDEMN. AGREEMENT</b>					
Omit \$10.00 automation fee if Orphan's Court docket number previously established					
	55.00			10.00	65.00
<b>RECORD SEARCH</b>	21.50 p/hour				21.50p/h
(per hour or portion of hour)					
<b>RELEASE OF CLAIM -</b>	40.00			10.00	50.00
Omit \$10.00 automation fee if Orphan's Court docket number previously established					
<b>REMOTE / EFILING CONVENIENCE FEE</b>	5.00				5.00
(marriage records only)					
<b>RETURNED CHECK FEE</b>	33.00				33.00
Includes debit/credit reversal and Returns, chargebacks, etc. for any reason, regardless of type of payment.					
<b>SATISFACTION OF CLAIM/AWARD</b>	15.00				15.00
<b>STIPULATION</b>	15.00				15.00
<b>SUBPOENA</b>	10.00				10.00
<b>TRUST</b>					
Petition for Appointment of Trust	50.00		40.25	10.00	100.25
Petition for Successor Trust	50.00				50.00
Petition to Terminate Trust	50.00				50.00

1 - Automation fee will be charged on the initiation of any action or legal proceeding.

2 – Appellant Court Filing fee must be on a SEPARATE check for \$90.25 payable to Superior Court of PA to be sent with the Notice of Appeal by the Clerk of Orphans’ Court.

3 - This is a statutorily created fee imposed upon “first filings in petitions concerning adoptions, incapacitated persons, estates of minors, and inter vivos trusts.” 42 P.S. § 3733. Eff 8/8/14 Act 113 and 126 of 2014 increased JCP to \$35.50. Act 40 and 44 of 2007 increased JCP to \$40.25. Act 54 of 2022.

Fees for filing instruments not specifically scheduled shall be charged on the same basis as those of substantially similar nature herein scheduled.

All fees must be paid in full prior to filing

The Clerk of Orphans’ Court request that each motion/petition filed seek only one type of relief and reference only one docket number. If a party files a single motion/petition seeking multiple forms of relief, then that party shall be charged as if it had filed a separate motion/petition for each requested matter of relief. If a party files a single motion/petition referencing multiple docket numbers, then that party shall be charged as if it had filed a separate motion/petition for each docket number referenced.

State mandated fees or fee increases will be added to the fee for the scheduled service.

When filing fees have been overpaid in an amount not exceeding five dollars (\$5.00), such overpayment will not be refunded and the money will be forwarded to the county.

Adams County Clerk of Orphans’ Court uses a third party processor named Allpaid (formerly GovPayNet) to process debit/credit card filing fees. Allpaid will charge a processing fee added to the total amount paid.

A convenience fee of \$5.00 is included in the marriage applications by video and \$3.00 for each Orphans’ Court e-filing.

Attest: \_\_\_\_\_  
Clerk of Orphans’ Court

By the Court: \_\_\_\_\_  
Honorable Michael A. George  
President Judge in the Court of Common Pleas  
of Adams County, Pennsylvania

