

## PROTHONOTARY OF CUMBERLAND COUNTY FEE SCHEDULE

(42 P.S. § 21071 & ACT #98-164)

David D. Buell  
Prothonotary

Effective 01-02-2012

717-240-6195  
Mon - Fri - 8 to 4:30

### CHART

<b>*</b>	-	State Civil Cover Sheet.	Required at the time of filing.
<b>F</b>	-	Form is on our Website.	<a href="http://www.ccpa.net/DocumentCenterii.aspx?FID=650">http://www.ccpa.net/DocumentCenterii.aspx?FID=650</a>
<b>NF</b>	-	We have no form for this.	You will have to bring the paperwork to us.
<b>FO</b>	-	Form in the office	We will give you the form when you come in to file.

### APPEAL

<b>FO</b>	<b>*</b>	<b>Magisterial District Judge Appeal</b>	<b>\$103.50</b>
		Must bring with you the Judgment Transcript plus one copy from the Magisterial District Judge.	
<b>NF</b>	<b>*</b>	<b>Higher Court Appeal (Commonwealth or Superior Court)</b>	<b>\$57.00</b>
		Must also have a check or money order for Higher Court for \$73.50.	
<b>F</b>	<b>*</b>	<b>License Suspension - Registration Suspension Appeal</b>	<b>\$103.75</b>
		Copies of the Proposed Order (F) and addressed stamped envelopes to all Attorneys and unrepresented parties. Certificate of Service (F)	
<b>NF</b>	<b>*</b>	<b>Zoning Appeal</b>	<b>\$103.75</b>
		Will need an Original plus one copy.	
<b>F</b>	<b>*</b>	<b>Arbitration Appeal</b>	<b>\$416.50</b>
		Must use our form on the Web.	

### COMMENCEMENT OF NEW ACTION

<b>NF</b>	<b>*</b>	<b>Complaint</b>	<b>\$103.75</b>
		Must have a Notice to Defend - Original Signatures - Verification	
<b>NF</b>	<b>*</b>	<b>Exemplified Record (Received from another COUNTY to our County)</b>	<b>\$33.50</b>
		Certified Record from the County it is coming from. Certified docket entries, a certified copy of the Judgment, with an addressed stamped envelope for the other attorney or all unrepresented defendants.	
<b>NF</b>	<b>*</b>	<b>Exemplified Record (Received from another STATE to our County)</b>	<b>\$33.50</b>
		Must have the original triple seal record. Certified docket entries or a sealed certified statement. Affidavit stating the Judgment is VALID ENFORCEABLE AND UNSATISFIED. Certification of addresses. We need a copy and addressed stamped envelope for the other attorney or all unrepresented parties.	
<b>NF</b>	<b>*</b>	<b>Petition</b>	<b>\$103.75</b>
		Original Signatures - Verification - Copies of Proposed Order and addressed stamped envelope for Attorneys or unrepresented parties.	
<b>NF</b>	<b>*</b>	<b>Recordings - Reports</b>	<b>\$19.00</b>
<b>NF</b>	<b>*</b>	<b>Auditor Report</b>	<b>\$18.00</b>
<b>NF</b>	<b>*</b>	<b>Writ of Revival (Parties agree)</b>	<b>\$21.50</b>
		Must have the existing case number. Original plus one copy of the agreement. We also need addressed stamped envelope for each Attorney or unrepresented defendants. - Parties names and addresses and original signatures.	
<b>NF</b>	<b>*</b>	<b>Writ of Revival (Parties disagree)</b>	<b>\$33.50</b>
		Must have the existing case number and all current addresses.	
<b>F</b>	<b>*</b>	<b>Writ of Summons</b>	<b>\$103.75</b>
		Original Signatures - Verification - Addresses for all parties.	

