

IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

In Re: Orphans' Court Fee Schedule

**Administrative Order
Number 25 of 2023**

ORDER OF COURT

AND NOW, this 13th day of December, 2023, it is hereby Ordered that the attached "Orphans' Court Fees & Charges" 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
Children & Youth Services
Adams County Controller
Members of Adams County Bar Association
jvs

ORPHANS' COURT FEES & CHARGES

Eff 1/1/2024

	BASIC FEE	ADVERT. COSTS	JUDICIAL COURT PROGRAM	AUTOMATION	TOTAL
ACCOUNTS					
Estate amount is based on total of INCOME + PRINCIPAL RECEIPTS . If there is a testamentary trust, then the gross value shall be only the income generated by the trust.					
ACCOUNTS (REGULAR)					
Estate up to \$50,000.00	125.00	300.00		10.00	435.00
\$50,000.00 to \$100,000.00	175.00	300.00		10.00	485.00
\$100,000.00 to \$200,000.00	225.00	300.00		10.00	535.00
\$200,000.00 to \$300,000.00	275.00	300.00		10.00	585.00
\$300,000.00 to \$400,000.00	325.00	300.00		10.00	635.00
\$400,000.00 to \$500,000.00	375.00	300.00		10.00	685.00
\$500,000.00 to \$600,000.00	425.00	300.00		10.00	735.00
\$600,000.00 to \$700,000.00	475.00	300.00		10.00	785.00
\$700,000.00 to \$800,000.00	525.00	300.00		10.00	835.00
\$800,000.00 to \$900,000.00	575.00	300.00		10.00	885.00
\$900,000.00 to \$1,000,000.00	625.00	300.00		10.00	935.00
Each additional \$100,000 or fraction	100.00				100.00
CEMETERY ACCOUNTS	45.00			10.00	55.00
Omit \$10.00 automation fee if Orphan's Court docket number previously established.					
GUARDIAN ACCOUNTS					
Estate up to \$50,000.00	125.00			10.00	135.00
\$50,000.00 to \$100,000.00	175.00			10.00	185.00
Over \$100,000.00	225.00			10.00	235.00
INFORMAL ACCOUNT (Risk Distribution)	65.00			10.00	75.00
INTER VIVOS TRUST ACCOUNTS					
Estate up to \$50,000.00	125.00		40.25	10.00	175.25
\$50,000.00 to \$100,000.00	175.00		40.25	10.00	225.25
\$100,000.00 to \$200,000.00	225.00		40.25	10.00	275.25
\$200,000.00 to \$300,000.00	275.00		40.25	10.00	325.25
\$300,000.00 to \$400,000.00	325.00		40.25	10.00	375.25
\$400,000.00 to \$500,000.00	375.00		40.25	10.00	425.25
\$500,000.00 to \$600,000.00	425.00		40.25	10.00	472.25
\$600,000.00 to \$700,000.00	475.00		40.25	10.00	525.25
\$700,000.00 to \$800,000.00	525.00		40.25	10.00	575.25
\$800,000.00 to \$900,000.00	575.00		40.25	10.00	625.25
\$900,000.00 to \$1,000,000.00	625.00		40.25	10.00	675.25
Each additional \$100,000.00 or fraction	100.00				100.00
ADOPTIONS					
Petition for Adoption	55.00		40.25	10.00	105.25
Investigation Fee	250.00				250.00
Each additional child investigation fee	25.00				25.00
Act 34 of 1992 (Report of Intention) (SEE BREAKDOWN)	75.00				75.00
Report of Intermediary	35.00				35.00
Petition to Confirm Consent to Adopt	55.00		40.25	10.00	105.25
Relinquishment	55.00			10.00	65.00
Request/Inquiry on Adoption - written					NO CHARGE
Termination	55.00			10.00	65.00

	BASIC FEE	ADVERT. COSTS	JUDICIAL COURT PROGRAM	AUTOMATION	TOTAL
AFFIDAVIT	12.50				12.50
AFFIDAVIT OF SERVICE				NO CHARGE	
ANSWERS/REPLY/RESPONSE	12.50				12.50
APPEALS					
Appellant Court filing fee ¹	90.25				90.25
Orphans' Court – filing fee (includes \$15.00 docket entry fee)	94.75				94.75
AUTOMATION FEE² Clerk of Orphans' Court				10.00	10.00
BIRTH/DEATH CERTIFICATE (Only available prior to 1906 – certified copy)	15.00				15.00
BRIEF	12.50				12.50
CERTIFICATE OF SERVICE				NO CHARGE	
CERTIFICATIONS (Does not include per page fee)	12.50				12.50
CITATION (including proof of service)					
Issuing - one respondent	20.00				20.00
Each additional respondent	5.00				5.00
CLAIM - NOTICE OF CREDITOR'S CLAIM AGAINST ESTATE Omit \$10.00 automation fee if Orphan's Court docket number previously established.	35.00			10.00	45.00
COMMISSION 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
COPIES					
Certified copies	12.50				12.50
Photocopies	.50				.50
Reel, microfilm, and docket book copies	1.00				1.00
DEED – Execution of	30.00				30.00
DISCLAIMER Omit \$10.00 automation fee if Orphan's Court docket number previously established.	45.00			10.00	55.00
DOCKET ENTRIES (PER CASE)	15.00				15.00
E-FILING CONVENIENCE FEE (excludes marriage)	3.00				3.00
ELECTION UNDER OR AGAINST WILL	45.00			10.00	55.00
EXEMPLIFICATION	30.00				30.00

