

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
Effective: January 1, 2023
All Passport Applicants Need An Appointment
www.travel.state.gov

Acknowledgements		\$ 10.75				
Appeals						
Assessment Appeal		\$ 201.75				
Driver's License & Registration Appeal		\$ 201.75				
District Justice Appeal		\$ 201.75				
Except Political Subdivision**		\$ 90.25				
Liquor Control Board Appeal		\$ 201.75				
Supreme, Superior, Commonwealth - Adams County Prothonotary's Fee		\$ 90.25				
Appellate Court Fee (separate checks required)	Separate Checks Required	\$ 90.25				
Zoning Appeal		\$ 201.75				
Except Political Subdivision**		\$ 90.25				
Arbitration Proceedings: \$50,000 Limit						
Motion To Appoint Arbitrators is required by the Court along with Motion filing fee		\$ 28.00				
Arbitration Appeal		\$ 650.00				
Arbitration Award Judgment	Does NOT include Satisfaction Fee	\$ 25.50				
Bench Warrants		\$ 9.25				
Certification		\$ 6.25				
Copies: 25 cents per page for file & docket copies	Copies from microfilm \$1.00 per page					
Commencement of Action		\$ 201.75				
Abandoned Title, Vehicle, Boat, RVs, Motorcycles		\$ 201.75				
Board of View	Commencement of Action	\$ 201.75				
	Petition for appt of Board of View	\$ 28.00				
	Required Deposit for Costs	\$ 1,000.00				
Civil Complaint with Confession of Judgment	Satisfaction Fee for judgment NOT included	\$ 227.25				
Civil Complaint (Law or Equity)		\$ 201.75				
Except Political Subdivision**		\$ 90.25				
Reinstatement of Complaint		\$ 11.25				
Custody Complaint	New Suit Fee Plus Conciliator Fee	\$ 311.00				
Petitions to Modify or Special Relief	Petition Fee Plus Conciliator Fee	\$ 128.00				
Petitions to Intervene or Contempt for Disobedience of Court Order	Petition Fee only; No Conciliator Fee	\$ 28.00				
Home Study		\$ 200.00				
Declaratory Judgment		\$ 201.75				
Divorce Commencement of Action 3301(c) and/or 3301(d)	Includes fee for Praecepte to Transmit	\$ 210.00				
Additional Count: Equitable Distribution		\$ 65.50				
Additional Count: Counsel Fees, Costs & Expenses		\$ 65.50				
Additional Count: Alimony and/or APL		\$ 65.50				
Additional Count: Custody	Includes Conciliator Fee	\$ 188.00				
Additional Count: Miscellaneous - Fault, Indignities		\$ 65.50				
Appointment of Master, Motions are required by the Court along with Motion filing fee		\$ 500.00				
Divorce with Custody Count	Includes fee for Praecepte to Transmit Plus Conciliator Fee	\$ 398.00				
Motions or Petitions: Including but not limited to: Special Relief, Modify, Continuances, Contempt, Enforcement		\$ 28.00				
No fee required for payment of attorney or stenographer fees						
QDRO Fee - Petitions are required by the Court along with Petition filing fee		\$ 28.00				
Retake Maiden Name (filed to Divorce action)		\$ 20.50				
Ejectment		\$ 201.75				
Eminent Domain or Declaration of Taking		\$ 201.75				
Liquor Control Board Appeal		\$ 201.75				
Mechanics Liens	Satisfaction Fee for judgment NOT included	\$ 227.25				
Minor's Compromise & Structured Settlement		\$ 201.75				
Mortgage Foreclosure		\$ 201.75				
Motions and Petitions	No fee required in Abuse cases, payment of attorney or stenographer fees	\$ 28.00				
Name Change		\$ 201.75				
Quiet Title		\$ 201.75				
Writ of Summons		\$ 201.75				
Judgments						
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				

Liens							
Building Agreements (Agreement, Waiver, Stipulation)			\$ 28.00				
Federal and State, Municipal Liens	Includes Discontinuance Fee		\$ 36.00				
Miscellaneous			\$ 85.75				
Notary Public Registration of Signature			\$ 4.25				
Notary Public Affidavit of Signature of Record	An appointment is required		\$ 10.75				
Petitions & Motions	No fee required in Abuse cases, payment of attorney or stenographer fees		\$ 28.00				
Paternity			\$ 201.75				
Passports							
Book Adult (16 years old and above) US Dept of State Fee	check or money order required		\$ 130.00				
Book Child (under 16 years of age) US Dept of State Fee	check or money order required		\$ 100.00				
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, new fee effective 4/2/2018	check, money order or cash		\$ 35.00				
Passport Photos	check, money order or cash		\$ 10.00				
Poundage	Each dollar of the first \$1,000.00		\$ 0.03				
	Each dollar thereafter		\$ 0.01				
Reinstatement of Complaint			\$ 11.25				
Statement of Intention to Proceed / Dismissals & Terminations			\$ 33.00				
Subpoenas			\$ 4.25				
Temporary Guardian			\$ 201.75				
Transfer Case To Another County			\$ 28.00				
Writs							
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			\$ 201.75				
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 & 236 Notice & addressed, postage paid envelopes for parties.							
12/21/2017 Divorce Cases: Social Security Numbers are no longer required							
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							
8/8/2014 Fees Increased according to Acts 113 & 126 of 2014, thereby increasing JCP fee by additional \$12.00							
12/1/2017 Fees Increased according to Acts 40 & 44 of 2017, thereby increasing JCP fee by an additional \$4.75							
7/1/2018 Home Study Fee increased from \$75 to \$200, Administrative Order No. 6 of 2018.							
12/23/2018 Temporary Guardian created via Act of 10/23/2018 P.L.583 No. 88, effective 12/23/2018							
1/1/2019 Jen & Dave Fee (Act 119 of 1996) increased from \$6.40 to \$6.80, Supreme Court Order of 9/25/2018							
1/8/2019 Custody Conciliator Fee created via Administrative Order No. 1 of 2019							
5/13/2019 start date for collection of Custody Conciliator fee of \$100.00.							
11/25/2019 Custody Conciliator Fee waived for new custody cases with contemporaneous filing of Stipulation, 2019-AO-14							

12/27/2021 Passport Fees increased to Dept of State, \$20 fee increase for passport books for adults and minors						
Separate checks for separate cases are required.						
1/1/2023 Jen & Dave Fee (Act 119 of 1996) increased from \$6.80 to \$7.60, Supreme Court Order of 10/5/2022						