



# Office of the Sheriff

Public Safety Building  
13925 State Route 31  
Albion, NY 14411-9386



**Randall Bower**  
*Sheriff*

[www.OrleansCountyNY.gov/Sheriff](http://www.OrleansCountyNY.gov/Sheriff)

**Christopher Bourke**  
*Undersheriff*

## Civil Office Fees

- All fees for service must be paid in advance.
- **Fees for service are for each person to be served. When multiple types of process are served simultaneously, the statutory fee for each type of process will be charged.**
- All mileage fees are per round trip.
- Please call for deposit fees for executions, seizures, and attachments.
- Attempted service of process is based upon the information provided. Please include any information you may have to assist us in expeditiously serving your process. This may include age, photograph, work hours, vehicle description, etc.
- We will only attempt service at the address given to us. If a bad address is provided, subsequent attempts to serve will be subject to a mileage fee based on the new location.
- Please note if there are any time requirements for service.
- The Sheriff's Office does not supply, prepare or complete legal forms. The Sheriff can only advise and inform parties as to those procedures and rules related to the Sheriff's duties; the Sheriff cannot act as an attorney. Litigants should seek professional legal counsel at all times.
- All service shall be performed per CPLR §308 unless "Personal Service Only" is requested in writing.

## Mileage Rates

Town of Albion	\$8.00	Town of Barre	\$13.00
Town of Carlton	\$15.00	Town of Clarendon	\$20.00
Town of Gaines	\$10.00	Town of Kendall	\$22.00
Town of Murray	\$18.00	Town of Ridgeway	\$21.00
Town of Shelby	\$19.00	Town of Yates	\$25.00

Please add mileage and notary fees to all services EXCEPT Income Executions

### Income Execution (Original + 5 copies)

\$86.00

- First & Second stage fees to be paid in advance.
- CPLR §5230 (b): All Income Executions must be issued and signed by the home county clerk of the court or an attorney licensed to practice within New York State.
- CPLR §8012 (b)4: When an Income or Property Execution is vacated or set aside after levy, the Sheriff is entitled to poundage upon the value of the property levied upon.
- NOTE-Do not include mileage

### Property Execution (Original & 5 copies)

- Include detailed property description AND proof of ownership (if MV we require a current MV-904)
- If notice to judgment debtor has not been served ADD \$42.00
- Advance escrow for towing, storage, moving, publishing, overtime, etc. is required (call for cost)

Straight/Demand & Levy	\$85.00
Real Property	\$55.00
Third Party Tangible Property	\$55.00
Third Party Intangible Property	\$40.00

### Notice of Petition with/without Petition (2 copies)

\$57.00



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## Civil Office Fees

### Eviction (original & 2 copies for first tenant, 2 copies for each additional tenant)

- John/Jane Does will not be served \$107.00 for first tenant
- ONLY parties named in warrant will be served \$32.00 for each additional tenant
- After 3 attempts on 3 different days, at 3 different times, deputy will nail and mail service.
- Standby will be **automatically** set up by Civil Office.

Arrest Order or Warrant \$32.00

Summons and/or Summons & Complaint (2 copies) \$12.00

Subpoena (2 copies) \$12.00

Restraining Notice (2 copies) \$12.00

Order (2 copies) \$32.00

Order to Show Cause (2 copies) \$32.00

Notice of Motion (2 copies) \$32.00

Mandate (2 copies) \$32.00

Surrogate Citation & Will (3 copies) \$42.00

### Order of Attachment or Notice of Attachment

- One original order for clerk-certified copy + 2 attorney certified copies for each levy  
Personal Property \$72.00 for each levy  
\$32.00 for each additional defendant  
Real Property \$80.00; Notice of Attachment (together with above)

### Order of Seizure

- Include court index number, undertaking, all papers upon which the order was granted, the summons & complaint and letter of instruction. One original order or clerk-certified copy +2 attorney-certified copies per service.  
\$122.00 for first defendant  
\$57.00 for each additional defendant

Notary Fee \$2.00 per affidavit

Please call 585-590-4139 or 585-590-4140 for all civil questions.