<b>FAMILY LAW</b>		
	<b>CUSTODY</b>	
<b>NF</b>	<b>Custody Complaint</b>	<b>\$206.50</b>
	We need Original with orders and addressed stamped envelopes.	
<b>NF</b>	<b>Contempt</b>	<b>\$83.00</b>
	Original plus one copy along with Orders and addressed stamped envelopes to attorneys or unrepresented parties. Contempt and Modification can be on same petition.	
<b>NF</b>	<b>Modification</b>	<b>\$83.00</b>
	Original plus one copy along with Orders and addressed stamped envelopes to attorneys or unrepresented parties. Contempt and Modification can be on same petition.	
<b>NF</b>	<b>Special Relief</b>	<b>\$83.00</b>
	Must be on a Petition by itself. Original plus one copy. Orders and addressed stamped envelopes to Attorneys or unrepresented parties.	
	<b>DIVORCE</b>	
<b>NF</b>	<b>Divorce Complaint</b>	<b>\$363.75</b>
	Original with a Notice to Defend.	
<b>NF</b>	<b>Custody Count (Filed under the Divorce Case #)</b>	<b>\$132.00</b>
	If you want a conciliator, the custody must be a separate Complaint with a copy for the conciliator.	
<b>NF</b>	<b>Additional Counts (3 different counts each count costs \$42.50)</b>	<b>\$42.50</b>
	Equitable distribution - Alimony - Counsel fees costs and expenses.	
<b>NF</b>	<b>Divorce Decree</b>	<b>\$16.50</b>
	Certified copy of your Cumberland County Divorce.	
<b>NF</b>	<b>Foreign Divorce</b>	<b>\$18.00</b>
	If from another state, not from PA, to resume prior name.	
<b>F</b>	<b>Resume Prior Name</b>	<b>\$13.00</b>
	Due to a Divorce.	
	<b>PROTECTION FROM ABUSE</b>	
<b>NF</b>	<b>Protection from Abuse (Start by contacting Domestic Violence) 717-258-5913</b>	
	The PFA Act prohibits the charging of any filing fees to a Plaintiff. The act however authorizes the Court to assess fees and costs against a Defendant when an order is granted. \$103.75 filing fee, \$100.00 Surcharge, Sheriff costs (whatever it costs for the sheriff to serve it) and any other fines ordered by the Judge.	
<b>JUDGMENT</b>		
<b>NF</b>	<b>Default Judgment</b>	<b>\$16.50</b>
	Must have Important Notice/10 day notice. Original plus one copy and an addressed stamped envelope for the Defendant.	
<b>NF</b>	<b>Assignment of Judgment</b>	<b>\$9.50</b>
	Original.	
<b>F</b>	<b>Certificate of Motor Vehicle Judgment</b>	<b>\$5.75</b>
	Must have an affidavit stating the judgment was due to a Motor Vehicle accident.	
<b>NF</b>	<b>Confession of Judgment</b>	<b>\$46.00</b>
	We will need a confession of Judgment, Complaint and the Instrument. If the instrument is a copy we will need a verification. We need addresses for both Plaintiff and Defendant. Original and a copy of all these documents along with addressed stamped envelopes for Defendant(s).	
<b>NF</b>	<b>Exemplified Record</b>	<b>\$19.00</b>
	We prepare for another County or State. Can be done verbally or by written notice at the time of payment. Must Specify what State or County this is going to.	
<b>NF</b>	<b>MDJ Judgment</b>	<b>\$31.25</b>
	Original plus a copy for each Defendant. Addressed Stamped envelope for the Defendant(s).	
<b>NF</b>	<b>Judgment Note</b>	<b>\$31.50</b>
	Original plus a copy for each Defendant. Addressed Stamped envelope for the Defendant(s).	
<b>NF</b>	<b>Praecipe Judgment</b>	<b>\$36.75</b>
	Original plus a copy for each Defendant. Addressed Stamped envelope for the Defendant(s).	
<b>NF</b>	<b>Suggestion of Non-Payment</b>	<b>\$22.50</b>
	The amount due must be the same amount as the original judgment. Must have the name and addresses of defendant(s).	
<b>NF</b>	<b>Judgment Release</b>	<b>\$9.50</b>
<b>NF</b>	<b>Satisfy, Vacate or Settlement of Judgment</b>	<b>\$9.50</b>