	BASIC FEE	ADVERT. COSTS	JUDICIAL COURT PROGRAM	AUTOMATION	TOTAL
FAMILY SETTLEMENT	65.00			10.00	75.00
FINDING OF FACT	12.50				12.50
GENEOLOGICAL RESEARCH/RECORD SEARCH – per record (Per hour or portion of hour)	25.50 per hour/per name				25.50p/h
GUARDIANSHIP/INCAPACITATIONS					
Annual Report – efile via GTS					NO CHARGE
Paper file (each report)					50.00
Citation (including proof of service)					
Issuing - one respondent	20.00				20.00
Each additional respondent	5.00				5.00
Guardian Bond/Entry of Security	20.00				20.00
Guardian Inventory - efiled	12.50 +\$3				15.50
Paper file (each report)	55.00				55.00
Guardian Inventory – Supplemental - efiled	5.00+\$3				8.00
Paper file (each report)	30.00				30.00
Petition for Appointment of Guardian (Incapacitation)	55.00		40.25	10.00	105.25
Petition for Appointment of Guardian (minor)	55.00		40.25	10.00	105.25
Petition to Discharge Guardian	55.00				55.00
Petition for Successor Guardian	55.00				55.00
JUDICIAL COMPUTER PROGRAM³			40.25		40.25
MARRIAGE LICENSE	35.00 COUNTY FEE				
	.50 STATE TAX				
	10.00 ACT 151				
	10.00 ACT 222				
	10.00 AUTOMATION FEE				
	12.50 CERTIFICATION				
	5.00 REMOTE/EFILING FEE				83.00
Certified Mail	11.00				11.00
Non-resident Affidavit of Marriage License	45.00				45.00
Order of Court (Waiver)	5.00				5.00
Petition to Correct Record	55.00			10.00	65.00
Re-issue of Marriage License	35.00				35.00
MISCELLANEOUS FILINGS	55.00			10.00	65.00
Omit \$10.00 automation fee if Orphan's Court docket number previously established					
MOTION TO WITHDRAW AS COUNSEL	25.00				25.00

	BASIC FEE	ADVERT. COSTS	JUDICIAL COURT PROGRAM	AUTOMATION	TOTAL
OATH	12.50				12.50
OBJECTIONS / EXCEPTIONS	50.00				50.00
PETITION FOR SETTLEMENT OF SMALL ESTATE If petition for grant of letters was filed prior to settlement petition, omit \$40.25 JCP fee.	55.00		40.25	10.00	105.25
PETITIONS, MOTIONS Omit \$10.00 automation fee if Orphan's Court docket number previously established.	55.00			10.00	65.00
POSTAGE (AD-25-15 per mailing)					1.00
POWER OF ATTORNEY	25.00				25.00
PRAECIPE	12.50				12.50
PREPARED FORMS (Same forms available online at no cost)	5.00				5.00
PROOF OF DEPOSIT	5.00				5.00
RECEIPT RELEASE AND INDEMN. AGREEMENT Omit \$10.00 automation fee if Orphan's Court docket number previously established	65.00			10.00	75.00
RECORD SEARCH (per hour or portion of hour)	25.50 p/hour				25.50p/h
RELEASE OF CLAIM - Omit \$10.00 automation fee if Orphan's Court docket number previously established	45.00			10.00	55.00
REMOTE / EFILING CONVENIENCE FEE (marriage records only)	5.00				5.00
RETURNED CHECK FEE Includes debit/credit reversal and Returns, chargebacks, etc. for any reason, regardless of type of payment.	39.00				39.00
SATISFACTION OF CLAIM/AWARD	25.00				25.00
STIPULATION	15.00				15.00
SUBPOENA	10.00				10.00
TRUST					
Petition for Appointment of Trust	55.00		40.25	10.00	105.25
Petition for Successor Trust	55.00				50.00
Petition to Terminate Trust	55.00				50.00

1 - 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.

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

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. Eff. 8/1/23 21.25 surcharge expired. Eff Nov 1, 2023 Act 22 of 2023 increased surcharge.

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