

IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

In Re: Clerk of Courts Fee Schedule

**Administrative Order  
Number 24 of 2023**

**ORDER OF COURT**

AND NOW, this 13<sup>th</sup> day of December, 2023, it is hereby Ordered that the attached "Clerk of Courts Fee Schedule" is hereby adopted effective January 1, 2024 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  
Magisterial District Judge Mark Beauchat  
Magisterial District Judge Christopher Snyder  
Magisterial District Judge Matthew Harvey  
Magisterial District Judge Tony Little  
Department of Probation Services  
District Attorney's Office  
Public Defender's Office  
Adams County Adult Correctional Complex  
Sheriff's Department  
Adams County Controller  
Members of Adams County Bar Association  
jvs



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### **Clerk of Courts Fee Schedule** **Effective 2024 - 2026**

In accordance with Act 36 of 2000, amending Title 42 § 1725.4 enacted by the General Assembly of the Commonwealth of Pennsylvania, the following fees are hereby set for the office of the Clerk of Courts.

#### **Clerk Fees:**

Misdemeanor/felony cases disposed of at any time during or after a trial	\$268.75
Misdemeanor/felony cases disposed by non-jury bench trial.	\$235.50
Misdemeanor/felony cases disposed of before trial	\$202.25
Summary matters	\$38.00
Contempt – filing of motion for contempt/contempt sentencing	\$51.00
Juvenile delinquency matters where a petition was filed	\$74.75
Juvenile delinquency - Informal Adjustments	\$26.00

#### **Copies:**

Certifications (per certification)	\$12.50
Photocopies or printouts (per page)	\$ .50
Microfilm copies, reel copies or docket books (per page)	\$1.00
Docket Entries (per case)	\$12.50

#### **Filing Fees:**

All other matters filed in the office including all post-sentence motions.	\$25.50
Filing fee is waived for omnibus pre-trial motions, motion for suppression, motion for in forma pauperis, request for transcripts, briefs, memorandums, discovery, entry of appearance, and PCRA petitions	
Appeal from the Court of Common Pleas to an Appellate Court	
Supreme/Superior Court fees and Clerk of Court fee.	
*Money order/ checks to be made out as follows:	
1 for Clerk of Courts	\$79.75
1 for Appellate Court	\$90.25
Appeal from a summary conviction before a Magisterial District Judge	\$64.25
Including certification for PennDot (includes appeal, copy & certification)	\$77.25
Nunc Pro Tunc Petition (includes automation fee)	\$30.50
Bail bondsman/surety company	
Copy of license	\$25.50
Power of Attorney	\$25.50
Constable / Deputy Constable	
Bond	\$25.50
Certificate of Insurance	\$25.50
Petition for Appointment (includes Automation Fee)	\$30.50

Expungement/Limited Access/Clean Slate – Adult (Act 5 of 2016 & MC-40-97)	
Case exists in CPCMS	\$196.25
MDJ Expungement (includes Automation)	\$201.25
Private Detective application (includes Clerk filing fee)	
New – Individual (includes Clerk filing fee & Automation)	\$230.50
New - Firm, partnership, association or corporation application (includes Clerk Filing Fee & Automation)	\$330.50
Renew - Individual	\$225.50
Renew - Firm, partnership, association or corporation application	\$325.50
Resolution / road docket	
New filing (includes Automation fee)	\$30.50
Case already established	\$25.50
Tax Collector Bonds	
New filing (includes Automation fee)	\$30.50
Case already established	\$25.50

#### Forms:

Bail Piece (per each docket number)	\$25.50
Prepared motions, petitions, and forms – created from CPCMS	\$5.00
Subpoena – created by Clerk	\$10.00
Signed Subpoena only	\$5.00

#### Miscellaneous:

Administrative Management for the collection of costs and handling monies paid to the Courts in all criminal court case resulting in a conviction for a felony, misdemeanor or summary offense, indirect criminal contempt, supervision transfers and juvenile delinquency matters in which the juvenile was adjudicated.	\$25.50
Automation fee - for the initiation of any action or legal proceeding	\$5.00
Bench Warrant Issuance	\$14.75
Bonds – filing of any bond including bail bonds	\$25.50
Certified Mail	\$11.00
Collection Agency – each case referred	\$12.50
Expungement – Clerk Fee	\$64.25
Handling of money paid into Court	.048/.016
.048 cents per dollar for the first \$1,000.00 and .016 cents per dollar for each additional \$1,000.00 or fraction thereof	
Postage fee – where County incurred costs for change of address	actual cost
Prepared motions, petitions, and forms – created from CPCMS	\$5.00
Record search from 1986 to present (per name)	\$12.50
Record search prior to 1986 (per name) (per hour/or portion of hour)	\$25.50
Returned/rejected/reversals - check, money order, ATM/debit card, or credit card returned for any reason	\$39.00

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

Appellate 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 Court.

The Clerk of Courts 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. Exception is Omnibus Pretrial Motion which should be filed as such.

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 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.

Approved:

Effective: January 1, 2024

Michael A. George, President Judge

Kelly A. Lawver, Clerk of Courts