LIEN		
NF	CC of Lien	\$21.50
	Satisfy CC of Lien	\$10.00
NF	Federal Tax Lien	\$21.50
	Release Federal Tax Lien	\$9.50
NF	Municipal Lien	\$21.50
	Satisfy Municipal Lien	\$9.50
NF	Stip vs. Lien	\$24.00
	Contractor must sign and must be dated.	
NF	Waiver of Lien	\$24.00
	Contractor must sign and must be dated.	
NF	Hotel Tax Lien	\$21.50
	Need the original	
WRIT		
NF	Writ of Attachment	\$28.50
	Sheriff must serve. Must have a Certified copy of the Praecipe for notice of Intent to Attach Wages along with Certification by Judgment Creditor with a Poverty income guideline. Original plus one copy of above paperwork. A Motion to Stay or Vacate the Writ of Attachment must also be sent to the Defendant(s).	
F	Writ of Execution (Filed by a Praecipe for Writ of Execution)	\$28.50
	Garnishee	\$0.50
NF	Writ of Possession (Filed by a Praecipe for Writ of Possession)	\$28.50
	Praecipe must include Plaintiff's name, Defendant's name and address, description and/or address of the property to take possession of.	
NF	Writ of Scire Facias	\$33.50
	We do not prepare the writ, you must bring that to us.	
NF	Writ of Seizure	\$28.50
	We do not prepare the writ, you must bring that to us along with a Praecipe and a Proposed Order.	
MISCELLANEOUS FEES		
F	Appointment of Arbitrators (Petition for)	\$28.50
	Must use our form on the web. Original plus two copies and addressed stamped envelopes to attorneys or unrepresented parties.	
	Certification - 1st page	\$5.75
	True copy with signature and stamp.	
	Certification - Each Additional page	\$1.00
	True copy with signature and stamp.	
	Copies	\$0.50
	Copies of any document, other than a Divorce Decree, that is not certified.	
F	Name Change Search	\$9.50
	For a name Change, before going to Court.	
	Notary - Register Signature	\$3.50
	You register your signature here. However, you need to start your paperwork at the Recorder of Deeds Office. Their fee for is \$32.50	
F	Praecipe for Argument Court	\$19.75
	Must use our form on the web. Must use the complete caption, it can not read et. al. You can only file a Praecipe for the upcoming date of Argument Court. There are only three reasons that you can list for Argument. They are: <u>Preliminary Objections</u> , <u>Motions for Judgment on the Pleadings</u> and <u>Motions for Summary Judgments</u> . The only way anything else can get included on the Argument list is by the Judge issuing an Order of Court.	
F	Praecipe for Civil Trial List	\$29.75
	Must use our form on the web. Must use the complete caption, it can not read et al. You can only file a Praecipe for the upcoming week of Civil Trials.	
	Reinstate the Complaint	\$11.75
	Must have a copy of the Complaint to Reinstate, along with your Praecipe to Reinstate.	
	Reissue Writ of Summons	\$11.75
	Must have a copy of the Writ of Summons along with your Praecipe to Reinstate.	
	Reissue Writ of Execution	\$11.75
	We will need a Praecipe to Reinstate the Writ of Execution	
F	Subpoena	\$3.50
	We will sign and Seal.	

ADDITIONAL FORMS ON OUR WEBSITE	
-	Arbitration Award ( Must use our forms)
-	State Cover Sheet (Must use the state form)
-	Divorce Decree (Must use our decrees)
-	Divorce Information Sheet
-	Motion for Appointment of Master
-	Notice to Defend

**ADDITIONAL INFORMATION**

- <http://www.ccpa.net/index.aspx?nid=121> - Prothonotary Website
- <http://www.ccpa.net/DocumentCenterii.aspx?FID=650> - Prothonotary Forms

- Once on Prothonotary Home Page, look on the Left hand Navigation Bar for:
  - Searchable Civil Records
  - Court Calendar
  - Printable Forms
  - Fee Schedule
- THE PROTHONOTARY SHALL NOT be required to enter on the docket any suit or order of court or enter any Judgment thereon or perform any service whatsoever for any person, political subdivision of the Commonwealth until the requisite fee is paid. (42 P.S. Section 21073(b))
- ADDRESSED STAMPED ENVELOPE WITH POSTAGE IF A RETURN RECEIPT IS DESIRED.
- Upon filing of any order, motion, petition or rule for disposition by the court the filing attorney shall provide the Prothonotary with copies of the document and self-addressed, stamped envelope for all parties.
- We request that there only be one staple in the top left hand corner of the document and that all exhibit tabs are at the bottom of the document.

■ Our office is unable to refund any fees upon payment of Attorney checks, certified checks, and money orders. We will only accept the EXACT amount of the filing. Change will only be given for cash. If you have questions concerning the fee of a filing, please print a copy of the fee schedule to assist you.

- Arbitration Limit is \$50,000.00.
- Magisterial District Judgment Limit is \$12,000.00.
- Divorce finalizations require submission of:
  - Divorce Information Sheet <http://www.ccpa.net/DocumentView.aspx?DID=6805>
  - Two Divorce Decrees <http://www.ccpa.net/DocumentView.aspx?DID=6971>
  - Addressed Stamped Envelopes Attorney's or unrepresented parties.
- Passport information, can be found at: <http://www.ccpa.net/index.aspx?NID=422>

**DAVID D. BUELL, CUMBERLAND COUNTY PROTHONOTARY**  
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**CARLISLE, PA 17013**  
**(717) 240-6195**